



Committee of the Whole Meeting Agenda

June 24, 2025 - 6:00 PM
Council Chambers
3805 S. Casper Drive

Published: 6/20/2025

AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. June 10, 2025, Committee of the Whole Meeting Minutes
4. **UTILITY & FINANCE**
 - A. Discussion and possible action to recommend to the Common Council approval of the June 11th, 2025, Water Utility claims in the amount of \$74,949.47, Sewer Utility claims in the amount of \$16,148.72, and General City claims in the amount of \$1,816,064.32. We Energies EFT of \$66,134.98
5. **LICENSES & PERMITS**
 - A. Discussion and possible action to approve the alcohol licenses, designated agents, and corresponding premise descriptions as outlined in the attached list, for the license year of July 1, 2025, through June 30, 2026, contingent upon the satisfaction of all City requirements, including but not limited to the completion of all required inspections and full payment of applicable fees
6. **MISCELLANEOUS**
 - A. Library Department Update
 - B. Discussion and possible action to recommend to Common Council approval of an underground electrical easement with We Energies to construct an electrical service at 16530 W National Avenue as outlined in the RAS
 - C. Recommend to the Common Council that a public hearing be set for August 13, 2025 at 6:00 p.m. to be held before the Plan Commission on the amendments to the Zoning Code (Chapter 275-25 Building Permits).
7. **ADJOURN**

Additional Information

- The agenda packet, including supplemental information related to agenda items, is available online at www.NewBerlinWI.gov. Once finalized by the governing body, approved meeting minutes will also be posted online.
- Agenda items may be taken out of order at the governing body's discretion.
- Members, and possibly a quorum, of other municipal governmental bodies may attend this meeting to gather information. However, no action will be taken by any governmental body other than the one referenced in this notice.

- Accommodations will be provided under the Americans with Disabilities Act (ADA) to meet the needs of individuals with disabilities. If you require assistance or appropriate aids and services, please contact the Office of the City Clerk at (262) 786-8610 with reasonable notice.



Committee of the Whole MEETING MINUTES

June 10, 2025 - 6:00 PM
Council Chambers
3805 S. Casper Drive

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 Hopkins, Alderperson La Fever, Alderperson Harenda, Alderperson Horbinski, Alderperson Kroupa

Excused: Alderperson Dave Maxey, Alderperson Joseph Stribl

Staff Present: Mayor Dave Ament, City Attorney Thomas Schmitzer, Human Resources Director Melissa Beck, Code Compliance Specialist Dan Hogan, and City Clerk Rubina R. Medina

The City Clerk confirmed that a quorum was present and that the meeting was properly posted in compliance with open meetings law.

3. APPROVAL OF MINUTES

A. May 27, 2025 Meeting Minutes

MOTION: Motion to approve

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

4. UTILITY & FINANCE

A. Discussion and possible action to recommend to the Common Council approval of the June 11th, 2025, Water Utility claims in the amount of \$132,239.61. Sewer Utility claims in the amount of \$4,847.18 and General City claims in the amount of \$489,275.69. US Bank VISA EFT of \$24,892.52

MOTION: Motion to approve

VOTE: Motion by: La Fever
Second by: Harenda
Motion Passed 5-0

5. LICENSES & PERMITS

- A.** Discussion and possible action to approve the renewal of alcohol licenses, designated agents, and corresponding premise descriptions as outlined in the attached list, for the license year July 1, 2025, through June 30, 2026, contingent upon the satisfaction of all City requirements, including but not limited to the completion of all required inspections and full payment of applicable fees

MOTION: Motion to approve

VOTE: Motion by: Harenda
Second by: La Fever
Motion Passed 5-0

6. MISCELLANEOUS

- A.** Human Resources Department Update

Melissa Beck, Human Resources Director, provided an update to the Council and those in attendance.

- B.** Discussion and possible action to recommend approval to the Common Council of a Memorandum of Understanding between the City of New Berlin and the New Berlin School District, establishing the Activity and Recreation Center (ARC) as a designated student reunification site and outlining the terms of its use, as detailed in the Requested Action Statement

MOTION: Motion to approve

VOTE: Motion by: Harenda
Second by: La Fever
Motion Passed 5-0

- C.** Discussion and possible action to recommend that the Common Council authorize the New Berlin Fire Department to enter into a revised contract with its ambulance billing provider, EMS Management Consultants (EMS|MC), as outlined in the Requested Action Statement and reviewed by the City Attorney

MOTION: Motion to approve

VOTE: Motion by: Hopkins
Second by: Horbinski
Motion Passed 5-0

- D.** Discussion and possible action to recommend that the Common Council approve Ordinance No. 2712, an ordinance repealing Section 6-26 of the City of New Berlin Municipal Code relating to the Communications Committee

MOTION: Motion to approve

VOTE: Motion by: Horbinski
Second by: Kroupa
Motion Passed 5-0

- E.** Update on the code compliance matter regarding the clear-cutting of trees within the C-1 district on the property located at 6035 S Karrington Ln

Code Compliance Specialist Dan Hogan provided an update to the Council.

7. ADJOURN

MOTION: Motion to adjourn at 6:43 PM

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

Respectfully Submitted,
Rubina R. Medina, City Clerk

ALCOHOL LICENSE APPLICANTS

The establishments listed below hereby submit their application to the Common Council of the City of New Berlin for an alcohol license, as described herein and in their accompanying application materials, pursuant to the applicable provisions of the Wisconsin Statutes and the Ordinances of the City of New Berlin, for the licensing period ending June 30, 2026. Licenses shall be issued by the City Clerk contingent upon the fulfillment of all statutory and municipal requirements, such as, but not limited to, the successful completion of all required inspections and the payment of all applicable fees.

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Trade Name	Agent Name	Applying for License
1. Drakes Watering Hole 3612 S. Moorland Road New Berlin, WI 53151 Location:	Kathryn L. Bauer 2871 S. 127th St New Berlin, WI 53151 Premise Description: Main building within shopping plaza. Alcohol sold & consumed in dining space, stored in cooler, back bar, & store room.	"Class B" - Combo
2. Princeton Club 14999 W. Beloit Rd. New Berlin, WI 53151 Location:	Renee M. Warzon 13510 W North Ln New Berlin, WI 53151 Premise Description: Bar Area, Outdoor poll deck, Storage room	"Class B" - Combo
3. The Bull Pen Sports Bar & Grill 19745 W National Avenue New Berlin, WI 53151 Location:	Steven Dunn W258 S8010 Prairieside Dr. Mukwonago, WI 53149 Premise Description: License Surrendered by Prospect Hill Pub & Eatery LLC. Beer Coolers, Behind bar, liquor rails and displays behind bar, beer cooler, downstairs, basement storage room.	"Class B" - Combo
4. Uncle Jimmy's Bar & Grill 18540 W. NATIONAL AVE New Berlin, WI 53146 Location:	James C. Lidwin 15100 W. Maple Ridge Rd New Berlin, WI 53151 Premise Description: Basement locked closet for all storage of product. Office that locks for all records & invoices. Sold in the Main Bar area with 28 Bar Stools & 22 Tables. Consumed in the Main Bar Area.	"Class B" - Combo

2025-2028
Make
Connections

STRATEGIC PLAN

VISION The New Berlin Public Library is a vital community destination open to everyone.

MISSION Provide a welcoming space for community connections with access to materials and services that enhance education, entertainment, culture, creativity, and curiosity.

Guided by the mission and vision of the **New Berlin Public Library**, we have defined a strategic course with focus on expanding access. This commitment drives our strategic priorities, which aim to enrich library services, broaden resources, strengthen community engagement, and thoughtfully enhance our physical spaces.

-The New Berlin Public Library Strategic Planning Committee

STRATEGIC PRIORITIES

ENHANCED SERVICES

We will continue to develop services and programs that broaden the community's experience and perspective.

ENHANCED COMMUNITY CONNECTIONS

We will seek an active network of local partnerships to support common goals and achieve greater impact within the New Berlin community,

ENHANCED SPACE

We will evaluate spaces for enhancements that encourage collaboration, foster connections, develop creativity, and support the free exchange of ideas.

ENHANCED RESOURCES

We will review and curate resources that are inclusive and allow all patrons to be informed, connected, and inspired.

STRATEGIC GOALS

With the support of the New Berlin Public Library Board of Trustees, the Library Director, Staff and Volunteers look forward to the next three years with strategic focus on the following goals:

A. ENHANCED SERVICES

Achievement through the following tasks:

- 1) Ensure public access to a broad spectrum of ideas by curating diverse collections, hosting programs, and protecting intellectual freedom.
- 2) Incorporate accessibility tools by integrating emerging & adaptive technologies, multilingual resources and sensory-friendly initiatives at the Library.
- 3) Modernize infrastructure to improve operational efficiency, enhance user experience, and ensure connectivity throughout library spaces.

B. ENHANCED RESOURCES

Achievement through the following tasks:

- 1) Align staffing resources to expand community outreach and create off-site library learning opportunities.
- 2) Assess audience learning needs to ensure collections and materials are meaningful, engaging, and aligned with future skills and opportunities.
- 3) Expand MakerStudio offerings to support diverse forms of creative exploration, bridging traditional arts and crafts with instruction for technology-driven tools and techniques.

C. ENHANCED COMMUNITY CONNECTIONS

Achievement through the following tasks:

- 1) Increase library membership, attendance and circulation with programs and outreach to the community.
- 2) Define and implement strategic resource practices to strengthen long-term relationships with donors and fundraising organizations.
- 3) Partner with citizens, public, private, non-profit and community groups to form a collective space that creates meaning and memory.

D. ENHANCED SPACES

Achievement through the following tasks:

- 1) Reimagine Library's 2nd level floor plan to improve functionality, accessibility, safety, and the patron experience.
- 2) Integrate indoor and outdoor spaces with features that encourage learning, collaboration, and engagement.
- 3) Implement environmentally sustainable strategies for the long-term facility and grounds conservation.

Strategic Performance and Assessment:

Through regular reviews to measure progress toward key strategic goals, library staff ensure we remain aligned with our mission and vision. During the 2025–2028 Strategic Cycle, performance will be evaluated using metrics for community engagement, program participation, and resource usage. These indicators will provide insight into the effectiveness of our initiatives and inform continuous improvement efforts.



REQUESTED ACTION STATEMENT

DATE: June 16, 2025

TO: Common Council

FROM: Bob Loohauis – Facilities Supervisor
Lucas Pichler – DPW Director

ISSUE: WE Energies Underground Electrical Easement at 16530 W National Ave

REQUESTED:

Recommend to Common Council to approve an Underground Electrical Easement with WE Energies to construct an electrical service at 16530 W National Ave.

FISCAL IMPACT:

The easement itself does not have a fiscal impact. The electrical panel has an estimated cost of \$14,890.00 which is being paid for by Spectrum Carnival. The electrical service has a cost of \$13,665.17, which would be paid for using Facilities Maintenance Operating Funds.

RATIONALE:

To increase the available electrical power in Malone Park, an electrical panel is being installed, which requires an electrical service with WE Energies. WE Energies has determined that the power for this service will need to come from a transformer on the DPW Campus at 16530 W. National Ave. An underground easement is needed by WE Energies from the City to allow for maintenance of the electrical infrastructure. The proposed easement has been located to avoid future renovations of the DPW Campus based on conceptual plans. The electrical panel will be used by the City and 4th of July vendors for various events within Malone Park.

**DISTRIBUTION EASEMENT
UNDERGROUND**

Document Number

WR NO. **5104405** IO NO. **5463**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **City of New Berlin**, hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation doing business as We Energies**, hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as strips of land twelve (12) feet in width of Grantor's land known as **Lot 3 of Certified Survey Map No. 11813** recorded in the office of the Register of Deeds on February 12, 2019 as **Document No 4382953**, being part of the **Northeast ¼ and Northwest ¼ of Section 22, Town 6 North, Range 20 East** in the city of New Berlin, Waukesha County, Wisconsin.

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

RETURN TO:
We Energies
PROPERTY RIGHTS & INFORMATION GROUP
231 W. MICHIGAN STREET, ROOM P277
PO BOX 2046
MILWAUKEE, WI 53201-2046

NBC123899909
(Parcel Identification Number)

- 1. Purpose:** The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, manhole, electric pad-mounted switch-fuse units, electric pad-mounted vacuum fault interrupter, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
- 2. Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.
- 3. Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric codes or any amendments thereto.
- 4. Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.
- 5. Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
- 6. Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until some time in the future, and that none of the rights herein granted shall be lost by non-use.
- 7. Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
- 8. Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document or voluntarily waives the five day review period.

Grantor:

City of New Berlin

By _____

(Print name and title): _____

By _____

(Print name and title): _____

Personally came before me in _____ County, Wisconsin on _____, _____,
the above named _____, the _____
and _____, the _____
of the City of New Berlin, for the municipal corporation, by its authority, and pursuant to Resolution File
No. _____ adopted by its _____ on _____, _____.

Notary Public Signature, State of Wisconsin

Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires _____

This instrument was drafted by Mari Nault on behalf of Wisconsin Electric Power Company, PO Box 2046, Milwaukee, Wisconsin 53201-2046.

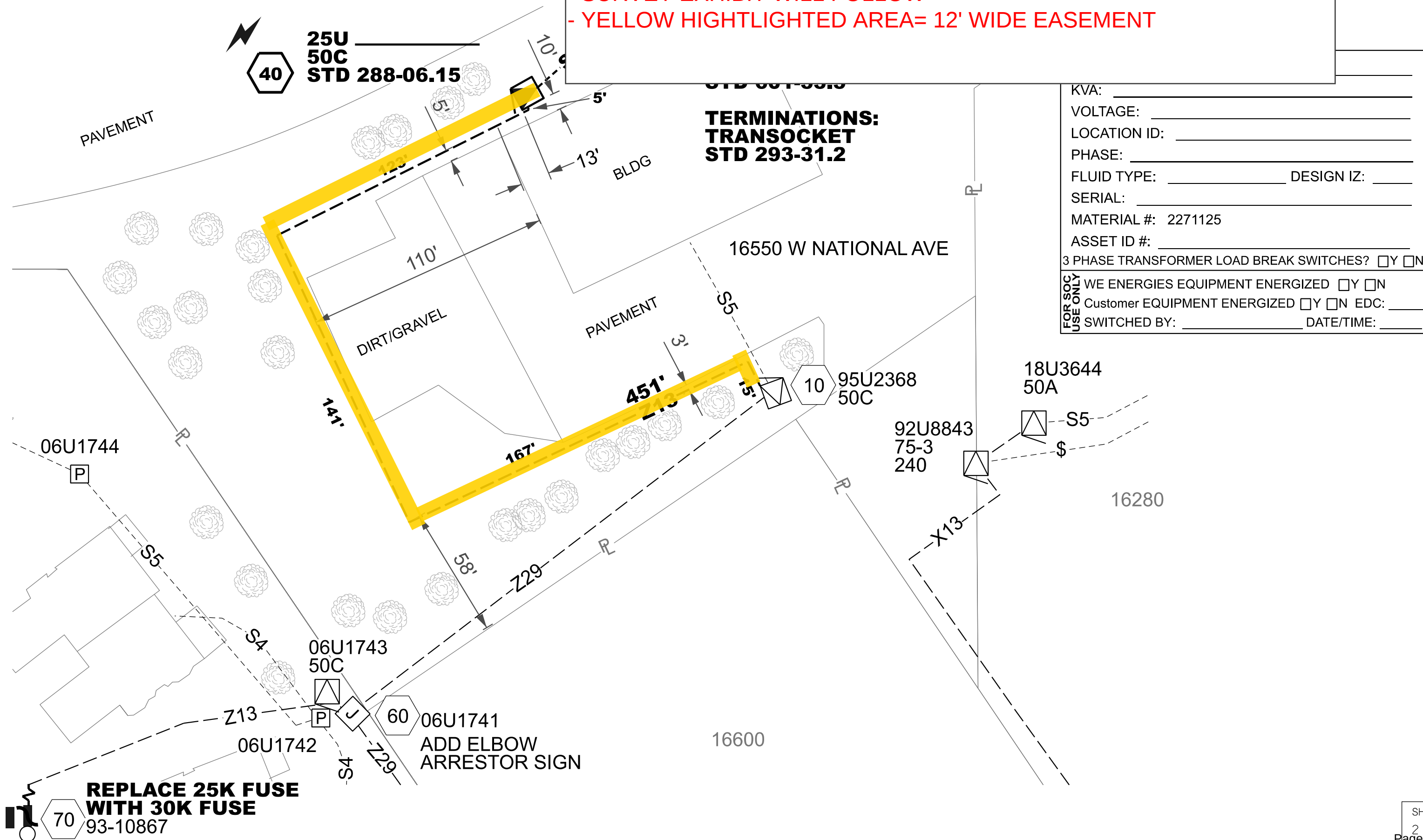


ELEC WR **WK 5104405**
GAS WR



EXHIBIT "A" - FOR REFERENCE PURPOSES ONLY

- EXHIBIT WILL NOT BE RECORDED WITH EASEMENT
- SURVEY EXHIBIT WILL FOLLOW
- YELLOW HIGHLIGHTED AREA= 12' WIDE EASEMENT



KVA:	_____
VOLTAGE:	_____
LOCATION ID:	_____
PHASE:	_____
FLUID TYPE:	_____ DESIGN IZ: _____
SERIAL:	_____
MATERIAL #:	2271125
ASSET ID #:	_____
3 PHASE TRANSFORMER LOAD BREAK SWITCHES?	☐ Y ☐ N
WE ENERGIES EQUIPMENT ENERGIZED	☐ Y ☐ N
Customer EQUIPMENT ENERGIZED	☐ Y ☐ N EDC: _____
SWITCHED BY:	_____ DATE/TIME: _____

REQUESTED ACTION STATEMENT

MEMO TO: Mayor David Ament
Common Council

CC: Plan Commission (via email)

MEMO FROM: Gregory Kessler, AICP – Director of Community Development

DATE: June 19, 2025

ISSUE: Common Council to set the public hearing date for updates to the Zoning Code.

REQUESTED: Recommend to the Common Council that a public hearing be set for August 13, 2025 at 6:00 p.m. to be held before the Plan Commission on the amendments to the Zoning Code (Chapter 275-25 Building Permits).

RATIONALE: Per Chapter 275-15D(1) of the City's Zoning Code, the Department of Community Development is recommending an update to the Zoning Code.

The Common Council sets the date for the public hearing that will take place before the Plan Commission. The Plan Commission will then take action to approve the proposed amendments and will forward their recommendation to the Common Council for final action via ordinance.

The draft changes will be available for review on the City's website and the amendments will be presented/introduced at the July 15, 2025 Plan Commission meeting.