

Committee of the Whole Meeting Agenda



October 14, 2025 - 6:00 PM
Council Chambers
3805 S. Casper Drive

Agenda Published & Posted: 10/11/2025

AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. September 23, 2025, Committee of the Whole Meeting Minutes
 - B. October 8, 2025, Committee of the Whole Budget Workshop Meeting Minutes
4. **UTILITY & FINANCE**
 - A. Discussion and possible recommendation to the Common Council to approve the October 15, 2025, Water Utility claims in the amount of \$169,111.90, Sewer Utility claims in the amount of \$822,038.62, and General City claims in the amount of \$914,365.11, including checks dated September 25, 2025, for General City claims in the amount of \$79,938.59.
5. **MISCELLANEOUS**
 - A. Discussion and possible action to recommend to the Common Council approval of granting a permanent underground distribution easement to We Energies, as outlined in the Requested Action Statement
 - B. Discussion and possible recommendation to the Common Council to approve the 2026 Operating Budget and set a public hearing date
6. **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



September 23, 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 Maxey, Alderperson Harenda, Alderperson Horbinski, Alderperson Kroupa

Excused: Alderperson Joseph Stribl

Staff Present: Mayor Dave Ament, City Attorney Thomas Schmitzer, 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. August 14, 2025, Special Committee of the Whole Meeting Minutes

MOTION: Motion to Approve

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

B. September 3, 2025, Special Committee of the Whole Meeting Minutes

MOTION: Motion to Approve

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

4. UTILITY & FINANCE

- #### A.
- Discussion and possible recommendation to the Common Council to approve the September 10, 2025, Water Utility claims in the amount of \$13,875.98, Sewer Utility claims in the amount of \$1,355.00, and General City claims in the amount of \$362,482.47. US Bank VISA EFT of \$39,267.75.

MOTION: Motion to Approve

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

5. MISCELLANEOUS

A. Information Technology Department Update

B. Discussion and possible recommendation to the Common Council to approve Resolution No. 2025-20, authorizing the transfer of \$57,000 from contingency to the Information Technology Department budget for storage servers

MOTION: Motion to Approve

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

C. Discussion and possible recommendation to the Common Council to approve the intergovernmental agreement between the City of New Berlin and Waukesha County regarding the Municipal Recycling Dividend Program as outlined in the RAS.

MOTION: Motion to Approve

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

D. Discussion and possible recommendation to the Common Council regarding approval of a Public Safety Levy Limit Referendum, a funding option authorized under Wisconsin State law

No motion was made.

E. Discussion, possible action, and recommendation to the Common Council regarding the City of New Berlin's property insurance coverage

MOTION: Motion to Approve

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

6. ADJOURN

MOTION: Motion to Adjourn at 6:50 PM

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

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

Committee of the Whole Budget Workshop MEETING MINUTES



October 8, 2025 - 5:00 PM
Council Chambers
3805 S. Casper Drive

MINUTES

1. CALL MEETING TO ORDER

Mayor Ament called the meeting to order at 5:01 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 Maxey, Alderperson Harenda, Alderperson Horbinski, Alderperson Kroupa

Excused: Alderperson Joseph Stribl, City Attorney Thomas Schmitzer

Staff Present: Mayor Dave Ament, City Clerk Rubina R. Medina

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

3. 2026 BUDGET

A. 2025 Financial Overview

B. Mayor Ament's 2026 Executive Budget Narrative

C. Review and discussion of the proposed 2026 department operating budgets

D. Discussion and possible action to recommend the proposed 2026 operating budget to the Common Council for consideration

MOTION: Motion to Approve

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

E. Review and discussion of the proposed 2026 CIP budget

- F. Discussion and possible action to recommend the proposed 2026 CIP budget to the Common Council for consideration

4. ADJOURN

MOTION: Motion to Adjourn at 6:57 PM

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

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



REQUESTED ACTION STATEMENT

TO: Mayor Ament
Common Council

FROM: Gregory Kessler, AICP
Director of Community Development

RE: Requested Action Statement to review and approve and recommend approval to the Common Council a We Energies a permanent Underground distribution easement. See attached draft “Distribution Easement” document.

DATE: September 26, 2025

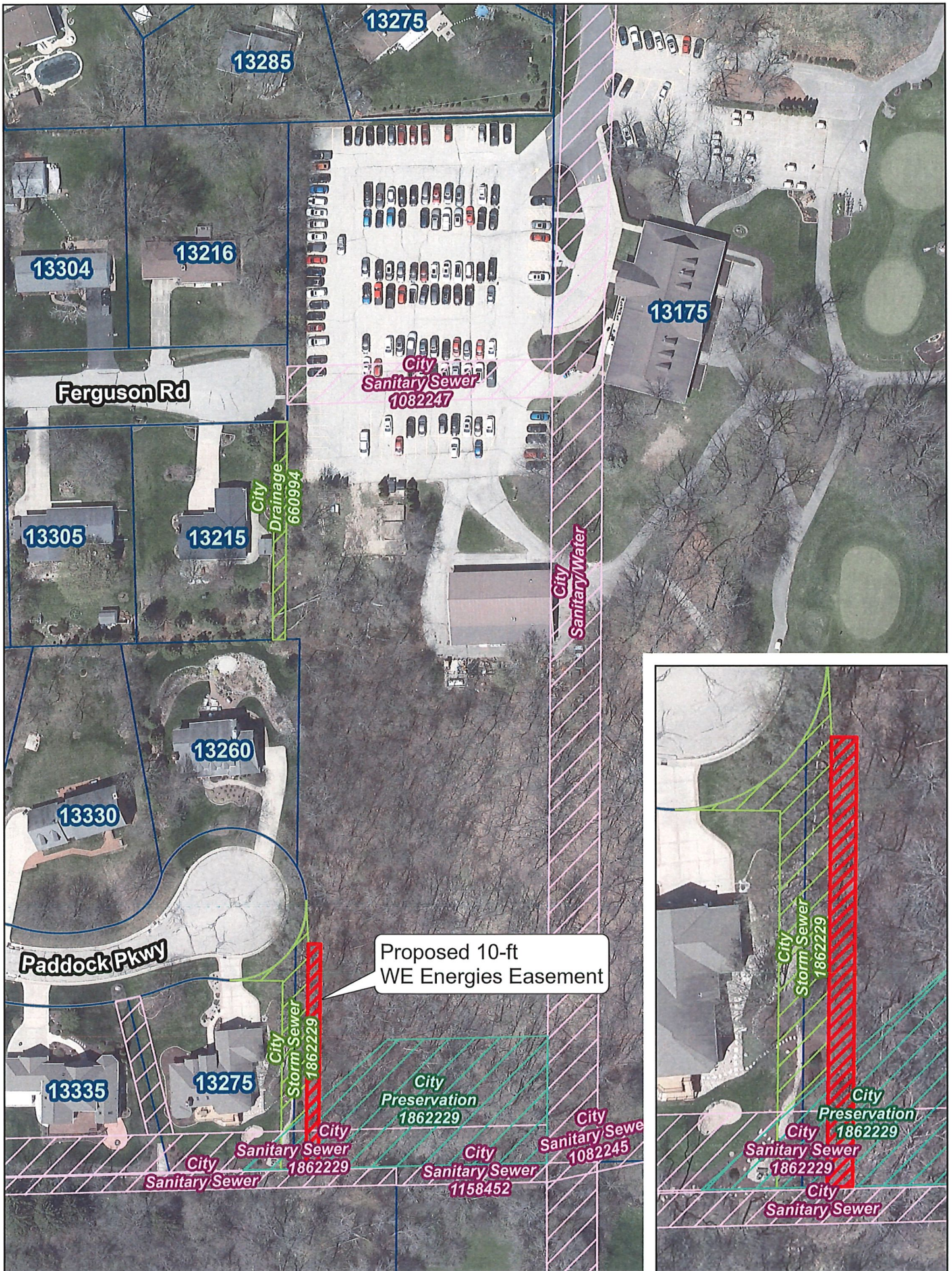
REQUESTED ACTION: Requested Action Statement to review and recommend approval to the Common Council a We Energies a permanent underground distribution easement to be installed.

FISCAL IMPACT: TBD

SOURCE OF FUNDS: N/A

RATIONALE/BACKGROUND: 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.

See attached draft “Distribution Easement Underground” document.
Location Map





System Improvement Project Lilac Ln. , New Berlin



Why is this work needed?

The area around Lilac Ln./Meadowlark Dr., east of Sunny Slope Rd. was scheduled for electric facility improvements in late **Summer, 2024**. Due to vegetation and outage history in the neighborhood, we are planning to rebuild the overhead line with underground facilities. These combined upgrades will increase reliability for all customers in the area.

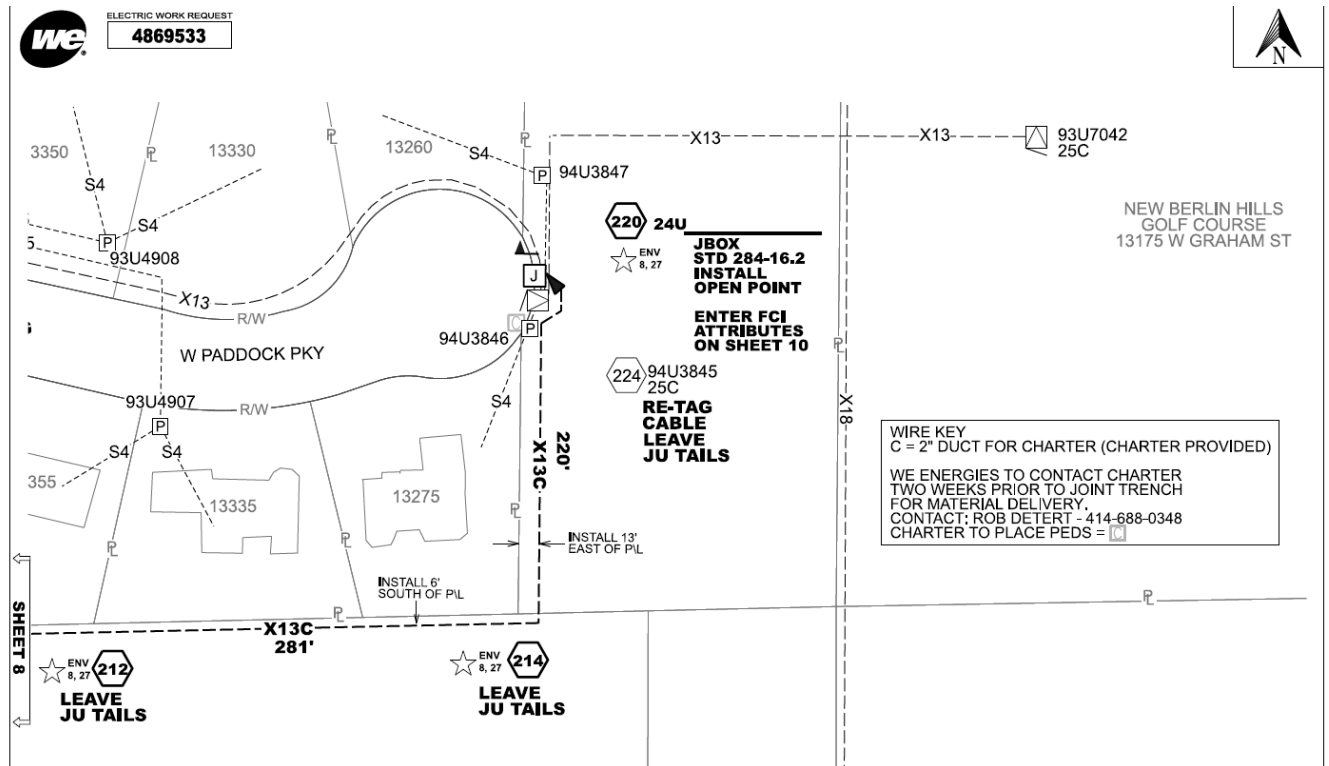
What has happened so far?

Design and customer communication started in early 2024 to address electric reliability concerns in the area. 14 easements were obtained from customers to bury the overhead line through the neighborhood. In addition, some customers converted their overhead service to underground in anticipation of the underground line.

As part of installing the underground line, engineering standards required us to “loop” into the existing underground facilities installed along Paddock Parkway. We attempted to negotiate a side-lot easement with 3 customers and were unsuccessful. A fourth customer was tentatively ok with granting We Energies an easement, but this route was determined to be challenging due to environmental concerns and other City Improvements (sewer) along the route.

What is the impact to the City's lot?

As designed, We Energies would parallel the City's existing 10' wide storm water easement. The facilities will be installed via horizontal directional bore, greatly minimizing the disturbance to the existing vegetation on the property.



What is the impact to the Paddock Parkway neighbors?

No work will take place on the residences along Paddock Parkway and no impacts are expected. The customer at 2300 S. Meadowlark Dr. (Moth's) has granted We Energies an easement for this work.



What are the alternatives?

As mentioned, our only other alternative would be to install facilities to the west on property located at 13465 Paddock Parkway (Coe). This was deemed to be a secondary alternative due to the wetland and existing sewer facilities in the area. In addition, we would also have to do work on the neighboring property (13550 Paddock) in order to tie into the existing facilities.

Respectfully submitted,

Jeff Fowle, Right of Way Agent

We Energies

**DISTRIBUTION EASEMENT
UNDERGROUND**

Document Number

WR NO. **4869533** IO NO. **53028**

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, and SPECTRUM MID-AMERICA, LLC** 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 westerly twelve (12) feet of the southerly one hundred seventy seven (177) feet of **Outlot 1** in **Canterbury Woods**, being a part of the Southeast ¼ and Southwest ¼ of the Southwest ¼ of Section 1, Township 6 North, Range 20 East, in the City of New Berlin, County of Waukesha, State of Wisconsin.

- 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.

RETURN TO:
We Energies
PROPERTY RIGHTS & INFORMATION GROUP
231 W. MICHIGAN STREET, ROOM P129
PO BOX 2046
MILWAUKEE, WI 53201-2046

NBC 1155973
(Parcel Identification Number)

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

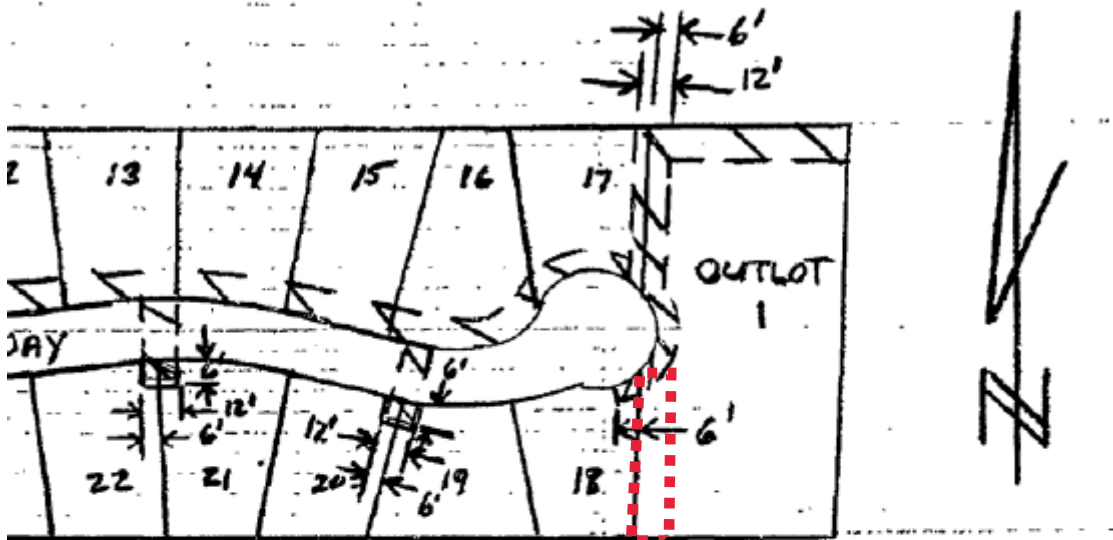
Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires _____

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

EXHIBIT FOR REFERENCE



12' WIDE
UNDERGROUND UTILITY
EASEMENT AREA-
OUTLOT 1,
CANTERBURY WOODS



Legend

- Plats
- Retired Plats
- Municipal Boundary_2K
- FacilitySites_2K_Labels
- Parcel_Dimension_2K
- Note_Text_2K
- Lots_2K
 - Lot
 - Unit
 - General Common Element
 - Outlot
- SimultaneousConveyance
 - Assessor Plat
 - CSM
 - Condominium
 - Subdivision
- Cartoline_2K
 - EA-Easement_Line
 - PL-DA
 - PL-Extended_Tie_line
 - PL-Meander_Line
 - PL-Note
 - PL-Tie
 - PL-Tie_Line
 - <all other values>
- Road Centerlines_2K
- Railroad_2K
- TaxParcel_2K
- Waterbodies_2K_Labels
- Waterlines_2K_Labels
- Municipal Boundary_5K
- FacilitySites_5K_Labels
- Waterbodies_5K_Labels
- Waterlines_5K_Labels
- Railroad_5K
- SimultaneousConveyance
 - Assessor Plat

new 12' wide underground easement area

0 168.49 Feet

The information and depictions herein are for informational purposes and Waukesha County specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Waukesha County will not be responsible for any damages which result from third party use of the information and depictions herein, or for use which ignores this warning.

Notes:

Printed: 3/6/2025



Tax Key: NBC 1155973
Tax Year: 2025

6/9/2025 11:01:26 AM
WAUKESHA COUNTY
CITY OF NEW BERLIN

OWNER NAME AND MAILING ADDRESS

CITY OF NEW BERLIN PART OF GOLF COURSE
3805 S CASPER DR
NEW BERLIN, WI 53151-5510

PROPERTY ADDRESS

NOT ASSIGNED
NEW BERLIN, WI 53151

LEGAL DESCRIPTION

THE E 2 AC DESC AS: COM 25 RD N OF SW COR,TH N 25 RD,TH E TO LI OF W.50 OF SEC,TH S 25 RD, TH W/BGN SEC 1 T6N R20E ALSO W 30 FT OF PT S.50 S.50 N.50 SE.25 SEC 1 T6N R20E V694/175 R379/176 ALSO OUTLOT 1 OF CANTERBURY WOODS BEING PT SE.25 & SW.25 SW.25 SEC 1 T6N R20E

ASSESSMENT STATUS

Assessment Year: 2025
Assessment Status: ACTIVE
Assessment Attributes: NONE
Deeded Acres: 3.890

OWNERSHIP/LEGAL DESCRIPTION EXCEPTION DOCUMENTS

ASSESSMENT INFORMATION

Assessed By: CITY OF NEW BERLIN ASSESSOR
262-797-2465
timkosteretz@newberlin.org
Board of Review Date: 4/30/2025

PROPERTY VALUES

Property Class	Acres	Land	Improvement	Total
The current property valuation is in process. You will find the contact information for the City Assessor shown above. The Links to WI Dept of Revenue will provide more information about the property assessment process. You can see assessment values for a previous year by changing the tax year at the top of this screen.				

DISTRICTS

District Type	District Name	DOR Code
CITY	CITY OF NEW BERLIN	261
SCHOOL	NEW BERLIN SCHOOL DISTRICT	3925
TCDB	WAUKESHA COUNTY TECH COLLEGE	0800
SEWER	MMSD	

This program accesses data from databases maintained by several County Departments and Local Municipalities. There may be inconsistencies in data depending on the date the information was gathered or the purpose for which it is maintained. Due to variances in sources and update cycles, there is no guarantee as to the accuracy of the data. For questions regarding Outstanding Taxes and Tax Payment records, contact the County Treasurer's office at (262)548-7029.

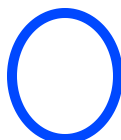
For Tax Listing and GIS Viewer related issues, please see our FAQs [click here](#) . If you still have tax listing questions, contact: taxlisting@waukeshacounty.gov .

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Select Language

Powered by Google Translate

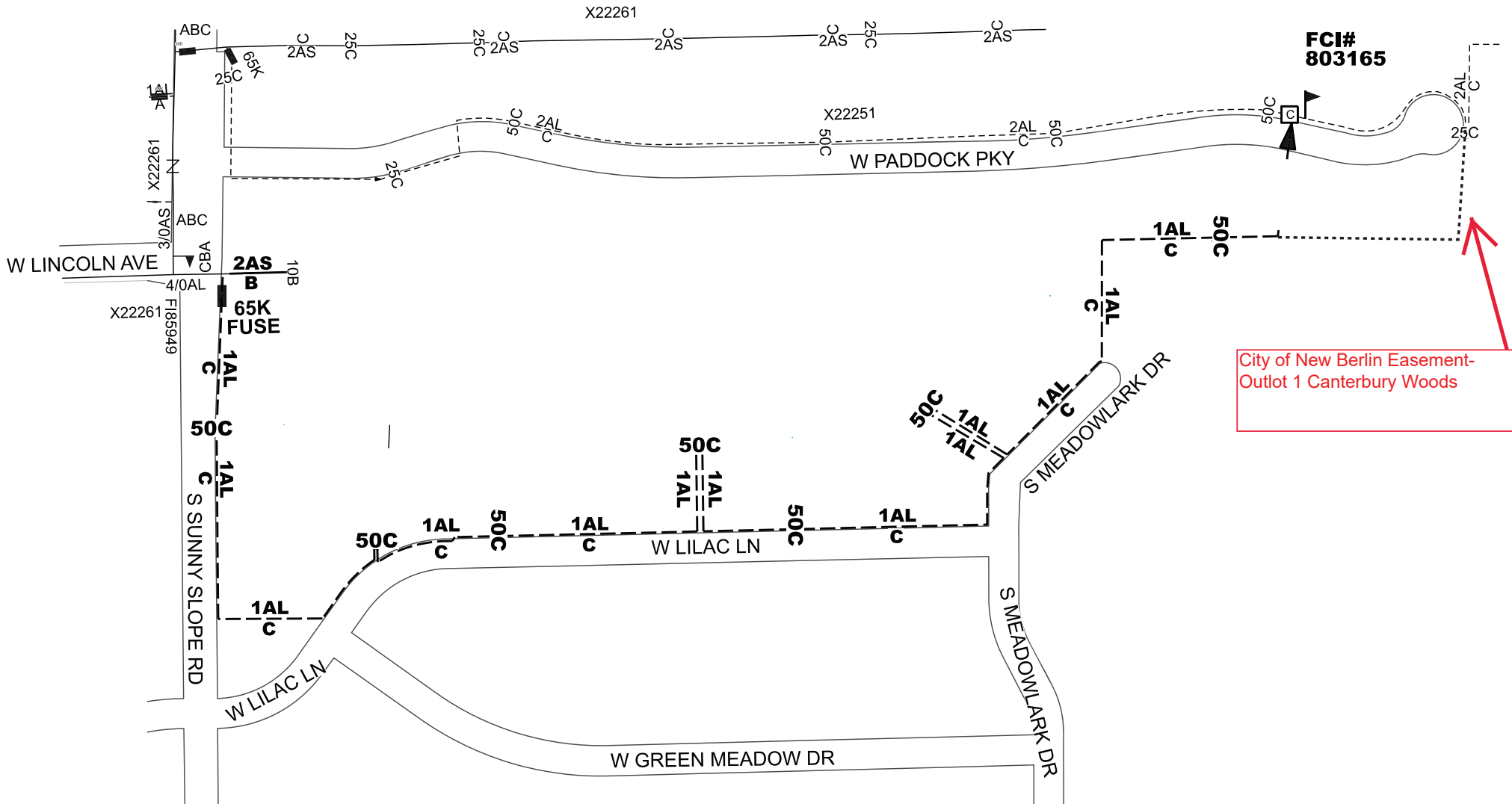




ELECTRIC WORK REQUEST

4869533

PROPOSED FEEDER X22261



City of New Berlin Easement-
Outlot 1 Canterbury Woods