



Common Council Meeting Agenda

February 24, 2026 - 6:05 PM
(Following the Committee of the Whole Meeting)
City Hall Council Chambers

Published: 2/20/2026

AGENDA

1. PRIVILEGE OF THE FLOOR

Each speaker will be limited to three (3) minutes. The Privilege of the Floor session shall not exceed a total of thirty (30) minutes, unless extended by the Common Council.

2. CALL TO ORDER, PLEDGE OF ALLEGIANCE

3. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

4. APPROVAL OF MINUTES

- A. February 10, 2026, Common Council Meeting Minutes

5. REPORTS

- A. City Clerk
- B. Council President
- C. Mayor

6. COMMUNICATIONS

7. FINANCE COMMITTEE

- A. Discussion and possible vote on Procurement Policy Limits

Suggested Motion: *"I move to approve the Procurement-Purchase Policy and adjusted approval level as outlined in the agenda packet and approved unanimously by the Finance Committee on February 12, 2026."*

8. SAFETY COMMISSION

- A. 25-11: Possible creation of an ordinance to allow all-terrain vehicle (ATV) operation on City of New Berlin roadways.

Suggested Motion: *"I move to take no action on agenda item 25-11, which was the possible creation of an ordinance to allow all-terrain vehicle (ATV) operation on City of New Berlin roadways. The motion to take no action was unanimously passed by the Safety Commission on December 10, 2026, based on the recommendation of the Streets, Engineering, Police Department, and other Safety Commission discussion and feedback."*

9. DEFERRED, REFERRED & TABLED ITEMS

10. ITEMS REMOVED FROM CONSENT AGENDA, if any

11. **CONSENT AGENDA**-----

Items under the Consent Agenda have passed unanimously by the Committee of the Whole. Items not passed by a unanimous vote will be removed from consent agenda and will be considered separately.

12. MINUTES

- A. February 10, 2026, Committee of the Whole Meeting Minutes

13. UTILITY & FINANCE

- A. Discussion and possible recommendation to the Common Council to approve payment of the February 25, 2026, claims as follows: Water Utility claims in the amount of \$31,768.15; Sewer Utility claims in the amount of \$39,031.81; and General City claims in the amount of \$927,260.07, which includes a We Energies EFT payment of \$80,298.04 for December 2025 City electric and gas usage.

14. LICENSES & PERMITS

- A. Discussion and possible recommendation to the Common Council to approve a Change of Agent for Kwik Trip #971, located at 2102 S Moorland Rd., to Eric Thomas for the licensing period ending June 30, 2026.

15. MISCELLANEOUS

- A. New Berlin Hills Golf Course Overview

16. END CONSENT AGENDA-----

17. CLOSED SESSION

18. RECONVENE TO OPEN SESSION

19. ADJOURN

Additional Information

- The agenda packet with supplemental information related to the agenda items is available online at www.NewBerlinWI.gov. Once finalized by the governing body, approved meeting minutes are also posted online.
- The governing body may consider agenda items out of order
- Members, and potentially a quorum of other governmental bodies of the municipality, may be present at the meeting to gather information. No action will be taken by any governmental body other than the one referenced in this notice.
- With reasonable notice, accommodations will be provided under the Americans with Disabilities Act to meet the needs of individuals with disabilities through appropriate aids and services. For more information or to request assistance, please contact the Office of the City Clerk at (262) 786-8610.



Common Council MEETING MINUTES

February 10, 2026 - 6:05 PM
City Hall Council Chambers

MINUTES

1. PRIVILEGE OF THE FLOOR

Each speaker will be limited to three (3) minutes. The Privilege of the Floor session shall not exceed a total of thirty (30) minutes, unless extended by the Common Council.

2. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Mayor Ament called the meeting to order at 6:11 PM and led the Pledge of Allegiance.

3. 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 Stribl, Alderperson Horbinski, Alderperson Kroupa

Excused: Alderperson Dave Maxey

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.

4. APPROVAL OF MINUTES

A. January 27, 2026, Common Council Meeting Minutes

MOTION: Motion to Approve

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

5. REPORTS

A. City Clerk

B. Council President

C. Mayor

6. COMMUNICATIONS

7. PLAN COMMISSION

A. Discussion and possible recommendation to the Common Council approval of (7) KW RZ-2502434 Dianne Keller – 3820 S. Woelfel Road (Tax Key #: 1216.999.003) and adoption of Ordinance 2716 that approves the rezoning from A-1 & C-1 to A-2, R-1/R-2 & C-1.

Suggested motion: "I move to approve Ordinance 2716 that approves the rezoning of the property located at 3820 S. Woelfel Road from A-1 and C-1 to A-2, R-1/R-2, and C-1, as unanimously recommended by the Plan Commission on February 2, 2026."

MOTION: Motion to Approve

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

B. Discussion and possible action to recommend to Common Council approval of (7) KW LD-2502436 Dianne Keller - 3820. S. Woelfel Rd (Tax Key #: 1216.991.003) - 3-Lot Certified Survey Map.

Suggested motion: "I move to approve a 3-Lot Certified Survey Map for the property located at 3820 S. Woelfel Road, as unanimously recommended by the Plan Commission on February 2, 2026."

MOTION: Motion to Approve

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

C. Discussion and possible action to recommend to Common Council approval of (3) NJ LD-2502502 John Spitz with Western Contractors Inc. - 2445 S. 179th Street (Tax Key #: 1185.990) & 2345 S. 179thStreet (Tax Key #'s: 1185.994 & 1185.991) - 1-Lot Certified Survey Map.

Suggested motion: "I move to approve a 1-Lot Certified Survey Map for the properties located at 2445 S. 179th Street and 2345 S. 179th Street, subject to the application, plans, and conditions on file, as unanimously recommended by the Plan Commission on February 2, 2026."

MOTION: Motion to Approve

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

8. UTILITY COMMITTEE

- A.** UT 01-26 Recommend to the Common Council the approval of a Professional Services Contract Revision to Clark Dietz, Inc. for design modification services not to exceed \$14,300.00. Total cost not to exceed \$180,000.00 for Professional Services for the entire project.

Suggested motion: "I move to approve a Professional Services Contract Revision to Clark Dietz, Inc. for design modification services not to exceed \$14,300.00. Total cost not to exceed \$180,000.00 for Professional Services for the entire project, as recommended by the Utility Committee on January 27, 2026."

MOTION: Motion to Approve

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

- B.** UT 02-26 Recommend to the Common Council to approve the Professional Services Contract for the engineering and consulting for private property I/I dye testing to raSmith in the amount of \$41,591.00 with an additional \$4,160.00 (10%) for contingencies, resulting in the total project cost of \$45,751.00.

Suggested motion: "I move to approve a Professional Services Contract for the engineering and consulting for private property I/I dye testing to raSmith in the amount of \$41,591.00 with an additional \$4,160.00 (10%) for contingencies, resulting in the total project cost of \$45,751.00., as recommended by the Utility Committee on January 27, 2026."

MOTION: Motion to Approve

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

- C.** UT 03-26 Recommend to the Common Council to award the Professional Services Contract for the 2026 flow monitoring and I/I quantification project to raSmith to assist the Utility with the 2026 Sanitary Sewer Flow Monitoring Program.

Suggested motion: "I move to approve the awarding of a Professional Services Contract for the 2026 flow monitoring and I/I quantification project to raSmith to assist the Utility with the 2026 Sanitary Sewer Flow Monitoring Program, as recommended by the Utility Committee on January 27, 2026."

MOTION: Motion to Approve

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

- D.** UT 04-26 Recommend to the Common Council to award the Professional Service Agreement to Dixon Engineering for consulting services related to the DNR required inspection of ten (10) water reservoirs. Project not to exceed \$43,200.00.

Suggested motion: "I move to approve the awarding of the Professional Service Agreement to Dixon Engineering for consulting services related to the DNR required inspection of ten (10) water reservoirs. Project not to exceed \$43,200.00, as recommended by the Utility Committee on January 27, 2026."

MOTION: Motion to Approve

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

- E.** 05-26 Discussion and possible recommendation to the Common Council to approve the Temporary Construction Easement, Conveyance of Rights in Land, and Lump Sum Agreement for the Sanitary Sewer easements associated with the Moorland Road Project 2722-04-01.

Suggested motion: "I move to approve the Temporary Construction Easement, Conveyance of Rights in Land, and Lump Sum Agreement for the Sanitary Sewer easements associated with the Moorland Road Project 2722-04-01, as recommended by the Utility Committee on January 27, 2026."

MOTION: Motion to Approve

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

- F.** UT 06-26 Discussion and possible recommendation to the Common Council to approve the Temporary Watermain Easement, Conveyance of Rights in Land, and Lump Sum Agreement for the Sanitary Sewer easements associated with the Moorland Road Project 2722-04-01.

Suggested motion: "I move to approve the Temporary Watermain Easement, Conveyance of Rights in Land, and Lump Sum Agreement for the Sanitary Sewer easements associated with the Moorland Road Project 2722-04-01, as recommended by the Utility Committee on January 27, 2026."

MOTION: Motion to Approve

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

G.

UT 07-26 Discussion and possible recommendation to the Common Council to approve the Quit Claim Deed for the properties identified as NBC 1158.989 and NBC 1159.999 associated with the Moorland Road Project 2722-04-21.

***Suggested motion:** "I move to approve the Quit Claim Deed for the properties identified as NBC 1158.989 and NBC 1159.999 associated with the Moorland Road Project 2722-04-21, as recommended by the Utility Committee on January 27, 2026."*

MOTION: Motion to Approve

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

H.

UT 08-26 Recommend to the Common Council the approval of a Non-Objection Agreement with TC Energy/ANR Pipeline.

***Suggested motion:** "I move to approve the approval of a Non-Objection Agreement with TC Energy/ANR Pipeline, as recommended by the Utility Committee on January 27, 2026."*

MOTION: Motion to Approve

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

9. DEFERRED, REFERRED & TABLED ITEMS

10. ITEMS REMOVED FROM CONSENT AGENDA, if any

11. CONSENT AGENDA-----

Items under the Consent Agenda have passed unanimously by the Committee of the Whole. Items not passed by a unanimous vote will be removed from consent agenda and will be considered separately.

MOTION: Motion to Approve

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

12. MINUTES

- A. January 27, 2026, Committee of the Whole Meeting Minutes

13. UTILITY & FINANCE

- A. Discussion and possible recommendation to the Common Council to approve the February 11, 2026, Water Utility claims in the amount of \$159,295.33, Sewer Utility claims in the amount of \$6,625.91, and General City claims in the amount of \$422,704.88, including City Water/Sewer/Storm bills EFT payments of \$17,517.82 and U.S. Bank EFT payments for 2025 invoices in the amount of \$40,409.74 and 2026 invoices in the amount of \$15,526.34. Tax overpayment checks totaling \$42,072.70 were also generated

14. MISCELLANEOUS

- A. Discussion and possible recommendation to the Common Council to approve the Homeland Security Investigations (HSI) Task Force Officer Memorandum of Understanding - ***This item was tabled at the January 27, 2026, Committee of the Whole Meeting***
- B. Discussion and possible recommendation to the Common Council to approve a lease agreement with Stigler Farms, LLC to farm 17 acres of City-owned land for the 2026 and 2027 growing seasons for the property located approximately at Tax Key #: 1180.999.004 (known as Milham Park)
- C. Discussion and possible recommendation to the Common Council to approve *the* “renewal” of a lease agreement with Brueggemann Farms to farm 20 acres of city-owned land for the 2026 and 2027 growing seasons for the property located approximately at 5851 S. Sunnyslope Road (Tax Key #: 1289.997001)

15. END CONSENT AGENDA-----

16. CLOSED SESSION

MOTION: Motion to Enter Closed Session at 6:23 PM

VOTE: Motion by: Alderperson Stribl
Second by: Alderperson Kroupa

A Roll Call Vote was taken and Motion Passed 6-0

A. *The Common Council may convene into closed session pursuant to Wis. Stat. § 19.85(1)(g) to confer with legal counsel who is rendering oral or written advice concerning strategy to be adopted with respect to litigation or potential litigation in which the City is or is likely to become involved, specifically regarding:*

B. Discussion re: Nik Clark v. City of New Berlin, Case No. 26-CV-159

17. RECONVENE TO OPEN SESSION

MOTION: Motion to Return to open session at 6:39 PM

VOTE: Motion by: Alderperson Hopkins
Second by: Alderperson La Fever
A Roll Call Vote was taken and Motion Passed 6-0

A. Discussion and possible action re: Nik Clark v. City of New Berlin, Case No. 26-CV-159

No action was taken.

18. ADJOURN

MOTION: Motion to Adjourn at 6:40 PM

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

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

City of New Berlin General Financial Policy	TITLE: Procurement Policy
AUTHORIZATION DATE: 10/12/06	LAST UPDATE: 6/14/07,10/13/15,1/8/19
POLICY SOURCE: Finance Committee	SCOPE: City – wide
Reviewed by City Attorney n/a	Board/Commission Approval: Finance Committee 12/13/18, 5/12/22, 6/15/23, 5/8/25 Common Council 10/13/15, 1/8/19, 5/24/22

I. GENERAL

The purpose of this policy is to allow the City to acquire, on a competitive basis, all goods and services at the best value possible and operate in a manner that maximizes the effectiveness and efficiency of services provided by the City.

II. POLICY

The City of New Berlin, as a local governmental entity, needs to ensure that the expenditure of public funds occurs in a manner that balances the desire for the lowest cost to the City with an expectation of a quality product. The purpose of this policy is to provide guidance and procedures to be followed for the procurement of goods and services for all City departments within the scope of the City Code and the Wisconsin Statutes. The controls and procedures set forth are intended to provide reasonable assurance that the lowest cost, highest quality good or service is obtained, while balancing the need for flexibility in department operations. This policy covers items that have been included in the city budget as approved by the Common Council-

The purpose of the purchasing program is to enable departments to acquire the necessary equipment, materials, supplies and services of suitable quality for the purpose intended from the lowest priced responsible and responsive bidder while enhancing competition and providing fair opportunity and equitable treatment for all vendors.

This will be accomplished by utilizing a combined effort between City departments and the Mayor. The Mayor will concentrate efforts on standardizing and centralizing purchases of common use items among all departments while enlisting individual department’s expertise in purchasing specialized items unique to their departments. When purchasing these specialized items, the individual department becomes responsible for ensuring that the provisions of this policy are followed.

The policy pertains to all agencies, departments or offices of the City and, when applicable unless otherwise provided by statute, those committees, boards or commissions which manage or operate other City properties, installations or activities.

III. PROCEDURES

A. DEPARTMENT SPECIFIC PURCHASES

In order to take advantage of the technical expertise within various City Departments, department personnel will have the authority to purchase specialized items unique to their operations. The Mayor will be available to serve in an advisory capacity. However, if the department wishes, the responsibility for the purchase of these specialized items may be turned over to the Mayor. Certain departments employ individuals whose duties include routine purchasing of non-specialized goods and services. These individuals retain such authority at the discretion of the Department Head and the Mayor and shall execute their purchasing responsibilities in accordance with all provisions of this policy and under the general oversight of the Finance Department. The individual coordinating the purchase will be responsible for ensuring that all provisions of the procurement policy are followed. Upon request of the Finance Director, departments will furnish copies of quotes and other documentation to show compliance with the procurement policy.

If a question arises over the categorization of a purchase as specialized or non-specialized, the Mayor will make the final determination.

B. PURCHASING AND CONTRACTING LEVELS

Purchases of and contracts for supplies, materials, equipment and contractual services shall be made in the best interest of the City according to the spending guidelines in this policy. While the policy encourages bid pricing, sole source purchases may be made without competition when only one sole source is available or there is a valid reason to purchase from one source. Sole source purchases must be agreed upon in advance between the department and the Mayor. The reason for the sole source purchase must be documented and retained on file by the department. For all purchases the Mayor reserves the right to coordinate the purchase of like items where such purchase is beneficial and practical.

- (1) *Purchases of \$500 to \$15,000* require the solicitation of two or more quotes, except as section III (C) applies, which may be written or verbal, but documented in either case. When verbal quotes are received, all pertinent details of the quote should be documented in writing by the department and retained on file.
- (2) *Purchases of \$15,000 or more (other than Public Works Construction Projects)* require a minimum of two written quotations to be solicited. Any new contracts or agreements for services or equipment with an anticipated contract cost of \$15,000 or more require the approval of the Mayor prior to execution.

- (3) *Public Works Construction Projects.* In accordance with Wisconsin Statute 62.15 & 66.0901, all such projects or materials for such projects, the cost for which is expected to be greater than \$25,000 must be competitively bid. The City Attorney or his /her designee will determine the applicability of this statute to individual projects.

The bidding and awarding processes are detailed in Wisconsin Statute 66.0901. All public works bids and staff recommendations will be submitted through the commission, board or committee with jurisdiction over the issue, for Common Council approval.

C. STANDARD CONTRACTS

When the Department has standardized the purchasing of a good or service and has issued standard purchase orders or contracts for these goods or services, such goods or services shall be purchased from the agreed upon vendor for the length of the agreement. The standard contracts will usually be let on an annual basis. Exceptions will be made only when the requisition clearly states the reason for which the standard item is unacceptable.

D. COOPERATIVE PURCHASING

The Mayor shall have authority to join with other units of government, with quasi-government agencies funded in whole or in part by the City, and with other purchasing associations in cooperative purchasing plans when the best interest of the City would be served. Competitively bid cooperative purchasing contracts onto which the City “piggybacks” are considered to have met competitive requirements, and no additional quotes are necessary. Additionally, if identical projects can be obtained at a lower price than current cooperative purchasing contracts, no additional quotes are required.

E. PURCHASING FROM GOVERNMENT UNITS

Materials, supplies, machinery and equipment offered for sale by the federal or state government or by any municipality may be purchased without bids at prices to be agreed upon between the Mayor and the respective department for which the item is to be acquired. Expert assistance for appraisal of such items may be employed at the discretion of the Mayor.

F. EXPENSES OF EMERGENCY MANAGEMENT

Except as expressly provided hereunder, no person shall have the right to expend any public funds of the City in carrying out any emergency management activity authorized by this chapter without prior approval by the Common Council, nor shall any person have the right to bind the City by contract, agreement or otherwise without prior and specific approval of the Common Council and/or per the City’s procurement or contract policies.

Notwithstanding the foregoing, the mayor and Director of Community Development shall have the authority under the City's procurement policy to purchase supplies, equipment or services as may be necessary to address a current emergency as declared by the Mayor, Common Council President or Council of the City of New Berlin in a total amount not to exceed \$100,000.00. The Emergency Management Manager or Director of Community Development shall have the authority to purchase supplies, equipment or services as may be necessary to address a current emergency situation as declared by the City in an amount not to exceed \$50,000.00; however, the total amount spent shall not exceed \$100,000.00 unless authorized by the Common Council. Any expenses incurred under this paragraph shall immediately be reported to the Mayor and Finance Director.

G. EMERGENCY PURCHASES

Any City department or agency may purchase in the open market, without filing a requisition or estimate, or receiving competitive bids, any supplies, materials or equipment for immediate delivery to meet emergencies arising from unforeseen causes. The following situations constitute an emergency under this provision of the policy:

- (1) Any situation in which there exists immediate and substantial danger to the health, life or property of any person or any situation in which there exists potential for increased damage to City property if the situation is not immediately remedied.
- (2) Any situation where the normal operation of any City department or Agency is seriously impaired or is in jeopardy or being seriously impaired; or
- (3) When the Mayor or in his absence the Council President declares an emergency.

H. PURCHASE OF RECYCLED MATERIALS

The Mayor will ensure that the average recycled content of all paper purchased by the City measured as a proportion, by weight, of the fiber content of all paper products purchased in the year is not less than those percentages specified in Wisconsin Statute 66.0131 (3) (a) (2).

I. PURCHASE ORDERS

Purchase orders will be required for all purchases of goods and services unless such payment is covered by an existing contract or other agreement.

J. SERIAL CONTRACTING

No contract or purchase shall be subdivided to avoid the requirements of this policy. Serial contracting is the practice of issuing a series of purchase orders to the same vendor for the same commodity or service in any 90-day period in order to avoid the requirements of the procurement policy.

K. APPROPRIATIONS

All purchases shall be made in accordance with the appropriations (budget) that have been approved by the Council for the operation of the respective City departments. The responsibility for not exceeding existing appropriations rests with the department head making the requisitions or purchases.

L. LOWEST RESPONSIBLE BIDDER AND BEST VALUE CONCEPT

All open market orders or contracts shall be awarded to the lowest priced, responsive and responsible bidder taking into consideration the following factors: the qualities of the articles to be supplied; conformity with specifications; product compatibility; maintenance costs; vendor support after the purchase, the ability and qualifications of the vendor to perform the contract, and delivery terms.

- (1) If two or more qualified bids are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to the local bidder. Where it is not practical, the contract will be awarded to one of the bidders by drawing lots in public.
- (2) The Mayor along with the City Attorney, or his/her designee shall have the authority to require a performance bond or other similar instrument of surety in such amount as is reasonably necessary to protect the best interest of the City before entering into a contract. Notwithstanding the foregoing, performance and payment bonds in the full amount of the contract shall be required for all public construction contracts in accord with Wisconsin Statute Section 779.14.
- (3) Contracts must be approved as to form and sufficiency by the City Attorney or his/her designee.

M. PROCUREMENT OF SERVICES

Whenever practical, the purchase of all services should be based on competitive bids/quotations/proposals subject to the spending guidelines noted in Procedure III (B) of this policy. This includes, but is not limited to, the following categories of services:

Professional Services. Consulting and expert services provided by an organization or individual.

Contractor Services. The furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than those that are the end result of and incidental to the required performance.

Client Services. Those services provided directly to individuals on behalf of the City.

Construction Services. Services provided in the construction of roads, buildings or other facilities.

Technology Services. Services provided in the design, development, installation, and/or operation or maintenance of automated computer systems, including hardware and software.

If it is estimated that the service being solicited has a total cost of over \$15,000 and the value of the service is substantially measured by the professional competence of the providers rather than cost alone, it is recommended that a Request for Proposal (RFP) or Professional Services Qualifications (PSQ) be used to solicit vendor responses.

N. PROHIBITED BUSINESS TRANSACTIONS

- (1) Employees are not allowed to participate directly or indirectly in a purchase when the employee, or a member of the employee's family, has a financial interest in the purchase or the employee, or a member of the employee's family, is negotiating or has an arrangement concerning prospective employment with the supplier, or the action is otherwise contrary to the terms of the City's Code of Ethics in the City Municipal Code or applicable Wisconsin Statutes.
- (2) Purchases for services or goods should not be made from employees of the City unless the employee can be considered an independent contractor as defined by the Internal Revenue Service.
- (3) Employees of the City are not allowed to use City negotiated discounts or the City's tax-exempt status to purchase goods or services for their own personal use or gain.
- (4) The City of New Berlin Code of Ethics Policy shall be referenced regarding receipt of gifts. Employees who receive offers of gifts or other improper attempts to influence purchasing decisions should report this to their supervisor and/or the Mayor, who will in turn consult with the City Attorney or shall submit the matter to the City's Ethics Board for an advisory opinion to determine the appropriate course of action.

O. SURPLUS OR OBSOLETE SUPPLIES OR EQUIPMENT

Disposal of City-owned supplies or equipment that is no longer required or serving a useful purpose shall be handled in a manner that is:

- economically feasible;
- in compliance with all applicable laws, regulations and policies;
- environmentally responsible; and
- deemed to be in the best interest of the City.

Departments should contact the Mayor for assistance in determining the most appropriate and beneficial method of disposal. There are several **approved methods** for disposal of surplus, including:

- 1) A live auction conducted by the City or other agency.
- 2) Internet-based auctions or selling tools (i.e. eBay).
- 3) Sale to the general public via advertised, sealed bidding.
- 4) Trade in new supplies or equipment.
- 5) Transfer to another City department.
- 6) Donation to approved non-profit organizations.
- 7) Sales, trade, transfer or donation to an outside publicly funded agency.
- 8) Recycling and/or sale as scrap.
- 9) Discarding as trash; and
- 10) Other methods which may be approved on a case-by-case basis by the Mayor.

Which method of disposal is most appropriate will depend upon several factors, including:

- The condition, location and physical characteristics of the item(s).
- The amount of time, effort, administration and expense required for the method relative to the potential value received.
- The public benefits and/or liabilities associated with the method.

The City will assign one or more Auction Administrators to facilitate sale by auction when appropriate. He or she shall assist departments in selecting an auction type and venue, establish procedures and responsibilities and conduct online auctions.

Disposing of items or groups of items with an estimated value of \$2,500 or more using methods other than 1 through 5 in the **approved methods** list above shall require approval of the Mayor.

For items or groups of items with an estimated value of less than \$50, departments may, at their discretion, utilize any of the approved methods listed, provided the disposal meets the general criteria listed at the beginning of this section. For estimated values over \$50, departments should contact the Mayor or his/her designee for assistance in determining the most appropriate and beneficial method of disposal.

All proceeds received from the sale of City surplus property shall be reported and delivered to the Finance Department for deposit and application to the proper account(s).

City owned supplies or equipment will not be taken by, given to, or sold to City employees except by public auction or competitive bidding, regardless of their apparent value or condition, unless a specific exception is granted by the Common Council.

P. INSURANCE REQUIREMENTS

Follow City's "CONTRACTUAL RISK TRANSFER POLICY" under General Administrative Policies.

Q. OPEN RECORDS/PUBLIC INFORMATION

With few exceptions, records related to governmental purchasing are subject to public access under Wisconsin's Open Records Law. This includes, but is not limited to, quotes, bids, proposals, purchase orders and related correspondence. While employees may ask that open records requests be made in writing, the requestor is not required to do so.

- (1) When conducting public bid openings, the names of the bidders and certain bid details, including price, shall be read aloud. In the case of proposal (RFP) openings, only the names of the proposers shall be read aloud. In either case, copies of the bids or proposals are not made available, nor are inspection of the documents permitted, until the contract award has been submitted for approval to the Committee of Jurisdiction.
- (2) Vendors requesting confidentiality of their quotes, bids, proposals or portions thereof must identify the confidential materials as such and state the specific, legitimate reason(s), i.e. trade secret, propriety customer list.
- (3) Questions regarding compliance with an open records request should be referred to the City Attorney or his/her designee.

R. INFORMATION TECHNOLOGY RELATED EQUIPMENT AND SUPPLIES

In order to ensure compatibility and maintain standards for the City's information systems, all purchases of information technology equipment, supplies and services must be initiated by and acquired through the Information Technology Department. This includes, but may not be limited to, computers, software, printers, copiers, inks, toners, repair parts, support and maintenance services, telephone equipment, scanners or any peripheral device which interfaces with any part of the City's information systems.

Information Technology staff should be the primary vendor point of contact for all information technology needs. In turn, the Information Technology Department is responsible for adhering to the provisions of this policy when conducting such procurement activities.

S. LOCAL PROCUREMENT

Since there are often cost and service-related advantages associated with buying from local sources, the Common Council has adopted the following resolution:

“Resolved, that where not prohibited by law, the City of New Berlin include in the evaluations of all bids, proposals and quotations for goods and/or services (except public construction) where the value of such goods or services is expected to exceed \$5,000, evaluation criteria which favorably and accurately assess the relevant cost and service advantages of procurement from local sources. Where point-based systems are used for proposal evaluation and award, the points available for this purpose shall be determined prior to proposal opening and shall not exceed 5% of the total points available.”

The Finance Director is available to assist Departments in applying this policy resolution to specific procurement situations.

This policy was reviewed and approved by the Finance Committee and Common Council and signed by Mayor David Ament on the ____ day of _____, 20__ as evidenced by his signature hereon. Three signed originals of this policy have been generated. One original is maintained in the City Clerk’s office, the second original is maintained in the Finance Department, and the third original is maintained in the Mayor’s Office. This policy may only be modified by the Finance Committee with Common Council approval.

David A. Ament, Mayor

Glossary of Terms

Auction Administrator. An individual assigned by the Mayor to assist departments in selecting an auction type and venue, establish procedures and responsibilities, and conduct online auctions for the sale of surplus supplies or equipment.

Bid. A formal price solicited from a vendor for a good or service. Bids are required to conform to specific terms and well-defined specifications contained in the solicitation documents. A sealed written bid is required with public notice setting a specific time and place to open all bids received for any project defined as public construction.

City. The City of New Berlin, WI.

Contract. An agreement between 2 or more parties to do something or provide specific goods or services.

Contract Cost. Total cost of a contract, whether for one or more years.

Contractual Services. Includes, but may not be limited to telephone, gas, water, electric light, power and heating services; towel and cleaning services; leases for grounds, buildings, equipment, office or other space required by the department; and the rental, repair or maintenance of equipment, machinery or other property owned by the City.

Council. The Common Council of the City of New Berlin.

Department. All agencies, departments or offices of the City and, when applicable unless otherwise provided by statute, those committees, boards or commissions which manage or operate other City properties, installations or activities.

Invitation For Bid (IFB). The documents used to solicit bids from vendors.

Mayor. The Mayor or his/her designee. (Department Head)

Professional Services. Services, the value of which are substantially measured by the professional competence of the persons performing them and which are not susceptible to realistic competition by cost alone. Such services include but shall not be limited to those customarily rendered by architects, engineers, surveyors, real estate appraisers, certified public accountants, attorneys, financial advisors, medical and social service providers, computer software applications, systems development/implementation, management and other consultants, promotional programs such as marketing and advertising, and such other specific services as determined by the Mayor.

Professional Services Qualifications (PSQ). All documents, whether attached or incorporated by reference, are used for soliciting statements of qualification for professional services.

Proposal. A plan received from a vendor and the related cost of implementing the plan. Proposals are usually requested when the specifications or scope of the services needed cannot be adequately prepared to provide all prospective vendors with a complete and accurate description of the work to be performed. Vendors are asked to propose their best solution to the needs defined in the solicitation. Proposals are often requested when soliciting costs for professional services, high-tech equipment, other specialized equipment and research and development expenditures.

Public Construction. Substantial repairs, remodeling, construction or improvement of a public work or building (Wisconsin Statute Section 66.0901 & Section 62.15).

Quotation. An informal type of bid received from a vendor offering to sell a product or service. The quotation will contain specified pricing, terms and conditions of sale. The quotation may be either in writing (including a price list or catalog) or verbal, depending upon the dollar value as outlined in IV (C) (2) (3).

Request for Proposal (RFP). All documents, whether attached or incorporated by reference, are used for soliciting proposals for professional services.

Request for Quotations (RFQ). A written request for informal bids or quotes.

Service. The furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than usual reports, materials or drawings which are the end result of and incidental to the required performance.



Legal

PHONE 608-781-8988

FAX 608-793-6120

December 19, 2025

1626 Oak St., P.O. Box 2107

La Crosse, WI 54602

www.kwiktrip.com

City Clerk
City of New Berlin
3805 S. Casper Dr.
New Berlin, WI 53151-8610

RE: Appointment of Agent
Kwik Trip 971
2102 S. Moorland Rd.

Dear City Clerk:

Effective January 2, 2026 a new manager, Eric Thomas, has been assigned to take over leadership responsibilities of our Kwik Trip 971 convenience store located in the City of New Berlin. Therefore, we would like to appoint Eric as the agent of the store.

Enclosed, please find the completed agent forms reflecting this change. In addition, enclosed is a check in the amount of \$20.00 in payment for the processing and background check fees for this service. I respectfully request that you please include this item on the agenda of your next City Council meeting for consideration.

Please contact me at (608) 793-6262 or DHafner@kwiktrip.com if you require anything further. Thank you in advance for your assistance with this matter.

Yours truly,

Deanna

Deanna Hafner
Licensing Agent

Enclosures

Date

Form CTV-101

Cigarette, Tobacco, and Electronic Vaping Device License - Individual Questionnaire

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)
Kwik Trip, Inc.

2. Business Trade Name or DBA
Kwik Trip 971

3. Entity Type (check one)
 Sole Proprietor
 Partnership
 Limited Liability Company
 Corporation

Part B: Individual Information

1. Name (Last)
Thomas

2. Name (First)
Eric

3. Name (M.I.)
S

4. Relationship to Business (Title)
Agent

5. Email
LicensingDept@kwiktrip.com

6. Phone
262-825-8775

7. Home Address
W226S9393 Ripple Brook Ct

8. City
Big Bend

9. State
WI

10. Zip Code
53103

11. Date of Birth
1/18/1971

12. Driver's License/State ID Number
T520-2177-1018-06

13. Driver's License/State ID State of Issuance
WI

Part C: Individual's Address History

List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address	City	State	Zip Code
W226S9393 Ripple Brook Ct	Big Bend	WI	53103
Previous Address 2	City	State	Zip Code
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code
Previous Address 6	City	State	Zip Code

If applicable, list all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State	County	State	County	State	County	State	County
WI	Waukesha	WA	King				
State	County	State	County	State	County	State	County

Continued

Part D: Individual's Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws, or of any county or municipal ordinances? Yes No
 If yes to question 1, please list details of each conviction below:

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

2. Are charges for any offenses currently pending against you (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation by Individual

READ CAREFULLY BEFORE SIGNING: I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on an application for cigarette, electronic vaping devices, and tobacco products retail license may be required to forfeit not more than \$1,000 if convicted. I declare under penalties of the law that I have examined this information, and, to the best of my knowledge, it is true, correct, and complete to the best of my knowledge and belief.

Signature  Date 12/9/25

Part F: Licensing Authority Approval

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, this individual does not have a criminal record that would disqualify them from having an interest in a cigarette, tobacco product, or electronic vaping device retailer license according to sec. 134.65(1m), Wis. Stats.

Name of Local Official	Title
Signature of Local Official	Date

Form
CTV-102

Cigarette, Tobacco, and Electronic Vaping Device Appointment of Agent

Date

Agent Type (check one): Original Change

Part A: Agent Information		
1. Last Name Thomas	2. First Name, Eric	3. M.I. S.
4. Email LicensingDept@kwiktrip.com		5. Phone 262-825-8775
6. Home Address W226S9393 Ripple Brook Ct		
7. City Big Bend	8. State WI	9. Zip Code 53103
10. Date of Birth 1/18/1971	11. Driver's License/State ID Number, T520-2177-1018-06	12. Driver's License/State ID State of Issuance WI

Part B: Questions

1. Have you completed Form CTV-101, *Cigarette, Tobacco, and Electronic Vaping Device License - Individual Questionnaire*? Submit a completed Form CTV-101 with this form. Yes No

2. If this is a change of agent, please describe the reason for the agent change. Attach additional sheets if necessary.
New manager assigned to oversee the store.

Part C: Business Information

1. Legal Business Name (individual name if sole proprietor)
Kwik Trip, Inc.

2. Business Trade Name or DBA
Kwik Trip 971

3. Entity Type (check one)
 Limited Liability Company Corporation

4. Premises Address
2101 S Moorland Rd

5. City
New Berlin

6. State
WI

7. Zip Code
53151

Part D: Attestations

READ CAREFULLY BEFORE SIGNING: I, the Licensee or Permittee, authorize the above-named individual to act for the above-named corporation or limited liability company with full authority and control of the premises and of all business relative to cigarettes, tobacco products, and/or electronic vaping devices conducted therein. I certify that I am authorized by the entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application; and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature of Licensee (officer, member, or authorized signatory)
Scott P. Zietlow

Date
12/9/15

Name of Person Signing for Licensee
Scott P. Zietlow

Title
CEO & President

READ CAREFULLY BEFORE SIGNING: I, the Agent, hereby accept this appointment as agent for the above-named corporation or limited liability company and assume full responsibility for the conduct of all business relative to sales of cigarettes, tobacco products, and/or electronic vaping devices conducted on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this form; and that any person who knowingly provides materially false information on this form may be required to forfeit not more than \$1,000 if convicted.

Signature of Agent
Eric Thomas

Date
12/9/15

CTV-102 (R, 3-25)

Alcohol Beverage Individual Questionnaire

Date

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information	
1. Legal Business Name (Individual name if sole proprietor) Kwik Trip, Inc.	
2. Business Trade Name or DBA Kwik Trip 219	
3. Entity Type (check one): <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

Part B: Individual Information			
1. Last Name Thomas		2. First Name Eric	
		3. M.I. S.	
4. Relationship to Business (Title) Agent		5. Email LicensingDept@kwiktrip.com	6. Phone 262-825-8775
7. Home Address W226S9393 Ripple Brook Ct.			
8. City Big Bend		9. State WI	10. Zip Code 53103
		11. Date of Birth 1/18/1971	
12. Drivers License/State ID Number T520-2177-1018-06		13. Drivers License/State ID State of Issuance WI	

Part C: Address History			
1. Do you currently live in Wisconsin?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the month and year when you permanently moved to Wisconsin			(MM/YYYY) 06/2004
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.			
Previous Address 1 W226S9393 Ripple Brook Ct.		City Big Bend	State WI
		Zip Code 53103	
Previous Address 2		City	State
		Zip Code	
Previous Address 3		City	State
		Zip Code	
Previous Address 4		City	State
		Zip Code	
Previous Address 5		City	State
		Zip Code	
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.			
State WI	County Waukesha	State WA	County King
State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
------------------------	----------	-----------------

Penalty Imposed	Was sentence completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------	-------------------------	--

Law/Ordinance Violated	Location	Conviction Date
------------------------	----------	-----------------

Penalty Imposed	Was sentence completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------	-------------------------	--

Law/Ordinance Violated	Location	Conviction Date
------------------------	----------	-----------------

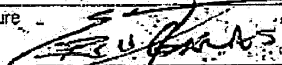
Penalty Imposed	Was sentence completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------	-------------------------	--

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date 12/9/25
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New Berlin Hills GC Review



February 24, 2026

TROON®

Tuesday, February 24, 2026



1. Congratulations
2. Management Team
3. Financial Performance, Rounds, & Rates
4. Facility Projects & Capital Improvement
5. Goals for 2026

Congratulations



One of three finalists in
The Community's Choice Awards!



The other two finalists were Kettle Hills GC and Grant Park GC.
Other nominees included great courses such as The Club at Lac La Belle, Edgewood GC, Tuckaway CC, and Whitnall Park GC.

Congratulations



NBH Management Team



- Hanna Radewahn – Director of Events & Front of House Manager (2016)
- Wendy Hafemann – Head Chef & Kitchen Manager (2018)
-  Al Vizgaitis – Assistant General Manager & Head Golf Professional (2025)
-  Paul Knulty – Golf Course Superintendent (2026)
- Matt Tausig – General Manager (2023)

Financial Performance



- Total revenue of \$2,354,657.
- Golf revenue of \$1,501,194.
- Food & Beverage revenue of \$751,155.
- Merchandise & Other revenue of \$102,308.
- Facility rent & profit share paid to the City of New Berlin was \$299,078.
- Payroll and Repairs & Maintenance saw significant increases of 14.8% and 33.4%, respectively.

Note: Financial performance numbers are preliminary and based on the year-end P&L statement for 2025. Final numbers will be provided in the Financial Statement after completion of the annual audit.

Rounds



- 44,437 rounds compared to 44,914 rounds in 2024.

Measurable Rain	Days	Rounds Lost	Revenue Lost
April	4	310	\$8,600
May	9	1,135	\$33,325
June	10	1,104	\$42,877
July	8	680	\$28,975
August	6	1,060	\$49,650
September	5	330	\$12,200
October	8	350	\$14,925
Totals:	50	4,969	\$190,552



The region experienced historic flooding on August 10th, resulting in the course being closed for three and a half days.

Rates

- Golf rates for 2026 were approved by the Golf Course Commission in October. This year’s rates will use 2025 rates (including tax) and add sales tax to them, for an effective 5% increase.
- Changing to a “rate plus tax” model will help avoid rate challenges mid-season if the county or state approves a tax increase. This has become standard practice in much of the country and is slowly being put in practice in our region.



2026 Proposed			2025 Actual	
18-Holes	Weekend	Weekday	Weekend	Weekday
Public	\$ 52.50	\$ 42.00	\$ 50.00	\$ 40.00
Resident	\$ 44.10	\$ 34.65	\$ 42.00	\$ 33.00
Senior & Junior	N/A	\$ 29.40	N/A	\$ 28.00
Senior Resident	N/A	\$ 25.20	N/A	\$ 24.00
Twilight Evening	\$ 26.25	\$ 16.80	\$ 25.00	\$ 16.00

9-Holes	Weekend	Weekday	Weekend	Weekday
Public	\$ 30.45	\$ 26.25	\$ 29.00	\$ 25.00
Resident	\$ 24.15	\$ 23.10	\$ 23.00	\$ 22.00
Senior & Junior	N/A	\$ 19.95	N/A	\$ 19.00
Senior Resident	N/A	\$ 17.85	N/A	\$ 17.00
Twilight Evening	\$ 26.25	\$ 16.80	\$ 25.00	\$ 16.00

Cart Rates	18-Holes	9-Holes	18-Holes	9-Holes
Power Cart	\$ 18.90	\$ 12.60	\$ 18.00	\$ 12.00

Facility Projects & Capital



- Completed in 2025.

- Greens Mower
- Utility Vehicles
- Patio Furniture
- Refreshed On-Course Restrooms
- Bar Cooler
- Upgraded Bar Televisions

- In Progress or Planned.

- Clubhouse Interior Paint
- Line Cooler
- Fuel Tanks
- Tractor & Maintenance Equipment
- Golf Course Gazebos
- Bunker Evaluation

Goals for 2026



- Launch a new junior golf program led by our PGA Head Professional to engage the next generation of golfers and grow the game.
- Implement strategic rate management to offer targeted specials and increase course utilization during off-peak hours.
- Optimize league and outing schedules to maximize tee-time availability for public play.
- Collaborate with the new superintendent to prioritize property improvements that ensure short-term quality and long-term success.
- Provide a high-quality, affordable golf experience for the residents of New Berlin and our surrounding communities.