

AGENDA
COMMITTEE OF THE WHOLE MEETING
CITY OF BERLIN
TUESDAY, AUGUST 7, 2018, 7:00 PM
CITY HALL COUNCIL CHAMBERS

1. Roll Call.
2. General Public Comments. Registration card required (located at podium in Council Chamber).
3. Approval of Minutes. RECOMMENDATION: Approve the minutes from the July 20, 2018 Committee of the Whole meeting.
4. Wisconsin Spice Inc. Proposed Walkway – S. Industrial Park. RECOMMENDATION: Review staff update on Wisconsin Spice Proposed Walkway request and action as appropriate. (Discussion on funding or developers agreement can continue on this item in closed session if necessary)
5. Verizon Wireless Tower Request. RECOMMENDATION: Review Verizon Wireless request and action as appropriate.
6. Residential Landlord Licenses. RECOMMENDATION: Review recent state legislation relating to residential landlord registration and action as appropriate.
7. Room Tax Rate. RECOMMENDATION: Discuss and action as appropriate.
8. 2019 Shared-Ride Taxi Grant Application and RFP. RECOMMENDATION: Recommend to Common Council to authorize Staff to apply for the 2019 Small Urban Operating Assistance Contract Between the State of Wisconsin and the City of Berlin and the 2019 Urban Mass Transit Operating Assistance Contract between the State of Wisconsin, Department of Transportation and the City of Berlin and proceed with the RFP process for the next five-year contract cycle.
9. Motion to convene into closed session pursuant to Sec 19.85(1)(e), of the WI Statutes, to deliberate or negotiate the purchase of public property, investment of public funds or conduct other specified public business, whenever competitive or bargaining reasons require a closed session. ((1) *EMS Contract with ThedaCare-CHN*, (2) *Union negotiation regarding retirement health benefits*, and (3) *Discussion on Wisconsin Spice Inc. project*)
10. Reconvene into open session and take appropriate action as a result of closed session discussion.
11. Adjourn.

In adherence to the City of Berlin Public Meeting Participation Policy, public participation will be allowed under each agenda item at the discretion of the presiding officer, with the exception of the Consent Agenda. Attendees must register their intention to participate on either a general comments section or a specific agenda item prior to the meeting by filling out a Registration Card, which can be obtained from the Internet, City Clerk's office or in the City Hall Council Chambers at the podium. Registration Cards should be turned in prior to the meeting to either the presiding officer or City Clerk.

DATE: 8/1/2018

TO: Common Council Members and Mayor

From: Lindsey Kemnitz

RE: Wisconsin Spice Proposed Walkway

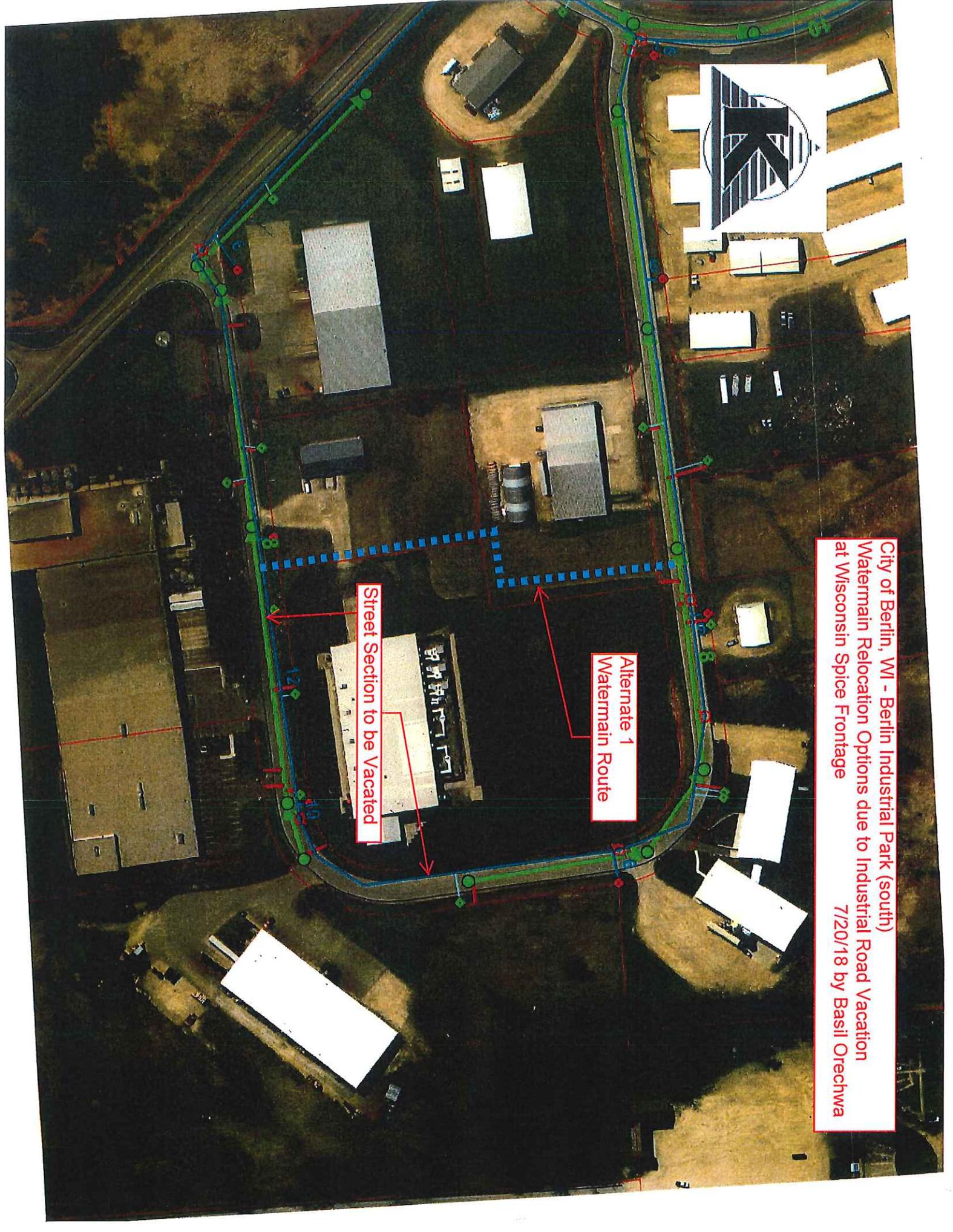
City Staff have met to discuss the requirements for the walkway to go across S. Industrial Road. The largest concern is the utilities that service the South Industrial Park. The utilities will have to be rerouted as the Berlin Water and Sewer does not allow a property to build over the utilities. With the walkway going across S. Industrial Park road, cul de sac's will have to be installed on both ends of the road. The City will have to vacate part of S. Industrial Park road and acquire land for the cul de sac's. City staff and Wisconsin Spice have worked together to find a solution and attached is a maps identifying the rerouting of the utilities. The City and Wisconsin Spice spoke with Hypro about the concern of fork lift traffic and semi traffic. Wisconsin Spice is willing to work with Hypro on providing a paved fork lift route for the traffic between the two buildings Hypro currently uses for production.

RECOMMENDATION: Request Wisconsin Spice Walkway on the Plan Commission and Water & Sewer Commission agenda for the August meetings.

City of Berlin, WI - Berlin Industrial Park (south)
Watermain Relocation Options due to Industrial Road Vacation
at Wisconsin Spice Frontage
7/20/18 by Basil Orechwa

Alternate 1
Watermain Route

Street Section to be Vacated



DATE: August 2, 2018

TO: Committee of the Whole

FROM: Jodie Olson

RE: Verizon Wireless Tower Request

BACKGROUND: We received the attached request regarding providing a location for a Verizon Tower. We can review the initial request at the COTW meeting with staff and discuss options. Peter Schau is the realty services representative for Verizon and he will be able to attend the Aug 14 Council meeting to answer questions you may have from the discussion.

RECOMMENDATION: Review Verizon Wireless request and action as appropriate.

Jodie Olson

From: pschau@ton80realtyservices.com
Sent: Thursday, August 02, 2018 8:20 AM
To: Jodie Olson; Scott Zabel
Subject: Potential Verizon Wireless Lease Interest-City of Berlin-Oakwood Cemetery Property
Attachments: 150' MP w 2 Carriers.JPG; VZW Close Up of Cabinet Platform wNG Gen (Wisconsin Ave).jpg; Oakwood Cem RL-Aerial Sketch wCompound Location 080118.pdf

Hi Jodie and Scott-

To follow up our recent communications, my name is Peter Schau and I represent Verizon Wireless whom is in need of a new communications facility to support its local area network operations in and around the Berlin area. This communications facility would consist of Verizon Wireless antennas and other equipment mounted to a tower or other tall structure which would be connected by cabling to Verizon Wireless base station equipment. The base station equipment would consist of an outdoor communications cabinet cluster housed on an roofed platform and an emergency backup power generator that would be installed at grade adjacent to the base of the supporting structure.

The needed location for this facility is on the east side of Berlin near the intersection of Quarry Street and E Huron Street. The one existing structure in the targeted area that could have potentially hosted the Verizon Wireless equipment is the existing Green Lake County Sheriff Departments guyed communications tower located on the Oakwood Cemetery property. As a matter of best practice, we always attempt to locate these facilities on existing structures such as this guyed tower in lieu of constructing a new tower, and reached out to the Sheriff's office with an inquiry if that would be a possibility at this location. On July 23rd, I spoke to Sheriff Podoll whom informed me that due to the status of the existing State Police and County equipment currently operating at the Berlin site, that they will not allow any other users, including Verizon Wireless, to collocate on this tower.

With this being the case, we will need to find a location to construct a second communications tower in this area of the City to host the Verizon Wireless equipment, which prompted my reaching out to the City of Berlin to find out if there would be an interest by the City in leasing ground space for a second communications tower on this same parcel for Verizon Wireless' use. Verizon Wireless preliminary design would call for an antenna mounting height of +/-150' AGL which would require a 155'-160' tall tower structure. Unlike the existing 400' tall sheriff's tower on site, this shorter structure would feature a free standing tower design, free of guy wires, thus encumbering less property. I would anticipate the use of a monopole tower structure, which would be designed for multiple users, that could be located within an 85' x 85' ground lease area. I've attached a site sketch depicting one possible location upon the property as well as some sample file pictures of a 150' tall monopole tower and the Verizon Wireless ground equipment for your review. Please understand that the proposed site location is just my initial suggestion after visiting the property, obviously, with the overall size of the parcel, alternate locations would be possible should it be determined that this exact location is not feasible.

The ground lease area would be improved with a fenced gravel compound to secure the aforementioned tower and ground equipment, and served by an inexclusive access/utility easement(s) from the Huron Street public way. Verizon Wireless would engage a tower partner to develop and own the site whom would enter into a ground lease agreement with the City and in turn would simultaneously enter into a sublease with Verizon Wireless as its anchor tenant at the site. Verizon Wireless commonly works in conjunction with a select group of national tower companies in this market in such arrangements.

The ground lease agreement would typically feature an initial 5 year term, with at least 5-5 year renewal terms requiring a minimum 30 year commitment from the City (these can vary by tower company with some seeking a longer commitment). A rent would be paid to the City throughout the term of the agreement, which would escalate at each 5 year renewal term. Verizon Wireless and its tower partner would cover all costs of the development and obtain all necessary local, state, and federal zoning/permitting approvals.

Verizon Wireless: Berlin DT-Oakwood Cemetery Sample Site Location Sketch



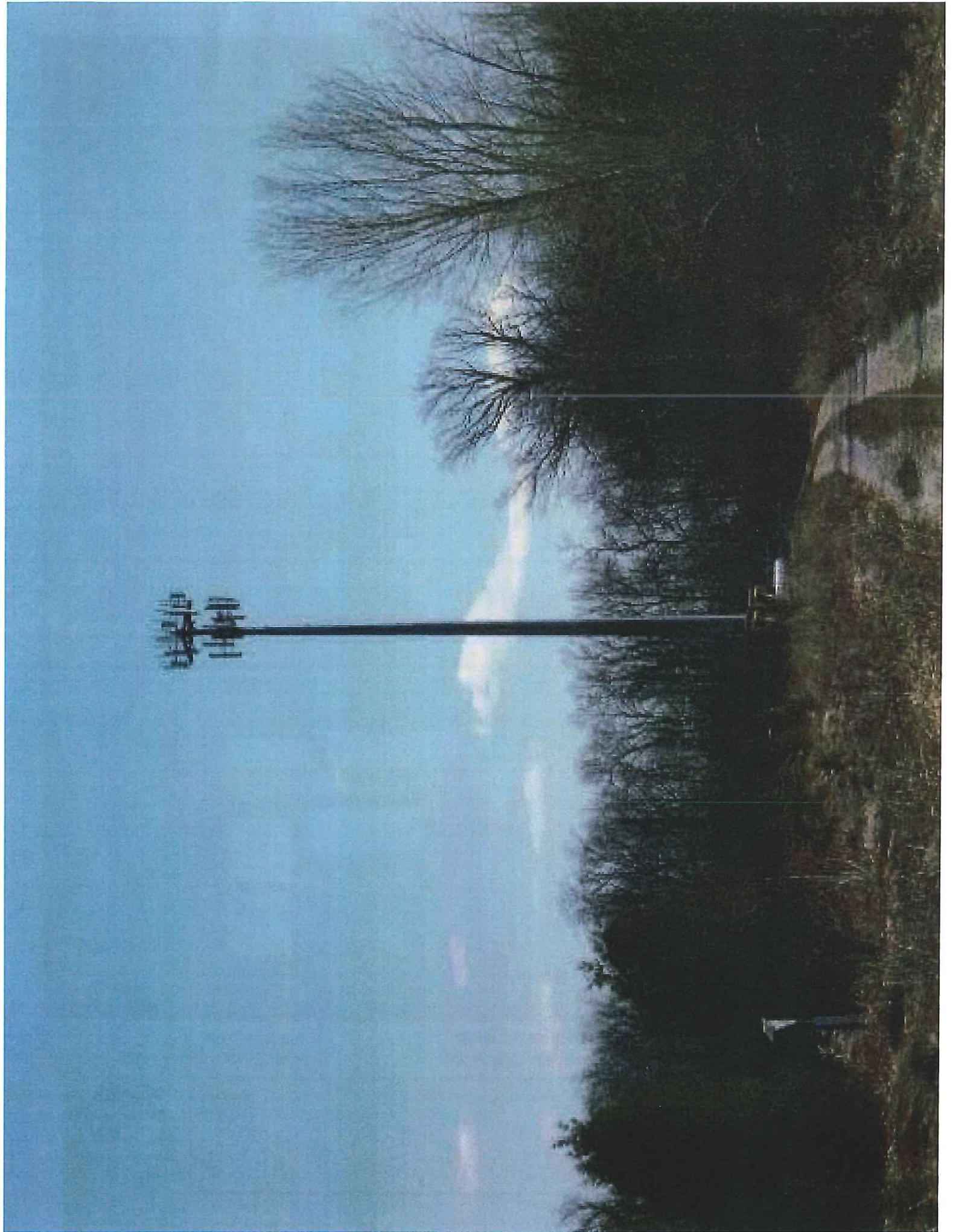

Green Lake County
1 inch = 111 feet
Geographic Information System (GIS)
<https://gis.co.green-lake.wi.us/>

GIS Viewer Map
Green Lake County, WI

Note:

Time: 3:45:47 PM
Date: 8/1/2018







DATE: August 7, 2018

TO: Mayor and Committee of the Whole

FROM: Jodie Olson, City Administrator

RE: Residential Landlord Licenses

Background: Please review the attached e-mail correspondence with the City Attorney regarding the Landlord Registration ordinance and the potential impacts resulting from recent state legislation.

Recommendation: Review recent state legislation relating to residential landlord registration and action as appropriate.

Jodie Olson

From: Chier Law Office LLC <legalsolutions@chierlaw.com>
Sent: Wednesday, July 25, 2018 2:22 PM
To: Kemnitz; Lindsey Kemnitz; Olson; Jodie Olson
Subject: Landlord Registration Ordinance

Lindsey and Jodie:

I'm in the process of preparing the required amendment of our landlord licensing ordinance to comply with the recent state legislation, when I realized that the legislation is even more stringent than I thought. I was previously reading only a summary of the legislation, but now that I'm reading the actual language, I'm now thinking this should go to the COTW for discussion on whether to even maintain the registration requirement at all in the ordinance.

The new language of the statute is as follows:

(e) No city, village, town, or county may enact an ordinance that does any of the following:

...

4. Except as provided in this subdivision, requires that a rental property or rental unit be certified, registered, or licensed or requires that a residential rental property owner register or obtain a certification or license related to owning or managing the residential rental property. A city, village, town, or county may require that a rental unit or residential rental property owner be registered if the registration requires only one name of an owner or authorized contact person and an address, telephone number, and, if available, an electronic mail address or other information necessary to receive communications by other electronic means at which the person may be contacted. No city, village, town, or county, except a 1st class city, may charge a fee for registration under this subdivision except a one-time registration fee that reflects the actual costs of operating a registration program, but that does not exceed \$10 per building, and a one-time fee for the registration of a change of ownership or management of a building or change of contact information for a building that reflects the actual and direct costs of registration, but that does not exceed \$10 per building.

As you can see, the registration fee is now a one-time fee upon initial registration. We can no longer charge year to year. A fee is allowed for change of ownership, but I'm quite sure this will mean that the program will no longer pay for itself, which was the intention when it was originally formed.

So the question for the COTW and the Council will be whether the extremely limited information gained from the registration (the name of one owner or authorized contact person, address, telephone number and e-mail address) is worth Lindsey's time and expenses assisting the Landlord Group with preparing agendas, sending out notices, etc. that will now no longer be fully reimbursed from the collection of these fees.

The bottom line is that this new legislation really changes the entire context surrounding the landlord registration ordinance. The whole idea was that the registration (formerly licensing) would provide some planning information for the city to use in regard to how to regulate or support residential tenancies in the city. Just getting a name and address really doesn't accomplish that goal. For instance, we no longer can ask how many buildings, how many units, or any other details that were determined to be useful at the time of creation of the prior ordinance. Also, the fees recovered from the licensing were supposed to be sufficient to reimburse for the city to cover Lindsey's time and expenses. Also, I have attended many meetings at the city's expense and have provided legal services and advice to the private landlord association that was formed as an offshoot of this program. I'm quite certain that the expense for my time has not been being reimbursed for some time now and have always questioned whether it is appropriate that I continue to provide that regular service to this private organization. I really think the COTW and the Council needs to explore whether all these changes should mean that they should simply discontinue the program, or whether they still see value in the program and direct me to make the ordinance compliant with the new legislation.

I would ask that you please put this on the next COTW agenda accordingly, and I will wait to do any further ordinance drafting until I receive more direction from the COTW.

Thanks.

---Matt

Sincerely,

Matthew G. Chier
Berlin City Attorney



CHIER LAW OFFICE LLC

137 E. Huron Street
Berlin, WI 54923
Telephone 1-920-361-9740
Facsimile 1-920-361-9741

The information contained in this e-mail message is attorney-privileged and confidential information intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by telephone, return the original message to us at the above address via the U.S. Postal Service, and delete it from your computer. Although Chier Law Office LLC attempts to prevent the passage of viruses via e-mail and attachments thereto, Chier Law Office LLC does not guarantee that either are virus free, and accepts no liability for any damage sustained as a result of any such viruses.

DATE: August 1, 2018

TO: Common Council Members and Mayor

From: Lindsey Kemnitz

RE: Room Tax Rate

The Mayor requested a review of the room tax rates for the surrounding communities. Attached is a spreadsheet with all of the room tax rates for 2018. The rates range from 0% to 30%. The average rate for the whole state of Wisconsin is 5.55%. The most common room tax rate is 8%. The City of Berlin is 4% for room tax. For Green Lake County, the Town of Brooklyn is 5% and City of Green Lake is 7%. Waushara County is 4% for all of the towns, villages, and city. Marquette County is 4.5% for all of the towns, villages and cities. Ripon's room tax is 7% and Oshkosh's room tax is 10%.

RECOMMENDATION: Discuss and action as appropriate.

Municipality Type	Municipality	County	Room Tax Rate
CITY	ABBOTSFORD	CLARK	3.00%
TOWN	ADAMS	ADAMS	5.50%
CITY	ADAMS	ADAMS	5.00%
TOWN	ALDEN	POLK	0.00%
CITY	ALGOMA	KEWAUNEE	6.00%
VILLAGE	ALLOUEZ	BROWN	10.00%
CITY	ALMA	BUFFALO	5.00%
CITY	ALTOONA	EAU CLAIRE	7.00%
CITY	AMERY	POLK	5.00%
TOWN	ANDERSON	BURNETT	0.00%
TOWN	ANDERSON	IRON	5.00%
TOWN	ANIWA	SHAWANO	0.00%
CITY	ANTIGO	LANGLADE	6.00%
CITY	APPLETON	OUTAGAMIE	10.00%
TOWN	ARBOR VITAE	VILAS	4.00%
CITY	ASHLAND	ASHLAND	6.50%
VILLAGE	ASHWAUBENON	BROWN	10.00%
TOWN	BAILEYS HARBOR	DOOR	5.50%
VILLAGE	BALDWIN	ST CROIX	5.00%
CITY	BARABOO	SAUK	6.00%
CITY	BARRON	BARRON	6.00%
TOWN	BAYFIELD	BAYFIELD	6.50%
CITY	BAYFIELD	BAYFIELD	6.50%
TOWN	BAYVIEW	BAYFIELD	6.50%
TOWN	BEAVER BROOK	WASHBURN	5.00%
CITY	BEAVER DAM	DODGE	5.00%
VILLAGE	BELGIUM	OZAUKEE	7.00%
TOWN	BELLE PLAINE	SHAWANO	30.00%
VILLAGE	BELLEVILLE	DANE	0.00%
VILLAGE	BELLEVUE	BROWN	10.00%
VILLAGE	BELMONT	LAFAYETTE	4.00%
CITY	BELOIT	ROCK	8.00%
CITY	BERLIN	GREEN LAKE	4.00%
CITY	BLACK RIVER FALLS	JACKSON	7.00%
TOWN	BLOOMFIELD	WAUSHARA	4.00%
TOWN	BLOOMING GROVE	DANE	5.50%
VILLAGE	BOAZ	RICHLAND	0.00%

CITY	BOSCOBEL	GRANT	5.00%
TOWN	BOULDER JUNCTION	VILAS	5.50%
TOWN	BRIDGEPORT	CRAWFORD	5.00%
CITY	BRILLION	CALUMET	4.00%
TOWN	BROCKWAY	JACKSON	7.00%
TOWN	BROOKFIELD	WAUKESHA	8.00%
CITY	BROOKFIELD	WAUKESHA	8.00%
TOWN	BROOKLYN	GREEN LAKE	5.00%
VILLAGE	BROWN DEER	MILWAUKEE	7.00%
TOWN	BRUSSELS	DOOR	5.50%
TOWN	BUFFALO	MARQUETTE	4.50%
CITY	BURLINGTON	RACINE	6.00%
TOWN	CABLE	BAYFIELD	4.00%
VILLAGE	CALEDONIA	RACINE	8.00%
TOWN	CALEDONIA	COLUMBIA	4.00%
TOWN	CAMPBELL	LA CROSSE	5.00%
VILLAGE	CECIL	SHAWANO	5.00%
CITY	CEDARBURG	OZAUKEE	5.00%
TOWN	CHESTER	DODGE	0.00%
CITY	CHIPPEWA FALLS	CHIPPEWA	6.00%
TOWN	CLAY BANKS	DOOR	5.50%
TOWN	CLAYTON	CRAWFORD	5.00%
TOWN	CLINTON	VERNON	0.00%
CITY	CLINTONVILLE	WAUPACA	5.00%
CITY	COLUMBUS	COLUMBIA	6.00%
CITY	CRANDON	FOREST	4.50%
CITY	CUDAHY	MILWAUKEE	7.00%
TOWN	DAKOTA	WAUSHARA	4.00%
CITY	DARLINGTON	LAFAYETTE	4.00%
CITY	DE PERE	BROWN	10.00%
CITY	DELAFIELD	WAUKESHA	8.00%
TOWN	DELAVAN	WALWORTH	8.00%
CITY	DELAVAN	WALWORTH	8.00%
TOWN	DELL PRAIRIE	ADAMS	5.00%
TOWN	DELTON	SAUK	5.50%
VILLAGE	DICKEYVILLE	GRANT	0.00%
CITY	DODGEVILLE	IOWA	5.50%
TOWN	DRAPER	SAWYER	0.00%
TOWN	DRUMMOND	BAYFIELD	4.00%
CITY	EAGLE RIVER	VILAS	4.50%
VILLAGE	EAST TROY	WALWORTH	5.00%
CITY	EAU CLAIRE	EAU CLAIRE	8.00%
TOWN	EAU PLEINE	MARATHON	0.00%
TOWN	EAU PLEINE	PORTAGE	0.00%
TOWN	EGG HARBOR	DOOR	5.50%

VILLAGE	EGG HARBOR	DOOR	5.50%
TOWN	EILEEN	BAYFIELD	6.50%
TOWN	EISENSTEIN	PRICE	4.50%
VILLAGE	ELKHART LAKE	SHEBOYGAN	7.00%
CITY	ELKHORN	WALWORTH	6.00%
VILLAGE	ELMWOOD PARK	RACINE	0.00%
VILLAGE	EPHRAIM	DOOR	5.50%
CITY	EVANSVILLE	ROCK	7.00%
TOWN	FARMINGTON	WAUPACA	0.00%
VILLAGE	FERRYVILLE	CRAWFORD	4.00%
CITY	FITCHBURG	DANE	7.00%
CITY	FOND DU LAC	FOND DU LAC	8.00%
VILLAGE	FONTANA	WALWORTH	5.00%
TOWN	FORESTVILLE	DOOR	5.50%
VILLAGE	FORESTVILLE	DOOR	5.50%
CITY	FORT ATKINSON	JEFFERSON	5.00%
VILLAGE	FOX CROSSING	WINNEBAGO	10.00%
CITY	FRANKLIN	MILWAUKEE	6.00%
VILLAGE	FREMONT	WAUPACA	4.50%
TOWN	GARDNER	DOOR	5.50%
TOWN	GENEVA	WALWORTH	6.00%
VILLAGE	GERMANTOWN	WASHINGTON	6.00%
TOWN	GIBRALTAR	DOOR	5.50%
CITY	GILLETT	OCONTO	6.00%
CITY	GLENDALE	MILWAUKEE	7.00%
VILLAGE	GRAFTON	OZAUKEE	7.00%
TOWN	GRAND CHUTE	OUTAGAMIE	10.00%
TOWN	GRAND VIEW	BAYFIELD	4.00%
CITY	GREEN BAY	BROWN	10.00%
CITY	GREEN LAKE	GREEN LAKE	7.00%
CITY	GREENFIELD	MILWAUKEE	7.00%
TOWN	HAMILTON	LA CROSSE	1.00%
TOWN	HARMONY	VERNON	0.00%
CITY	HARTFORD	WASHINGTON	7.00%
TOWN	HAYWARD	SAWYER	4.00%
CITY	HAYWARD	SAWYER	4.00%
TOWN	HILES	FOREST	4.50%
CITY	HILLSBORO	VERNON	5.00%
VILLAGE	HOLMEN	LA CROSSE	5.00%
VILLAGE	HORTONVILLE	OUTAGAMIE	5.00%
VILLAGE	HOWARD	BROWN	10.00%
CITY	HUDSON	ST CROIX	3.00%
TOWN	HUGHES	BAYFIELD	3.00%
CITY	HURLEY	IRON	5.00%
TOWN	IRON RIVER	BAYFIELD	3.00%
VILLAGE	JACKSON	WASHINGTON	5.00%
TOWN	JACKSONPORT	DOOR	5.50%

CITY	JANESVILLE	ROCK	8.00%
CITY	JEFFERSON	JEFFERSON	5.00%
VILLAGE	JOHNSON CREEK	JEFFERSON	8.00%
TOWN	JOHNSTOWN	POLK	0.00%
CITY	KAUKAUNA	OUTAGAMIE	10.00%
CITY	KENOSHA	KENOSHA	8.00%
VILLAGE	KEWASKUM	WASHINGTON	0.00%
CITY	KEWAUNEE	KEWAUNEE	4.00%
TOWN	KIMBALL	IRON	5.00%
VILLAGE	KIMBERLY	OUTAGAMIE	10.00%
VILLAGE	KOHLER	SHEBOYGAN	5.00%
CITY	LA CROSSE	LA CROSSE	8.00%
TOWN	LA FAYETTE	WALWORTH	6.00%
TOWN	LA POINTE	ASHLAND	6.50%
TOWN	LA PRAIRIE	ROCK	0.00%
CITY	LADYSMITH	RUSK	4.00%
TOWN	LAKE	PRICE	4.50%
VILLAGE	LAKE DELTON	SAUK	5.50%
CITY	LAKE GENEVA	WALWORTH	5.00%
VILLAGE	LAKE HALLIE	CHIPPEWA	8.00%
TOWN	LAKE TOMAHAWK	ONEIDA	4.00%
CITY	LANCASTER	GRANT	5.00%
TOWN	LAND O LAKES	VILAS	4.50%
TOWN	LAONA	FOREST	4.50%
TOWN	LEMONWEIR	JUNEAU	5.00%
TOWN	LENROOT	SAWYER	2.00%
TOWN	LIBERTY GROVE	DOOR	5.50%
TOWN	LINCOLN	VILAS	4.50%
TOWN	LINCOLN	FOREST	4.50%
VILLAGE	LITTLE CHUTE	OUTAGAMIE	10.00%
VILLAGE	LOMIRA	DODGE	4.00%
VILLAGE	LUCK	POLK	2.00%
TOWN	LYONS	WALWORTH	3.00%
CITY	MADISON	DANE	9.00%
TOWN	MADISON	DANE	8.00%
TOWN	MANITOWISH WATERS	VILAS	4.50%
CITY	MANITOWOC	MANITOWOC	8.00%
TOWN	MAPLE VALLEY	OCONTO	0.00%
CITY	MARINETTE	MARINETTE	6.00%
TOWN	MARION	WAUSHARA	4.00%
CITY	MARSHFIELD	WOOD	8.00%
VILLAGE	MASON	BAYFIELD	0.00%
CITY	MAUSTON	JUNEAU	5.00%
TOWN	MECAN	MARQUETTE	4.50%
CITY	MEDFORD	TAYLOR	4.00%

CITY	MENASHA	WINNEBAGO	10.00%
VILLAGE	MENOMONEE FALLS	WAUKESHA	8.00%
CITY	MENOMONIE	DUNN	7.00%
TOWN	MERCER	IRON	4.50%
CITY	MERRILL	LINCOLN	6.00%
TOWN	MERRIMAC	SAUK	7.00%
CITY	MIDDLETON	DANE	7.00%
TOWN	MIDDLETON	DANE	5.00%
CITY	MINERAL POINT	IOWA	5.00%
TOWN	MINOCQUA	ONEIDA	4.00%
VILLAGE	MISHICOT	MANITOWOC	8.00%
CITY	MONONA	DANE	8.00%
CITY	MONROE	GREEN	4.00%
TOWN	MONTELLO	MARQUETTE	4.50%
CITY	MONTELLO	MARQUETTE	4.50%
CITY	MOSINEE	MARATHON	8.00%
VILLAGE	MOUNT HOREB	DANE	5.00%
TOWN	MOUNT MORRIS	WAUSHARA	4.00%
VILLAGE	MOUNT PLEASANT	RACINE	8.00%
VILLAGE	MUKWONAGO	WAUKESHA	6.00%
TOWN	NAMAKAGON	BAYFIELD	4.00%
TOWN	NASEWAUPEE	DOOR	5.50%
TOWN	NEENAH	WINNEBAGO	10.00%
CITY	NEENAH	WINNEBAGO	10.00%
CITY	NEILLSVILLE	CLARK	6.00%
VILLAGE	NESHKORO	MARQUETTE	4.50%
CITY	NEW BERLIN	WAUKESHA	8.00%
VILLAGE	NEW GLARUS	GREEN	5.00%
CITY	NEW LISBON	JUNEAU	5.00%
CITY	NEW LONDON	WAUPACA	6.00%
CITY	NEW RICHMOND	ST CROIX	5.00%
CITY	OAK CREEK	MILWAUKEE	8.00%
CITY	OCONOMOWOC	WAUKESHA	6.00%
CITY	ONALASKA	LA CROSSE	8.00%
VILLAGE	OSCEOLA	POLK	3.00%
CITY	OSHKOSH	WINNEBAGO	10.00%
TOWN	OXFORD	MARQUETTE	4.50%
TOWN	PACKWAUKEE	MARQUETTE	4.50%
CITY	PARK FALLS	PRICE	4.50%
TOWN	PELICAN	ONEIDA	3.50%
VILLAGE	PEPIN	PEPIN	8.00%
CITY	PEWAUKEE	WAUKESHA	6.00%
CITY	PHILLIPS	PRICE	3.00%
VILLAGE	PLAINFIELD	WAUSHARA	4.00%
CITY	PLATTEVILLE	GRANT	5.00%

VILLAGE	PLEASANT PRAIRIE	KENOSHA	8.00%
TOWN	PLOVER	PORTAGE	8.00%
VILLAGE	PLOVER	PORTAGE	8.00%
TOWN	PLUM LAKE	VILAS	4.50%
CITY	PLYMOUTH	SHEBOYGAN	7.00%
CITY	PORT WASHINGTON	OZAUKEE	8.00%
CITY	PORTAGE	COLUMBIA	6.00%
CITY	PRAIRIE DU CHIEN	CRAWFORD	6.00%
TOWN	PRAIRIE DU SAC	SAUK	6.00%
VILLAGE	PRAIRIE DU SAC	SAUK	6.00%
TOWN	PRESQUE ISLE	VILAS	4.50%
VILLAGE	PULASKI	BROWN	8.00%
CITY	RACINE	RACINE	8.00%
TOWN	RANDOLPH	COLUMBIA	0.00%
CITY	REEDSBURG	SAUK	6.00%
CITY	RHINELANDER	ONEIDA	5.50%
VILLAGE	RIB LAKE	TAYLOR	5.00%
TOWN	RIB MOUNTAIN	MARATHON	8.00%
CITY	RICE LAKE	BARRON	5.50%
CITY	RICHLAND CENTER	RICHLAND	5.00%
CITY	RIPON	FOND DU LAC	7.00%
CITY	RIVER FALLS	PIERCE	5.00%
TOWN	ROCKLAND	BROWN	0.00%
TOWN	ROME	ADAMS	8.00%
VILLAGE	ROTHSCHILD	MARATHON	8.00%
TOWN	RUSSELL	SHEBOYGAN	0.00%
CITY	SAINT CROIX FALLS	POLK	4.00%
TOWN	SAINT GERMAIN	VILAS	4.50%
VILLAGE	SAUK CITY	SAUK	6.00%
VILLAGE	SAUKVILLE	OZAUKEE	7.00%
CITY	SCHOFIELD	MARATHON	8.00%
TOWN	SEVASTOPOL	DOOR	5.50%
CITY	SHAWANO	SHAWANO	4.50%
TOWN	SHEBOYGAN	SHEBOYGAN	8.00%
CITY	SHEBOYGAN	SHEBOYGAN	8.00%
CITY	SHEBOYGAN FALLS	SHEBOYGAN	5.00%
VILLAGE	SIREN	BURNETT	5.00%
VILLAGE	SISTER BAY	DOOR	5.50%
VILLAGE	SOLDIERS GROVE	CRAWFORD	5.00%
VILLAGE	SOLO SPRINGS	DOUGLAS	2.00%

CITY	SPARTA	MONROE	6.00%
CITY	SPOONER	WASHBURN	5.50%
TOWN	SPRINGFIELD	MARQUETTE	0.00%
CITY	STANLEY	CHIPPEWA	3.00%
CITY	STEVENS POINT	PORTAGE	8.00%
CITY	STOUGHTON	DANE	6.00%
TOWN	STRONGS PRAIRIE	ADAMS	5.50%
CITY	STURGEON BAY	DOOR	5.50%
TOWN	STURGEON BAY	DOOR	5.50%
VILLAGE	SUAMICO	BROWN	10.00%
CITY	SUN PRAIRIE	DANE	5.50%
CITY	SUPERIOR	DOUGLAS	7.50%
TOWN	SUPERIOR	DOUGLAS	0.00%
CITY	THORP	CLARK	5.00%
TOWN	THREE LAKES	ONEIDA	4.50%
CITY	TOMAH	MONROE	8.00%
CITY	TOMAHAWK	LINCOLN	4.00%
VILLAGE	TREMPEALEAU	TREMPEALEAU	2.50%
VILLAGE	TURTLE LAKE	BARRON	4.00%
CITY	TWO RIVERS	MANITOWOC	8.00%
TOWN	UNION	EAU CLAIRE	8.00%
TOWN	UNION	DOOR	5.50%
VILLAGE	UNION CENTER	JUNEAU	5.00%
CITY	VERONA	DANE	7.00%
TOWN	VIENNA	DANE	5.00%
CITY	VIROQUA	VERNON	3.00%
TOWN	WABENO	FOREST	4.50%
CITY	WASHBURN	BAYFIELD	6.50%
TOWN	WASHINGTON	SHAWANO	9.50%
TOWN	WASHINGTON	VILAS	4.50%
TOWN	WASHINGTON	DOOR	5.50%
VILLAGE	WATERFORD	RACINE	8.00%
CITY	WATERTOWN	JEFFERSON	5.00%
CITY	WAUKESHA	WAUKESHA	8.00%
VILLAGE	WAUNAKEE	DANE	5.00%
CITY	WAUPACA	WAUPACA	8.00%
CITY	WAUPUN	DODGE	7.50%
CITY	WAUSAU	MARATHON	8.00%
TOWN	WAUTOMA	WAUSHARA	4.00%
CITY	WAUWATOSA	MILWAUKEE	7.00%
TOWN	WESCOTT	SHAWANO	4.50%
CITY	WEST ALLIS	MILWAUKEE	6.00%
VILLAGE	WEST BARABOO	SAUK	6.00%
CITY	WEST BEND	WASHINGTON	8.00%
VILLAGE	WEST MILWAUKEE	MILWAUKEE	8.00%

VILLAGE	WEST SALEM	LA CROSSE	3.00%
VILLAGE	WESTFIELD	MARQUETTE	4.50%
VILLAGE	WESTON	MARATHON	8.00%
TOWN	WHEATLAND	KENOSHA	8.00%
TOWN	WHEATON	CHIPPEWA	0.00%
CITY	WHITEWATER	WALWORTH	5.00%
VILLAGE	WILD ROSE	WAUSHARA	4.00%
VILLAGE	WILLIAMS BAY	WALWORTH	5.00%
TOWN	WILSON	SHEBOYGAN	8.00%
VILLAGE	WINDSOR	DANE	5.00%
CITY	WISCONSIN DELLS	COLUMBIA	5.50%
CITY	WISCONSIN RAPIDS	WOOD	8.00%
TOWN	WITTENBERG	SHAWANO	8.00%
TOWN	WOLF RIVER	WINNEBAGO	4.50%
TOWN	WOODRUFF	ONEIDA	4.00%
TOWN	YORKVILLE	RACINE	8.00%

Local Room Tax

(Sec. 66.0615, Wis. Stats.)



2015 Wisconsin Act 55

Within the 2015-2017 budget (2015 Wisconsin Act 55), the state modified sec. 66.0615, Wis. Stats.

Summary of Changes

- "Tourism promotion and development" is replaced with "tourism promotion and tourism development"
- Effective with taxes collected and expenditures made on January 1, 2017:
 - » A municipality must forward to a tourism entity or commission, any room tax revenue exceeding the amount the municipality may retain. This room tax revenue must be spent on tourism promotion and tourism development. It cannot be spent directly by the municipality.
 - » A municipality that collected room tax on May 13, 1994 and retained more than 30% for purposes other than tourism promotion and development, may continue to retain the greater of either 30% of its current year room tax revenues, or:

For Fiscal Year	Room Tax Amount Retained in Fiscal Year
FY2017	FY2014
FY2018	FY2013
FY2019	FY2012
FY2020	FY2011
FY2021 and forward	FY2010

- A tourism entity's governing body must include at least one owner or operator of a lodging facility that collects room tax and is located within the municipality

Definitions

- **Tourism Entity** – a nonprofit organization that came into existence before January 1, 1992, spends at least 51% of its revenues on tourism promotion and tourism development, and provides destination marketing staff and services for the tourism industry in a municipality. **Exception:** If no such organization exists in a municipality on January 1, 2016, a municipality may contract with such an organization if one is created in the municipality.
- **Commission** – an entity created by one municipality (or by two or more municipalities in a zone) to coordinate tourism promotion and tourism development for the zone
- **Tourism Promotion and Tourism Development** – any of the items listed below that are significantly used by transient tourists and reasonably likely to generate paid overnight stays at more than one establishment where a tax may be imposed, that are owned by different persons and located within the municipality where a tax is in effect. **Note:** If the municipality has only one such establishment, it must be reasonably likely to generate paid overnight stays in that establishment.

Tourism promotion and tourism development includes:

- » Marketing projects, including: advertising media buys; creation and distribution of printed or electronic promotional tourist materials; or efforts to recruit conventions, sporting events, or motor coach groups
- » Transient tourist informational services
- » Tangible municipal development, including a convention center

New Reporting Requirements in 2017

Starting in 2017, every municipality that imposes room tax must file an annual report with the Wisconsin Department of Revenue (DOR). The form reporting 2016 activity is due May 1, 2017.

The following information from the previous year (2016) must be reported:

- Amount of room tax collected
- Room tax rate imposed
- Detailed accounting of:
 - » Amounts forwarded to a tourism entity or commission
 - » Expenditures of \$1,000 or more made by the tourism entity or commission
- For each tourism entity or commission that received room tax revenues in the previous year, a list of the commission's or tourism entity's governing body members, and the name of the business entity each member owns, operates, or is employed by (if any)
- For 2017 only, if a municipality collected room tax on May 13, 1994, the municipality must also attach:
 - » The room tax ordinance that was in effect on May 13, 1994
 - » A copy of the municipality's financial statement that was completed nearest to May 13, 1994 showing the percentage of room tax revenues the municipality retained for purposes other than tourism promotion and development

Common Questions

1. What is local room tax?

A municipality (town, village, or city) may impose room tax on the privilege of furnishing at retail (except sales for resale), rooms or lodging to transients by hotelkeepers, motel operators and other persons furnishing accommodations that are available to the public. The tax may not exceed 8%, unless exempt under sec. 66.0615(1m)(am), Wis. Stats.

2. How does a municipality submit its annual room tax report?

DOR will provide an electronic form with instructions including how to complete and submit the annual room tax report.

3. Will annual room tax reports be available to the public?

Yes. Annual room tax reports will be available on the DOR website.

4. What does a municipality do if it cannot provide the room tax ordinance in effect on May 13, 1994?

The municipality should still complete and submit the annual room tax report. The municipality should still attach the financial statement that was completed nearest in time to May 13, 1994, which shows the percentage of room tax revenues retained by the municipality for purposes other than tourism promotion and development.

5. The annual room tax report requires a municipality to detail expenditures made by a tourism commission or tourism entity of \$1,000 or more. How should "Payroll" expenditures be recorded in the annual room tax report?

On the DOR e-file form, a municipality will be allowed to report 'Payroll' as one expenditure.

6. What happens if a municipality does not file the required annual room tax report?

If a municipality does not file the required annual report, DOR may impose a penalty of up to \$3,000.

DATE: August 7, 2018

TO: Mayor and Committee of the Whole

FROM: Jodie Olson, City Administrator

RE: **2019 Taxi Grant**

Background: Annually we apply for a shared-ride taxi grant and receive state and federal funding for our taxi service. This is an annual process of which we need Council approval for. Classic Cab was awarded the contract five years ago and is finishing up the fifth year of the contract.

The Shared-ride taxi contract is a competitive bidding process, and every five years we are also required by the WI DOT to send out RFPs to bid it out. Since 2018 is a bid year for the 2019-2023 contract, and the RFPs will be released around August 30 and due Oct 5. Contract award date will be mid-November.

Recommendation: Authorize Staff to apply for the 2019 Small Urban Operating Assistance Contract Between the State of Wisconsin and the City of Berlin and the 2019 Urban Mass Transit Operating Assistance Contract between the State of Wisconsin, Department of Transportation and the City of Berlin and proceed with the RFP process for the next five-year contract cycle.

