

AGENDA
COMMON COUNCIL MEETING
TUESDAY, MARCH 14, 2017 7:00 PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE

1. Call to order/Roll Call
2. General Public Comments. Registration card required (located at podium in Council Chamber).

CONSENT AGENDA: The Consent Agenda contains items which staff considers to be routine and have already been discussed and recommended by a committee, board or commission at a previous meeting. Staff recommends that Council act on all of these items on a single roll call vote. If any member of Council wishes to have any item removed from the Consent Agenda and discussed, the Council member may request that item be removed from the Consent Agenda prior to the adoption.

3. Waive the reading of ordinances and resolutions. RECOMMENDATION: Waive the reading of all ordinances and resolutions adopted at this meeting.
4. Written reports from the City Clerk, Treasurer, and Building Inspector.
RECOMMENDATION: Receive and place on file the written reports from the City Clerk, Treasurer, and Building Inspector.
5. Minutes from the February 14, 2017 Common Council Meeting.
RECOMMENDATION: Approve the minutes.
6. RECOMMENDATION: Accept the Committee of the Whole recommendation to approve Ordinance #03-17 Amending Code of Ordinances Providing for Mail Service of Various Nuisance and Other Offense Notices.
7. Bills List. RECOMMENDATION: Approve the list of bills for payment.

END OF CONSENT AGENDA

8. Update on 2017 Capital Projects (Riverside Park Seawall and Pearl Street Mill & Overlay). RECOMMENDATION: Listen to update. No action required.
9. Memorial Day Parade Permit. RECOMMENDATION: Approve the Memorial Day Parade Permit application from the VFW for May 29, 2017.
10. K5 Child Abuse Prevention Association (CAP) Walk/Run Permit.
RECOMMENDATION: Approve the CAP Association K5 Walk/Run Permit for April 22, 2017.
11. Retirement of Building Inspector. RECOMMENDATION: Accept the resignation due

to retirement from Building Inspector Dave Nitz effective March 31, 2017.

12. Appointment of Building Inspector. RECOMMENDATION: Accept the mayoral appointment of Kunkel Engineering as Building Inspector effective April 1, 2017 and approve contract (Closed session can be used if discussion is necessary on contract.)
13. Resignation from Board of Appeals. RECOMMENDATION: Accept the resignation of Larry Hall from the Board of Appeals effective immediately.
14. Appointment to Board of Appeals. RECOMMENDATION: Accept the Mayoral appointment of Edmund Marks to the Board of Appeals for term expiring November 1, 2021.
15. Appointment to Board of Appeals. RECOMMENDATION: Accept the Mayoral appointment of Derrick Kwidzinski to the Board of Appeals for term expiring November 1, 2020.
16. License Applications- Bartender License for Hugo Arturo Galindo (approved by the PD). RECOMMENDATION: Grant or deny the license.
17. Old Business (To be used to request items of old business be put on a future agenda for further discussion or action; or used to make a motion for reconsideration of an item from the current meeting or immediately previous meeting; or to make a motion to take items off the table which were laid on the table only during the current meeting.)
18. New Business (To be used to request items of new business be put on a future agenda)
19. Public Appearances.
20. 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. (*Discussion on sidewalk encroachment issue at 101 W Huron and if necessary, to discuss Building Inspector Contract*).
21. Reconvene into open session and take action as appropriate as a result of closed session discussions.
22. Adjourn.

Note: 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.

CITY OF BERLIN -- OFFICE OF THE TREASURER

HONORABLE MAYOR AND COMMON COUNCIL OF THE CITY OF BERLIN, WISCONSIN:

[illegible]

	ADJ/	TOTAL W/

[illegible][illegible]

GENERAL CITY	\$ 472,760.86	\$	2,224,072.32	\$ 1,922,592.77	\$ 882,250.42	\$ 2,250,000.00	\$ 1,422,250.42
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[illegible][illegible]

				\$	1,306,985.49	\$	1,306,985.49
SEWER INVESTMENTS				\$	1,306,985.49	\$	1,306,985.49

	\$	53,681.01		\$	6.18	\$	-	\$	53,687.19	\$	53,687.19
SEWER BOND & INT											
	\$	53,681.01		\$	6.18	\$	-	\$	53,687.19	\$	53,687.19

BOND & INT RESERVE	\$	-	\$	255,625.56	\$	255,625.56
BOND & INT RESERVE	\$	-	\$	255,625.56	\$	255,625.56

EQUIP REPLACEMENT FUND	101,191.52	\$	11.64	\$	1,255,000.00	\$	1,356,203.16
CAPITAL PROJECT BORROWING	6	6	6	6	6	6	6

CAPITAL PROJECT BORROWING	\$	46 503 48	-	\$	-
FMS ACCOUNT	\$	53 150 01	\$	70 035 00	\$
FMS ACCOUNT	\$	46 503 48	-	\$	20 618 40

[illegible]

TOTAL OF ALL FUNDS	\$ 4,181,173.36	\$ 2,550,583.83	\$ 4,155,874.59	\$ 2,575,882.60	\$ 9,422,790.75	\$ 11,998,673.35
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[illegible][illegible]

FUNDS	BANK STATEMENT	ADJUSTMENT	OUTSTANDING	BANK BALANCE AVAILABLE
	BALANCE		CHECKS	

	BANK BALANCE	
	CHECKS	
	ADJUSTMENT	
	BALANCE	

GENERAL CITY	\$	945,014.03			
				\$	61,754.61
				\$	883,259.42

[illegible]

WATER & SEWER	\$ 518,621.36	\$ 206,137.76	\$ 312,483.60
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	\$	53,687.19	-	\$	53,687.19
SEWER BOND & INT	\$	53,687.19	-	\$	53,687.19
TOTAL	\$	53,687.19	-	\$	53,687.19

[illegible][illegible][illegible]

TOTAL OF ALL FUNDS	\$ 2,844,180.56	\$ -	\$ 268,297.96	\$ 2,575,882.60
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[illegible][illegible][illegible]

RESPECIFICALLY SUBMITTED.

5

(Signature)

Suzanne M. Lerner

Item	Unit	Quantity	Unit Price	Total Price
1. Material				
2. Labor				
3. Management Fee				
4. Profit				
5. Tax				
6. Other				
7. Total				

[illegible][illegible]

100



City of Berlin

P.O. Box 272 108 North Capron Street

Berlin, WI 54923

920-361-5400 Phone 920-361-5454 Fax

Monthly Report, permits issued for FEBRUARY

The following permits were issued	#	2017	Previous	2017 Year to	2016 YTD
		February	Total	Date	Comparison
Building	3	\$42,500.00	\$36,016.72	\$78,516.72	\$84,500.00
Plumbing	3	\$2,275.00	\$5,750.45	\$8,025.45	\$397,450.00
Electrical	1	\$5,000.00	\$750.00	\$5,750.00	\$11,000.00
HVAC	7	\$21,556.00	\$57,283.75	\$78,839.75	\$36,458.00
Sign	2	\$5,390.00	\$0.00	\$5,390.00	\$785.00
Driveway	0	\$0.00	\$0.00	\$0.00	\$8,000.00
TOTAL		\$76,721.00	\$99,800.92	\$176,521.92	\$538,193.00
FEES COLLECTED		\$820.00	\$719.00	\$1,539.00	\$2,468.00

Respectfully Submitted
Jodie Olson

Office of Building Inspection

*Check Summary Register©

FEBRUARY 28 2017

Name	Check Date	Check Amt	
11100 Cash in Bank m FNB			
Paid Chk# 059212 BAYCOM INC	2/6/2017	\$2,206.00	Service Contract
Paid Chk# 059213 BELLA BY DESIGN	2/6/2017	\$44.25	Nametag, Keyrings Engraved
Paid Chk# 059214 COPERS, LLC	2/6/2017	\$490.00	Technical Support & Upgrades 0
Paid Chk# 059215 IACP	2/6/2017	\$150.00	CUSTOMER 1597536 ANNUAL MEMBER
Paid Chk# 059216 KRAUSE'S SERVICE, INC.	2/6/2017	\$58.95	Replace Headlamp 2015 Ford Exp
Paid Chk# 059217 MID-STATES ORG CRIME INFO	2/6/2017	\$150.00	2017 ANNUAL MEMBERSHIP FEES
Paid Chk# 059218 RED THE UNIFORM TAILOR	2/6/2017	\$370.10	Uniform for Brad Kurczak
Paid Chk# 059219 SONDALLE FORD LINCOLN MER	2/6/2017	\$209.42	Maintenance Service 2015 Ford
Paid Chk# 059220 VICKI MURPHY, PETTY CASH	2/6/2017	\$36.68	KEY MADE AT KITZ & PFEIL
Paid Chk# 059221 WISCONSIN DEPARTMENT JUST	2/6/2017	\$1,104.00	TIME BILLING ANNUAL CHARGE
Paid Chk# 059222 AIRGAS USA LLC	2/6/2017	\$620.56	2017 OXYGEN STREET DEPARTMENT
Paid Chk# 059223 ALL FLAGS, LLC	2/6/2017	\$337.73	FLAGS FOR PUBLIC WORKS
Paid Chk# 059224 ARING EQUIPMENT COMPANY, I	2/6/2017	\$53.82	NON QUOTED FREIGHT CHARGE OVER
Paid Chk# 059225 ASSURANT EMPLOYEE BENEFIT	2/6/2017	\$150.80	FEBRUARY BILLING FOR EMPLOYEE
Paid Chk# 059226 BERLIN CHAMBER OF COMMER	2/6/2017	\$20.00	2016 4TH QUARTER ROOM TAX FROM
Paid Chk# 059227 BERLIN JOURNAL NEWSPAPER	2/6/2017	\$85.75	2017 SPRING ELECTION-ABSENTEE
Paid Chk# 059228 CHARTER COMMUNICATION	2/6/2017	\$172.96	SERVICE AT BERLIN SENIOR CENTE
Paid Chk# 059229 CHIKOWSKI, SIGMUND	2/6/2017	\$30.00	REFUND FOR SHELTER HOUSE CHANG
Paid Chk# 059230 CONVERGENT SOLUTIONS, INC	2/6/2017	\$523.75	RENEW 1 YR ECS SOFTWARE
Paid Chk# 059231 FINISHLINE STUDIOS	2/6/2017	\$35.00	2017 FEBRUARY WEB
Paid Chk# 059232 FOX, MICHAEL	2/6/2017	\$677.53	FEBRUARY 2017 RETIREE HEALTH I
Paid Chk# 059233 FRITZ, VIRGINIA	2/6/2017	\$151.57	EMT REFRESHER COURSE
Paid Chk# 059234 GREEN LAKE CO REG OF DEED	2/6/2017	\$60.00	SATISFACTION OF LEIN-206-00932
Paid Chk# 059235 KALLAS, BONNIE J.	2/6/2017	\$14.70	EMT REFRESHER COURSE
Paid Chk# 059236 LANDMARK SERVICES COOPER	2/6/2017	\$1,190.71	JANUARY GAS AND DIESEL
Paid Chk# 059237 LEGLER, RYAN	2/6/2017	\$151.57	EMT REFRESHER COURSE
Paid Chk# 059238 LORD, ANDREW	2/6/2017	\$185.35	REFRESHER TRAINING
Paid Chk# 059239 METCALF, VERNA	2/6/2017	\$151.57	EMT REFRESHER COURSE
Paid Chk# 059240 MGD INDUSTRIAL CORP	2/6/2017	\$390.00	SUPPLIES FOR STREET DEPARTMENT
Paid Chk# 059241 MORELAND, DAMIAN	2/6/2017	\$904.00	EMT TRAINING COURSES
Paid Chk# 059242 NITZ, DAVID A	2/6/2017	\$1,471.75	JANUARY 2017 BUILDING INSPECTO
Paid Chk# 059243 RIDGE STONE PRODUCTS, INC	2/6/2017	\$572.40	OPERATING SUPPLIES FOR PUBLIC
Paid Chk# 059244 SCHWOCH, ISAAC A.	2/6/2017	\$762.25	EMT TRAINING
Paid Chk# 059245 THEDA CARE	2/6/2017	\$48.00	DECEMBER EMS MEALS IN CAFETERI
Paid Chk# 059246 THEDACARE AT WORK	2/6/2017	\$33.00	DRUG SCREEN CAROLYN REDINGTON
Paid Chk# 059247 WI DNR	2/6/2017	\$208.77	BACKPACK PUMP, LINER, SHEATH
Paid Chk# 059248 WILLIAMS, KAY	2/6/2017	\$170.00	EMT REFRESHER COURSES
Paid Chk# 059249 WITHERS/KC SANITARY SUPPL	2/6/2017	\$1,303.86	SUPPLIES FOR BERLIN PARKS
Paid Chk# 059253 ADVANCED DISPOSAL SERVICE	2/8/2017	\$23,698.31	2017 January
Paid Chk# 059254 ASSOCIATED BANK-OSHKOSH	2/8/2017	\$87.50	2017 PAYROLL #3
Paid Chk# 059255 BANK OF AMERICA	2/8/2017	\$262.50	2017 FEBRUARY EMPLOYER CONTRIB
Paid Chk# 059256 COMPLETE OFFICE OF WI	2/8/2017	\$66.00	FEBRUARY OFFICE SUPPLIES
Paid Chk# 059257 CITIZENS FIRST CREDIT UNION	2/8/2017	\$225.00	2017 PAYROLL #3
Paid Chk# 059258 COMMUNITY FIRST CREDIT UNI	2/8/2017	\$333.75	2017 FEBRUARY EMPLOYER CONTRIB
Paid Chk# 059259 DIVISION OF UNEMPLOYMENT I	2/8/2017	\$1,448.66	JANUARY 2017 UNEMPLOYMENT INS
Paid Chk# 059260 EFJ ASSOCIATES, INC.	2/8/2017	\$600.00	SIDEWALK REPORT 103 W. HURON S
Paid Chk# 059261 FARMERS & MERCHANTS BANK	2/8/2017	\$1,655.57	2017 PAYROLL #3
Paid Chk# 059262 FASTENAL COMPANY	2/8/2017	\$110.11	OPERATING SUPPLIES FOR PUBLIC
Paid Chk# 059263 FIRST NATIONAL BANK	2/8/2017	\$1,662.50	2017 FEBRUARY EMPLOYER CONTRIB
Paid Chk# 059264 HARTFORD POLICE DEPARTME	2/8/2017	\$280.00	TRAINING FOR BLOCK & JONES
Paid Chk# 059265 HORICON BANK	2/8/2017	\$100.00	2017 PAYROLL #3
Paid Chk# 059266 ITU ABSORBTECH, INC.	2/8/2017	\$222.66	2017 STREET DEPARTMENT SUPPLIE
Paid Chk# 059267 M&I BANK - RIPON	2/8/2017	\$215.00	2017 PAYROLL #3
Paid Chk# 059268 MIDWEST BIOMED & SCIEN	2/8/2017	\$260.00	BMS005 CONTRACT BILLING
Paid Chk# 059269 MINNESOTA LIFE INS CO	2/8/2017	\$870.26	MARCH 2017
Paid Chk# 059270 NORTH SHORE BANK, FSB	2/8/2017	\$250.00	2017 PAYROLL #3
Paid Chk# 059271 OLD NATIONAL BANK	2/8/2017	\$225.00	2017 PAYROLL #3

CC Payables

*Check Summary Register©

FEBRUARY 28 2017

	Name	Check Date	Check Amt	
Paid Chk# 059272	OSHKOSH OFFICE SYSTEMS	2/8/2017	\$47.67	MONTHLY COPIES
Paid Chk# 059273	THRIVENT FINANCIAL BANK	2/8/2017	\$125.00	2017 FEBRUARY EMPLOYER CONTRIB
Paid Chk# 059274	BAKER & TAYLOR	2/10/2017	\$818.10	JANUARY LIBRARY CHARGES
Paid Chk# 059275	BERLIN HIGH SCHOOL	2/10/2017	\$50.00	YEARBOOK FOR LIBRARY
Paid Chk# 059276	BERLIN OIL PRODUCTS	2/10/2017	\$36.00	NEWSPAPERS FOR BERLIN PUBLIC L
Paid Chk# 059277	LISA M. OBRIST	2/10/2017	\$787.50	JANUARY LIBRARY CLEANING
Paid Chk# 059278	MANGO LANGUAGES	2/10/2017	\$1,724.86	2017 SUBSCRIPTION RENEWAL
Paid Chk# 059279	NATIONAL ELEVATOR INSPECTI	2/10/2017	\$89.00	ROUTINE ELEVATOR INSPECTION
Paid Chk# 059280	OSHKOSH OFFICE SYSTEMS	2/10/2017	\$87.78	JANUARY LIBRARY BILL
Paid Chk# 059281	UNIQUE MANAGEMENT SERVIC	2/10/2017	\$35.80	DECEMBER PLACEMENT RECOVERY SE
Paid Chk# 059282	VIKING ELECTRIC SUPPLY	2/10/2017	\$192.30	MAINTENANCE/REPAIRS BERLIN PUB
Paid Chk# 059283	WINNEFOX LIBRARY SERVICES	2/10/2017	\$24,891.00	2017 WALS FEE
Paid Chk# 059284	WINNEFOX COOPERATIVE TEC	2/10/2017	\$375.00	2017 ANNUAL DUES FOR AUDIO BOO
Paid Chk# 059285	WINNEFOX LIBRARY SYSTEM	2/10/2017	\$3,058.66	OVERDRIVE/EBOOKS STATE SHARED
Paid Chk# 059287	BERLIN AREA SCHOOL DISTRIC	2/15/2017	\$67.08	2016 MOBILE HOME TAXES
Paid Chk# 059288	MIDWEST BIOMED & SCIEN	2/15/2017	\$275.63	BERLIN SEMI ANNUAL CONTRACT BI
Paid Chk# 059289	APPLETON FINANCE DEPARTM	2/17/2017	\$455.00	FEBRUARY 2017 WEIGHTS/MEASURES
Paid Chk# 059290	BAYCOM INC	2/17/2017	\$425.00	SERVICE RADIO CONNECTORS
Paid Chk# 059291	BERLIN AREA SCHOOL DISTRIC	2/17/2017	\$796,183.67	2016 FEBRUARY TAX SETTLEMENT
Paid Chk# 059292	BERLIN HIGH SCHOOL	2/17/2017	\$10.00	AD FOR RED' N' GREEN
Paid Chk# 059293	CLASSIC CAB, LTD	2/17/2017	\$6.00	SENIOR CENTER TAXI
Paid Chk# 059294	CREATIVE PRODUCT SOURCE, I	2/17/2017	\$577.72	SUPPLIES/BOOKS FOR EMS
Paid Chk# 059295	DOHENYS LLC	2/17/2017	\$45.98	CHLORINE TABS
Paid Chk# 059296	FASTENAL	2/17/2017	\$70.56	SUPPLIES FOR PUBLIC WORKS
Paid Chk# 059297	GENERAL COMMUNICATIONS	2/17/2017	\$640.30	EMS RADIO AND ACCESSORIES
Paid Chk# 059298	GRAPHIC SIGN & LETTER CO, IN	2/17/2017	\$12.16	LETTERING/GRAPHIC FOR CAMPGROU
Paid Chk# 059299	GREEN LAKE COUNTY TREASU	2/17/2017	\$516,256.28	2016 FEBRUARY TAX SETTLEMENT
Paid Chk# 059300	LANDMARK SERVICES COOPER	2/17/2017	\$5,152.09	JANUARY 2017 GAS AND DIESEL
Paid Chk# 059301	MGD INDUSTRIAL CORP	2/17/2017	\$129.49	SUPPLIES FOR STREET DEPARTMENT
Paid Chk# 059302	MORAIN PARK TECHNICAL CO	2/17/2017	\$54,292.99	2016 FEBRUARY TAX SETTLEMENT
Paid Chk# 059303	SHROCK, VICTOR	2/17/2017	\$250.00	REFUND FOR 02/16/2017
Paid Chk# 059304	TELVENT DTN LLC	2/17/2017	\$510.00	FEBRUARY 2017 RADAR BILL
Paid Chk# 059305	THE CVIKOTA COMPANY INC	2/17/2017	\$3,615.93	BERLIN JANUARY 2017 BILLING
Paid Chk# 059306	THEDA CARE	2/17/2017	\$72.00	JANUARY 2017 EMS MEALS
Paid Chk# 059307	UNITED HEALTHCARE	2/17/2017	\$459.53	REFUND FOR CHRISTOPHER ZWOLSKI
Paid Chk# 059308	WAUSAU EQUIPMENT CO, INC	2/17/2017	\$490.60	SUPPLIES FOR PUBLIC WORKS
Paid Chk# 059309	WAUSHARA ARGUS	2/17/2017	\$550.00	BERLIN PARKS & RECS PUBLICATIO
Paid Chk# 059310	WAUSHARA CO TREASURER	2/17/2017	\$27,218.39	2016 FEBRUARY TAX SETTLEMENT
Paid Chk# 059311	WAYNE CONSULTANTS & MFG, I	2/17/2017	\$245.16	FEBRUARY OPERATING SUPPLIES
Paid Chk# 059312	YOUNG, JASON	2/17/2017	\$20.00	AR-15 ARMORER SCHOOL
Paid Chk# 059313	COMPLETE OFFICE OF WI	2/21/2017	\$84.00	ENVELOPES FOR CENTRAL DUPLICAT
Paid Chk# 059314	MILLIMAN, INC	2/21/2017	\$2,800.00	24 MONTH ACCESS TO GASB 45 AND
Paid Chk# 059315	ACTION APPRAISERS & CONSU	2/22/2017	\$5,650.00	MAINTENANCE WORK FOR 2017
Paid Chk# 059316	ASSOCIATED BANK-OSHKOSH	2/22/2017	\$25.00	2017 PAYROLL # 4
Paid Chk# 059317	BANK OF AMERICA	2/22/2017	\$75.00	2017 PAYROLL #4 H.S.A.
Paid Chk# 059318	BERLIN ROTARY CLUB	2/22/2017	\$50.00	2ND QTR DUES
Paid Chk# 059319	BMO HARRIS BANK	2/22/2017	\$50.00	2017 PAYROLL # 4 H.S.A.
Paid Chk# 059320	CenturyLink	2/22/2017	\$2,044.09	FEBRUARY BILLING
Paid Chk# 059321	CITIZENS FIRST CREDIT UNION	2/22/2017	\$100.00	2017 PAYROLL # 4 H.S.A.
Paid Chk# 059322	COMMUNITY FIRST CREDIT UNI	2/22/2017	\$115.00	2017 PAYROLL # 4 H.S.A.
Paid Chk# 059323	CONVERGENT SOLUTIONS, INC	2/22/2017	\$49.50	REMOTE LABOR
Paid Chk# 059324	EMC INSURANCE COMPANIES	2/22/2017	\$15,406.07	LIABILITY INSURANCE PREMIUM
Paid Chk# 059325	ESCREEN INC	2/22/2017	\$15.85	DRUG SCREEN-CAROLYN REDINGTON
Paid Chk# 059326	FARMERS & MERCHANTS BANK	2/22/2017	\$643.07	2017 PAYROLL # 4 H.S.A.
Paid Chk# 059327	FIRE INSPECTION SERVICES IN	2/22/2017	\$1,343.33	JAN FIRE INSPECTIONS
Paid Chk# 059328	FIRST NATIONAL BANK	2/22/2017	\$600.00	2017 PAYROLL # 4 H.S.A.
Paid Chk# 059329	GERBER TABLES	2/22/2017	\$1,453.00	FIRE RINGS AND PICNIC TABLES F
Paid Chk# 059330	HORICON BANK	2/22/2017	\$100.00	2017 PAYROLL # 4 H.S.A.

CC Payable

***Check Summary Register©**

FEBRUARY 28 2017

Name	Check Date	Check Amt	
Paid Chk# 059331 LAFORCE, INC	2/22/2017	\$1,545.25	CORNERS AND PARTITIONS - NORTH
Paid Chk# 059332 M&I BANK - RIPON	2/22/2017	\$90.00	2017 PAYROLL # 4 H.S.A.
Paid Chk# 059333 MIDWEST BIOMED & SCIEN	2/22/2017	\$308.70	PRINCETON PM SERVICES-SEMI ANN
Paid Chk# 059334 MOTION MEDICAL DISTRIBUTIN	2/22/2017	\$1,470.00	IV START KIT L/F FOR BERLIN EM
Paid Chk# 059335 NORTH SHORE BANK, FSB	2/22/2017	\$250.00	2017 PAYROLL # 4 DEFERRED COMP
Paid Chk# 059336 OLD NATIONAL BANK	2/22/2017	\$100.00	2017 PAYROLL # 4 H.S.A.
Paid Chk# 059337 POMP'S TIRE SERVICE, INC.	2/22/2017	\$285.00	TIRE REPAIR
Paid Chk# 059338 REINKE, ADAM	2/22/2017	\$9.00	REIMBURSE LIFE INSURANCE OVERP
Paid Chk# 059339 THE CVIKOTA COMPANY INC	2/22/2017	\$3,615.93	FEBRUARY BILLING
Paid Chk# 059340 THOMA, ANTHONY	2/22/2017	\$14.48	REIMBURSEMENT LIFE INSURANCE O
Paid Chk# 059341 TRI AIR TESTING, INC	2/22/2017	\$494.00	1989-2013 EDITION AIR ANALYSIS
Paid Chk# 059342 VIERBICHER ASSOCIATES	2/22/2017	\$425.00	FEB PLANNING AND ED SERVICES
Paid Chk# 059343 WAUSHARA CO TREASURER	2/22/2017	\$477.04	PHASE 4 CONTAMINATED SEDIMENT-
Paid Chk# 059344 WI COUNCIL 32 AFSCME AFL-CI	2/22/2017	\$409.05	FEBRUARY 17 UNION DUES
Paid Chk# 059345 BERLIN JOURNAL NEWSPAPER	2/28/2017	\$236.25	2017 SPRING ELECTION TEST VOTI
Paid Chk# 059346 DROVER, MATTHEW	2/28/2017	\$200.00	REFUND 2017 CONDITIONAL USE PE
Paid Chk# 059347 GERBER TABLES	2/28/2017	\$1,867.17	FIRE RINGS FOR CAMPGROUND
Paid Chk# 059348 KELLER, RICHARD	2/28/2017	\$2,429.85	RETIREE REIMBURSEMENT
Paid Chk# 059349 PIONEER	2/28/2017	\$466.20	SUPPLIES FOR BERLIN PARKS
Paid Chk# 059350 SONDALLE FORD LINCOLN MER	2/28/2017	\$30,872.64	2017 FORD EXPLORER FOR BERLIN
Paid Chk# 059351 SUN LIFE FINANCIAL	2/28/2017	\$127.45	2017 MARCH BILLING FOR EMPLOYE
Paid Chk# 059352 SUPERIOR CHEMICAL CORP	2/28/2017	\$143.74	SUPPLIES FOR PUBLIC WORKS DEPT
Paid Chk# 059353 THE CVIKOTA COMPANY INC	2/28/2017	\$722.94	2016 NOVEMBER BILLING
Paid Chk# 059354 THEDACARE AT WORK	2/28/2017	\$33.00	DRUG SCREEN ALERE/KROLL
Paid Chk# 059355 THOM, SUSAN	2/28/2017	\$8.37	SNACKS FOR ELECTION WORKERS SP
Paid Chk# 059356 US VENTURE INC	2/28/2017	\$649.54	SERVICE AND REPAIRS ON DIESEL
Paid Chk# 059357 VIKING ELECTRIC SUPPLY	2/28/2017	\$90.60	SUPPLIES FOR PUBLIC WORKS
Paid Chk# 059358 VIVIAL	2/28/2017	\$41.25	FEBRUARY ADVERTISING
Paid Chk# 059359 WAUSHARA CO TREASURER	2/28/2017	\$45.00	2017 DOG TAGS
Total Checks		\$1,566,251.01	

GC Payables

***Check Summary Register©**

DECEMBER 31 2016

	Name	Check Date	Check Amt	
Paid Chk# 059046	CORPORATE NTRWK SOLUTION	12/30/2016	\$30.00	REPLACEMENT BATTERY FOR S. THO
Paid Chk# 059047	FARMERS & MERCHANTS BANK	12/30/2016	\$588.07	2016 - PAYROLL 27 - EMPLOYEE H
Paid Chk# 059048	FIRST NATIONAL BANK	12/30/2016	\$395.00	2016 - PAYROLL 27 - EMPLOYEE H
Paid Chk# 059049	HORICON BANK	12/30/2016	\$100.00	2016 - PAYROLL 27 - EMPLOYEE H
Paid Chk# 059050	M&I BANK - RIPON	12/30/2016	\$190.00	2016 - PAYROLL 27 - EMPLOYEE H
Paid Chk# 059051	NORTH SHORE BANK, FSB	12/30/2016	\$200.00	2016 - PAYROLL 27 - EMPLOYEE D
Paid Chk# 059052	OLD NATIONAL BANK	12/30/2016	\$100.00	2016 - PAYROLL 27 - EMPLOYEE H
Paid Chk# 059053	QUILL CORP	12/30/2016	\$109.63	CREDIT MEMO
Paid Chk# 059250	BERLIN ROTARY CLUB	2/7/2017	\$50.00	1ST QUARTER DUES
Paid Chk# 059251	VIERBICHER ASSOCIATES	2/7/2017	\$1,872.13	INTERIM ECONOMIC DEVELOPMENT S
Paid Chk# 059252	WAUSHARA CO TREASURER	2/7/2017	\$376.40	SPOORS BRIDGE PROJECT
	Total Checks		\$248,485.77	

CC Payable

***Check Summary Register©**

FEBRUARY 28 2017

Name	Check Date	Check Amt
11161 UTILITY CASH - FNB		
Paid Chk# 013476 ALLIANT ENERGY/WP&L	2/6/2017	\$445.31
Paid Chk# 013477 BADGER LABORATORIES	2/6/2017	\$1,161.00 DECEMBER 2016 SAMPLES
Paid Chk# 013478 BERLIN JOURNAL NEWSPAPER	2/6/2017	\$0.00 GENERAL UTILITY OPERATOR AD
Paid Chk# 013479 BERLIN OIL PRODUCTS	2/6/2017	\$21.09 LP
Paid Chk# 013480 DAVIES WATER #1476	2/6/2017	\$1,407.54 LEAK DET-CAPRON
Paid Chk# 013481 DIGGERS HOTLINE	2/6/2017	\$410.70 2017 1ST PREPAYMENT
Paid Chk# 013482 ENERGENECS	2/6/2017	\$518.62 HI PRES CHECK VALVE/GASKET/EJE
Paid Chk# 013483 GRAINGER	2/6/2017	\$109.90 AXIAL DUCT BOOSTER
Paid Chk# 013484 LINCOLN CONTR SUPPLY INC	2/6/2017	\$770.32 PRO ICE MELT
Paid Chk# 013485 RIPON COMMUNITY PUBLICATI	2/6/2017	\$70.00 UTILITY OPERATOR AD
Paid Chk# 013486 SOBIESKI, RICHARD L	2/6/2017	\$50.00 MEMORIAL FOR FATHER IN LAW/MOT
Paid Chk# 013487 SUPERIOR CHEMICAL CORP	2/6/2017	\$200.47 POLYMER GREASE/DISINFECTANT
Paid Chk# 013488 U S CELLULAR	2/6/2017	\$248.75 MALNORY/SOBIESKI/VAN/DUTY
Paid Chk# 013489 USA BLUEBOOK	2/6/2017	\$114.12 GAUGE/LED PENLIGHT
Paid Chk# 013490 ADVANCED DISPOSAL SERVICE	2/10/2017	\$201.76 SERVICE FEBRUARY 2017
Paid Chk# 013491 ALLIANT ENERGY/WP&L	2/10/2017	\$8,595.17
Paid Chk# 013492 BERLIN CITY TREASURER	2/10/2017	\$548.94 JANUARY 2017 GAS/DIESEL
Paid Chk# 013493 BERLIN JOURNAL NEWSPAPER	2/10/2017	\$207.00 UTILITY OPERATOR AD
Paid Chk# 013494 G & K SERVICES	2/10/2017	\$163.08 MATS/DUSTMOP
Paid Chk# 013495 MORaine PARK TECHNICAL CO	2/10/2017	\$423.00 B THOMA-GROUNDWATER SUPPLY
Paid Chk# 013496 SPECTRUM COMMERCIAL SERV	2/10/2017	\$513.78 BADGER LAB SAMPLES
Paid Chk# 013497 WASTEWATER TRAINING SOLU	2/10/2017	\$160.00 O HUFF-ADVANCED WASTEWATER 101
Paid Chk# 013498 WAUSHARA ARGUS	2/10/2017	\$70.00 UTILITY OPERATOR AD
Paid Chk# 013499 WWOA	2/10/2017	\$75.00 C HAHN-SPRING BIOSOLIDS
Paid Chk# 013500 ALLIANT ENERGY/WP&L	2/17/2017	\$3,586.29
Paid Chk# 013501 FAB TECH WASTEWATER	2/17/2017	\$600.00 WHITE/BLACK WEAR STRIPS
Paid Chk# 013502 FASTENAL COMPANY	2/17/2017	\$97.65 HCS 3/4/10 FHN
Paid Chk# 013503 MASTERCRAFT AUTO CHEM	2/17/2017	\$47.40 ULTRASHINE
Paid Chk# 013504 MORaine PARK TECHNICAL CO	2/17/2017	\$6.00 B THOMA-GROUNDWATER SUPPLY
Paid Chk# 013505 RWI PIPE FABRICATORS, INC	2/17/2017	\$578.00 VIC 90/COUPLING GASKETS
Paid Chk# 013506 GOHLKE, COLE	2/21/2017	\$185.00 CDL TEST
Paid Chk# 013507 VILLAGE OF ASHWAUBENON	2/21/2017	\$50.00 MALNORY/SOBIESKI
Paid Chk# 013508 BADGER LABORATORIES	2/27/2017	\$99.00 JANUARY 2017 TOTAL COLIFORM BA
Paid Chk# 013509 BERLIN CITY TREASURER	2/27/2017	\$16,450.11 FEBRUARY 2017 PAYROLLS
Paid Chk# 013510 BMO HARRIS BANK	2/27/2017	\$31.25 C GOHLKE - FEBRUARY 2017 HSA
Paid Chk# 013511 COMPLETE OFFICE OF WI	2/27/2017	\$69.30 PAID DATE STAMP
Paid Chk# 013512 FARMERS & MERCHANTS BANK	2/27/2017	\$125.00 R SOBIESKI - FEBRUARY 2017 HSA
Paid Chk# 013513 FASTENAL COMPANY	2/27/2017	\$2.94 SS/ FW
Paid Chk# 013514 HORICON BANK	2/27/2017	\$125.00 O HUFF - FEBRUARY 2017 HSA
Paid Chk# 013515 M&I BANK - RIPON	2/27/2017	\$125.00 C HAHN - FEBRUARY 2017 HSA
Paid Chk# 013516 MARTELLE WATER TREATMENT	2/27/2017	\$4,987.36 LIQUID ALUM
Paid Chk# 013517 NORTH CENTRAL LABORATORI	2/27/2017	\$280.60 DISPENSING JUG/N TUBE/PIPET TI
Paid Chk# 013518 OLD NATIONAL BANK	2/27/2017	\$125.00 B MALNORY - FEBRUARY 2017 HSA
Paid Chk# 013519 FARMERS & MERCHANTS BANK	2/28/2017	\$200,000.00 NEW CD WATER/SEWER
Total Checks		\$244,056.45

Utilities payable

CITY OF BERLIN

PAYROLL FOR FEBRUARY - 2017

Net Payroll

PAYDATE	Payroll #	PAYROLL TITLE	GENERAL CITY	UTILITY
2/10/2017	3	General City	56,402.47	
2/8/2017	3.01	Street Dept Uniforms	692.61	
2/15/2017	3.02	Police Overtime	8,469.94	
2/10/2017	3	Utility		8,605.09
2/24/2017	4	General City	62,005.57	
2/24/2017	4	Utility		9,155.46
2/22/2017	4.01	Election Workers	308.13	
		TOTAL MONTHLY PAYROLL	\$127,878.72	\$17,760.55

DATE: March 8, 2017

TO: Common Council Members

FROM: Scott Zabel

RE: CAPITAL IMPROVEMENT PROJECTS FOR 2017

BACKGROUND: During budget discussion for Capital projects for 2017 Council approved funds for a mill and resurface on N. Pearl St. from W. Park Ave. to W. Noyes and restoration of the seawall in Riverside Park. The projects will be advertised the weeks of March 16th and March 23rd with a bid opening on March 31st. Once the bidding process is complete and bids have been reviewed staff will bring that information before the Council.

City of Berlin - Street Privilege / Special Event Permit Checklist

Name of Event:

Memorial Day Parade

18-333 Event on Street/Highway (5k Run/Walk, Car show, Non profit vendor sales event, Business open house etc.)

Use of City streets, sidewalks, street parking spaces

Parade (School Homecoming, Memorial Day, Pumpkins on Petunias tractor, Christmas Parade etc.)

Event on Municipal Parking Lot (Farmers Market, Fox River Days, Pumpkins on Petunias etc.)

Use of South Capron St Lot, Market Square Lot

➤ Date application submitted:

02-23-2017

➤ ☒ COMPLETE APPLICATION Submitted no less than 45 days prior to event if NEW EVENT (45 days time period may be waived if the Event is Recurring)

➤ ☒ Description of event, sketch of location, or outlined map if needed

➤ ☒ CERTIFICATE OF LIABILITY INSURANCE (Unless Exempt) In the Amount of \$1,000,000 BODILY, \$500,000 PROPERTY for EACH OCCURRENCE with THE CITY OF BERLIN NAMED AS AN ADDITIONAL INSURER

Expiration date: _____

Or

➤ ☒ EXEMPTION FROM LIABILITY INSURANCE (Religious, charitable, service, fraternal, veterans, school)

Proof of exemption status required YES or NO

➤ ☒ SIGNED INDEMNIFICATION AGREEMENT (Required for all permits.)

➤ ☒ NEIGHBORING RESIDENT CONSENT (Not required for parades or 5k runs/walks. Street use requirement – at least 75% of named streets' residents, municipal parking lot requirement – at least 75% of residents within 200 feet of named lot.)

➤ ☒ FEE OF TWENTY DOLLARS (\$20.00) Date of payment: _____

➤ _____ Reviewed by City Attorney (Fax copy to office of New and Recurring – annual or up to 18 months) _____

➤ ☒ Reviewed by Chief of Police (New only, for recurring give FYI copy) 2-23-17

➤ ☒ Reviewed by Street Superintendent (New only, for recurring give FYI copy) 2-23-17

➤ _____ Date of Council Meeting for new approvals: _____

YES:

CITY OF BERLIN PERMIT APPLICATION

Special Events on Streets, Highways, and Municipal Parking Lots

(Provisions of SEC. 18-331 thru SEC.18-337 Municipal Code Apply)

If you need additional space for any answers, attach additional sheets as necessary

18-333 Event On Street/Highway ☒ 18-333 Parade _____ 18-333 Event on Municipal Parking Lot _____

Applicant's Name: Berlin VFW Date of Application: 02-23-17

Applicant's Telephone Number: 920-361-3369 Applicant's DOB/Organized: _____

Applicant's Address: 420 N. Wisconsin St. Berlin

Purpose of Application Request: Memorial Day Parade

If applicant is an organization, provide the name(s), title(s) or position(s), address(es), and telephone number(s) of authorizing official(s) (for corporations, all officers and directors; for LLC's, all members and managers; for partnerships, all partners; for trusts, all trustees):

Name, Title, and Address	Telephone Number
<u>Rick Brey - Commander</u>	
<u>Rich Bartol - W 769 Klondike Rd, Berlin</u>	<u>920-361-3323</u>
<u>Victor Shrock - W 4158 Cty Rd E Berlin</u>	<u>920-361-3369</u>

If applicant is an organization (corporation, LLC, partnership, trust, etc), provide the name(s), title(s), or position(s), address(es), and telephone number(s) of person(s) responsible for this request:

Name, Title, and Address	Telephone Number
<u>Rick Brey</u>	
<u>Victor Shrock</u>	<u>361-3369</u>

Details of Event: (For extended details, use the back of this form and include drawings of proposed event or route).

What: Memorial Day Parade

When: May 29, 2017 Start Time and Duration: 9:30 Am - 10:30 Am

Where: S. Capron St - Nathan Strong Park If Parade, Assembly Area: S. Capron St.

Estimated number of units (if parade) or persons attending (if other event): 12

Does applicant claim exemption from liability insurance as a government agency, religious, fraternal, veterans, charitable, or service organization per Sec. 18-333(b)(2) and or (4). ☒ Yes ☐ No

If yes, explain: Veterans
(Also submit any supporting documentation for this claim of exemption)

Applicant or Applicant's Agent's Name Signature: Victor Shrock

Name of Person Signing (please print): Victor Shrock

Title of Person Signing (if applicant is an organization): Adjutant

For Office Use Only Include with Application:

Fee Paid (or) Exempt from fee (governmental procession) ☒ Yes ☐ No

Neighboring Consent Form (or) ☐ Not Applicable ☒ Indemnification Form

Liability Insurance (or) ☒ Applicant is exempt and approved by City Attorney










Reviewed by: _____ City Attorney ☒ Chief of Police ☒ Street Superintendent

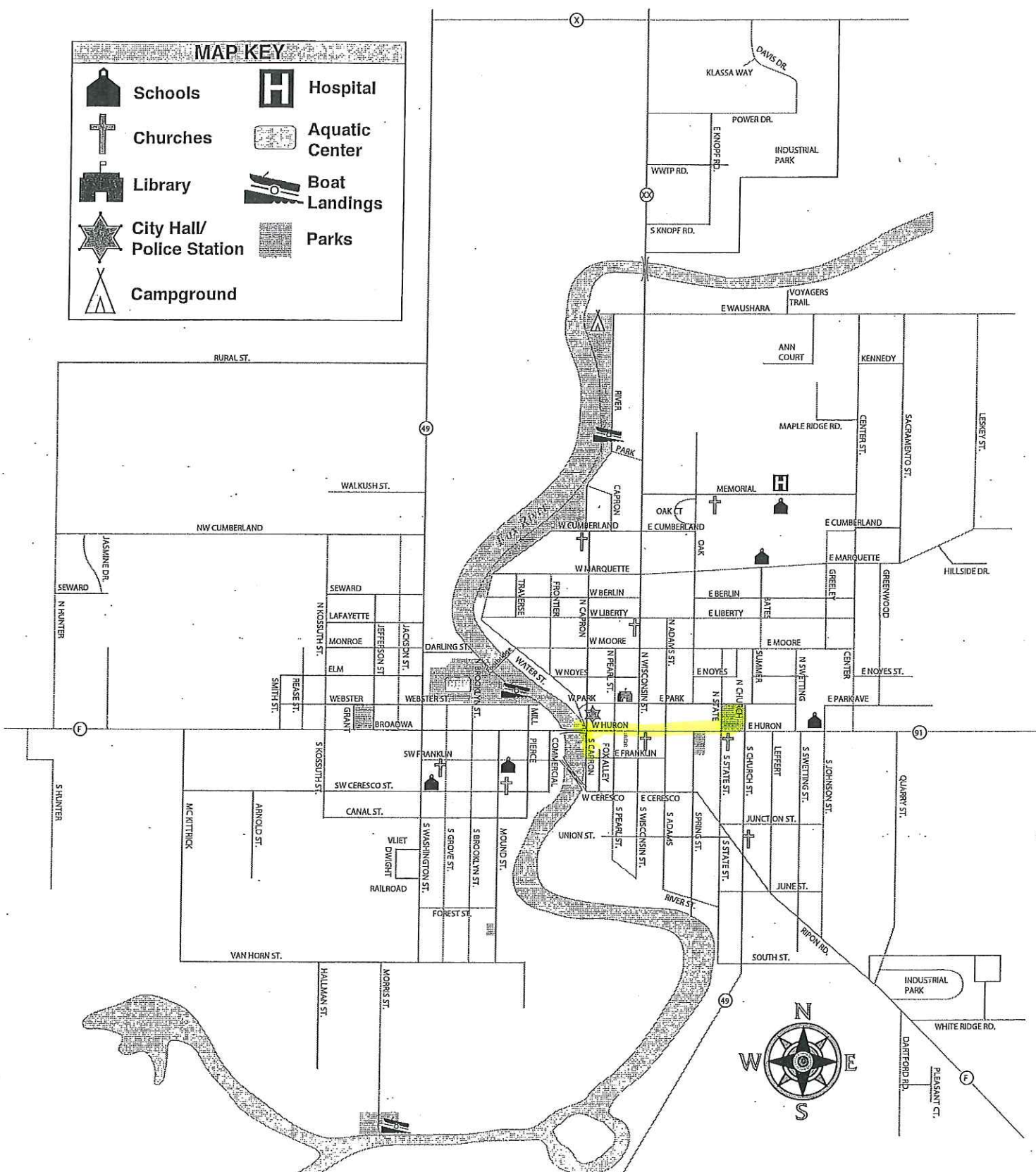
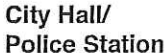
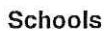
Common Council approval: ☐ Yes ☐ No ☐ NA (Recurring)

Recommendation: Conditions for Approval or Reasons for Denial:

* Please note change of route.

MAP KEY

	Schools		Hospital
	Churches		Aquatic Center
	Library		Boat Landings
	City Hall/ Police Station		Parks
	Campground		





City of Berlin

P.O. Box 272 108 North Capron Street
Berlin, WI 54923
920-361-5400 Phone 920-361-5454 Fax

Indemnification, Defense, and Hold Harmless Agreement

The undersigned, as an applicant for a permit from the City of Berlin, hereby agrees to indemnify, defend, and hold harmless the City of Berlin and its employees and agents against all claims, liabilities, loss, damages, or expenses against or incurred by the City of Berlin on account of any injury to or death of any person, or any damage to property, caused by or resulting from the activities for which the permit was granted.

Specifically this Agreement applies to:

Memorial Day Parade
(Description of Event)

On: May 29, 2017
(Date(s) of Event)

By: Vincent Shuck
(Name of Applicant)

On Behalf Of: _____
(Name of Organization and Title if applicable)

If signing on behalf of an organization, you must have authority from the organization to sign an agreement like this. By signing this agreement, you are warranting to the City of Berlin that you have such authority.

CITY OF BERLIN PERMIT APPLICATION

Special Events on Streets, Highways, and Municipal Parking Lots

(Provisions of SEC. 18-331 thru SEC.18-337 Municipal Code Apply)

If you need additional space for answers, attach additional sheets as necessary

☒ 18-333 Event On Street/Highway ☐ 18-333 Parade ☐ 18-333 Event on Municipal Parking Lot

Applicant's Name: Jessica Schroeder Date of Application: 2-3-17

Applicant's Telephone Number: 920-229-0302 Applicant's DOB/Organized: 9-18-80

Applicant's Address: 12013 Saint Name Rd Green Lake, WI

Purpose of Application Request: 5K Run/Walk

If applicant is an organization, provide the name(s), title(s) or position(s), address(es), and telephone number(s) of authorizing official(s) (for corporations, all officers and directors; for LLC's, all members and managers; for partnerships, all partners; for trusts, all trustees):

Name, Title, and Address	Telephone Number
<u>Sue Skezer - unit manager</u>	<u>920-229-4070</u>
<u>Jess Schroeder - Board member</u>	<u>920-229-0302</u>
<u>Chad Holdorf - Board member</u>	<u>920-229-8052</u>
<u>Boy + girls club - partners</u>	<u>920-361-2717</u>
<u>Berlin Police Department - Partners</u>	<u>920-361-2121</u>

If applicant is an organization (corporation, LLC, partnership, trust, etc), provide the name(s), title(s), or position(s), address(es), and telephone number(s) of person(s) responsible for this request:

Name, Title, and Address	Telephone Number

Details of Event: (For extended details, use the back of this form and include drawings of proposed event or route).

What: 5K Run/Walk

When: 4-22-17 Start Time and Duration: 8am - Noon

Where: B+G Club (Washington, Ventnor) Parade, Assembly Area: McClintock, Swcoresco

Estimated number of units (if parade) or persons attending (if other event):

Does applicant claim exemption from liability insurance as a government agency, religious, fraternal, veterans, charitable, or service organization per Sec. 18-333(b)(2) and or (4). ☒ Yes ☐ No

If yes, explain: (Also submit any supporting documentation for this claim of exemption)

Applicant or Applicant's Agent's Name Signature: Jess Schroeder

Name of Person Signing (please print): Jessica Schroeder

Title of Person Signing (if applicant is an organization): Board member

For Office Use Only Include with Application:

☒ Fee Paid (or) Exempt from fee (governmental procession) ☐ Yes ☐ No

☐ Neighboring Consent Form (or) ☐ Not Applicable ☒ Indemnification Form

Still Need Liability Insurance (or) ☐ Applicant is exempt and approved by City Attorney

Reviewed by: ☐ City Attorney ☒ Chief of Police ☒ Street Superintendent

Common Council approval: ☐ Yes ☐ No ☐ NA (Recurring)

Recommendation: Conditions for Approval or Reasons for Denial:



City of Berlin

P.O. Box 272 108 North Capron Street
Berlin, WI 54923
920-361-5400 Phone 920-361-5454 Fax

Indemnification, Defense, and Hold Harmless Agreement

The undersigned, as an applicant for a permit from the City of Berlin, hereby agrees to indemnify, defend, and hold harmless the City of Berlin and its employees and agents against all claims, liabilities, loss, damages, or expenses against or incurred by the City of Berlin on account of any injury to or death of any person, or any damage to property, caused by or resulting from the activities for which the permit was granted.

Specifically this Agreement applies to:

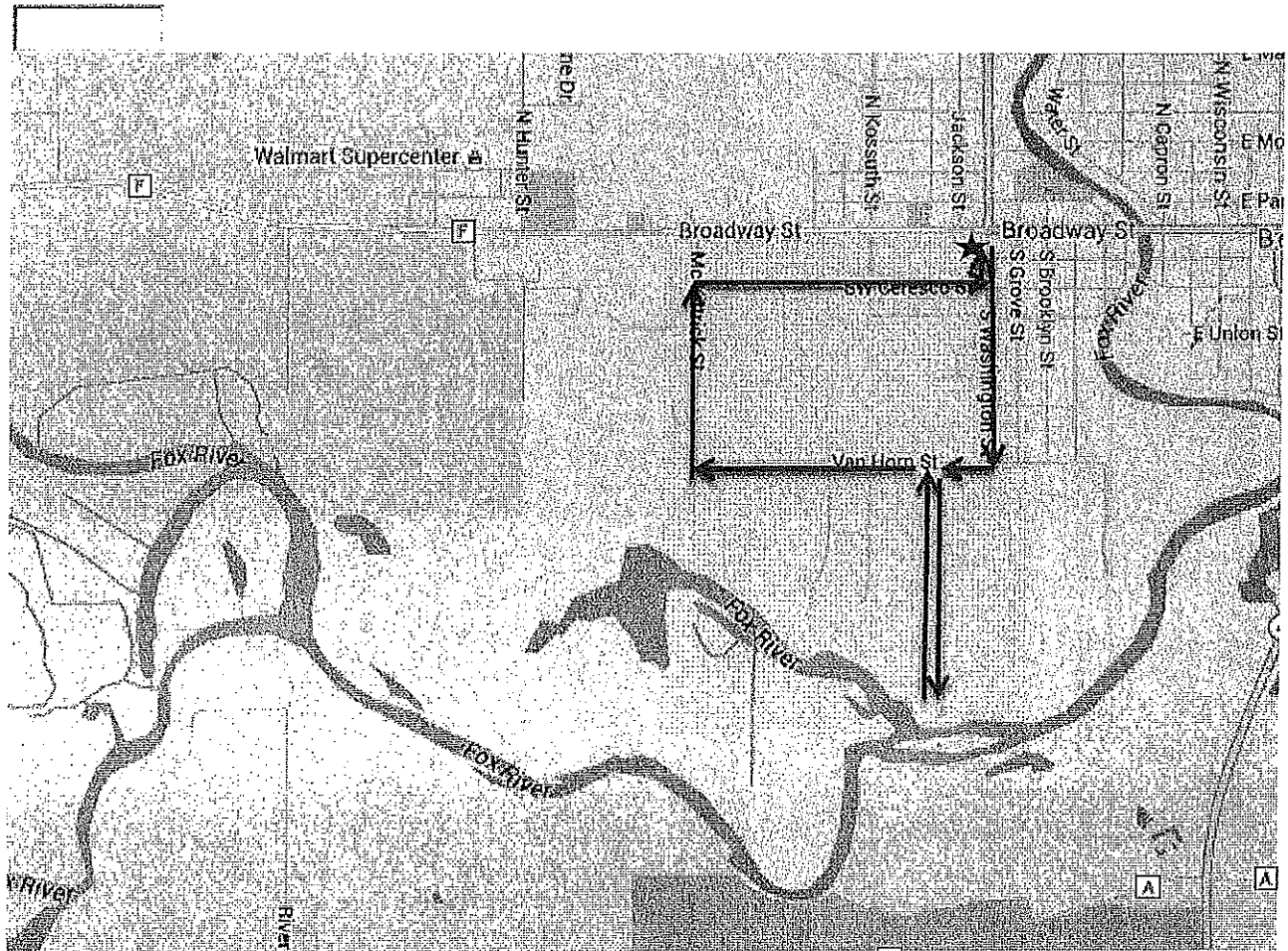
CAP Run 5K Run/Walk
(Description of Event)

On: 4-22-2017
(Date(s) of Event)

By: Jessica Schroeder / 5K CAP Association
(Name of Applicant)

On Behalf Of: Child Abuse prevention organization
(Name of Organization and Title if applicable)

If signing on behalf of an organization, you must have authority from the organization to sign an agreement like this. By signing this agreement, you are warranting to the City of Berlin that you have such authority.



- The race will begin at the Boys and Girls Club of Berlin (344 Broadway)
- Travel South down S. Washington St to VanHorn St
- Turn West on VanHorn St to Morris
- Travel South down Morris (towards Lock) where a water station will be
- Travel back North of Morris to VanHorn St
- Travel West on VanHorn St to McKittrick St
- Travel North on McKittrick St to SW Ceresco St
- Travel East on SW Ceresco St to S. Washington
- Travel North on S. Washington St
- ENDING at Boys and Girls Club – 344 Broadway

February 14, 2017

Jodie Olson
City Administrator/Clerk Treasurer
City of Berlin

Re: City Building Inspector retirement

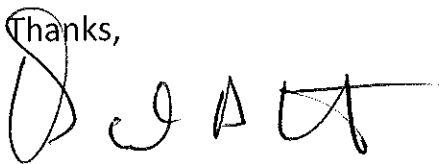
Jodie:

It was November 1990 that the City of Berlin hired me to be the City Building Inspector, 26 years 5 months later I feel it's my time to retire from this position. It has been a very rewarding time and that I was able to observe the construction of a number of large projects within the City. I was given the opportunity to work with a number of very dedicated and experienced contractors and with their help the citizens of Berlin can be proud of the buildings constructed within these years.

I can only wish that the City of Berlin can keep this trend of safe construction going by hiring an inspector with the desire and experience necessary to do so.

My last day of work will be March 31, 2017.

Thanks,

A handwritten signature in black ink, appearing to read 'D. A. Nitz', with a stylized flourish at the end.

David A. Nitz

cc. Lindsey Kemnitz, Community Development Director
Berlin Journal

DATE: March 9, 2017

TO: Mayor and Common Council

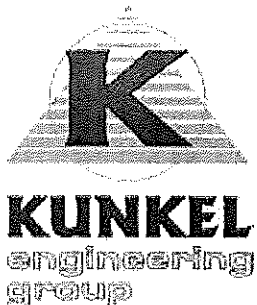
FROM: Jodie Olson, City Administrator

RE: Appointment of Building Inspector and Contract Approval

BACKGROUND: The position of Building Inspector is appointed annually by the Mayor with Council approval at the annual Organizational Meeting. Dave Nitz is retiring from the position as of March 31, 2017, leaving an unexpired term of April 1 – April 30, 2017. The Mayor needs to appoint a building inspector to fill the unexpired term and then another appointment will follow at the April 18 Organizational meeting to fill the term of May 1-April 30.

Staff solicited proposals for building inspector on behalf of the Mayor, of which three were received. Kunkel Engineering provided the most cost-effective fee structure with the ability to provide us the needed office hours and response time. Kunkel also does not charge mileage as other companies do and they will provide an hour/week of code enforcement to aid Lindsey.

RECOMMENDATION: Accept the Mayoral appointment of Kunkel Engineering to the position of Building Inspector for remaining term of April 1-30, 2017.



March 10, 2017

Ms. Jodie Olson, Administrator
City of Berlin
108 North Capron Street
Berlin, Wisconsin 54923

**Re: City of Berlin
Zoning Administration & Building Inspection Services Proposal**

Dear Ms. Olson:

On behalf of Kunkel Engineering Group, we have appreciated the opportunity to work with you and representatives of the City of Berlin on past projects. As we understand it, the City desires to seek proposals for Zoning Administration and Building Inspection services. We are pleased to present the following proposal for your review and approval.

Kunkel Engineering Group will undertake responsibilities associated with building inspection services and zoning administration as required in the City of Berlin as we do in the neighboring communities of the City of Ripon, City of Green Lake, Village of Fairwater, Village of Brandon, and local Townships. Kunkel Engineering will provide the following services:

- Provide office hours Monday & Wednesday, 8:30 a.m. – 10:30 a.m., April 1 – November 1 and Mondays, 8:30-10:30 a.m., November 2 – March 31 or by appointment.
- Issuance of permits, Exhibit "B" Fee Schedule.
- Inspection of construction.
- Responding to property owners' and builders' questions.
- Property maintenance, when requested, at \$60/hour.
- Zoning administration, when requested, at \$60/hour.
- Meeting attendance, when requested, at \$60/hour.

As provided above, we intend to implement a sliding scale reimbursement (as shown on Exhibit "A") from permit fee proceeds to minimize the out of pocket costs by City residents and taxpayers. In addition to responsibilities associated with building inspection and zoning administration, we would like to highlight below some of the advantages of working with our firm:

1. Kunkel Engineering Group will provide office hours at no cost to the City of Berlin and will also incorporate one hour per week toward Code Enforcement at no cost to the City of Berlin.
2. Kunkel Engineering Group provides mobile availability 50 hours per week with local inspectors in the County to help reduce travel time and promote faster service. We believe that providing access to the building inspection department helps to promote goodwill with local contractors and facilitates construction project completion schedules.
3. Kunkel Engineering Group will focus upon the City of Berlin in order to provide a high level of service for contractors and property owners. You also have our assurance

107 Parallel Street
Beaver Dam, WI 53916
920-356-9447
Fax 920-356-9454
kunkelengineering.com

that we will continue to provide contractors with prompt service calls, 48-hour response, to expedite inspections and reduce call backs.

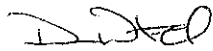
4. Finally, this agreement between Owner/Contractor may be terminated by either party without cause with a thirty (30) day written notice to the other party. Fees and expenses incurred by the Contractor will be reimbursed by the Owner up to the date of termination.

Ms. Olson, we sincerely want to thank both you and the City of Berlin for the privilege of serving the City of Berlin in the past and hope to continue our relationship through this contract agreement. Again, you have our commitment that we will undertake our work efforts in a diligent and cost-effective manner without comprising quality services.

Thank you very much for the opportunity to submit the accompanying proposal for your review. Should you have any questions, please do not hesitate to contact me.

Sincerely,

KUNKEL ENGINEERING GROUP



Don Neitzel
General Manager

enclosures

Proposal accepted by the City of Berlin:

Jodie Olson, Administrator
City of Berlin

Date

Richard Schramer, Mayor
City of Berlin

Date

EXHIBIT "A"

City of Berlin Building Inspection Services Agreement

Services Provided

- Issuance of Building Permits
- Inspection of Construction
- Responding to Property Owners/Contractor's Questions
- Property Maintenance Compliance (when requested)
- Zoning Administration (when requested)
- Maintenance of In House Office Hour(s)

Fee Schedule

Annual Permit Fees	Kunkel Engineering Group	City
\$10,000	90%	10%
\$10,001 - \$25,000	80%	20%
\$25,001 - \$50,000	70%	30%
\$50,001+	60%	40%

Office Hours: Monday & Wednesday 8:30 – 10:30 am (April 1 – November 1)
Monday 8:30 – 10:30 am (November 2 – March 31)

Notes:

1. Office hours provided by Kunkel Engineering Group are at **NO Cost**.
2. The Kunkel Engineering Group rate for follow up inspections on previous building permits will be at a rate of \$60.00/hour.
3. Kunkel Engineering Group rates for property maintenance, zoning administration and other related services will be provided at a rate not to exceed \$60.00/hour.
4. Proposed Service Rates and Inspection Services Agreement will be for a period of 36 months after acceptance of this proposal.
5. The fee schedule as provided in Exhibit "B".
6. No fuel surcharge will be invoiced to City residents or contractors.
7. Inspection services are available 50 hours per week and included a 48-hour response time.

EXHIBIT "B"

City of Berlin

Building Permit Fees

If work has commenced prior to building permit issuance or permission to start is not granted by the building inspector, all fees shall be doubled.

Minimum Fee (Building, Plumbing, HVAC, & Electrical)	\$50.00
Fences, Pools, Decks, and prefabricated sheds	\$50.00

Renewal of Building Permits	\$50.00
<i>Permits are valid for one year and can be renewed one time</i>	

Permission to Start (Early Start)	\$100.00
<i>(Footing & foundation work only)</i>	<i>or \$0.02/SF, which ever is greater</i>

New Construction & Additions - Commercial/Industrial

New Construction & Additions - Multi-Family, CBRF's, Assisted Living, Nursing Homes, Etc.

Building	\$0.20 SF
Plumbing	\$0.04 SF
	<i>or \$6.00/Fixture, whichever is greater</i>
Heating	\$0.04 SF
Electrical	\$0.04 SF
	<i>or \$1.00/Opening, whichever is greater</i>
	Plus \$85.00 SERVICE

Plan Review	
Under 10,000 SF	\$100.00
Over 10,001 SF	\$200.00

Erosion Control (See City Engineer)

State Submittal Review - under 50,000 CF **Per WI Dept. of Commerce Schedule**
Bond

Under 10,000 SF	\$1,500.00
Over 10,001 SF	\$3,000.00
<i>(Bond returned after occupancy permit issued)</i>	

New Construction & Additions - Warehouses, Storage Buildings, & Garages

Building	\$0.14 SF
HVAC	\$0.04 SF
Electrical	\$0.04 SF
	<i>or \$1.00/Opening, whichever is greater</i>
	Plus \$85.00 SERVICE
Plumbing	\$0.04 SF
	<i>or \$6.00/Fixture, whichever is greater</i>

Plan Review	
Under 10,000 SF	\$100.00
Over 10,001 SF	\$200.00

Erosion Control (See City Engineer)

State Submittal Review - under 50,000 CF **Per WI Dept. of Commerce Schedule**
Bond

Under 10,000 SF	\$1,500.00
Over 10,001 SF	\$3,000.00
<i>(Bond returned after occupancy permit issued)</i>	

New Construction & Additions - Residential (1 & 2-Family)	\$0.20 SF
<i>(Includes HVAC, Plumbing & Electrical)</i>	
Erosion Control	\$75.00
State Stamp	\$40.00 <i>(Fee Subject to Change)</i>
Plan Review - 1 story	\$60.00
Plan Review - 2 story	\$85.00
Zoning Review	\$60.00
Bond	\$1,500.00
<i>(Bond returned after occupancy permit issued)</i>	

Occupancy Permits

An occupancy permit will be issued at the completion of a new construction project with no additional charge. However, if an occupancy permit is requested which is not a result of a building/construction project, the following fees shall apply.

1 & 2 Family	\$60.00
Mult-Family	\$60.00 Plus \$10/Unit
Commercial/Industrial	\$120.00

Remodeling

Under \$20,000 valuation per \$1,000	\$5.00
Over \$20,001 valuation per \$1,000	\$4.00
<i>(Plumbing, HVAC, & Electrical Separate Permits)</i>	

Plumbing Permit

Minimum Fee	\$30.00
Per Fixture	\$10.00
Per Lateral	\$50.00

Electrical Permit

Minimum Fee	\$30.00
Service Work	\$85.00
Openings (Fixture, outlets, switches)	\$1.00 EA
Annual License (July 1st to June 30th)	\$100.00

HVAC Permit

New (each)	\$80.00
Replacement	\$50.00
Add-on Air Conditioning	\$50.00

Moving Permit

Garage Structure	\$75.00
Buildings other than Garage	\$100.00

Razing Permit

Single or 2-Family	\$100.00
Residential Garages	\$75.00
Commercial/Industrial	\$150.00

Sign Permit

Base Fee	\$25.00
Per square foot of Total Sign Area	\$0.50 Each Face
Zoning Review	\$25.00

Driveway Permit - City of Berlin Fees

<i>Driveway Permit (DPW)</i>	<i>\$50.00</i>
<i>Interior Portion Only</i>	<i>\$10.00</i>
<i>Terrace Portion Only</i>	<i>\$40.00</i>

Miscellaneous - City of Berlin Fees

<i>Board of Appeals (Variances)</i>	<i>\$200.00</i>
<i>Rezoning</i>	<i>\$300.00</i>
<i>Conditional Use Permit (CUP)</i>	<i>\$200.00</i>

3-8-16

Dear Ms. Olsen

With a heavy heart I'm Resigning
From the Board of Appeals Immediately
Due To Medical Reasons. I have been
Fortunate to Serve The Great Citizens of
Berlton Since 1996 and I'm very sorry
but my health and family come First

Thank you

Roderic R Hall