

AGENDA
COMMON COUNCIL MEETING
TUESDAY, FEBRUARY 13, 2018 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 January 9, 2018 Common Council Meeting. RECOMMENDATION: Approve the minutes.
6. Resolution Authorizing Transfer of 2017 Budget Funds for Berlin Police Department.
RECOMMENDATION: Accept the Police & Fire Commission recommendation to approve the 2017 PD budget adjustments and adopt Resolution #18-01 Authorizing Transfer of 2017 Budget Funds for Berlin Police Department.
7. Bills List. RECOMMENDATION: Approve the list of bills for payment.

END OF CONSENT AGENDA

8. Chamber Of Commerce Annual Report to Common Council. RECOMMENDATION: Listen to presentation. No action required.
9. Approval of Ordinance on Storage of Abandoned, Junked & Unregistered Vehicles.
RECOMMENDATION: Accept Committee of the Whole recommendation to approve and adopt Ordinance #18-01 Amending the Junked Vehicles and Appliances Code.
10. CDBG RLF Administration Bid Proposals. RECOMMENDATION: Review CDBG RLF Loan Administration RFPs and if appropriate, award the bid.

11. Claim on Unlawful and Excessive Assessment for 2017 Taxes for Historic Berlin School Apartments, LLC. RECOMMENDATION: Accept the Committee of the Whole recommendation to deny the Claim for Unlawful and Excessive Assessment by Historic Berlin School Apartments, LLC. and approve and adopt Resolution #18-02. *(If further discussion is needed, it can be discussed in closed session)*
12. Parade Permit Application for American Legion Post #340. RECOMMENDATION: Review proposed parade route for 2018 Memorial Day Parade on Monday, May 28, 2018, and approve permit application.
13. Bartender License Applications: License Applications for Jeane E. Kroll, Cindy Louise Galow, Lizbeth Perez, Wanda Lee Boers, Mikhail Evan Grabowski, Rebecca Jean Sina, Michelle Lynn Daniels (approved by the PD) and Kylie M. Schmid (not approved by the PD). RECOMMENDATION: Grant or deny the licenses.
14. 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.)
15. New Business (To be used to request items of new business be put on a future agenda)
16. Public Appearances.
17. 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) Union and non-union health plan renewal/post-retirement health insurance benefits.* and pursuant to Sec. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved *(Review Claim for Unlawful and Excessive Assessment by Historic Berlin School Apartments, LLC)*
18. Reconvene into open session and take appropriate action as a result of closed session discussion.
19. 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:									
I herewith present my report as City Treasurer for the month ending 1/31/2018									
FUNDS	BEG BALANCE	ADJ/ VOIDS	RECEIPTS	DISBURSEMENTS	BALANCE	INVESTMENTS	INVESTMENTS	TOTAL W/ INVESTMENTS	
GENERAL CITY	\$ 2,692,211.92		\$ 229,725.38	\$ 1,971,709.60	\$ 950,227.70	\$ 2,100,000.00	\$ 3,050,227.70		
TAX COLLECTION ACCOUNT	\$ 2,151,192.73		\$ 1,881,003.38	\$ 8,325.61	\$ 4,023,870.50	\$ -	\$ 4,023,870.50		
WATER INVESTMENTS	\$ 336,846.01		\$ 384,487.92	\$ 181,100.06	\$ 540,233.87	\$ 3,885,749.76	\$ 4,425,983.63		
SEWER INVESTMENTS					\$ -	\$ 1,588,910.90	\$ 1,588,910.90		
SEWER BOND & INT	\$ 54,227.83		\$ 7.36	\$ -	\$ 54,235.19	\$ -	\$ 54,235.19		
BOND & INT RESERVE	\$ -				\$ -	\$ 258,488.92	\$ 258,488.92		
EQUIP REPLACEMENT FUND	\$ 98,717.17		\$ 13.39		\$ 98,730.56	\$ 1,255,000.00	\$ 1,353,730.56		
CAPITAL PROJECT BORROWING	\$ -			\$ -	\$ -		\$ -		
EMS ACCOUNT	\$ 98,892.97		\$ 26,394.68	\$ 35.00	\$ 125,252.65		\$ 125,252.65		
TOTAL OF ALL FUNDS	\$ 5,432,088.63		\$ 2,521,632.11	\$ 2,161,170.27	\$ 5,792,550.47	\$ 9,088,149.58	\$ 14,880,700.05		
FUNDS	BANK STATEMENT BALANCE	ADJUSTMENT	OUTSTANDING CHECKS	AVAILABLE BANK BALANCE					
GENERAL CITY	\$ 970,209.64		\$ 19,981.94	\$ 950,227.70					
TAX COLLECTION ACCOUNT	\$ 4,024,797.64		\$ 927.14	\$ 4,023,870.50					
WATER & SEWER	\$ 637,041.27		\$ 96,807.40	\$ 540,233.87					
SEWER BOND & INT	\$ 54,235.19		\$ -	\$ 54,235.19					
EQUIP REPLACMT FUND	\$ 98,730.56		\$ -	\$ 98,730.56					
CAPITAL PROJECT BORROWING	\$ -		\$ -	\$ -					
EMS ACCOUNT	\$ 125,252.65		\$ -	\$ 125,252.65					
TOTAL OF ALL FUNDS	\$ 5,910,266.95	\$ -	\$ 117,716.48	\$ 5,792,550.47					
				RESPECTFULLY SUBMITTED,					
				<i>Sharon M. Fran</i>					

BUILDING INSPECTOR IS ON VACATION THE REPORT WILL BE IN
THE MARCH REPORT.

RESOLUTION # 18-01

A RESOLUTION AUTHORIZING TRANSFER OF 2017 BUDGET FUNDS BERLIN POLICE DEPARTMENT

WHEREAS the Berlin Police Department did exceed their 2017 budgeted expenses for various line items as listed below; and

WHEREAS the Common Council has the authority to authorize budget line item transfers within the Police Department budget;

NOW THEREFORE BE IT RESOLVED that the following amounts will be transferred **from** the following 2017 budget expenditure accounts:

\$ 22,365.00	10-52-10001-110	Salaries
\$ 1,708.00	10-52-10001-114	Emergency Response Team Trng
\$ 1,833.00	10-52-10001-116	VC/DAT/EVOC Training
\$ 374.00	10-52-10001-160	Public Relations
\$ 1,068.00	10-52-10001-290	Other Contractual Services
\$ 484.00	10-52-10001-310	Office Supplies
\$ 7,259.00	10-52-10001-344	Gas, Oil & Other Supplies
\$ 3,425.00	10-52-10001-360	Other Repairs & Maintenance
\$38,516.00		

To the following 2017 budget expenditure accounts for the purposes of funding the expenditures in excess of 2017 budgeted amounts, which are to be distributed as follows:

\$20,867.00	10-52-10001-112	Overtime
\$ 872.00	10-52-10001-117	Holiday Benefits
\$ 7,289.00	10-52-10001-130	Health & Life Insurance
\$ 4,662.00	10-52-10001-190	Personnel Services
\$ 1,695.00	10-52-10001-210	Professional Services
\$ 20.00	10-52-10001-221	Phone/Data
\$ 2,706.00	10-52-10001-380	Equipment and Structures
\$ 405.00	10-52-10001-650	WRF 600
\$38,516.00		

Passed, approved and adopted this 13th day of February, 2018.

ROLL CALL VOTE:

_____ AYES
_____ NAYS
_____ ABSENT

CITY OF BERLIN

BY: _____
Richard D. Schramer, Mayor

APPROVED AS TO FORM:

ATTEST: _____
Jodie Olson
Administrator, Clerk/Treasurer

Matthew G. Chier
City Attorney

*Check Summary Register©

DECEMBER 31 2017 to JANUARY 31 2018

Name	Check Date	Check Amt	
11100 Cash in Bank m FNB			
Paid Chk# 060703 BAYCOM INC	1/5/2018	\$562.00	SERVICE ON RADIO IN COMMAND TR
Paid Chk# 060704 BERLIN HEATING & COOLING	1/5/2018	\$8,590.00	HEATING FOR DPW
Paid Chk# 060705 BERLIN JOURNAL NEWSPAPER	1/5/2018	\$183.00	PUBLIC WORKS AD
Paid Chk# 060706 BRUCE MUNICIPAL EQUIPMENT,	1/5/2018	\$71.94	PARTS FOR SNO-GO
Paid Chk# 060707 CenturyLink	1/5/2018	\$1,842.43	NOVEMBER SERVICE
Paid Chk# 060708 CHIER LAW OFFICE LLC	1/5/2018	\$602.74	MUNICIPAL COURT PHOTOCOPIES NOV
Paid Chk# 060709 COMPLETE OFFICE OF WI	1/5/2018	\$61.38	OFFICE SUPPLIES
Paid Chk# 060710 FARRELL EQUIPMENT & SUPPL	1/5/2018	\$49.99	LIME BOMBER JACKET-WALLEY
Paid Chk# 060711 FASTENAL	1/5/2018	\$4.18	PARTS FOR STREET DEPT.
Paid Chk# 060712 GREEN LAKE AREA ANIMAL SHE	1/5/2018	\$562.50	6 MONTH PERIOD 07/01/2017-12/3
Paid Chk# 060713 IIMC	1/5/2018	\$160.00	2018 MEMBERSHIP FEE
Paid Chk# 060714 ITU ABSORBTECH, INC.	1/5/2018	\$88.32	SUPPLIES FOR PUBLIC WORKS
Paid Chk# 060715 JON LUNDT ELECTRIC, INC	1/5/2018	\$514.16	WIRING FOR NEW HEATERS
Paid Chk# 060716 KUNKEL ENGINEERING GROUP	1/5/2018	\$6,414.94	NOVEMBER BUILDING INSPECTOR FE
Paid Chk# 060717 LANDMARK SERVICES COOPER	1/5/2018	\$4,399.63	DECEMBER GAS/DIESEL
Paid Chk# 060718 MEYERS PRESSURE CLEANERS	1/5/2018	\$27.53	PRESSURE WASHER PARTS
Paid Chk# 060719 MID-AMERICAN RESEARCH CHE	1/5/2018	\$1,855.66	CLEANING SUPPLIES FOR PARKS DE
Paid Chk# 060720 MIDWEST BIOMED & SCIEN	1/5/2018	\$746.00	PREVENTITIVE MAINTENANCE ON EQ
Paid Chk# 060721 MURPHY, VICKI L	1/5/2018	\$77.04	MILEAGE TO GLAAS TO DELIVER AN
Paid Chk# 060722 OSHKOSH OFFICE SYSTEMS	1/5/2018	\$119.31	DECEMBER COPIES
Paid Chk# 060723 PODOLL, GARY V	1/5/2018	\$46.01	PICK UP ENGINE 66 FROM RED POW
Paid Chk# 060724 SUPERHEAT AND COOLING	1/5/2018	\$284.00	SERVICED HEAT
Paid Chk# 060725 VIKING ELECTRIC SUPPLY	1/5/2018	\$1,616.97	STREET LIGHTS
Paid Chk# 060726 WAUSAU EQUIPMENT CO, INC	1/5/2018	\$1,682.68	10 HOLD SHOCK, SINGLE BRG PIN
Paid Chk# 060727 AMERICAN PUBLIC WORKS ASS	1/8/2018	\$360.00	2018 APWA MEMBERSHIP DUES
Paid Chk# 060728 APPLETON FINANCE DEPARTM	1/8/2018	\$448.50	JAN 2018 WEIGHTS AND MEASURES
Paid Chk# 060729 ASCAP	1/8/2018	\$348.00	2018 LICENSE FEES
Paid Chk# 060730 BERLIN AREA SCHOOL DISTRIC	1/8/2018	\$753,260.33	JANUARY TAX SETTLEMENT FOR 201
Paid Chk# 060731 CCP INDUSTRIES INC.	1/8/2018	\$128.27	BATHROOM TISSUE PARKS
Paid Chk# 060732 CHARTER COMMUNICATION	1/8/2018	\$174.54	JANUARY BILLING SR. CENTER
Paid Chk# 060733 CHRISTENSEN, DOUGLAS A	1/8/2018	\$763.63	JANUARY HEALTH INSURANCE PREMI
Paid Chk# 060734 CULLIGAN WATER	1/8/2018	\$171.43	ANNUAL RENTAL
Paid Chk# 060735 EMC INSURANCE COMPANIES	1/8/2018	\$24,512.09	GENERAL LIABILITY INSURANCE
Paid Chk# 060736 FINISHLINE STUDIOS	1/8/2018	\$35.00	JANUARY WEB HOSTING
Paid Chk# 060737 FIRE INSPECTION SERVICES IN	1/8/2018	\$1,426.67	FIRE INSPECTION 12/1-31/2017
Paid Chk# 060738 GREEN LAKE COUNTY TREASU	1/8/2018	\$550,757.58	JANUARY TAX SETTLEMENT
Paid Chk# 060739 HAWKINS /ASH CPAs	1/8/2018	\$4,570.00	PROGRESS BILL FOR DEC17 AUDIT
Paid Chk# 060740 KUNKEL ENGINEERING GROUP	1/8/2018	\$3,055.00	DESIGN PLAN FOR SMITH, WEBSTER
Paid Chk# 060741 MEYER, LUKE	1/8/2018	\$26.55	PURCHASE FOR SQUAD 248
Paid Chk# 060742 MID-STATES ORG CRIME INFO	1/8/2018	\$150.00	2018 ANNUAL MEMBERSHIP FEES
Paid Chk# 060743 MORAIN PARK TECHNICAL CO	1/8/2018	\$56,982.54	JANUARY TAX SETTLEMENT FOR 201
Paid Chk# 060744 SECURIAN FINANCIAL GROUP	1/8/2018	\$796.05	LIFE INSURANCE PREMIUM-CITY CO
Paid Chk# 060745 SILVA, JACKIE	1/8/2018	\$926.65	JAN 2018 HEALTH INS
Paid Chk# 060746 SUN LIFE FINANCIAL	1/8/2018	\$159.61	JANUARY LIFE INSURANCE PREMIUM
Paid Chk# 060747 SUPERIOR CHEMICAL CORP	1/8/2018	\$432.09	FLOOR CHEMICALS
Paid Chk# 060748 THEDACARE AT WORK	1/8/2018	\$336.00	EAP CONTRACT JANUARY
Paid Chk# 060749 VIVIAL	1/8/2018	\$42.50	JANUARY BILLING
Paid Chk# 060750 WAUSHARA CO TREASURER	1/8/2018	\$7,180.62	JANUARY TAX SETTLEMENT FOR 201
Paid Chk# 060751 WPRA	1/8/2018	\$160.00	2018 INDIVIDUAL PROFESSIONAL M
Paid Chk# 060752 BMO HARRIS BANK	1/11/2018	\$446.25	2018 - JANUARY - EMPLOYER H.S.
Paid Chk# 060753 CITIZENS FIRST CREDIT UNION	1/11/2018	\$332.69	2018 - JANUARY - EMPLOYER H.S.
Paid Chk# 060754 COMMUNITY FIRST CREDIT UNI	1/11/2018	\$540.00	2018 JANUARY EMPLOYER H.S.A. C
Paid Chk# 060755 FARMERS & MERCHANTS BANK	1/11/2018	\$2,120.57	2018 - JANUARY - EMPLOYER H.S.
Paid Chk# 060756 FIRST NATIONAL BANK	1/11/2018	\$5,113.75	2018 - JANUARY - EMPLOYER H.S.
Paid Chk# 060757 HORICON BANK	1/11/2018	\$100.00	2018 - PAYROLL 1 - EMPLOYEE H.
Paid Chk# 060758 NATIONAL BANK OF WAUPUN	1/11/2018	\$220.00	2018 - PAYROLL 1 - EMPLOYEE H.
Paid Chk# 060759 NORTH SHORE BANK, FSB	1/11/2018	\$75.00	PAYROLL 1 EMPLOYEE DEFERRED CO

General City

*Check Summary Register©

DECEMBER 31 2017 to JANUARY 31 2018

Name	Check Date	Check Amt	
Paid Chk# 060760	OPTUM CONSUMER SERVICES	1/11/2018	\$175.00 2018 - JANUARY - EMPLOYER H.S.
Paid Chk# 060761	OTIS ELEVATOR COMPANY	1/11/2018	\$950.08 ELEVATOR ELECTRICAL PANEL REPL
Paid Chk# 060762	SHARE CORPORATION	1/11/2018	\$183.95 5 GALLON NOMO ODOR
Paid Chk# 060763	CITY INN & BANQUET HALL	1/12/2018	\$250.00 HALL RENTAL FOR SPRING PRIMARY
Paid Chk# 060764	BAKER & TAYLOR	1/12/2018	\$122.65 2 units
Paid Chk# 060765	BERLIN JOURNAL NEWSPAPER	1/12/2018	\$33.00 CLASSIFIED AD ADULT SVS LIBRAR
Paid Chk# 060766	BERLIN OIL PRODUCTS	1/12/2018	\$34.00 20 NEWSPAPERS 3 ADJ
Paid Chk# 060767	DEMCO	1/12/2018	\$478.25 OFFICE SUPPLIES
Paid Chk# 060768	J. F. AHERN COMPANY	1/12/2018	\$110.55 FIRE EQUIP INSPECTION AGREEMEN
Paid Chk# 060769	LISA M. OBRIST	1/12/2018	\$757.85 DECEMBER LIBRARY CLEANING
Paid Chk# 060770	MANGO LANGUAGES	1/12/2018	\$1,811.00 MANGO CONVERSATIONS SUBSCRIPTI
Paid Chk# 060771	OSHKOSH OFFICE SYSTEMS	1/12/2018	\$113.00 DECEMBER COPIES LIBRARY
Paid Chk# 060772	OTIS ELEVATOR COMPANY	1/12/2018	\$639.84 SERVICE AT LIBRARY 1/18-12/18
Paid Chk# 060773	SUPERIOR CHEMICAL CORP	1/12/2018	\$145.83 CLEANING SUPPLIES
Paid Chk# 060774	UNIQUE MANAGEMENT SERVIC	1/12/2018	\$107.40 12 PLACEMENTS FOR THE MONTH OF
Paid Chk# 060775	WINNEFOX LIBRARY SERVICES	1/12/2018	\$8,048.15 BERLIN TECH RESERVE
Paid Chk# 060776	WINNEFOX COOPERATIVE TEC	1/12/2018	\$622.26 DECEMBER MATERIALS FOR MEMBERS
Paid Chk# 060777	ADVANCED DISPOSAL SERVICE	1/12/2018	\$23,671.33 DEC TRASH PICK UP BERLIN
Paid Chk# 060778	BERLIN JOURNAL NEWSPAPER	1/12/2018	\$394.50 BB/FS SUB DRIVER
Paid Chk# 060779	BOSVELD, BETH	1/12/2018	\$40.00 REFUND POOL PASS DUE TO MOVE
Paid Chk# 060780	CENTURYLINK	1/12/2018	\$44.06 DEC LONG DISTANCE SERVICE
Paid Chk# 060781	DIVISION OF UNEMPLOYMENT I	1/12/2018	\$303.52 DECEMBER UNEMPLOYMENT CHARGES
Paid Chk# 060782	DREXEL BUILDING SUPPLY, INC	1/12/2018	\$18.66 2X4 TREATED LUMBER
Paid Chk# 060783	ESCREEN INC	1/12/2018	\$15.85 WALLNER PRE-EMPLOYMENT DRUG TE
Paid Chk# 060784	FARRELL EQUIPMENT & SUPPL	1/12/2018	\$649.96 TOOLS FOR THE DPW
Paid Chk# 060785	FASTENAL	1/12/2018	\$11.13 HARDWARE FOR DPW
Paid Chk# 060786	J. F. AHERN COMPANY	1/12/2018	\$89.70 DECEMBER ANNUAL INSPECTION
Paid Chk# 060787	OMNI GLASS & PAINT, INC	1/12/2018	\$939.00 RAZE OR REPAIR ORDER FOR 107 W
Paid Chk# 060788	REDGRANITE COMM & ELECTR	1/12/2018	\$970.00 RED LED LIGHTS
Paid Chk# 060789	SONDALLE FORD LINCOLN MER	1/12/2018	\$594.80 MAINTENANCE 2016 DODGE-SR CENT
Paid Chk# 060790	THE CVIKOTA COMPANY INC	1/12/2018	\$1,773.16 DECEMBER BERLIN/PRINCETON COLL
Paid Chk# 060791	THEDACARE AT WORK	1/12/2018	\$33.00 DOT DRUG SCREEN-RESOP
Paid Chk# 060792	ADVANTAGE POLICE SUPPLY IN	1/12/2018	\$501.00 STREAMLIGHT STINGER /TACTICAL
Paid Chk# 060793	BERLIN JOURNAL NEWSPAPER	1/12/2018	\$145.00 HOLIDAY SAFETY PG BB
Paid Chk# 060794	FIRE & SAFETY EQUIPMENT, IN	1/12/2018	\$21.85 #5 DC EXTINGUISHER RECHARGE
Paid Chk# 060795	HEAVENS TOUCH PHOTOGRAP	1/12/2018	\$45.50 PORTRAIT NOAH KNETZGER
Paid Chk# 060796	RED THE UNIFORM TAILOR	1/12/2018	\$140.49 M. JAZDZWESKI SS SUPER SHIRT W
Paid Chk# 060797	SONDALLE FORD LINCOLN MER	1/12/2018	\$1,891.93 MOUNT & BALANCE 4 TIRES 2015 F
Paid Chk# 060798	Voided	1/12/2018	\$0.00 Check AddUnused
Paid Chk# 060799	Voided	1/12/2018	\$0.00 Check AddUnused
Paid Chk# 060800	BAYCOM INC	1/18/2018	\$208.00 BATTERY FOR FIRE DEPARTMENT
Paid Chk# 060801	BERLIN CHAMBER OF COMMER	1/18/2018	\$330.00 2018 CHAMBER MEMBERSHIP
Paid Chk# 060802	DTN, LLC	1/18/2018	\$510.00 DECEMBER RADAR
Paid Chk# 060803	LECC TRAINING FUND US ATTO	1/18/2018	\$150.00 2 ATTENDENCE FEES FOR BJK & JS
Paid Chk# 060804	WSESI	1/18/2018	\$90.00 ANNUAL CONFERENCE REGISTRATION
Paid Chk# 060805	BERLIN CHAMBER OF COMMER	1/18/2018	\$214.47 3RD QUARTER HOTEL/MOTEL SALES
Paid Chk# 060806	COMPLETE OFFICE OF WI	1/18/2018	\$993.82 OPERATING SUPPLIES FOR CITY HA
Paid Chk# 060807	AMERICAN TEST CENTER	1/25/2018	\$1,245.00 ANNUAL TEST AND INSPECTION
Paid Chk# 060808	CenturyLink	1/25/2018	\$1,984.65 DECEMBER CALL FORWARD-POLICE
Paid Chk# 060809	CLASSIC CAB, LTD	1/25/2018	\$11,417.58 DECEMBER TAXI SERVICE
Paid Chk# 060810	EMERGENCY MEDICAL PRODUC	1/25/2018	\$33.16 ADENOSINE
Paid Chk# 060811	FORMILLER, JOSEPH	1/25/2018	\$1,280.35 DECEMBER HEALTH INSURANCE
Paid Chk# 060812	GREEN LAKE COUNTY	1/25/2018	\$67.61 DECEMBER VAN CELL PHONE CHARGE
Paid Chk# 060813	QUILL CORP	1/25/2018	\$46.62 OFFICE SUPPLIES
Paid Chk# 060814	WALMART COMMUNITY/RFCSL	1/25/2018	\$40.20 SENIOR CENTER SUPPLIES
Paid Chk# 060815	AMERICAN TEST CENTER	1/25/2018	\$425.00 ANNUAL SAFETY INSPECTION
Paid Chk# 060816	BERLIN JOURNAL NEWSPAPER	1/25/2018	\$85.75 ABSENTEE BALLOT
Paid Chk# 060817	BMO HARRIS BANK	1/25/2018	\$290.00 PAYROLL 2 EMPLOYEE H.S.A. DEDU

General City

***Check Summary Register©**

DECEMBER 31 2017 to JANUARY 31 2018

Name	Check Date	Check Amt
Paid Chk# 060818 CHRISTENSEN, DOUGLAS A	1/25/2018	\$763.63 FEBRUARY HEALTH INSURANCE PREM
Paid Chk# 060819 CITIZENS FIRST CREDIT UNION	1/25/2018	\$207.69 PAYROLL 2 EMPLOYEE H.S.A. DEDU
Paid Chk# 060820 COMMUNITY FIRST CREDIT UNI	1/25/2018	\$165.00 PAYROLL 2 EMPLOYEE H.S.A. DEDU
Paid Chk# 060821 DARRELLS AUTO REPAIR	1/25/2018	\$311.90 PLOW PARTS
Paid Chk# 060822 EMERGENCY MEDICAL PRODUC	1/25/2018	\$394.95 MEDICAL SUPPLIES
Paid Chk# 060823 FARMERS & MERCHANTS BANK	1/25/2018	\$808.07 PAYROLL 2 EMPLOYEE H.S.A. DEDU
Paid Chk# 060824 FIRST NATIONAL BANK	1/25/2018	\$570.00 PAYROLL 2 EMPLOYEE H.S.A. DEDU
Paid Chk# 060825 HORICON BANK	1/25/2018	\$100.00 PAYROLL 2 EMPLOYEE H.S.A. DEDU
Paid Chk# 060826 MGD INDUSTRIAL CORP	1/25/2018	\$82.41 TRUCK PARTS
Paid Chk# 060827 MUNICIPAL CODE CORP	1/25/2018	\$713.31 20 COPIES OF SUPPLEMENT 25
Paid Chk# 060828 NATIONAL BANK OF WAUPUN	1/25/2018	\$95.00 PAYROLL 2 EMPLOYEE H.S.A. DEDU
Paid Chk# 060829 NORTH SHORE BANK, FSB	1/25/2018	\$75.00 DEFFERED COMP EMPLOYEE DEDUCTI
Paid Chk# 060830 OPTUM CONSUMER SERVICES	1/25/2018	\$50.00 PAYROLL 2 EMPLOYEE H.S.A. DEDU
Paid Chk# 060831 US PETROLEUM	1/25/2018	\$227.10 REPAIR FUEL PUMP
Paid Chk# 060832 W.S. DARLEY & CO	1/25/2018	\$155.64 ADAPTER SWIVEL 1.5
Paid Chk# 060833 WI COUNCIL 32 AFSCME AFL-CI	1/25/2018	\$409.05 JANUARY UNION DUES
Paid Chk# 060834 WISCONSIN DOT TV & RP UNIT	1/25/2018	\$300.00 ADDITION TO ACCT BALANCE FOR S
Paid Chk# 060835 GALLS	1/26/2018	\$77.76 FLAG COMMENDATION BAR
Total Checks		\$1,518,510.29

General City

***Check Summary Register©**

JANUARY 31 2018

Name	Check Date	Check Amt	
11161 UTILITY CASH - FNB			
Paid Chk# 013959	ALLIANT ENERGY/WP&L	1/5/2018	\$348.00
Paid Chk# 013960	BERLIN CITY TREASURER	1/5/2018	\$1,155.46 NOVEMBER 2017 CENTURYLINK
Paid Chk# 013961	FIRST SUPPLY	1/5/2018	\$145.34 HARD COP TUBE/ELL/ADPT/MALE AD
Paid Chk# 013962	HAWKINS /ASH CPAs	1/5/2018	\$2,920.00 PROGRESS BILL - 12/31/17 AUDIT
Paid Chk# 013963	JON LUNDT ELECTRIC, INC	1/5/2018	\$1,907.23 WEBSTER LIGHTING
Paid Chk# 013964	KUNKEL ENGINEERING GROUP	1/5/2018	\$3,280.00 FIELDWORK SMITH/WEBSTER/ELM ST
Paid Chk# 013965	L.W. ALLEN LLC	1/5/2018	\$302.46 DIGESTER BUILDING UPS
Paid Chk# 013966	RITEWAY BUSINESS FORMS	1/5/2018	\$659.07 LASER UTILITY BILLS
Paid Chk# 013967	TELEDYNE INSTRUMENTS INC	1/5/2018	\$285.00 BAT ASSY
Paid Chk# 013968	U S POST OFFICE - POSTMASTE	1/5/2018	\$34.00 POSTCARD STAMPS
Paid Chk# 013969	WALTCO INC	1/5/2018	\$528.68 DECEMBER 2017 BADGER LAB SAMPL
Paid Chk# 013970	ADVANCED DISPOSAL SERVICE	1/12/2018	\$201.76 SERVICES FOR JANUARY 2018
Paid Chk# 013971	ALLIANT ENERGY/WP&L	1/12/2018	\$8,040.22
Paid Chk# 013972	BADGER LABORATORIES	1/12/2018	\$1,432.00 TOTAL COLIFORM BACTERIA
Paid Chk# 013973	BERLIN JOURNAL NEWSPAPER	1/12/2018	\$54.69 UPS - BADGER LABS
Paid Chk# 013974	ENERGENECS	1/12/2018	\$1,031.63 CL2 VACUUM REGULATOR
Paid Chk# 013975	ENTRANCE SYSTEMS LLC	1/12/2018	\$225.00 TRINARY RECEIVER/REMOTE
Paid Chk# 013976	ESCREEN INC	1/12/2018	\$33.20 SOBIESKI/MALNORY
Paid Chk# 013977	FIRST SUPPLY	1/12/2018	\$418.78 CASH VALVE REPAIR KIT
Paid Chk# 013978	HAMILTON'S SHOES	1/12/2018	\$169.95 KNEE HI BOOTS
Paid Chk# 013979	SNAP-ON INDUSTRIAL	1/12/2018	\$109.30 SC SOMB WRENCH
Paid Chk# 013980	THEDACARE AT WORK	1/12/2018	\$99.00 MALNORY/SOBIESKI
Paid Chk# 013981	ALLIANT ENERGY/WP&L	1/19/2018	\$3,868.60
Paid Chk# 013982	BADGER LABORATORIES	1/19/2018	\$22.00 TOTAL COLIFORM BACTERIA
Paid Chk# 013983	DECKER, GORDON	1/19/2018	\$405.00 OVERPAID - 294 N HUNTER ST
Paid Chk# 013984	G & K SERVICES	1/19/2018	\$171.30 MATS/DUSTMOP
Paid Chk# 013985	JON LUNDT ELECTRIC, INC	1/19/2018	\$4,288.48 PLANT EXTERIOR LIGHTING
Paid Chk# 013986	MARTELLE WATER TREATMENT	1/19/2018	\$4,520.68 LIQUID ALUM
Paid Chk# 013987	MID-AMERICAN RESEARCH CHE	1/19/2018	\$67.04 PRO GUARD PLUS
Paid Chk# 013988	AIRGAS USA LLC	1/26/2018	\$87.50 LEASE RENEWAL
Paid Chk# 013989	ALLIANT ENERGY/WP&L	1/26/2018	\$5,198.17
Paid Chk# 013990	BADGER LABORATORIES	1/26/2018	\$44.00 TOTAL COLIFORM BACTERIA
Paid Chk# 013991	BERLIN CITY TREASURER	1/26/2018	\$20,766.07 JANUARY 2018 PAYROLLS
Paid Chk# 013992	CenturyLink	1/26/2018	\$44.49
Paid Chk# 013993	DIGGERS HOTLINE	1/26/2018	\$403.30 2018 1ST PREPAYMENT
Paid Chk# 013994	RIDGE STONE PRODUCTS, INC	1/26/2018	\$85.22 ROAD GRAVEL/LIMESTONE
Paid Chk# 013995	SUPERIOR CHEMICAL CORP	1/26/2018	\$212.14 DISINFECT/ZONE DEFENSE/SPRAYER
Paid Chk# 013996	WI STATE LABORATORY OF HY	1/26/2018	\$25.00 FLUORIDE
Paid Chk# 013997	FARMERS & MERCHANTS BANK	1/31/2018	\$96,000.00 2018 ANNUAL SEWER ERF
Total Checks			\$159,589.76

Utility

CITY OF BERLIN

PAYROLL FOR JANUARY - 2018

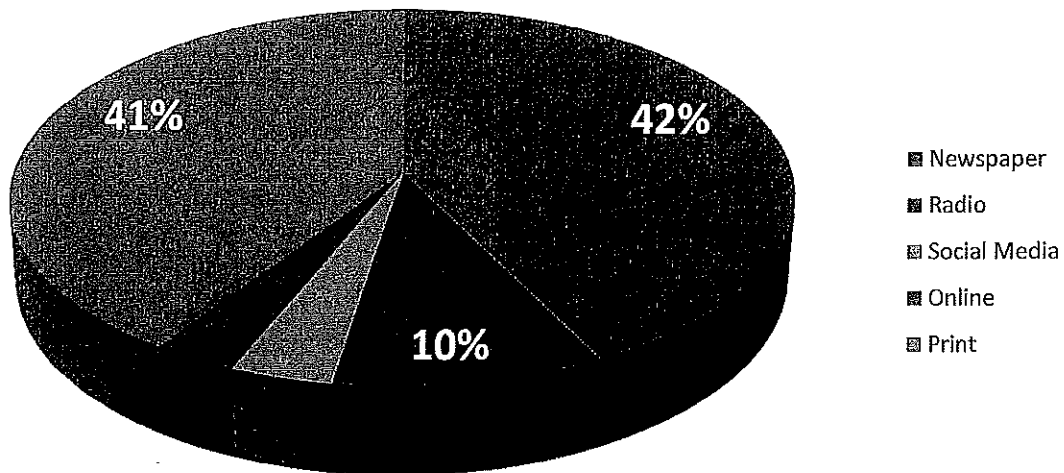
	Net Payroll
--	--------------------

PAYDATE	Payroll #	PAYROLL TITLE	GENERAL CITY	UTILITY
1/12/2018	1	General City	52,840.59	
1/12/2018	1	Utility		10,200.92
1/12/2018	1.01	Police Overtime	9,381.25	
1/12/2018	1.02	Fireman 4 Quarter	5,625.01	
1/12/2018	1.03	Murphy com	1,355.85	
1/11/2018	1.04	Merit	2,659.96	
1/24/2018	2.01	Street Uniforms	461.74	
1/26/2018	2	General City	57,599.48	
1/26/2018	2	Utility		10,421.45
		TOTAL MONTHLY PAYROLL	\$129,923.88	\$20,622.37

Berlin Chamber of Commerce
Budget 2018
January - December

INCOME	2018			2017		
City Room Tax Dollars	\$	6,500.00	11%	\$	5,091.15	9%
EXPENSES						
Advertising	\$	8,000.00	14%	\$	9,302.03	15%

Projected Advertising Breakdown 2018



ORDINANCE # 01-18

AN ORDINANCE AMENDING THE JUNKED VEHICLES AND APPLIANCES CODE

The Common Council of the City of Berlin do ordain as follows:

Sec. 70-312 of the Code of Ordinances of the City of Berlin shall be amended as follows:

Sec. 70-312. – Storage restricted.

No disassembled, inoperable, unlicensed, junked or wrecked motor vehicles, truck bodies, tractors, trailers, farm machinery, seasonal vehicles such as snowmobiles, motorcycles, motor scooters, nonmotorized campers, or appliances shall be stored, unenclosed, outside a building upon private property within the city for a period exceeding ten days unless such storage is in connection with an authorized business enterprise located in a properly zoned area maintained in such a manner so as not to constitute a public nuisance.

Sec. 70-313 of the Code of Ordinances of the City of Berlin shall be amended as follows:

Sec. 70-313. – Exceptions.

This division shall not apply to motor vehicles or motor vehicle accessories stored within an enclosed building or on the premises of a business enterprise operated in a lawful place and manner in a properly zoned area when necessary to the operation of such business enterprise, in a storage place or depository maintained in a lawful place and manner, ~~or seasonal use vehicles such as snowmobiles, motorcycles, motor scooters and nonmotorized campers, provided such vehicles are stored in compliance with ordinances. Motor vehicles registered pursuant to Wis. Stats. §§ 341.265 and 341.266 shall also be exempt from the provisions of this division.~~ In other situations the common council may issue temporary permits permitting an extension of not to exceed an additional 30 days' time to comply with the provisions of this division where exceptional facts and circumstances warrant such extension. Such temporary permits shall not be renewable.

This ordinance shall take effect the day after publication.

The numeric section numbers and headings shall be subject to modification in the discretion of the codifier, and the approval of the City Attorney, during codification into the City's current Code of Ordinances.

Passed, approved and adopted this 13th day of February, 2018.

ROLL CALL VOTE:

CITY OF BERLIN

_____AYES
_____NAYS
_____ABSENT

BY: _____
Richard D. Schramer, Mayor

ATTEST: _____
Jodie Olson, City Clerk

APPROVED AS TO FORM:

Matthew G. Chier, City Attorney

DATE: February 8th, 2018

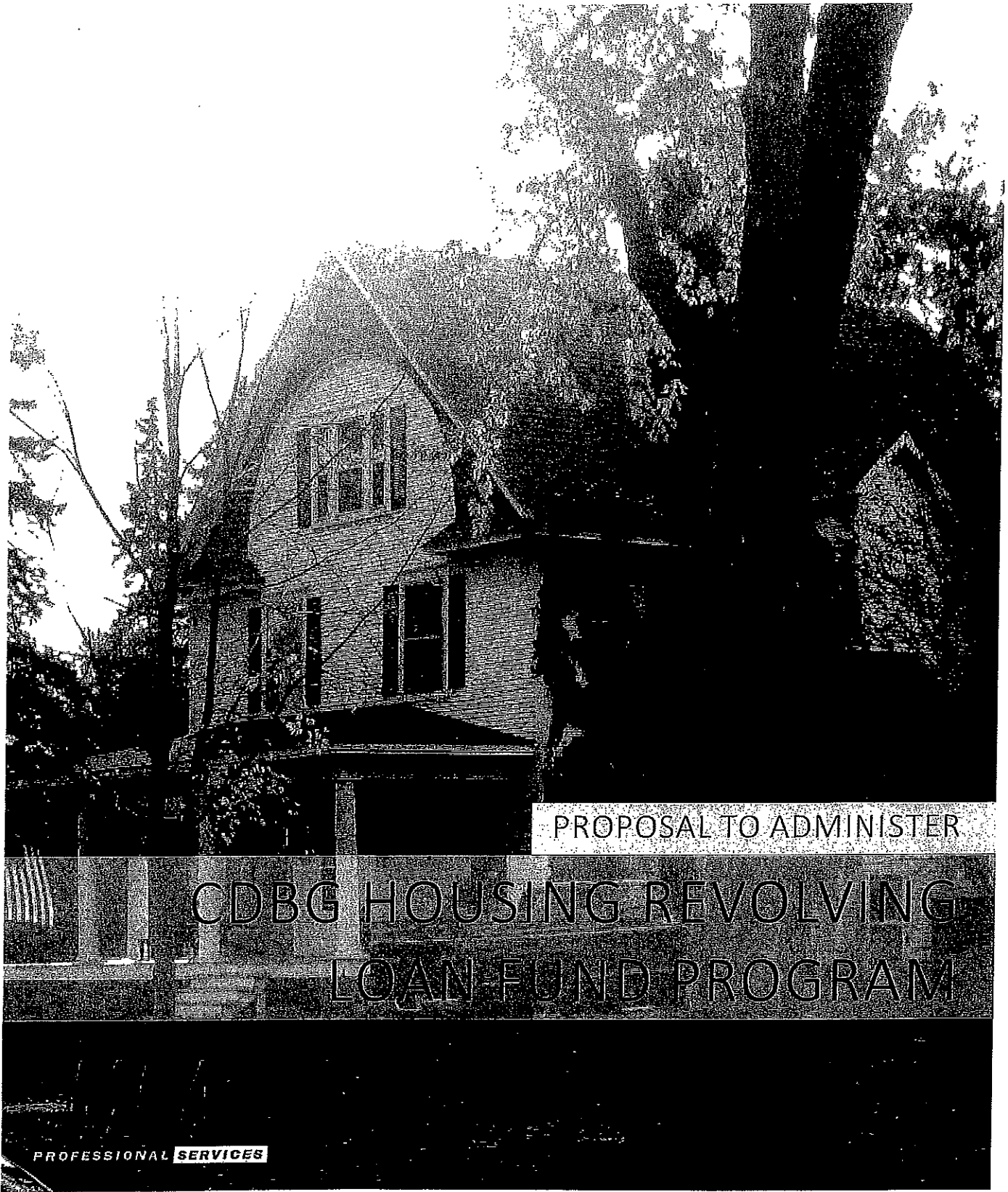
TO: Mayor and Common Council

FROM: Lindsey Kemnitz, Susie Thom, and Jodie Olson

RE: CDBG RLF Bid Proposals

BACKGROUND:

Attached you will find two proposals the City received regarding contracting out the CDBG Revolving Loan Fund (RLF) administration process. The proposals came in from MSA and BG & Associates. Please review both proposals for our discussion on Tuesday.



PROPOSAL TO ADMINISTER

CDBG HOUSING REVOLVING LOAN FUND PROGRAM

PROFESSIONAL SERVICES

Prepared for the City of Berlin, WI // February 2, 2018



February 2, 2018

Susan Thom, Program Manager
City of Berlin
108 N. Capron Street
Berlin, WI 54923

Re: Request for Proposal to Provide Administrative Services for the City of Berlin Community Development Block Grant (CDBG) Housing Program

Dear Susan,

CDBG funds can have an enormous impact on homeowners and the quality of their neighborhoods. Appointing a strategic, trustworthy and experienced administrator is essential to make your CDBG Housing program a success.

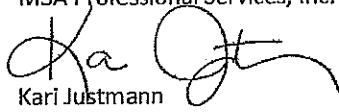
MSA Professional Services, Inc. (MSA) is ready to fulfill that role. MSA is a full grant administration and engineering consulting firm dedicated to helping clients like you successfully achieve your program goals. Our team will act as an extension of your staff and prove to be your program's strongest proponent.

We pledge to do everything possible to make your program run smoothly and achieve maximum results. As you work to find an effective partner and program administrator, please consider the following:

- MSA has worked with CDBG programs since 1977, and has generated and administered more than \$38 million in grant funding for communities throughout Wisconsin.
- Each team member has more than 16 years of housing program administration experience. We are very familiar with LMI housing needs and the requirements of a successfully run program.
- Our staff will provide personalized and comprehensive service. We are trained and experienced in fulfilling all program requirements, including lead-based paint and home ownership counseling requirements.

The MSA team is committed to providing you with high-quality, long-term consulting service. I invite you to contact any of our past or present clients to discuss our expertise in administering CDBG Housing RLF programs. If you have any questions or would like additional information, please contact me by calling our office's toll-free number, (800) 552-6330, or emailing kjustmann@msa-ps.com.

Sincerely,
MSA Professional Services, Inc.



Kari Justmann
Housing Team Leader

BID PROPOSAL

BID PROPOSAL

TO PROVIDE SERVICES TO THE
City of Berlin CDBG Housing Rehabilitation Program

Agency Name	Telephone	Mailing Address
MSA Professional Services, Inc.	(800) 552-6330	201 Corporate Drive, Beaver Dam, WI 53916

1. Please name designated CDBG Housing Program Administrator.

First Name	Last Name	Title	Agency
Kari	Justmann	Housing Team Leader	MSA Professional Services, Inc. (MSA)

a. Please list the CDBG Contract # or #'s this person has directly managed within the past 5 (five) years.

Contract #	Community	Award Year
H 14 15 05	Southern Housing Region	2016
H 12 13 05	Southern Housing Region	2013
H 11-02	Village of Bonduel	2011
H 11-13	Village of Randolph	2011
H 10-01	Village of Birchwood	2010
H 10-11	Village of Prairie Farm	2010
H 09-15	City of Ripon	2009
H 09-06	Village of Dorchester	2009
EAP 08-07	Dodge County EAP	2008
EAP 08-04	Fond du Lac County EAP	2008
H 07-07	Village of Frederic	2007
H 07-20	Village of Stratford	2007
Revolving Loan Fund	City of Amery	
Revolving Loan Fund	City of Crandon	
Revolving Loan Fund	City of Eagle River	
Revolving Loan Fund	City of Fox Lake	
Revolving Loan Fund	City of Hurley	
Revolving Loan Fund	City of Juneau	
Revolving Loan Fund	City of Omro	
Revolving Loan Fund	City of Tomahawk	
Revolving Loan Fund	Shawano County	
Revolving Loan Fund	Town of Laona	
Revolving Loan Fund	Village of Clyman	
Revolving Loan Fund	Village of Dallas	
Revolving Loan Fund	Village of Darien	
Revolving Loan Fund	Village of Dresser	
Revolving Loan Fund	Village of Luck	
Revolving Loan Fund	Village of North Fond du Lac	
Revolving Loan Fund	Village of Radisson	
Revolving Loan Fund	Village of Ridgeland	
Revolving Loan Fund	Villages of Webster & Siren	

BID PROPOSAL

- b. Please list dates of the CDBG Implementation Training this person has attended within past 5 (five) years.

Kari attended the following CDBG Implementation Training sessions:

October 10-11, 2017

September 21-22, 2010

**There were no training sessions between 2010 and 2017.*

- c. Please attach three letters of recommendation from CDBG Grantees.

Please see Attachment A & B.

- d. Please attach their resume. The resume will not be considered in lieu of this information.

Please see Attachments A & B.

- e. List Insurance information and attach a copy of Liability/Errors and Omission Insurance

Please see Attachment C.

2. MSA's CDBG administrative fee will be 14% based on the project budget expenditures. Included below is a comprehensive list of services being requested, please assign specific person(s) within your agency who will execute these services

Administrative Services	Name of Staff Member	Agency/Subcontractor
Prepare rehab work write-ups & designate contact for homeowner and contractor inquiries.	Kari Justmann Susan Maier	MSA
Prepare & send bid packet to homeowner. Include forms for them to list selected contractors and list of work that they will sign approving the items on write-up.	Susan Maier	MSA
Prepare statutory checklist including historical review & flood maps, as required.	Susan Maier	MSA
Prepare and obtain signatures for mortgage, loan documents, and rehab contracts with homeowner.	Susan Maier	MSA
Prepare and submit change orders, as necessary to State & the HA.	Susan Maier	MSA
Prepare and submit payment requests to City of Berlin CDBG-RLF.	Kari Justmann	MSA
Check State & Federal debarment lists and obtain lien waivers for each pay request and certifications and licenses of successful bidders.	Susan Maier	MSA
Prepare and send close out letter to homeowner.	Susan Maier	MSA

BID PROPOSAL

3. CDBG eligible delivery costs may be included in the homeowner's loan. They will be charged to the CDBG project budget. List your delivery costs.

Service name, such as initial HQS Evaluation, Final HQS Evaluation, LBP Fees, etc.	Cost per project
Initial HQS Evaluation/Inspection	\$275
Interim and Final HQS Evaluations/Inspections	\$250
Title Searches (MSA will procure upon selection)	\$50 - \$85
Recording Fee	\$30
Asbestos Inspection Fees	N/A – Contractor includes asbestos testing fees in their bid, when applicable
Lead-based Paint Clearance Testing and Clearance	\$250
Risk Assessment as necessary (and report)	\$425

Because of the cost increases associated with addressing lead based paint hazards, the Housing Program grants all costs associated with lead services to the homeowner. Lead related costs are not considered part of administrative costs and are not included in the owner's lien.

Lead services are dependent on the program requirements. If a project requires lead services, one of the following cost scenarios will occur:

- If a project only requires lead clearance testing, the lead service cost will be \$250. This cost will cover the clearance, lab fees, clearance report to contractor and a copy of the results for the owners.
- If a project requires a risk assessment, such as in the case of elevated lead levels in a child's blood sample, the lead service cost will be \$675. This includes \$425 for the risk assessment and \$250 for clearance testing. This total includes conducting the risk assessment, lab fees, clearance testing and copies of all necessary reports.

4. Identify Housing Quality Standard (HQS) Evaluator. This person/these persons will be responsible to provide HQS Evaluation/Inspection for the projects executed within the City of Berlin service area. If you plan to sub-contract these services with another agency, please list the agency name and person responsible for the HQS Evaluations.

First Name	Last Name	Title	Agency
Kari	Justmann	Housing Team Leader	MSA Professional Services, Inc.
Susan	Maier	Housing Program Specialist	MSA Professional Services, Inc.

a. Please list the number of inspections this person has directly managed within past 5 (five) years.

Kari Justmann – 132 inspections
Susan Maier – 202 inspections

The numbers listed above reflect only initial HQS inspections completed, not in-progress inspections, final inspections or clearance testing. Kari has completed fewer inspections in the past five years because she administers numerous programs in the northern and central parts of the state. Kari delegates the inspection tasks to co-workers in several other MSA offices. However, Kari completes all the required paperwork for each project out of the Beaver Dam office.

BID PROPOSAL

- b. Please list dates of the CDBG Implementation Training this person has attended within past 5 (five) years.

Kari Justmann and Susan Maier attended the following CDBG Implementation training sessions:
October 10-11, 2017
September 21-22, 2010

**There were no training sessions between 2010 and 2017.*

- c. Please attach three letters of recommendation.

Please see Attachment A for letters recommending Kari Justmann and Attachment B for letters recommending Susan Maier

5. The CITY OF BERLIN is an Equal Opportunity Employer. Please help us comply by answering yes/no to the following questions:

	YES	NO
51% or more of your business is owned by a Section 3 resident?*** The definition of a Section 3 resident list: 1) A public housing resident; or 2) A low- or very low-income person residing in the metropolitan area of Non-metropolitan County in which the Section 3 covered assistance is expended.		X
At least 30% of your full time employees include person that are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents?***		X
My agency is Certified Minority Business Enterprise (MBE)?****		X
My agency is Certified Woman Business Enterprise (WBE)?****		X

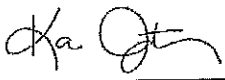
*** The definition of a Section 3 resident is:

- 1) a public housing resident; or
- 2) a low- or very low-income person residing in the metropolitan area or Non-metropolitan County in which the Section 3 covered assistance is expended.

**** VERIFICATION – The Company hereby agrees to provide, upon request, documents verifying the information provided on this form.

I declare and affirm under penalty of prosecution for perjury that the statements made herein are true and accurate to the best of my knowledge. I understand that falsifying information and incomplete statements will disqualify certification status and bid proposal.

Signature of Business Owner or Authorized Representative:

	2/2/2018
Signature	Date
Kari Justmann, Housing Team Leader	
Printed Name	

ATTACHMENT A

Kari Justmann - Resume and Letters of Recommendation



Kari Justmann

CDBG Housing Team Leader

Kari is MSA's Housing Team Leader. She manages MSA's involvement in Community Development Block Grant (CDBG) housing programs and has provided guidance in housing program administration for more than 17 years. Her experience, coupled with her commitment to the clients she works with, make her an excellent addition to any community's housing program. In addition to her expertise in providing full CDBG Housing Program administration, Kari is also a Lead Risk Assessor for the State of Wisconsin. She is licensed to perform clearance testing and risk assessments.

EDUCATION

B.S., Marketing
University of Wisconsin-Oshkosh

CONTINUING EDUCATION COURSES COMPLETED

Housing Implementation
Training and Workshops

Homeownership –
Pre-Purchase Counseling

Lead Risk Assessor Course

Housing Quality Standards Course

RESPA Training

LICENSES & CERTIFICATIONS

State of Wisconsin
Lead Risk Assessor

Homeownership –
Pre-Purchase Counseling
Education Program

AREAS OF EXPERTISE

- Grant Administration

HOUSING PROGRAM RESPONSIBILITIES

Kari's responsibilities include:

- » Application intake
- » Filing mortgages
- » Managing individual project costs
- » Preparing environmental review records
- » Providing inspection services
- » Preparing loan closings and related documents
- » Application and income verification
- » Ordering title searches
- » Submitting notices and payments to contractors
- » Preparing contracts
- » Maintaining project files

Kari works with homeowners and contractors directly to solve problems and answer questions. She prepares summaries for the housing committee and attends the housing committee meetings.

CDBG HOUSING GRANT ADMINISTRATION EXPERIENCE

Kari has provided CDBG Housing administration services for the following communities:

- » Southern Housing Region
- » City of Ripon
- » City of Fox Lake
- » City of Omro
- » Village of Stratford
- » Village of Randolph
- » Village of North Fond du Lac
- » Village of Bonduel
- » Village of Dorchester

LETTER OF RECOMMENDATION

Village of Randolph

Incorporated February 25, 1870
248 W. Stroud Street, Randolph, WI 53956-1272
920-326-4600 FAX 920-326-4603
E-mail: randolphvill@centurytel.net

Ellen L. Jung, Clerk-Treasurer
Leann Rahn, Deputy Clerk-Treasurer
www.randolphwis.com

January 31, 2018

Susan Thom, Program Manager
108 N. Capron Street
P.O. Box 272
Berlin, Wisconsin 54923

Dear Susan Thom,

The Village of Randolph received our first CDBG Housing Program Grant in 1999 and it was decided then to hire MSA Professional Services to administer the program. Kari started working for MSA in 2000 and began assisting with the program at that time. In 2006 she took over full administration of the program. Kari has been a true pleasure to work with all these years.


There is a lot of paperwork, deadlines and rules when dealing with CDGB Housing Grant money and it would be very daunting for myself to deal with. But with Kari administering the program, everything runs very smoothly. Kari and her team specialize in this area, keep up with all the changes to the programs and always keep us informed as to what is going on. No way would I have the time or expertise to keep up with all the changes that take place with these programs so are very thankful and confident in Kari's abilities.

The nice thing is that MSA Professional Services completes the entire process without sub consultants. Kari and her team complete the inspections and provide detailed, comprehensive write ups for the homeowners and contractors.

Things I really appreciate about Kari are not only her knowledge of the programs but her friendliness and ease to work with. She's very easy to talk to, makes things easy to understand and just is a pleasure to work with. I have had no complaints from any village residents that have worked with her on their projects. She has a true concern for the residents that she works with that their housing project turns out as they had planned.

I am happy to have the opportunity to recommend Kari Justmann. We have received another CDBG Housing Program Grant and Kari is also administering that one for us. It's so nice not having to worry about the program and if it is being run the way it should, because I know it is.

Sincerely,


Ellen L. Jung
Village Clerk-Treasurer

LETTER OF RECOMMENDATION



January 31, 2018

Susan Thom, Program Manager
108 N Capron Street
PO Box 272
Berlin, WI 54923

Dear Ms. Thom,

Since 2005 the Village of North Fond du Lac has had the pleasure of having Kari Justmann as our CDBG program administrator. Kari and her employer complete the entire process for a project without sub consultants. Since I work limited hours and have the responsibility of overseeing this program from the Villages end, I appreciate knowing if I have a question Kari is just one phone call away. Her team completes the inspections and provide detailed, comprehensive write ups for the homeowners and contractors. All parties involved are very complimentary of Kari's services and the ease of the process. Annually the Village has an audit and Kari prepares the necessary paperwork for our auditors.

We are an older community and Kari has helped spruce up some aging homes. Her ability to work with all age ranges of residents speaks volumes. Kari and the Village building inspector have worked together well when our inspector has maintenance issues. All in all, it is not just one project that comes to mind but Kari's ability to reach the Village as a whole.

Kari has all the qualities to lead a program. Her organization, timeliness, attitude, thoroughness, ability to work with others, etc. We had a unique CDBG board with different opinions and Kari's ability to work with these individuals is a testament to her dedication to her work. I feel very fortunate to be working with Kari.

Please accept this letter as my recommendation for Kari Justmann. Please feel free to contact me with any questions. I can be reached at (920)929-3765, Monday-Thursday from 8 a.m. to 2 p.m.

Sincerely,

Kris Ruch
Deputy Treasurer
Human Resource/Payroll

MUNICIPAL OFFICES: 16 Garfield Street, North Fond du Lac, WI 54937-1399 • 920/929-3765 FAX 920/929-3964

ATTACHMENT B

Susan Maier - Resume and Letter of Recommendation



Susan Maier

CDBG Housing Program Specialist

With more than 15 years of experience facilitating CDBG, HOME and HCRI Housing program, Susan is one of MSA's experienced CDBG Housing Program Specialists. In addition to serving as a valuable resource for homeowners, contractors and other stakeholders throughout program administration, Susan is also a Lead Hazard Investigator for the State of Wisconsin. She is licensed to perform initial lead sampling, clearance testing and risk assessments.

CONTINUING EDUCATION COURSES COMPLETED

Housing Implementation
Training and Workshops

Lead Hazard Investigator Course

Homeownership --
Pre-Purchase Counseling

Real Estate Loan Training

Housing Quality
Standards Course

Employee Development Program

LICENSES & CERTIFICATIONS

Homeownership --
Pre-Purchase Counseling
Education Program

State of Wisconsin
Lead Hazard Investigator

AREAS OF EXPERTISE

- Grant Administration
- Lead Hazard Investigation

HOUSING PROGRAM RESPONSIBILITIES

Susan's duties include:

- | | |
|---|---|
| » Application intake | » Application and income verification |
| » Filing mortgages | » Ordering title searches |
| » Submitting notices and payments
to contractors | » Preparing environmental review
records |
| » Preparing contracts | » Providing inspection services |
| » Preparing loan closings
and related documents | » Maintaining project files |

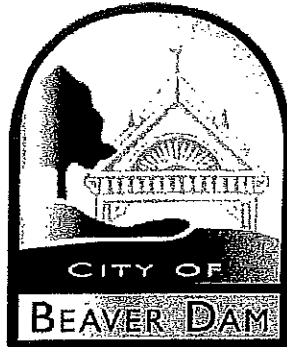
Susan also manages individual project costs and finances using the State required journals. She works with homeowners and contractors directly to solve problems and answer questions. She also prepares monthly summaries for the housing committee and attends the meetings.

CDBG HOUSING GRANT ADMINISTRATION EXPERIENCE

Sue has provided CDBG Housing administration services for the following communities:

- | | | |
|---------------------------|----------------------|------------------------|
| » Village of Sharon | » Dodge County | » Village of Friesland |
| » City of Whitewater | » City of Beaver Dam | » Green Lake County |
| » City of Watertown | » Village of Lowell | » City of Plymouth |
| » Southern Housing Region | | |

LETTER OF RECOMMENDATION



City of Beaver Dam
205 South Lincoln Avenue
Beaver Dam, Wisconsin 53916

Phone: (920) 887-4600
Fax: (920) 887-4605

January 31, 2018

Susan Thom, Program Manager
108 N. Capron Street
PO Box 272
Berlin, WI 54923

Dear Ms. Thom,

The City of Beaver Dam has contracted with MSA Professional Services to administer the City's CDBG Housing Program since 1995. The City has been very pleased with MSA and more specifically Susan Maier's management of the program on behalf of the City. Susan is very knowledgeable and has always worked with the City and loan recipients in a very professional manner. I have on several occasions received phone calls from loan recipients praising Susan for the way she worked with them and helped them through the loan process.

I could give many examples of the value Susan adds to the City's CDBG program but I think the most important thing to me is her ability to manage every aspect of the program. Susan handles every step of the process from loan origination through project completion. As the Director of Administration for the City I oversee several City functions including the CDBG program and Susan's ability to manage this program without much City assistance frees up my time to deal other City matters. Any time the City receives a question relative to availability of CDBG Housing funds, CDBG Housing program information, loan subordinations or any other element of the program a simple referral to Susan is all it takes get people the information and assistance they need. I cannot emphasize enough how valuable Susan's management of this program is to the City.

The City's Housing Authority is a committee comprised of citizen members. It is very important that the members are provided with complete and understandable information to help them fulfill their responsibility of overseeing the CDBG program. I believe MSA's ability to perform inspections and to provide detailed reports is extremely helpful to the committee members. Susan Maier's knowledge of the CDBG program and her ability to effectively communicate with the Housing Authority members is critical. Susan's capabilities coupled with MSA's capacity as a firm to provide all the services

PROPOSAL
for City of Berlin CDBG-RLF Housing
Rehabilitation Program

by

BG & Associates, LLC

February 2, 2018



BID PROPOSAL
TO PROVIDE SERVICES TO THE
CITY OF BERLIN CDBG HOUSING REHAB PROGRAM

BG & Associates
(AGENCY NAME)

Barb Gabrielson | Grant Administrator | (715) 752.4620
(AGENCY CONTACT)

I. Designated CDBG Housing Program Administrator:

Barb Gabrielson – Grant Administrator
Name and Title

- a. Please list the number of CDBG Contracts this person has directly managed within past 5 (five) years: **28 CDBG RLF Contracts, 2 CDBG Regions**
- b. List dates of CDBG Implementation Training this person has attended within the past 5 (five) years:
9/17-18, 2017, 9/16 -18, 2013
- c. Attach three letters of recommendation from CDBG Grantees. **See Exhibit B.**
- d. Attach their resume. The resume will not be considered in lieu of this information. **See Exhibit C.**
- e. List insurance information and attach a copy of Liability/Errors and Omissions Insurance.

See Exhibit D

- II. The CDBG administrative fee will be **7.5%** based on the project budget expenditures. Included below is a comprehensive list of services being requested. Please assign specific person(s) within your agency who will execute these services.

	Administrative Services	Name of Staff Member	Agency
1.	Prepare rehab work write-ups & designate contact for homeowner and contractor inquiries	Rick Gabrielson Glenn Helmuth Craig Olson	BG & Associates
2.	Prepare & send bid packet to homeowner. Include forms for them to list selected contractors and list of work that they will sign approving the items on write-up.	Barb Gabrielson Kaytlin Gabrielson Kathy Jepson	BG & Associates
3.	Prepare statutory checklist including historical review & flood maps, as required	Rick Gabrielson Glenn Helmuth Craig Olson	BG & Associates

4.	Prepare and obtain signatures for mortgage, loan documents, and rehab contracts with homeowner	Barb Gabrielson Kaytlin Gabrielson Kathy Jepson	BG & Associates
5.	Prepare and submit change orders as necessary to State & the HA	Rick Gabrielson Glenn Helmuth Craig Olson	BG & Associates
6.	Prepare and submit payment requests to City of Berlin CDBG-RLF	Barb Gabrielson Kaytlin Gabrielson Kathy Jepson	BG & Associates
7.	Check State & Federal debarment lists and obtain lien waivers for each pay request and certifications and licenses of successful bidders	Barb Gabrielson Kaytlin Gabrielson Kathy Jepson	BG & Associates
8.	Prepare and send close out letter to homeowner	Barb Gabrielson Kaytlin Gabrielson Kathy Jepson	BG & Associates

- III. CDBG eligible delivery costs may be included in the homeowner's loan. They will be charged to the CDBG project budget. List your delivery costs.

	Service name	Cost per project
1.	Initial HQS Evaluation/Inspection	\$500.00
2.	Interim HQS Evaluations/Inspections	\$300.00 (up to 2 inspections)
3.	Final HQS Evaluations/Inspections	\$500.00
4.	Asbestos Inspection Fees	\$525.00* (up to 4 samples)
5.	Lead-based Paint Clearance Testing and Clearance	\$220.00**
6.	Risk Assessment as necessary (and report)	\$595.00***

* Reflects Northstar's current price. Not guaranteed. Subject to change if Northstar's price changes.

** Price based on lab fee. Price is not guaranteed and is subject to change if lab fee increases.

*** Estimate only and determined based on search. We do not control the cost of 3rd party vendors.

- IV. Identify Housing Quality Standard (HQS) Evaluator. These individuals will be responsible to provide HQS Evaluation/Inspection for the projects executed within the City of Berlin service area. If you plan to sub-contract these services with another agency, please list the agency name and person responsible for the HQS Evaluations.

Rick Gabrielson – Grant Specialist

Glenn Helmuth – CDBG Housing Inspector

Craig Olson – CDBG Housing Inspector

Name and Title (Agency Name if sub-contracted)

- a. Please list the number of inspections this person has directly managed within the past 5 (five) years.

Rick Gabrielson – Over 300 Inspections

Glenn Helmuth – Over 300 Inspections

Craig Olson – Over 10 Inspections

- b. List dates of the CDBG Implementation Training this person has attended within the past 5 (five) years.

Rick Gabrielson: 9/17-18, 2017, 9/16 -18, 2013

Glenn Helmuth: 9/17-18, 2017, 9/16 -18, 2013

Craig Olson: 9/17-18, 2017

- c. Attach three letters of recommendation and list provider's names here.

See Exhibit B

- V. The CITY OF BERLIN is an Equal Opportunity Employer. Please help us comply by answering yes/no to the following questions:

	YES	NO
Is 51% or more of your business owned by a Section 3 resident?*** The definition of a Section 3 resident list:		
1) A public housing resident; or		X
2) A low- or very low-income person residing in the metropolitan area or Non-metropolitan County in which the Section 3 covered assistance is expended.		
At least 30% of your full-time employees include persons that are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents?***	X	
Is your agency is a Certified Minority Business Enterprise (MBE)?***		X
Is your agency is a Certified Woman Business Enterprise (WBE)?*** (see attached)	X	

***VERIFICATION – The Company hereby agrees to provide, upon request, documents verifying the information provided on this form.

I declare and affirm under penalty of prosecution for perjury that the statements made herein are true and accurate to the best of my knowledge. I understand that falsifying information and incomplete statements will disqualify certification status and bid proposal.

Signature of Business Owner or Authorized Representative:

Barbara Gabrielson
Signature

1/29/18
Date

Barbara Gabrielson
Printed Name

Exhibit B

Letters of Recommendation



Central Housing Region

Community Development Block Grant Program

Counties of Adams, Green Lake, Juneau, Marathon, Marquette, Portage, Waupaca, Waushara & Wood



To Whom It May Concern:

This is a letter of recommendation for Barb Gabrielson and BG & Associates to operate your CDBG Revolving Loan Fund Program.

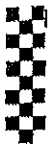
We began working with Ms. Gabrielson on the Central Housing Region - Community Development Block Grant (CDBG-CHR) Program in March of 2014. Her office, at the time GAI Consultants, were hired to assist Juneau County Housing Authority with administration. We have also contracted with them to assist Juneau County with our local Revolving Loan Fund (RLF) Program.

As Program Administrator for the CDBG-CHR I have enjoyed working with Barb and her staff. They are very accommodating in whatever is needed to be done and prompt in getting the paperwork sent to us. They are available nights and weekends which is very accommodating to clients.

I would highly recommend Barb Gabrielson and BG & Associates to aide you in your CDBG-RLF Program.

Sincerely,

Julie A. Oleson
JCHA Executive Director
CHR-CDBG Program Manager



Bessette Construction Inc.

E7022 Hwy 45 Marion, WI 54950

Ph# 715-754-4566

Cell# 715-853-8346

Fax# 715-754-2575

Email: toddbessette@gmail.com

November 13, 2012

RE: Reference letter for Rick & Barb Gabrielson

To whom it may concern;

I have worked with Rick & Barb for several years under the Community Development Block Grant Programs. Rick does a great job when he makes his initial inspections; he is very aware of the codes and clearly writes the work to be performed out in the bid sheets. Everything is easy to understand and he makes the property owners very aware of the work to be completed.

When we are getting close to completing a project Barb does a great job of contacting my company to make sure I have the proper paperwork in and she will have the money there when I am completed. Rick always makes it work to meet the property owners and my schedule for final inspections. Rick does a very thorough job during the final inspection to make sure every item was completed to his satisfaction.

I have seen jobs completed by other Grant directors and I would highly recommend there company for future community's, it would be in the best interest for the community.

Sincerely, Todd Bessette



City of Marion, Wisconsin

217 N. Main Street
Post Office Box 127
Marion, WI 54950-0127
Phone: (715) 754-2124
Fax: (715) 754-5420

February 16, 2015

Langlade County

To whom it may concern:

I am happy to recommend Ms. Barb Gabrielson, BG& Associates, for administration of your housing grant.

Ms. Gabrielson has worked for the City of Marion since 1999 in acquiring and administering our housing grants. In 1999, the city received a grant for \$750,000 and in 2009 we received another \$500,000. In total, she has assisted approximately 70 homeowners, developers, landlords and homebuyers on behalf of the City of Marion.

Barb is organized, efficient, and a pleasure to work with. She is timely and always aware of deadlines. She quickly remedies any problems with contractors and homeowners and addresses any concerns we might have. We can rely on her to make sure all federal, state and local rules for the program are followed. Her guidance has been an invaluable asset.

Ms. Gabrielson deserves serious consideration, and we recommend her highly.

Sincerely,

Mary S. Rogers,
Clerk-Treasurer
City of Marion



KerberRose

Certified Public Accountants

February 17, 2015

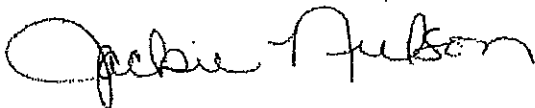
Dear Consortium Member:

I am happy to recommend Ms. Barb Gabrielson, BG & Associates, for administration of your housing grant.

Ms. Gabrielson is the administrator of the housing grants for several of my audit clients. I work directly with Ms. Gabrielson, as well the administrators and clerks to ensure I have all the required information needed to perform the municipality's audit. All requested information is provided in an organized, efficient and timely manner. All follow up questions are responded to promptly. We have audited Ms. Gabrielson's records (receipts, deposits, disbursements, reconciliations) which at times require a federal single audit. The records are always accurate and all required OMB circular requirements are met.

Ms. Gabrielson deserves serious consideration, and I recommend her highly.

Sincerely,



Jackie Nielson
Senior Accountant
KerberRose S.C.
Certified Public Accountants

Exhibit C

Resumes & Qualifications



Barbara Gabrielson

Owner, Grant Specialist

LICENSES/ CERTIFICATIONS

Lead Sampling Technician
Certificate, Milwaukee
Lead, 2002-present

Homebuyer Education
Counselor Certification,
University of Wisconsin,
2003

SKILLS

Grant application
identification and
preparation

CDBG Housing Program
and Revolving Loan Funds

CDBG Economic
Development Program
for Public Facilities

CDBG Blight Elimination
and Brownfield
Redevelopment Program

CDBG Emergency
Assistance Program

Davis-Bacon labor
standards

American Recovery and
Reinvestment Act (ARRA)
funding requirements

Relocation services

Lead and asbestos
regulations

SUMMARY

Ms. Gabrielson is the owner of BG & Associates, LLC — a Certified Woman Business Enterprise (WBE). She specializes in administering grants for the State of Wisconsin's Community Development Block Grant (CDBG) programs. She has helped more than 30 Wisconsin communities prepare and submit grant applications by managing finances, coordinating with banks, conducting on-site housing inspections and lead clearances, obtaining historic clearances, working with local governments to enforce regulations, overseeing bidding procedures, attending public hearings, and establishing program schedules.

Ms. Gabrielson has experience providing family relocation services and conducts homebuyer education classes. She attended lead clearance training and has a solid understanding of the State's regulations regarding lead and asbestos.

PROFESSIONAL EXPERIENCE

Central Housing Region Program Administration, WI. Coordinated all tasks assigned to BG&Associates including inspections, historical clearances, reviews of lead and asbestos laws with contractors, collecting information from contractors, arranging temporary relocation, performing closings, reviewing payment requests, coordinating draws to the state with finance for payments to contractors.

Northwoods Housing Region Program Administration, WI. Provided all general administration. This includes application and income qualifications, letter reports, assigning inspections, discussing projects with contractors, book keeping, file keeping, closings and more.

CDBG Housing Program Administration, Various Communities, WI. Administered over \$30 million between active and revolving loan funds for the State's CDBG - Housing Program. Coordinated with communities, the State, homeowners, and contractors to implement and manage successful programs.

CDBG-PF Funding, City of New London, Waupaca County, WI. Using CDBG-PF funding, worked with a local nursing home to develop a historic school building into an adult day-care center, assisted living apartments, senior center, community gym, and food pantry.

RELEVANT TRAINING/COURSES

NAN-KAY-HQS Training,
Wisconsin Department of
Commerce

Real Estate Settlement
Procedures Act (RESPA)
Training, Wisconsin
Department of
Commerce

Red Flag Policy Training,
Wisconsin Department of
Commerce

Lead Sampling Technician
Certificate, Milwaukee
Lead, 2002 - present

Homebuyer Education
Counselor Certificate,
University of Wisconsin,
2003

PROFESSIONAL HISTORY

Owner, BG & Associates,
A Certified Woman
Business Enterprise
(WBE)
2014–present

GAI Consultants, Inc.,
2013–2014

Crispell-Snyder, Inc.,
2006–2013

Mid-America Planning
Services, 1986–2006

CDBG Special Projects, City of New London, Waupaca County, WI.
Worked with local developer to convert old historical City hall into eight apartments.

CDBG Housing Program, City of New London, Waupaca County, WI. Worked with local developer to convert a vacant warehouse into 17 low- and moderate income apartments.

Housing Relocation Assistance, City of New London, Waupaca County, WI. Relocated single female from a substandard home acquired by the City. Involved working with realtors and the resident to find suitable comparable housing and moving the resident to the selected house in accordance with federal and state relocation laws.

CDBG-PF Funding, Village of Milltown, Polk County, WI. Worked with a non-profit organization to develop a domestic abuse center.

CDBG Housing Program, City of Clintonville, Waupaca County, WI. Worked with a local developer to convert a vacant building into seven apartments.

CDBG-PF Funding, City of Clintonville, Waupaca County, WI. Administered CDBGPF grant for a \$3.5 million arsenic treatment plant in conjunction with the Wisconsin Department of Natural Resources' safe drinking water program.

CDBG-EAP, Manitowoc County, WI. Assisted numerous families with obtaining grant money for flood damage to their homes not covered by insurance or the Federal Emergency Management Agency.

TESTIMONIAL

"Barb is organized, efficient, and a pleasure to work with. She is timely and always aware of deadlines. She quickly remedies any problems with contractors and homeowners and addresses any concerns we might have. We can rely on her to make sure all federal, state and local rules for the program are followed. Her guidance has been an invaluable asset." – Municipal Client, Mayor

Housing Grant Project Experience

BG & Associates has helped over 30 communities in more than 19 counties throughout the State of Wisconsin with active and revolving loan funds (RLFs) through the (CDBG) Housing Program. Communities include areas in both the Central Housing Region and the Northwoods Housing Region.

Community Name	Grant Amount	Contact Person	Phone #
Argyle	\$ 300,000.00	Sandra Flannery	1.608.543.3113
Athens	\$ 300,000.00	Lisa Czech	1.715.257.9170
Bay City	\$ 500,000.00	Shawnie King	1.715.594.3168
Bear Creek	\$ 299,800.00	Betty Miller	1.715.752.4065
Birnamwood, village	\$ 300,000.00	Laurie Klumpyan	1.715.449.2001
Bowler	\$ 500,000.00	Patsy Koenig	1.715.793.1910
Central Housing Region	\$ 2,000,000.00	Julie Oleson	1.608.847.7309
Clintonville	\$ 1,259,000.00	Peggy Johnson	1.715.823.7600
Colby	\$ 322,850.00	Connie Guerts	1.715.223.4435
Deer creek	\$ 300,000.00	Marcia Pethke	1.715.752.3548
Eland	\$ 322,850.00	Marnie Osterbrink	1.715.253.2918
Fifield	\$ 500,000.00	Sally Putman	1.715.762.2500
Langlade Region	\$ 2,025,000.00	Gary Olsen	1.715.627.6203
Marion	\$ 500,000.00	Mary Rogers	1.715.754.2124
Marion	\$ 750,000.00	Mary Rogers	1.715.754.2124
Mosinee	\$ 229,012.00	Jeff Gates	1.715.693.2275
Mosinee	\$ 500,000.00	Jeff Gates	1.715.693.2275
New London	\$ 1,000,000.00	Sue Tennie	1.920.982.8500
Shawano	\$ 1,036,446.00	Karla Duchac	1.715.526.6138
Shullsburg	\$ 285,633.00	Marsha Einsweiler	1.608.965.4424
T. Bear creek	\$ 495,405.00	Carrie Griepentrog	1.715.752.4275
T. Birnamwood	\$ 320,850.00	Dennis Knaak	1.715.449.3212
T. Porter	\$ 300,000.00	Nancy Towns	1.608.931.7835
T. Madison	\$ 500,000.00	Renee Schwass	1.608.210.7260
Tigerton	\$ 536,370.00	Trisha Hoffman	1.715.535.2262
Twin Lakes	\$ 500,000.00	Cathy Richardson	1.262.877.2858
V. Birnamwood	\$ 345,000.00	Laurie Klumpyan	1.715.449.2001
Wabeno	\$ 460,000.00	Brenda St. Peters	1.715.473.4333
Weyauwega	\$ 345,000.00	Patrick Wetzel	1.920.867.2630
Williamstown	\$ 352,499.00	Cindy Fredrickson	1.715.473.4333
Wittenberg	\$ 300,000.00	Traci Matsche	1.715.253.6063


CERTIFICATE OF APPRECIATION

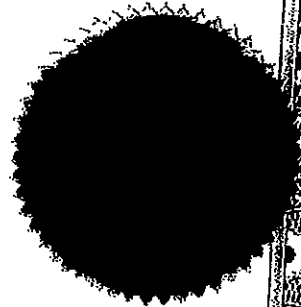
Awarded to


Barb Gabrielson

for your voluntary membership on
the CDBG Advisory Committee
and your commitment to continuous
improvement of the CDBG-Housing Program.
The Wisconsin Division of Housing thanks you.

Given this 18th day of September 2013


Rick Radig, CDBG-Housing Grant Specialist




Joanna Schumann, CDBG-Housing Program Manager



WISCONSIN DEPARTMENT OF
ADMINISTRATION

SCOTT WALKER
GOVERNOR

SCOTT A. NEITZEL
SECRETARY

CERTIFICATION

WI-7305 - WBE

The Department of Administration
Division of Enterprise Operations
having determined that

BG& Associates

*Has successfully met the certification requirements as outlined in
Wisconsin Administrative Code Adm. 83 and the policies adopted thereunder,
hereby grants the designation of*

Woman-Owned Business Enterprise

and is recognized as such until the expiration of registration and certification on

Expiration: March 21, 2019

NAICS Codes:

925110 Administration of Housing Programs

NIGP Codes:

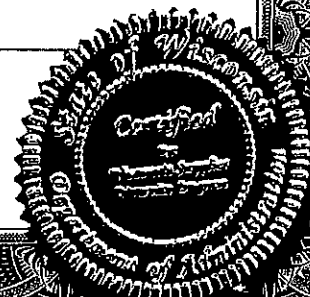
See online business directory at: <https://wisdp.wi.gov>

Product:

CDBG grant Administration

Authorized By:

Evetta Sloan, Equal Opportunity Specialist





Richard Gabrielson

Grant Specialist

LICENSES/ CERTIFICATIONS

Lead Sampling Technician
Certificate, Milwaukee
Lead, 2007-Present

SKILLS

Grant application
identification and
preparation

CDBG Housing Program
and Revolving Loan Funds

CDBG Emergency
Assistance Program

Davis-Bacon labor
standards

American Recovery and
Reinvestment Act (ARRA)
funding requirements

Lead and asbestos
regulations

Housing rehabilitation:
carpentry, electric,
plumbing

RELEVANT TRAINING/COURSES

Real Estate Settlement
Procedures Act (RESPA)
Training, Wisconsin
Department of Commerce

SUMMARY

Mr. Gabrielson has extensive experience administering grants for the State of Wisconsin's Community Development Block Grant (CDBG) programs. He has helped more than 30 Wisconsin communities prepare and submit grant applications, manage finances, coordinate with banks, conduct on-site housing inspections and lead clearances, obtain historic clearances, work with local governments to enforce regulations, oversee bidding procedures, attend public hearings, and establish program schedules. Mr. Gabrielson has a solid understanding of the State's regulations regarding lead and asbestos. He also is a labor standards officer, overseeing labor standards compliance for public facilities projects.

PROFESSIONAL EXPERIENCE

CDBG Housing Program Inspections, Various Communities, WI.

Completed initial, interim, and final inspections for numerous communities within the Northwoods Housing and Central Housing Regions as well as for the cities of Clintonville, Marion, and Mosinee, the Villages of Tigerton and Wittenberg, the Towns of Wabeno and Deer Creek.

CDBG Housing Program Lead Clearance Testing, Various

Communities, WI. Completed lead clearance tests for numerous communities within the Northwoods Housing and Central Housing Regions as well as for the cities of Clintonville, Kaukauna, Mosinee, Shawano and the Village of Wittenberg.

CDBG-EAP, City of Marion, Waupaca County, WI. Labor standard officer for \$700,000 project that involved emergency work on the City's dam.

CDBG-PF Funding, City of Clintonville, Waupaca County, WI. Labor standards officer for \$3.5 million arsenic treatment plant public facilities project in conjunction with the Wisconsin Department of Natural Resources' (WDNR) safe drinking water program.

CDBG-PF Funding, City of Marion, Waupaca County, WI. Labor standards officer for a \$1.2 million economic development project.

CDBG-EAP, Manitowoc County, WI. Assisted numerous families with obtaining grant money for flood damage to their homes not covered by insurance or the Federal Emergency Management Agency.

Red Flag Policy Training,
Wisconsin Department of
Commerce

Housing Rehabilitation
Training, Wisconsin
Department of Commerce

Supervisory Management
Training Certification, Fox
Valley Technical
College, WI

Graduate of Outagamie
County Teacher College -
Kaukauna, WI, 1972

United States Marines
Corps, 1964-1969

PROFESSIONAL HISTORY

BG & Associates,
2014-present

GAI Consultants, Inc.,
2013-2014

Crispell-Snyder, Inc.,
2006-2013

Sanitary Sewer Rehabilitation, Village of Whitefish Bay, Milwaukee County, WI. Reviewed labor standards for this project in conjunction with the WDNR's safe drinking water program.

TESTIMONIAL

"Rick was extremely knowledgeable in the process and procedure to perform [lead clearance testing] for us. His reporting of the test was excellent... He was always on time and a real pleasure to work with."

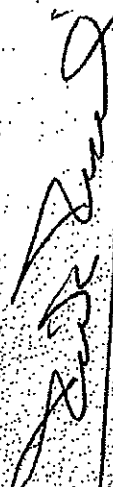
– Municipal Client, CDBG Administrator

CERTIFICATE OF COMPLETION

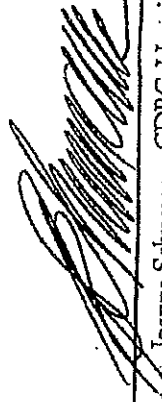
Rick Gabrielson

has satisfactorily completed
the three-day course and exam
and
is now certified to administer the
2012 CDBG-Housing Program.

Given this 18th day of September 2013



Rick Radig, CDBG-Housing Grant Specialist



Joanna Schumann, CDBG-Housing Program Manager



Glenn A. Helmuth

CDBG Housing Inspector/General Carpenter

LICENSES/ CERTIFICATIONS

Certified Lead Inspector,
2011-present

Certified Rental
Weatherization Inspector,
2011-present

Housing Quality
Standards Specialist,
1992-present

SKILLS

General Carpenter for
one- and two-family
dwellings

Renovations

New Construction

General Contractor

Housing Quality
Standards Inspections

Lead and Asbestos
Inspections

Rental Weatherization
Inspections

CDBG Inspections

RELEVANT TRAINING/COURSES

Lead Inspection
Certification, Milwaukee
Lead/Asbestos Center,
Milwaukee, WI

SUMMARY

Mr. Helmuth has worked in the building trade for the last 47 years. He started out working for a company of over 100 employees in Central Illinois where he worked for 8 years. During his time there, he was quickly promoted to Construction Foreman and helped build over 220 buildings. The majority of the buildings were custom homes, but also included duplexes, apartment buildings, motels and restaurants as well as some remodeling projects.

In 1977, Mr. Helmuth moved back to his home area in Wisconsin where he has spent the last 39 years working as a self-employed carpenter and contractor under his own company, Helmuth Builders.

Mr. Helmuth has been performing HQS Inspections since 1992 and has been working with BG & Associates since early 2015, performing both HQS inspections and Lead Clearance inspections.

PROFESSIONAL EXPERIENCE

Northwoods Housing and Central Housing Region Inspections, WI. Inspections include but not limited to: initial, interim and final inspections, writing up work writes, meeting with home owners and contractors. Working directly with contractors and homeowner to discuss project details.

CDBG Housing Program Inspections and Lead Clearance, Various Communities, WI. Performing Housing Quality Standards (HQS) inspections and Lead Clearance inspections for BG & Associates since April 2015.

Indianhead Community Action Agency Inspections, Ladysmith, WI. Performed HQS Inspections for the agency.

Rusk County Housing Grant Program Inspections, Rusk County, WI. Began performing HQS Inspections in 1992.

General Carpenter and Contractor, Various Communities, WI. Self-employed Contractor and General Carpenter since 1977 under the name of Helmuth Builders. Projects have provided extensive experience in all aspects of general carpentry for both one- and two-family dwellings, including renovation and new construction projects.

Occupational Training &
Supply, Willowbrook, IL

Wisconsin Dept. of
Commerce Rental
Weatherization Program,
Green Bay, WI

Housing Quality
Standards Specialization
Training, Nan McKay

PROFESSIONAL HISTORY

HQS Inspector, BG &
Associates,
2015-present

Owner, Helmuth Builders,
1977-present

Construction Foreman,
O.E. Schrock Inc.,
Arthur, IL, 1970-1977

Carpenter, O.E. Schrock
Inc., Arthur, IL,
1969-1970

Construction Foreman, Central IL. Worked for a local developer in central Illinois for 8 years (1969-1977) to build over 220 buildings including custom homes, duplexes, apartment complexes, motels and restaurants. Projects included both renovations and new construction.



Craig Olson

CDBG Housing Inspector

LICENSES/ CERTIFICATIONS

Certified Lead Sampling
Technician,
2018

SKILLS

Project Analysis
Project Design
Construction Documents
Project Management
Proficient in State and
National Commercial
Building Codes
Proficient with Americans
with Disabilities Act (ADA)
Requirements
Lead Sampling
CDBG Inspections
New Construction

RELEVANT TRAINING/COURSES

Lead Sampling
Certification, Milwaukee
Lead/Asbestos
Information Center,
Milwaukee, WI

SUMMARY

Mr. Olson worked for a design-build firm for nearly 40 years. The firm provided project analysis, design, construction documents, construction, construction management and quality assurance/warranty service on all types of medical facilities.

Throughout his career, Mr. Olson held many positions including a Draftsman for structural and architectural construction documents, a Senior Job Captain, a Team Leader supervising other Job Captains, an Interior Design Department Manager, a Special Assignment Team member, and a Project Design Manager.

As a Project Design Manager, Mr. Olson provided detailed review and input which contributed to the development of project costs, financing options, site selecting, ownership options, and the establishment of project space programs and budgets. He also developed and managed project design schedules, reviewed project owner and consultant contracts, provided management and oversight of all project design and construction documents.

As a liaison with local and state agencies to define and incorporate all code, ordinance, and zoning requirements, Mr. Olson is well versed in the requirements and application of state and national commercial building codes (IBC, UBC, NFPA, FGI) and the Americans with Disabilities Act (ADA).

PROFESSIONAL EXPERIENCE

CDBG Housing Program Inspections and Lead Clearance, Various Communities, WI. Performing Housing Quality Standards (HQS) inspections and Lead Clearance inspections for BG & Associates since October 2017.

ERDMAN Company, Madison, WI. Nearly 40 years of experience, covering a variety of roles including:

Draftsman for structural and architectural construction documents;

Senior job captain with overall responsibility for the production of individual project construction documents;

Team leader. Supervisor for 7-9 job captains responsible for production of construction documents for multiple projects;

**PROFESSIONAL
HISTORY**

HQS Inspector, BG &
Associates,
2018–present
Owner, Laker Consulting,
2017–present
Project Design Manager,
ERDMAN Company
1978–2017

Interior design department manager. Responsible for 7 - 10 interior designers producing interior design and construction documentation for multiple projects;

Part of special assignment team created to research, develop, and implement the interface of various software platforms for company estimating, scheduling, purchasing, material management, accounting, etc.;

Project design manager. Single point interface with all levels of medical client representatives – physicians, nurses, administrators, facility managers, owner consultants and equipment vendors, etc.

Oversight and management of all architectural and engineering disciplines regarding projects from inception through construction completion and turnover to owner.

Project field coordination between clients and construction personnel. Responsible for assurance of alignment with design intent, compliance with specs, quality craftsmanship, code compliance and change order processing.



Kathy Jepson

Community Grant Administrator

LICENSES/ CERTIFICATIONS

Lead Sampling Technician
Certificate, Milwaukee
Lead, 2002

Homebuyer Education
Counselor Certificate, UW
Milwaukee, 2003

SKILLS

CDBG Housing Program
and Revolving Loan Funds

CDBG Economic
Development Program for
Public Facilities

CDBG Blight Elimination
and Brownfield
Redevelopment Program

Relocation services

Lead and asbestos
regulations

RELEVANT TRAINING/COURSES

CDBG Grants Training
Program

Homebuyer Education
Counselor Certificate, UW
Milwaukee, 2003

PROFESSIONAL HISTORY

BG & Associates,
2014–present

SUMMARY

Ms. Jepson has extensive experience as a Grant Administrator for Housing Facilities, Public Facilities, and Economic Development in an extensive list of communities. These activities include managing finances, accepting applications, conducting on-site housing inspections, preparing work write-ups, obtaining historic clearances, working with bankers, working with local governments to enforce regulations, overseeing bidding procedures, handling construction and payment requests and establishing program schedules for timely program implementation.

Ms. Jepson has a solid understanding of the State's regulations regarding lead and asbestos. She also has experience in family relocation services and has conducted homebuyer education classes and lead clearances for contractors.

PROFESSIONAL EXPERIENCE

Central Housing Region, WI. Performed inspections, historical clearances, reviewed lead and asbestos laws with contractors, collected information from contractors, arranged temporary relocation, performed closings and reviewed payment requests.

Northwoods Housing Region, WI. Performed general administration tasks including inspections, work write ups, historical reviews, file keeping, closings and more. Also worked directly with contractors and home owners to discuss project details.

Shawano, WI. Coordinated financial resources with two non-profit agencies. Cooperation with these programs provided a family with disabilities and an elevated lead blood level child with an accessible and lead safe home. This project included but was not limited to providing suitable temporary relocation during the construction/renovation of the project.

Provided homebuyer education and counseling to several families who purchased their first home. Worked closely with banker/and realtor to

Crispell-Snyder, Inc.,
2006–2013

provide down payment and closing cost assistance towards the purchase of their home.

Mid-America Planning
Services, 2004–2006

Performed lead clearance testing to assure proper cleaning and construction methods were used and property is safe for families to occupy. Lead based paint clearance testing was performed on any home that was built prior to 1978 of which construction methods disturbed painted surfaces.

Successfully administered two WHEDA paint and fix grants in conjunction with the City of Shawano Housing Rehabilitation Program. The paint and fix program was administered as grant to residents of the City of Shawano.

New London, WI. Monitored Davis Bacon regulations for Old City Hall Conversion project. This included but was not limited to collection of weekly payrolls, employee interviews, and semi-annual reports to the State of Wisconsin, Department of Commerce.



Kaytlin Gabrielson

Community Grant Administrator

LICENSES/ CERTIFICATIONS

Lead Sampling Technician
Course, Milwaukee Lead,
2018

Notary Public, 2018

Mandated Reporter
HIPPA

SKILLS

Microsoft Office
Document Filing/Sorting

General Office
Administrative Tasks

Client Communications

Finance Assistant

Schedule Planning

Organization

RELEVANT TRAINING/COURSES

Housing Implementation
Training, September 2017

2 years college in Human
Service field of study

PROFESSIONAL HISTORY

BG & Associates,
2017–present

Caravel Autism Health
2014–present

SUMMARY

Ms. Gabrielson has experience as a Grant Administrator for Housing Rehabilitation. These activities include managing finances, accepting applications, conducting on-site housing inspections, preparing work write-ups, obtaining historic clearances, working with local governments to enforce regulations, overseeing bidding procedures, handling construction and payment requests and establishing program schedules for timely program implementation.

Ms. Gabrielson's flexibility for in-office tasks as well as her ability to travel to client locations and assist them directly is a tremendous asset to the team. She also has a solid understanding of the State's regulations regarding lead and asbestos.

PROFESSIONAL EXPERIENCE

BG & Associates, Bear Creek, WI. Answer telephone and assist client with questions. Take messages and provide follow-up to ensure messages are received and returned timely. Send and respond to emails professionally and timely. Organization and closing of client's files. Organization and typing of documents on computer. Use of a printer, scanner and copy machine. Managing financials and information.

Caravel Autism Health, Green Bay, WI. Work with a variety of ages to ensure daily life activities are taught and mastered to the best of client's abilities. Perform hourly, daily, weekly, and monthly planning for schedule and activities for all clients. Assist clients with homework, paperwork, jobs, daily life-sustaining activities, and extra leisurely activities.



Jeneen Stickney

Marketing Specialist

LICENSES/ CERTIFICATIONS

Corporate Writing
Certificate, 2014

Certified SEM
Professional, 2007

SKILLS

Marketing
Project Management
Creative/Technical
Writing
Search Engine
Optimization
Search Engine Marketing
Social Media Marketing
Graphic Design
Website Design
Consulting

RELEVANT TRAINING/COURSES

Corporate Writing
Certification, 2014
Certified SEM
Professional Certification
Course, WebCEO
University, 2007
Bachelor of Science,
Carroll University,
Waukesha, WI, 2000

SUMMARY

Ms. Stickney has over 15 years of experience in management, design, development, marketing, consulting, sales, writing, social media, SEO and more. Her strengths are in her creativity, ability to think outside the box and broad range of experience.

For 10 years, Ms. Stickney owned and operated a professional website design and development company that emphasized on marketing. In 2013 she sold the company to pursue her interest Content Marketing and Writing.

PROFESSIONAL EXPERIENCE

Marketing Consulting, Various locations throughout WI. Working with corporations to enhance their marketing materials and campaigns with optimized content creation, email blasts, blogs and more since 2003.

Ghost Writer, Nationwide. Writing articles, publications, white papers and provide research for corporations to market as their own since 2015.

Guest Writer, Fox Valley Area, WI. Writing articles, blogs, newsletters and email blasts for corporations since 2015.

Marketing Manager, GearUp2Go, Appleton, WI. Maintained all aspects of digital marketing. Created website content, designed graphics and ads, optimized product information, created promotional campaigns, built email subscriber lists, generated email blasts, wrote blog and website content and analyzed analytics. 2013 – 2015

Web Project Manager, School Specialty, Appleton, WI. Managed the design and development for marketing content on the corporate and ecommerce web sites as well email blasts and landing pages. Provided strategic advice on upcoming campaigns while tracking and analyzing the results. 2009 – 2013

Business Owner, Strategraphic, LLC, Appleton, WI. Owner/Operator of a professional website design and development company for 10 years, located in Appleton, WI. Clients were located all over the United States and ranged from Fortune 500 companies to small start-up companies. 2003-2013

QUALIFICATIONS STATEMENT

NorthStar Environmental Testing

Corporate Office:
817 Oak Ridge Road
Mosinee, WI 54455

Phone: 715.693.6112

Branch Office:
1835 E. Edgewood Drive
Suite 10542
Appleton, WI 54913
Phone: 920.422.4888

Branch Office:
1310 Mendota Street
Suite 121
Madison, WI 53714
Phone: 608.827.6761

email: info@northstartesting.com

web: www.northstartesting.com

Summary of Capabilities:

NorthStar Environmental Testing, LLC (NorthStar) is a full service environmental consulting and testing company specializing in indoor environmental concerns such as **Asbestos, Lead Paint, Hazardous Materials, Microbial Investigation, Exposure Monitoring, Housing Code Inspection, and Radon Testing** for commercial, industrial, residential and governmental entities and owners. We provide a practical, economical and common sense approach in providing solutions to building owners for environmental matters.

In order to continue to meet the needs of our clients, NorthStar continues to grow with the January 2014 addition of a Fox Cities office in Appleton, Wisconsin and a May 2015 office in Madison, Wisconsin. We feel it is extremely important to provide a local contact and immediate response capability should the need arise for any of our clients.

We do not perform or offer to perform remediation or abatement services nor are we affiliated with any company that does provide those services, thereby maintaining conflict free and unbiased inspection / consulting services.

We are fully accredited by the State of Wisconsin for asbestos and lead paint services. We carry full general, professional liability and workers compensation insurance. Our staff is widely respected in the industry and has vast experience in asbestos, lead paint and mold inspection and project management projects throughout the Midwest.

Company Certifications:

Wisconsin Asbestos Company: CAP-925800 (expiration 08/01/2019)

Wisconsin Lead Company: HFS-925800 (expiration 08/01/2019)

List of Certified Personnel:

Dave Barrett – owner & senior project manager
asbestos inspector, supervisor, project designer, management planner
lead inspector, risk assessor
environmental consultant since 1990

Aaron Stroud – operations manager & field inspector (Appleton & Madison)
asbestos inspector & supervisor
lead inspector, risk assessor
environmental consultant since 2003

Project Qualifications Statement (continued)

Larry Pawlus – project manager & field inspector (Mosinee)
asbestos inspector & supervisor
lead inspector, risk assessor
microbial investigator
certified trainer – asbestos discipline
environmental consultant since 1997

Jamie Brzezinski – project technician & field inspector (Mosinee)
asbestos inspector & supervisor
lead inspector, risk assessor
mold testing technician
environmental consultant since 2011

Andrew Schilling – project technician & field inspector (Mosinee)
asbestos inspector & supervisor
lead inspector, risk assessor
mold testing technician
environmental consultant since 2016

Dustin Gaede – project technician & field inspector (Mosinee)
asbestos inspector & supervisor
lead inspector, risk assessor
mold testing technician
environmental consultant since 2016

Ethan Turriff – project technician & field inspector (Appleton & Madison)
asbestos inspector & supervisor
lead inspector, risk assessor
mold testing technician
environmental consultant since 2016

Subcontractors:

No subcontractor involvement is anticipated for this project.

Similar Projects:

Kimberly Clark – Neenah, WI – August 2015

University of Wisconsin Stevens Point – Stevens Point, WI – July 2015

Appleton Area School District – Appleton, WI – July 2015

Menasha Joint School District – Menasha, WI – July 2015

United States Coast Guard – Detroit, MI – October 2014

Hammes Company (Lambeau Field) – Green Bay, WI – October 2013

United States Coast Guard – Michigan, Minnesota, Wisconsin – September 2013

United States Navy – Milwaukee, WI – May 2013

Fox Valley Technical College – Appleton, WI – February 2013

Central Wisconsin Airport (CWA) – Mosinee, WI – October 2012

Mills Fleet Farm – Throughout Wisconsin – June 2012

Michigan Gas Utilities – Throughout Michigan – August 2011

Minnesota Energy Resources – Throughout Minnesota – January 2011

Wisconsin Public Service – Throughout Wisconsin – January 2011

references and contacts available upon request

Company Certificate

This certifies that

NORTHSTAR ENVIRONMENTAL TESTING LLC

817 OAK RIDGE RD
MOSINEE WI 54455-8672

is certified under ch. DHS 159, Wis. Adm. Code as a

Asbestos Company - Primary

COPY

Certificate Issue Date: 06/06/2017

Expiration Date: 08/01/2019, 12:01 a.m.

Certification #: CAP-925800

Wisconsin Department of Health Services

Division of Public Health

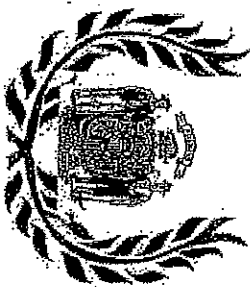
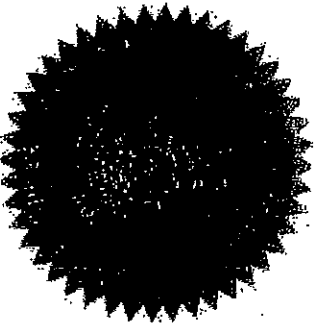
Bureau of Environmental and Occupational Health

Asbestos & Lead Section

P.O. Box 2659

Madison WI 53701-2659

Phone: (608) 261-6876



Shelley A. Bruce
Shelley A. Bruce,
Unit Supervisor

RESOLUTION # 18-02

**A RESOLUTION DENYING CLAIM FOR UNLAWFUL AND EXCESSIVE 2017
ASSESSMENT FOR HISTORIC BERLIN SCHOOL APARTMENTS, LLC**

WHEREAS, the City of Berlin received the Claim for Unlawful and Excessive Assessment for parcel 206-00957-0100 from Historic Berlin School Apartments, LLC pursuant to WI Stat. §74.35 and §74.37 on January 30, 2018 (hereinafter the "Claim"); and

WHEREAS, the 2017 notice of assessments were sent out to city property owners, including the subject property owner, on May 5, 2017; and

WHEREAS, Historic Berlin School Apartments, LLC did not attend the Open Book held May 20, 2017 nor the Board of Review held on June 8, 2017, to contest the assessment, making it ineligible to pursue an appeal for excessive assessment pursuant to Wis. Stat. §74.37 as set forth in the Claim; and

WHEREAS, the Claim also alleges no error, as specified in Wis. Stat. §74.33(1)(a) to (f), made by the Assessor which would rise to the recovery of an unlawful tax pursuant to Wis. Stat. §74.35, as the Claim is solely related to the method of valuation. Wis. Stat. § 74.35 expressly states, "'Unlawful tax' does not include a tax in respect to which the alleged defect is solely that the assessor placed a valuation on the property that is excessive."

NOW THEREFORE BE IT RESOLVED that the Common Council does hereby deny the Claim based on the reasons set forth in the recitals above.

Passed, approved and adopted this 13th day of February, 2018.

ROLL CALL VOTE:

CITY OF BERLIN

_____ AYES

BY: _____

Richard D. Schramer, Mayor

_____ NAYS

_____ ABSENT

APPROVED AS TO FORM:

ATTEST: _____

Jodie Olson
Administrator, Clerk-Treasurer

Matthew G. Chier
City Attorney

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

Route Change

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

Applicant's Name: American Legion Post #340 Date of Application: 1/12/18

Applicant's Telephone Number 920-361-0810 Applicant's DOB/Organized: 1925

Applicant's Address: 140 South Adams Ave. Berlin

Purpose of Application Request: 2018 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>Roger Mekow 225 E. Berlin St. Berlin Commander</u>	<u>361-9097</u>
<u>Bill Drecktrah 318 N. Hunter St. Berlin Adjutant</u>	<u>361-0810</u>
<u>Gary Lawrence W2999 Badger Dr, Pine River Vice Commander</u>	<u>920-290-2210</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>Bill Drecktrah - 318 N. Hunter St</u>	<u>361-0810</u>
<u>Adjutant</u>	

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

What: 2018 Memorial Day Parade

When: Monday, May 28, 2018 Start Time and Duration: 9:30 AM

Where: Water St. to River Side Park If Parade, Assembly Area: South Capron St.

Estimated number of units (if parade) or persons attending (if other event): 18

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). XX Yes No

If yes, explain: American Legion Post #340 Veterans

(Also submit any supporting documentation for this claim of exemption)

Applicant or Applicant's Agent's Name Signature: Bill Drecktrah

Name of Person Signing (please print): Bill Drecktrah

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

For Office Use Only Include with Application:

n/a Fee Paid (or) Exempt from fee (governmental procession) X Yes No

 Neighboring Consent Form (or) X Not Applicable Indemnification Form

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

Reviewed by: OK 1/11/18 City Attorney [Signature] Chief of Police 2/16/18 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:

2018 Memorial Day Parade

(Description of Event)

On: Monday, May 28, 2018

(Date(s) of Event)

By: Bill Drecktrah










(Name of Applicant)

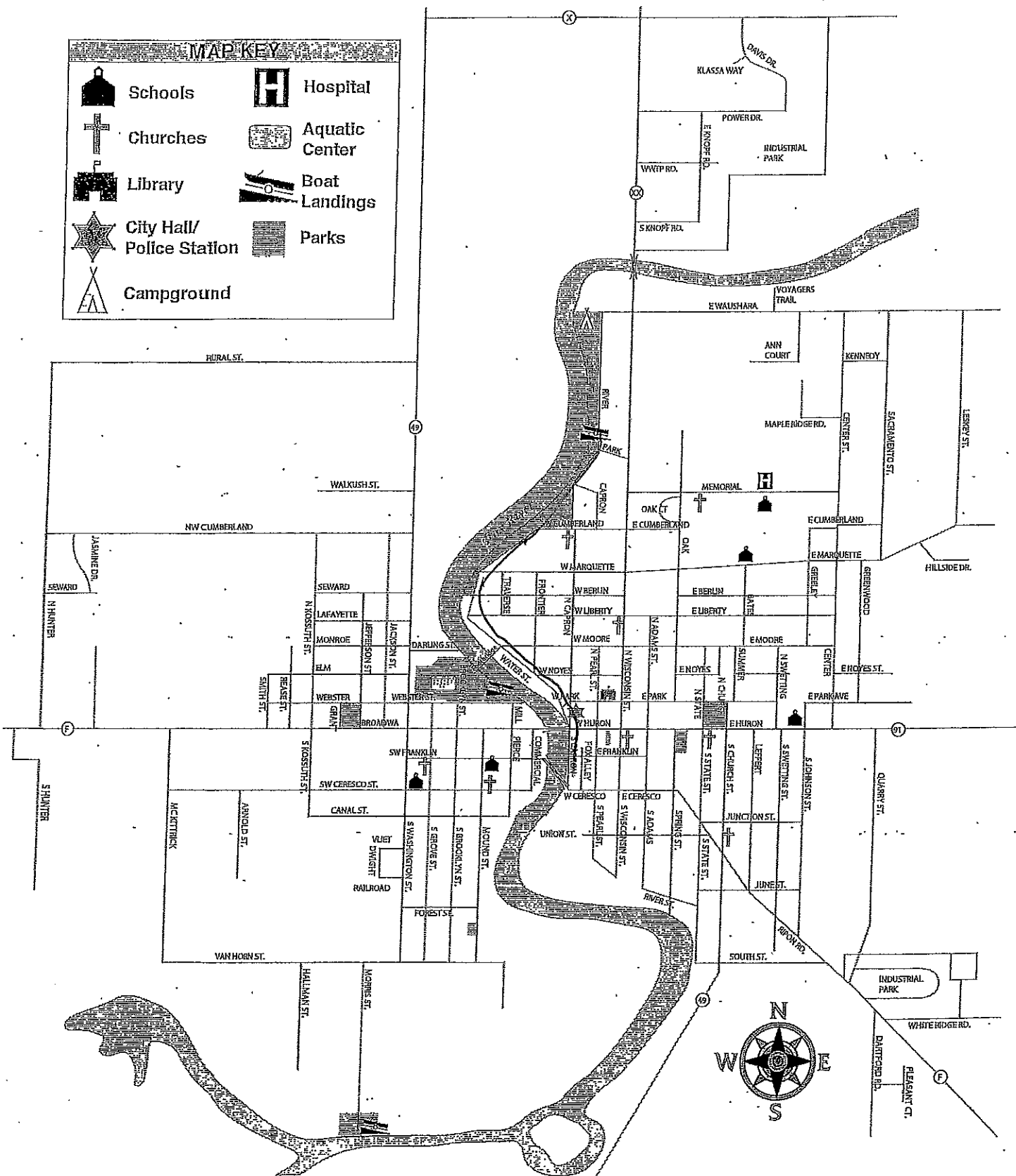
On Behalf Of: American Legion Post #340 - Adjutant

(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.

MAP KEY

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



BERLIN POLICE DEPARTMENT
Chief Dennis W. Plantz ★ ★ ★ Captain Kevin J. Block
108 N. Capron St., P.O. Box 291
Berlin, WI 54923
Telephone: 920-361-0444 • Fax: 920-361-4313

SERVICE TO THE COMMUNITY IS OUR PRIMARY BUSINESS

To: Jodie Olson

City of Berlin Administrator

From: Dennis Plantz

City of Berlin Chief of Police

Date: January 5, 2018

RE: Denial of Operators License for Kylie Schmid

Jodie, I am requesting that the City Council **DENY** the Operator's License Application for Kylie Schmid based on the fact that she has a court agreement through Waushara County Circuit Court for POSSESSION OF DRUG PARAPHERNALIA. As part of her plea and having been found guilty, Kylie Schmid agreed to the following below:

Defendant is to sign the bond form and return by December 9, 2016. The defendant must maintain absolute sobriety, may not be present upon the premises of any bars, and is prohibited from possessing/ingesting any impairing substances that have not been prescribed by a physician.

I had contacted Kylie Schmid twice in an effort for her to get a bond modification/amendment to remove the "may not be present upon the premises of any bar". She has failed to follow through, and it has been at least two months since my conversation with her.



www.cityofberlin.net