

AGENDA
COMMON COUNCIL MEETING
TUESDAY, JULY 18, 2017 7:00 PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE

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

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

3. Waive the reading of ordinances and resolutions. RECOMMENDATION: Waive the reading of all ordinances and resolutions adopted at this meeting.
4. Written reports from the City Clerk, Treasurer, and Building Inspector.
RECOMMENDATION: Receive and place on file the written reports from the City Clerk, Treasurer, and Building Inspector.
5. Minutes from the June 13, 2017, Common Council Meeting. RECOMMENDATION: Approve the minutes.
6. Procurement Protest Procedures Policy. RECOMMENDATION: Accept the Committee of the Whole recommendation to approve and adopt the Procurement Protest Procedures Policy as presented and update the City of Berlin Financial Policy Bidding Procedures to reflect changes.
7. Safety Management Policy. RECOMMENDATION: Accept the Committee of the Whole recommendation to approve the Safety Management Policy as presented.
8. Shared-Ride Taxi Service Disruptive Behavior/Direct Threat Policy.
RECOMMENDATION: Accept the Committee of the Whole recommendation to approve and adopt the Shared-Ride Taxi Service Disruptive Behavior/Direct Threat Policy and require shared-ride taxi service contractor to follow.
9. Shared-Ride Taxi Service Suspension Appeals Process: RECOMMENDATION: Accept the Committee of the Whole recommendation to approve and adopt the Shared-Ride Service Suspension Appeals Process and require shared-ride taxi service contractor to follow.

10. Bills List. RECOMMENDATION: Approve the list of bills for payment.

END OF CONSENT AGENDA

11. P&L Insurance Renewal. RECOMMENDATION: Accept the Property & Liability insurance renewal from EMC Insurance for Jul 23, 2017-July 23, 2018.
12. Vehicle Maintenance Policy. RECOMMENDATION: Review and approve and adopt the Vehicle Maintenance Policy.
13. Discuss Potential Raze or Repair Order for 399 Lafayette Street. RECOMMENDATION: Discuss and action as appropriate.
14. License Applications- Bartender License for Amy Beth Procino, Linda M. Quinonez, Valeria Basurto, Daniel L. Parker, and Colleen Amanda Colburn (approved by the PD). RECOMMENDATION: Grant or deny the licenses.
15. 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.)
16. New Business (To be used to request items of new business be put on a future agenda)
17. Public Appearances.
18. Motion to convene into closed session pursuant to WI SS. 19.85(1)(e) for purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Negotiation of Ambulance Agreements with ThedaCare-CHN).
19. Reconvene into open session and take appropriate action as a result of closed session discussions.
20. 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					BUILDING REPORT					JUNE		2017	
TYPE OF PERMIT	No.	MONTH		Permit Cost	No.	YEAR TO DATE		Permit Cost	No.	LAST YEAR TO DATE			
		Estimated Value				Estimated Value				Estimated Value	Permit Cost		
Single Family Residence									1	\$194,000.00	\$1,201.82		
Multi-Family Residence													
Residential Garage									1	\$10,000.00	\$80.64		
Residential Garage Alteration									2	\$27,000.00	\$116.78		
Residential Alteration	4	\$10,163.00		\$200.00	21	\$271,320.00		\$1,359.40	19	\$192,599.00	\$1,288.00		
Commercial													
Commercial Alteration									2	\$332,000.00	\$1,367.00		
Industrial													
Industrial Alteration									1	\$200,000.00	\$1,910.00		
Signs	3	\$5,025.00		\$316.16	5	\$10,415.00		\$416.16	6	\$26,124.00	\$250.00		
Miscellaneous	4	\$1,950.00		\$200.00	11	\$30,433.00		\$595.00	8	\$31,542.00	\$400.00		
Demolition	1			\$75.00	1			\$75.00					
Hospital													
Church					1	\$50,000.00		\$50.00	1	\$60,000.00	\$260.00		
School													
Driveways					4	\$13,500.00		\$120.00	4	\$32,000.00	\$175.00		
Trailer Homes													
Total Building Permits	12	\$17,138.00		\$791.16	43	\$375,668.00		\$2,615.56	45	\$1,105,265.00	\$7,049.24		
Commercial Plan Approval									1		\$250.00		
Plumbing Permits	2	\$3,350.00		\$60.00	14	\$22,086.00		\$420.00	7	\$918,850.00	\$6,551.00		
Electrical Permits	1	\$7,200.00		\$30.00	10	\$22,214.00		\$390.00	10	\$54,100.00	\$1,445.00		
Heating Permits	5	\$16,750.00		\$250.00	24	\$112,773.00		\$1,425.00	30	\$596,157.75	\$8,250.00		
Total Permit Fees				\$1,131.16				\$4,850.56			\$23,295.24		
Totals	20	\$44,438.00		\$1,131.16	91	\$532,741.00		\$4,850.56	93	\$2,674,372.75	\$23,545.24		

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

6/30/2017

RESPECTFULLY SUBMITTED,

John M. Rao

*Check Summary Register©

JUNE 30 2017

Name	Check Date	Check Amt	
11100 Cash in Bank m FNB			
Paid Chk# 059745	ARING EQUIPMENT COMPANY, I 6/1/2017	\$170.56	SUPPLIES FOR PUBLIC WORKS
Paid Chk# 059746	BANK OF AMERICA 6/1/2017	\$75.00	PAYROLL 11 H.S.A.
Paid Chk# 059747	BERLIN JOURNAL NEWSPAPER 6/1/2017	\$257.60	2017-2018 LIQUOR LICENSE APPLI
Paid Chk# 059748	BMO HARRIS BANK 6/1/2017	\$140.00	PAYROLL 11 H.S.A.
Paid Chk# 059749	CITIZENS FIRST CREDIT UNION 6/1/2017	\$100.00	PAYROLL 11 H.S.A.
Paid Chk# 059750	COLE OIL & PROPANE 6/1/2017	\$1,442.30	FIXED PRICE PRE-BUY CONTRACT
Paid Chk# 059751	COMMUNITY FIRST CREDIT UNI 6/1/2017	\$165.00	PAYROLL 11 H.S.A.
Paid Chk# 059752	CORPORATE NTRWK SOLUTION 6/1/2017	\$80.00	MONITOR STAND FOR GARY
Paid Chk# 059753	FARMERS & MERCHANTS BANK 6/1/2017	\$1,108.07	PAYROLL 11 H.S.A.
Paid Chk# 059754	FIRST NATIONAL BANK 6/1/2017	\$545.00	PAYROLL 11 H.S.A.
Paid Chk# 059755	FOX VALLEY TECHNICAL COLLE 6/1/2017	\$0.00	PAYROLL 11 H.S.A.
Paid Chk# 059756	MILLER & ASSOC-SAUK PRAIRIE 6/1/2017	\$313.66	TIRE SWING REPLACEMENT PARTS
Paid Chk# 059757	NORTH SHORE BANK, FSB 6/1/2017	\$75.00	DEFERRED COMPENSATION
Paid Chk# 059758	NORTHEAST ASPHALT - GRNV 6/1/2017	\$2,887.30	ASHPHALT
Paid Chk# 059759	OLD NATIONAL BANK 6/1/2017	\$100.00	PAYROLL 11 H.S.A.
Paid Chk# 059760	PACKERLAND PORTABLES 6/1/2017	\$170.00	RENTALS AT BERLIN CAMPSITE
Paid Chk# 059761	PIONEER 6/1/2017	\$86.95	SUPPLIES FOR BERLIN PARKS
Paid Chk# 059762	QUINN, R D PLUMBING 6/1/2017	\$179.35	LABOR AND SUPPLIES FOR BERLIN
Paid Chk# 059763	SUN LIFE FINANCIAL 6/1/2017	\$162.85	2017 JUNE BILLING
Paid Chk# 059764	USA BLUEBOOK 6/1/2017	\$99.16	PARTS FOR STREET DEPARTMENT
Paid Chk# 059765	VIKING ELECTRIC SUPPLY 6/1/2017	\$178.60	SUPPLIES (LIGHTS) FOR PUBLIC W
Paid Chk# 059766	BOUND TREE MEDICAL, LLC 6/2/2017	\$107.00	SUPPLIES FOR AMBULANCE
Paid Chk# 059767	EMERGENCY MEDICAL PRODUC 6/2/2017	\$1,567.45	SUPPLIES FOR AMBULANCE
Paid Chk# 059768	HORICON BANK 6/2/2017	\$100.00	PAYROLL 11 H.S.A.
Paid Chk# 059769	OSHKOSH F&P EQUIPMENT, INC 6/2/2017	\$48.00	EQUIPMENT FOR AMBULANCE
Paid Chk# 059770	ROEHL, ERIC M 6/2/2017	\$80.00	REIMBURSEMENT FOR STATE FIREFI
Paid Chk# 059771	THEDA CARE 6/2/2017	\$679.00	SUPPLIES FOR AMBULANCE
Paid Chk# 059772	ADVANCED DISPOSAL SERVICE 6/13/2017	\$25,994.98	SPRING CITY WIDE PICKUP
Paid Chk# 059773	APPAREL ART EMBROIDERY, LL 6/13/2017	\$356.00	SAFETY GREEN T SHIRTS
Paid Chk# 059774	APPLETON FINANCE DEPARTM 6/13/2017	\$455.00	JUNE WEIGHTS/MEASURES CONTRACT
Paid Chk# 059775	BALLWEG IMPLEMENT CO 6/13/2017	\$71.79	PARTS FOR PUBLIC WORKS DEPT
Paid Chk# 059776	BERLIN AREA SCHOOL DISTRIC 6/13/2017	\$100.00	MAY WORK PERMITS
Paid Chk# 059777	BRANDL, JESI 6/13/2017	\$15.00	2017 TUMBLING/S17-11 TUMBLING
Paid Chk# 059778	CAREW CONCRETE & SUPP CO, 6/13/2017	\$2,401.00	CONCRETE FOR PUBLIC WORKS
Paid Chk# 059779	CENTURYLINK 6/13/2017	\$3.69	MAY LONG DISTANCE SERVICE
Paid Chk# 059780	CHARTER COMMUNICATION 6/13/2017	\$173.04	MAY MODEM LINE AT SR. CTR.
Paid Chk# 059781	COCA-COLA BOTTLING COMPA 6/13/2017	\$897.19	CONSESSION SUPPLIES FOR THE PO
Paid Chk# 059782	CONVERGENT SOLUTIONS, INC 6/13/2017	\$347.00	LABOR FOR PHONE SYSTEM ISSUES
Paid Chk# 059783	DIAMOND VOGEL PAINT 6/13/2017	\$3,464.50	PAINT FOR PUBLIC WORKS DEPART
Paid Chk# 059784	EMC INSURANCE COMPANIES 6/13/2017	\$110.00	PURCHASE 2 FIRE DEPT VEHICLES
Paid Chk# 059785	FINISHLINE STUDIOS 6/13/2017	\$35.00	JUNE WEB HOSTING
Paid Chk# 059786	FIRE INSPECTION SERVICES IN 6/13/2017	\$1,343.33	MAY FIRE INSPECTIONS
Paid Chk# 059787	FORMILLER, JOSEPH 6/13/2017	\$690.97	MAY INSURANCE
Paid Chk# 059788	FOX RIVER INDUSTRIES 6/13/2017	\$91.50	MAY SENIOR CENTER VAN USE
Paid Chk# 059789	GABER SIGNS 6/13/2017	\$263.00	BERLIN FIRE DEPARTMENT DECALS
Paid Chk# 059790	GONZALES, KRYSTLE 6/13/2017	\$30.00	REFUND 2017 TEE BASEBALL
Paid Chk# 059791	LANDMARK SERVICES COOPER 6/13/2017	\$7,393.59	MAY GAS AND DIESEL USAGE
Paid Chk# 059792	MGD INDUSTRIAL CORP 6/13/2017	\$79.98	SUPPLIES FOR PUBLIC WORKS DEPT
Paid Chk# 059793	MIDWEST BIOMED & SCIEN 6/13/2017	\$130.00	SERVICE ON ZOLL DEFIB AB08D006
Paid Chk# 059794	MILLER, ERIC J 6/13/2017	\$1,367.60	2017 ECYCLE
Paid Chk# 059795	NFPA 6/13/2017	\$175.00	2017 MEMBERSHIP DUES
Paid Chk# 059796	OSHKOSH OFFICE SYSTEMS 6/13/2017	\$59.55	MAY COPIES-CLERKS OFFICE
Paid Chk# 059797	PODOLL, GARY V 6/13/2017	\$147.66	MILEAGE TO PICK UP FIRE TRUCKS
Paid Chk# 059798	RED POWER DIESEL SERVICE 6/13/2017	\$100.00	DOT INSPECTION
Paid Chk# 059799	RIDGE STONE PRODUCTS, INC 6/13/2017	\$102.76	LIMESTONE FOR PUBLIC WORKS
Paid Chk# 059800	SECURIAN FINANCIAL GROUP 6/13/2017	\$752.18	JULY 2017 BILLING
Paid Chk# 059801	SHARE CORPORATION 6/13/2017	\$147.73	SUPPLIES FOR PARKS AND PLAYGRO

General City Payables

*Check Summary Register©

JUNE 30 2017

Name	Check Date	Check Amt	
Paid Chk# 059802 SKID & PALLET SERVICE INC	6/13/2017	\$1,440.00	105 YARDS OF NATURAL MULCH
Paid Chk# 059803 TELVENT DTN LLC	6/13/2017	\$510.00	JUNE RADAR CONTROL
Paid Chk# 059804 THE CVIKOTA COMPANY INC	6/13/2017	\$4,008.55	MAY BILLING
Paid Chk# 059805 THEDACARE AT WORK	6/13/2017	\$66.00	DRUG SCREEN/A. STOBBE
Paid Chk# 059806 VALLEY POPCORN COMPANY, I	6/13/2017	\$1,653.99	CONSESSION SUPPLIES FOR AQUATI
Paid Chk# 059807 VIKING ELECTRIC SUPPLY	6/13/2017	\$778.23	LED STREET LIGHT
Paid Chk# 059808 VIVIAL	6/13/2017	\$42.50	CENTURYLINK DIRECTORY
Paid Chk# 059809 WALMART COMMUNITY/RFCSL	6/13/2017	\$49.00	HAND VAC FOR SR. CTR.
Paid Chk# 059810 WALTERS SWIM SUPPLIES, INC	6/13/2017	\$97.70	LADDERS FOR THE SWIMMING POOL
Paid Chk# 059811 WI DEPT OF NATURAL RESOUR	6/13/2017	\$0.00	TITLE TRANSFER 2002 FORD TRUCK
Paid Chk# 059812 WI DNR	6/13/2017	\$143.00	WI-DNR ENVIRONMENTAL FEES 2017
Paid Chk# 059813 BANK OF AMERICA	6/14/2017	\$200.00	JUNE H.S.A. EMPLOYER CONTRIBUT
Paid Chk# 059814 BMO HARRIS BANK	6/14/2017	\$265.00	PAYROLL 12 H.S.A. EMPLOYER CON
Paid Chk# 059815 CITIZENS FIRST CREDIT UNION	6/14/2017	\$225.00	PAYROLL 12 H.S.A. EMPLOYER CON
Paid Chk# 059816 COMMUNITY FIRST CREDIT UNI	6/14/2017	\$415.00	PAYROLL 12 H.S.A. EMPLOYER CON
Paid Chk# 059817 FARMERS & MERCHANTS BANK	6/14/2017	\$2,014.32	PAYROLL 12 H.S.A. EMPLOYER CON
Paid Chk# 059818 FIRST NATIONAL BANK	6/14/2017	\$1,357.50	PAYROLL 12 H.S.A. EMPLOYER CON
Paid Chk# 059819 FOX, MICHAEL	6/14/2017	\$2,688.52	JUNE HEALTH INSURANCE
Paid Chk# 059820 HORICON BANK	6/14/2017	\$100.00	PAYROLL 12 H.S.A. EMPLOYEE DED
Paid Chk# 059821 NATIONAL FIRE SAFETY COUNC	6/14/2017	\$2,556.50	PREORDER KIDS SAFETY PREVENTIO
Paid Chk# 059822 NORTH SHORE BANK, FSB	6/14/2017	\$75.00	PAYROLL 12 DEFERRED COMPENSATI
Paid Chk# 059823 OLD NATIONAL BANK	6/14/2017	\$225.00	PAYROLL 12 H.S.A. EMPLOYER CON
Paid Chk# 059824 THRIVENT FINANCIAL BANK	6/14/2017	\$125.00	PAYROLL 12 H.S.A. EMPLOYER CON
Paid Chk# 059825 WI COUNCIL 32 AFSCME AFL-CI	6/14/2017	\$363.60	JUNE UNION DUES
Paid Chk# 059826 ADVANTAGE POLICE SUPPLY IN	6/16/2017	\$30.00	VEST ALTERATIONS FOR NEW OFFIC
Paid Chk# 059827 DANA ROSSOW	6/16/2017	\$100.00	REMOVE GRAY OVERSPRAY FROM NEW
Paid Chk# 059828 BAYCOM INC	6/16/2017	\$250.00	POLICE DEPARTMENT ARBITRATOR M
Paid Chk# 059829 BERLIN CONSERVATION CLUB	6/16/2017	\$10.00	MEMBERSHIP FOR MITCHEL JAZDZEW
Paid Chk# 059830 BERLIN EMERGENCY MEDICAL	6/16/2017	\$130.00	HCP AND CPR RECERTIFICATION
Paid Chk# 059831 BERLIN EMS-PROFESSIONAL BI	6/16/2017	\$125.00	LEGAL BLOOD DRAWS
Paid Chk# 059832 BERLIN JOURNAL NEWSPAPER	6/16/2017	\$156.75	CLASSIFIED AD-CROSSING GUARD
Paid Chk# 059833 FIRE & SAFETY EQUIPMENT, IN	6/16/2017	\$23.40	5# DC EXTINGUISHER RECHARGE
Paid Chk# 059834 RED THE UNIFORM TAILOR	6/16/2017	\$825.89	SHIRTS, TROUSERS, VISOR, CAPST
Paid Chk# 059835 SONDALE FORD LINCOLN MER	6/16/2017	\$44.65	MAINTENANCE ON 2016 DODGE CARA
Paid Chk# 059836 VICKI MURPHY, PETTY CASH	6/16/2017	\$14.57	SPECIALTY KEY, PRE STAMPED DND
Paid Chk# 059837 Voided	6/16/2017	\$0.00	Check AddUnused
Paid Chk# 059838 Voided	6/16/2017	\$0.00	Check AddUnused
Paid Chk# 059839 Voided	6/16/2017	\$0.00	Check AddUnused
Paid Chk# 059840 BAKER & TAYLOR	6/16/2017	\$1,515.04	MAY BILLING
Paid Chk# 059841 BERLIN JOURNAL NEWSPAPER	6/16/2017	\$82.50	FLYERS FOR LIBRARY
Paid Chk# 059842 BERLIN OIL PRODUCTS	6/16/2017	\$40.00	NEWSPAPERS FOR BERLIN PUBLIC L
Paid Chk# 059843 BEYERS HOPE UNLIMITED, LLC	6/16/2017	\$22.94	BOOK PURCHASE FOR BERLIN LIBRA
Paid Chk# 059844 DEMCO	6/16/2017	\$106.50	JUNE 2017 LIBRARY
Paid Chk# 059845 LISA M. OBRIST	6/16/2017	\$772.50	MAY LIBRARY CLEANING
Paid Chk# 059846 MARTIN SYSTEMS, INC.	6/16/2017	\$301.50	AFTER HOURS TECH SUPPORT CALL
Paid Chk# 059847 SUPERIOR CHEMICAL CORP	6/16/2017	\$186.37	SUPPLIES FOR LIBRARY
Paid Chk# 059848 UNIQUE MANAGEMENT SERVIC	6/16/2017	\$35.80	04-05, 04-12 PLACEMENT SERVICE
Paid Chk# 059849 WINNEFOX LIBRARY SERVICES	6/16/2017	\$82.07	MARCH 2017 UNIQUE MANAGEMENT S
Paid Chk# 059850 WINNEFOX COOPERATIVE TEC	6/16/2017	\$2,005.46	MATERIAL FOR MEMBERS-2 ITEMS
Paid Chk# 059851 WINNEFOX LIBRARY SYSTEM	6/16/2017	\$83.10	BARCODE LABELS
Paid Chk# 059853 BOEGH, KRISTINE	6/16/2017	\$15.00	REFUND 2017 ORIGAMI ART
Paid Chk# 059854 BUCHHOLTZ, JULIE	6/16/2017	\$10.00	REFUND 2017 REAL COLORS PERSON
Paid Chk# 059855 CHIAFOS, STEPHANIE	6/16/2017	\$10.00	REFUND 2017 REAL COLORS PERSON
Paid Chk# 059856 GONZALES, KRYSTLE	6/16/2017	\$15.00	REFUND-2017 ORIGAMI ART
Paid Chk# 059857 HARKE, RONALD	6/16/2017	\$10.00	REFUND-REAL COLORS PERSONALITY
Paid Chk# 059858 HELMUTH, MANDI	6/16/2017	\$15.00	REFUND 2017 CLOWNING & LAUGHT
Paid Chk# 059859 KALUPA, CHRISTINE	6/16/2017	\$10.00	REFUND-REAL COLORS PERSONALITY
Paid Chk# 059860 LYNE, CINDY	6/16/2017	\$60.00	REFUND 2017 CHOIR

*Check Summary Register©

JUNE 30 2017

Name	Check Date	Check Amt	
11161 UTILITY CASH - FNB			
Paid Chk# 013647	ADVANCED DISPOSAL SERVICE 6/9/2017	\$201.76	SERVICES FOR JUNE 2017
Paid Chk# 013648	ALLIANT ENERGY/WP&L 6/9/2017	\$6,064.54	
Paid Chk# 013649	BADGER LABORATORIES 6/9/2017	\$2,270.00	NITRATE/TOTAL COLIFORM BACTERI
Paid Chk# 013650	BERLIN CITY TREASURER 6/9/2017	\$1,367.81	MAY 2017 GAS/DIESEL
Paid Chk# 013651	CLEARBROOK, INC 6/9/2017	\$1,675.53	POLYCLEAR
Paid Chk# 013652	CRANE ENGINEERING SALES IN 6/9/2017	\$8,661.00	METHANE BLOWER
Paid Chk# 013653	DAVIES WATER #1476 6/9/2017	\$2,532.36	MEASURE CHAMBER
Paid Chk# 013654	FIRST SUPPLY 6/9/2017	\$179.54	ADP/TEE/ELL/CAP/BSH/BALL VLV
Paid Chk# 013655	HAWKINS, ASH, BAPTIE & CO LL 6/9/2017	\$2,010.00	2016 PSC REPORT
Paid Chk# 013656	HD SUPPLY WATERWORKS LTD 6/9/2017	\$600.00	MAG LOCATOR
Paid Chk# 013657	INTERSTATE BATTERY 6/9/2017	\$19.90	ADRY0070
Paid Chk# 013658	NORTH CENTRAL LABORATORI 6/9/2017	\$646.49	BUFFERED DIL WATER/PADS/PIPET
Paid Chk# 013659	U S CELLULAR 6/9/2017	\$248.75	MALNORY/SOBIESKI/VAN/DUTY PERS
Paid Chk# 013660	ALLIANT ENERGY/WP&L 6/15/2017	\$1,697.97	
Paid Chk# 013661	DIGGERS HOTLINE 6/15/2017	\$564.25	2017 2ND PREPAYMENT
Paid Chk# 013662	FASTENAL COMPANY 6/15/2017	\$11.28	18-8 TAP/HSS SP TAP
Paid Chk# 013663	FIRST SUPPLY 6/15/2017	\$192.91	THD TEE/THD CPL
Paid Chk# 013664	G & K SERVICES 6/15/2017	\$326.16	MATS/DUSTMOP
Paid Chk# 013665	JON LUNDT ELECTRIC, INC 6/15/2017	\$242.32	TRUCK LOAD STATION CONTROL
Paid Chk# 013666	KUNKEL ENGINEERING GROUP 6/15/2017	\$440.00	GPS FIELDWORK DATA FOR GIS SYS
Paid Chk# 013667	LINCOLN CONTR SUPPLY INC 6/15/2017	\$113.98	THERMAL GLOVES
Paid Chk# 013668	MARTELLE WATER TREATMENT 6/15/2017	\$5,132.54	LIQUID ALUM
Paid Chk# 013669	USA BLUEBOOK 6/15/2017	\$80.01	NPT COUPLER
Paid Chk# 013670	CenturyLink 6/23/2017	\$42.27	
Paid Chk# 013671	CYPRESS FARMS LLC 6/23/2017	\$1,750.00	UTILITY LANDSPREADING EASEMENT
Paid Chk# 013672	JON LUNDT ELECTRIC, INC 6/23/2017	\$181.88	TREATMENT PLANT-EXT LIGHTING
Paid Chk# 013673	LANDMARK SERVICES COOPER 6/23/2017	\$192.77	FIELDMASTER
Paid Chk# 013674	MARTELLE WATER TREATMENT 6/23/2017	\$289.80	LMI PUMP UPGRADE-SCADA COMP
Paid Chk# 013675	NORTH CENTRAL LABORATORI 6/23/2017	\$106.08	BUFFER SOLUTION/PH PAPER
Paid Chk# 013676	UNITED COOPERATIVE 6/23/2017	\$24.00	SOIL SAMPLE TESTING CHARGE
Paid Chk# 013677	WI DNR 6/23/2017	\$296.00	2017 WATER USE FEES
Paid Chk# 013678	ALLIANT ENERGY/WP&L 6/30/2017	\$6,745.72	
Paid Chk# 013679	BERLIN CITY TREASURER 6/30/2017	\$35,226.92	JUNE 2017 PAYROLLS
Paid Chk# 013680	CCP INDUSTRIES INC. 6/30/2017	\$152.29	GLOVES
Paid Chk# 013681	DRYDON EQUIPMENT INC 6/30/2017	\$1,696.84	3" FLAME ARRESTER KIT
Paid Chk# 013682	L.W. ALLEN LLC 6/30/2017	\$782.76	FLOW METER CALIBRATIONS
Paid Chk# 013683	THE EXPEDITERS INC 6/30/2017	\$5,426.40	TELEWISE SANITARY SEWER
Paid Chk# 013684	UNITED MAILING SERVICES INC 6/30/2017	\$97.41	MAY 2017 BILLING
Paid Chk# 013685	WALTCO INC 6/30/2017	\$1,554.23	MARCH 2017 BADGER LAB SAMPLES
Paid Chk# 013686	WI DNR - ENVIRONMENTAL FEE 6/30/2017	\$3,610.12	LAB CERT/WW-GW/NR101 WW FEES
Paid Chk# 013687	WILLIAM/REID LTD LLC 6/30/2017	\$1,180.00	FOGROD CABLE/CLEANING BRACKET/
Total Checks		\$94,634.59	

Utilities payables

*Check Summary Register©

JUNE 30 2017

	Name	Check Date	Check Amt	
Paid Chk# 059861	MARKEL, SARAH	6/16/2017	\$50.00	REFUND-2017 KINDERMUSIK
Paid Chk# 059862	MEHN, KATIE	6/16/2017	\$15.00	REFUND-CLOWNING & LAUGHTER
Paid Chk# 059863	RILLING, CHRISTIE	6/16/2017	\$15.00	
Paid Chk# 059864	REDINGTON, CAROLYN	6/16/2017	\$10.00	REFUND-REAL COLORS PERSONALITY
Paid Chk# 059865	RETZLAFF, KAITLYNN	6/16/2017	\$40.00	REFUND-2017 BUCKET DRUMMING
Paid Chk# 059866	RIECKMANN, GLORIA	6/16/2017	\$80.00	SHELTER CANCELLATION DUE TO FL
Paid Chk# 059867	REGISTRATION FEE TRUST-	6/20/2017	\$149.00	VEHICLE REGISTRATION VIN#1FDSF
Paid Chk# 059868	W.S. DARLEY & CO	6/20/2017	\$255.19	SENSOR AUTO COMMANDER ANALOG
Paid Chk# 059869	AL SCHMUDE ELECTRIC LLC	6/28/2017	\$1,146.47	REPLACE SUMP PUMP STARTER AT P
Paid Chk# 059870	BERLIN LANES LLC	6/28/2017	\$253.44	BERLIN RECREATION-YOUTH BOWLIN
Paid Chk# 059871	BYRNE, GEORGE	6/28/2017	\$40.00	2017 BOARD OF REVIEW TRAINING
Paid Chk# 059872	CAREW CONCRETE & SUPP CO,	6/28/2017	\$588.00	CONCRETE FOR PUBLIC WORKS DEPT
Paid Chk# 059873	CEDAR CREST ICE CREAM	6/28/2017	\$824.79	POOL CONCESSION SUPPLIES
Paid Chk# 059874	CenturyLink	6/28/2017	\$1,944.00	MAY PHONE SERVICE-POLICE DEPT.
Paid Chk# 059875	COCA-COLA BOTTLING COMPA	6/28/2017	\$344.17	POOL SUPPLIES
Paid Chk# 059876	CORPORATE NTRWK SOLUTION	6/28/2017	\$4,165.00	BARRACUDA HARDWARE REFRESH 1 T
Paid Chk# 059877	FARRELL EQUIPMENT & SUPPL	6/28/2017	\$359.96	CURING & SEALING AGENT FOR PUB
Paid Chk# 059878	FORMILLER, TIFFANY	6/28/2017	\$90.00	CANCELLATION OF TENNIS LESSONS
Paid Chk# 059879	FRANKE, DIANE	6/28/2017	\$110.00	SUMMER RECREATION NATURE PAINT
Paid Chk# 059880	GOOD IMPRESSIONS, INC.	6/28/2017	\$35.50	BROCHURES FOR THE SENIOR CENTE
Paid Chk# 059881	GREEN LAKE COUNTY	6/28/2017	\$91.50	BERLIN SENIOR CENTER MAY VAN U
Paid Chk# 059882	HAWKINS /ASH CPAs	6/28/2017	\$1,070.00	AUDIT FEES YE12/31/2016
Paid Chk# 059883	ITU ABSORBTECH, INC.	6/28/2017	\$94.67	SUPPLIES FOR PUBLIC WORKS
Paid Chk# 059884	KLAWITTER, KENDRA	6/28/2017	\$150.00	CANCEL NORTH SHELTERHOUSE AND
Paid Chk# 059885	KUBIAK, MARY	6/28/2017	\$20.00	BOARD OF REVIEW
Paid Chk# 059886	LOWES	6/28/2017	\$466.15	PURCHASES MADE BY THE BERLIN P
Paid Chk# 059887	MULDER, DENNIS	6/28/2017	\$20.00	BOARD OF REVIEW
Paid Chk# 059888	MURPHY, VICKI L	6/28/2017	\$22.00	MEAL EXPENSE FOR LEAP CONFEREN
Paid Chk# 059889	NORTHEAST ASPHALT - GRNV	6/28/2017	\$1,648.17	COLD MIX ASPHALT
Paid Chk# 059890	NORTHEAST ASPHALT, INC.	6/28/2017	\$52,216.05	CENTER STREET RECONSTRUCT CONT
Paid Chk# 059891	PETIT, BRIAN	6/28/2017	\$15.00	CANCEL CONNOR FROM 2017 FISHIN
Paid Chk# 059892	ROETHEL, PAUL	6/28/2017	\$20.00	BOARD OF REVIEW
Paid Chk# 059893	SEAMAN, CHUCK	6/28/2017	\$20.00	BOARD OF REVIEW
Paid Chk# 059894	SUN LIFE FINANCIAL	6/28/2017	\$175.47	2017 JULY BILLING
Paid Chk# 059895	UNITED MAILING SERVICES INC	6/28/2017	\$255.63	MAY BILLING
Paid Chk# 059896	VALLEY POPCORN COMPANY, I	6/28/2017	\$1,389.63	CONCESSION SUPPLIES
Paid Chk# 059897	WALMART COMMUNITY/RFCSL	6/28/2017	\$129.52	JUNE PURCHASES
Paid Chk# 059898	WAUSHARA CO TREASURER	6/28/2017	\$43,522.22	MATERIALS FOR SPOORS BRIDGE PR
Paid Chk# 059899	WIS STATE FIREFIGHTERS ASS	6/28/2017	\$500.00	2017-2018 MEMBERSHIP FEES
Paid Chk# 059900	BANK OF AMERICA	6/30/2017	\$75.00	PAYROLL 13 H.S.A. EMPLOYEE CON
Paid Chk# 059901	BMO HARRIS BANK	6/30/2017	\$140.00	PAYROLL 13 H.S.A. EMPLOYEE CON
Paid Chk# 059902	CITIZENS FIRST CREDIT UNION	6/30/2017	\$100.00	PAYROLL 13 H.S.A. EMPLOYEE CON
Paid Chk# 059903	COMMUNITY FIRST CREDIT UNI	6/30/2017	\$165.00	PAYROLL 13 H.S.A. EMPLOYEE CON
Paid Chk# 059904	FARMERS & MERCHANTS BANK	6/30/2017	\$858.07	PAYROLL 13 H.S.A. EMPLOYEE CON
Paid Chk# 059905	FIRST NATIONAL BANK	6/30/2017	\$545.00	PAYROLL 13 H.S.A. EMPLOYEE CON
Paid Chk# 059906	GREEN LAKE CO HUMAN SERVI	6/30/2017	\$65.00	REFUND FOR OVERPAYMENT OF POOL
Paid Chk# 059907	HORICON BANK	6/30/2017	\$100.00	PAYROLL 13 H.S.A. EMPLOYEE CON
Paid Chk# 059908	NORTH SHORE BANK, FSB	6/30/2017	\$75.00	DEFERRED COMPENSATION
Paid Chk# 059909	OLD NATIONAL BANK	6/30/2017	\$100.00	PAYROLL 13 H.S.A. EMPLOYEE CON
Total Checks			\$199,269.94	

CITY OF BERLIN

PAYROLL FOR JUNE - 2017

NET PAYROLL

	PAYDATE	Payroll #	PAYROLL TITLE	GENERAL CITY	UTILITY		
	6/2/2017	11	General City	58,095.07			
	6/2/2017	11	Utility		10,602.18		
	6/15/2017	11.01	Police Overtime	6,780.12			
	6/8/2017	11.02	Zabel Uniform	230.87			
	6/16/2017	12	General City	63,589.66			
	6/16/2017	12	Utility		10,378.66		
	6/8/2017	11.01	Thoma Uniform		213.34		
	6/30/2017	13	General City	68,892.10			
	6/30/2017	13	Utility		11,077.81		
	6/30/2017	13.01	Jodarski missed hrs	182.73			
			TOTAL MONTHLY PAYROLL	\$197,770.55	\$32,271.99		

DATE: July 14, 2017

TO: Mayor and Common Council

FROM: Jodie Olson

RE: Property and Liability Insurance Renewal

BACKGROUND: Our annual property and liability insurance renewal is due 7/23/17. The City currently carries \$6 million in coverage through EMC Insurance with the Diedrich Agency here in Berlin. The 7/23/16-7/23/17 premium paid to EMC was \$169,218 with a 17% workman's comp dividend. EMC quoted a renewal for 7/23/17-7/23/18 at \$203,208 with a 17% flat Workman's Comp dividend. Our Workman's Compensation modification factor increased from a .72 to a 1.09, due to recent claims history. That was a big jump and created an automatic significant increase of \$32k (42%). The Workman's Compensation quoted line item premium is set by the state, so looking at other carriers will not do us any good. One other carrier showed interest in quoting, but as of today no quote has been received and they missed the due date.

Approximately 20% of the insurance bill is passed onto the Water and Sewer Utility.

My recommendation is to renew with EMC thru our local agent. We have been with EMC since 2006, and I have been very pleased with EMC's handling of our claims and am extremely satisfied with the service received from our local Diedrich Agency.

RECOMMENDATION: Recommend to Common Council to accept and approve the renewal quote of \$203,208 from EMC Insurance for Property and Liability Insurance for policy year 7/23/17-7/23/18.

City of Berlin

PREMIUM SUMMARY

<u>DESCRIPTION</u>	<u>2016-17 PREMIUM</u>	<u>2017-18 PREMIUM</u>
Property	\$44,223.00	\$44,813.00
General Liability	\$10,772.00	\$10,734.00
Crime	\$345.00	\$349.00
Inland Marine	\$1,836.00	\$1,866.00
Automobile	\$24,283.00	\$25,780.00
Linebacker	\$4,072.00	\$4,040.00
Data Compromise	\$990.00	\$736.00
Law Enforcement Liability	\$2,876.00	\$2,895.00
Umbrella	\$5,954.00	\$6,136.00
<i>Sub-Total</i>	<i>\$95,351.00</i>	<i>\$97,349.00</i>
Workers Compensation	\$73,867.00	\$105,859.00
Total	\$169,218.00	\$203,208.00

Option – Increase umbrella limits from \$4,000,000/\$4,000,000 to \$4,000,000/\$8,000,000 - \$597 annual additional premium

Option – Add \$100,000 cyber coverage - \$256 annual additional premium

City of Berlin Premium Summary Page 2

	2016-17	2017-18
Property –		
Blanket building, business personal property and property in the open	\$49,687,939	\$49,791,823
General liability –		
Sewer miles	61	61
Town liability population	5,542	5,542
Employee benefit employees	174	164
Water companies payroll	\$226,550	\$218,007
Swimming Pool	1	1
Emergency Medical Services	68	94
Worker's compensation –		
Code 5507 – Street or Road Construction	If Any	If Any
Code 7720 – Police Officers	\$777,216	\$743,418
Code 8810 – Clerical	\$238,058	\$238,933
Code 8810 – Public library	\$183,715	\$163,232
Code 9412 – Municipal operations	\$810,450	\$884,036
Code 7710 – Civil defense workers	\$381,867	\$376,133
Code 7520 – Waterworks operations	\$226,550	\$218,007
Code 7709 – Fire Department-Volunteer	\$8,613	\$8,562
Experience modification	.72	1.09
Dividend	17 % Flat	17% Flat

DATE: July 14, 2017

TO: Mayor and Committee of the Whole

FROM: Jodie Olson, City Administrator

RE: Vehicle Maintenance Plan

BACKGROUND: Attached is a draft of a Vehicle Maintenance Plan as required by the WisDOT for our taxi service. This draft is based off of a WisDOT template as well as samples from other municipalities and taxi services. It will need to be updated occasionally, especially as technology and vehicles change. I am waiting for the final ok from WisDOT to see if they want any further modifications. If they do, I will let you know at the meeting.

RECOMMENDATION: Approve and adopt the Vehicle Maintenance Plan.

Effective Date:	8/1/17
Updated:	



City of Berlin
Shared-Ride Taxi Program
Vehicle Maintenance Plan

City of Berlin

VEHICLE MAINTENANCE PLAN

Mission Statement

The mission of the Vehicle Maintenance Plan of the City of Berlin and the Shared-Ride Taxi Service is to provide a blueprint for maintaining vehicles and equipment to ensure the safety of drivers and passengers while protecting the assets held and used under its authority.

Prepared by: City of Berlin

City Contact:

City Administrator: Jodie Olson (920)361-5400

Street Superintendent: Scott Zabel (920) 361-5423

Shared-Ride Taxi Service (Classic Cab) Contact:

Julie Boeck (920) 361-3616

Table of Contents

1. Mission Statement-----	Pg. 1
2. Goals and Objectives -----	Pg. 3-4
3. Responsibilities-----	Pg. 5
4. Preventive Maintenance Schedule-----	Pg. 6
5. Lift Maintenance Schedule -----	Pg. 7
6. Daily Vehicle Inspections -----	Pg. 8-9
a. Pre-Trip Vehicle Inspections	
b. Post-Trip Vehicle Inspections	
c. Vehicle Repair Request	

Appendices

- Appendix A Vehicle Inventory
- Appendix B Insurance Certificate
- Appendix C Inspection & Maintenance Record Forms
- Appendix D Driver's Report of a Collision Form

Maintenance Plan Goals and Objectives

This plan is intended to ensure all federal, state and local government fleet vehicles and equipment owned and/or operated by the City of Berlin fleet and shared-ride taxi transportation system are maintained in proper running condition, remain clean and are maintained to obtain peak efficiency and comply with all federal and state recommendations and requirements. The City of Berlin has the following goals for a maintenance plan and corresponding objectives to reach those goals.

1. Maintain a written and up-to-date maintenance program to ensure that all equipment and vehicles are properly maintained.
 - Objective: Update maintenance plan as needed when changes are made to vehicle inventory or equipment used in the City fleet or shared-ride taxi service
2. Maintain a maintenance plan that always meets the manufacturer's recommendations for maintenance of vehicles and equipment.
 - Objective: Modify or amend the plan as needed when vehicle inventory changes, new equipment is purchased, or manufacturer's change recommended service schedules.
 - Objective: Complete preventive maintenance and inspections at or before the manufacturer's prescribed interval. To use manufacturer's intervals for "urban" or "transit" use for oil changes.
 - Objective: Reduce the incidence of unscheduled repairs and extend the useful life of all vehicles and equipment by adhering to the preventive maintenance schedules suggested by the manufacturer
3. Maintain documentation that revenue vehicles, support vehicles, accessibility equipment and other equipment are adequately maintained.
 - Objective: Perform preventive maintenance according to an orderly schedule to reduce the possibility of exceeding maintenance intervals.
 - Objective: Designation of individual responsible for scheduling maintenance for the City fleet and shared-ride taxi system. That individual shall also be responsible for tracking maintenance when it is performed, and recording maintenance expenses for each vehicle.
4. Maintain an aggressive warranty recovery program to assure that the cost of defects is properly borne by the equipment manufacturer when appropriate and not by the City of Berlin, Shared-Ride Taxi provider, the Wisconsin Department of Transportation or the FTA.
 - Objective: Document all efforts regarding having the warranty cover the cost of repair.
 - Objective: Maintain a summary of all warranty claims submitted and paid.

5. Ensure that all vehicles owned and/or operated by the City of Berlin fleet and shared-ride taxi transportation system are properly maintained and FTA and WisDOT requirements are met.
- Objective: Perform maintenance on all vehicles according to the appropriate schedule.
 - Objective: Maintain records of all maintenance performed, so that the vehicle owner may have access to maintenance records at all times.
 - Objective: City of Berlin and Shared-Ride Taxi provider will work cooperatively together to meet its obligations to WisDOT or the FTA.

Maintenance Plan Responsibilities

Staff Responsibilities

1. The manager is responsible for assuring that the vehicles are being serviced as outlined in this maintenance plan
2. Vehicle issues are to be reported by the driver to the supervisor and then the general manager
3. Documentation of repairs is the responsibility of the individual performing the maintenance (in house) or the individual picking up the vehicle (contracted service)
4. All documentation of maintenance or repair work shall be filed in the local office

Pre-Trip & Post-Trip Inspections

1. All drivers are responsible for performing a pre-trip inspection prior to the daily operation of the vehicle and performing post-trip inspections at the end of the day
2. All completed pre-trip inspection forms are to be filed in the local office
3. All vehicle problems are to be communicated by the driver to dispatch, and from dispatch to the manager as soon as they are noted

Preventive and Routine Maintenance

1. Preventive and routine maintenance shall be performed according to the schedule included in this document
2. All maintenance work shall be documented and filed by vehicle in the local office

Warranty Claims

1. The general manager is responsible for determining if a repair is eligible for coverage under the manufacturer's warranty
2. All warranty claims shall be pursued to the fullest extent possible
3. The dealership or repair facility is responsible for submitting warranty claims, not the taxi system
4. All warranty claim documents shall be filed by vehicle in the local office

NOTE: A 500 mile variance is permitted when scheduling routine maintenance and servicing if needed

Preventive Maintenance Schedule

Daily:

- Clean vehicle interior, removing all items left in car by passengers

Monthly:

- Wash vehicle exterior. Note—this may be required more frequently during the winter to avoid salt build-up

Annually:

- Flush cooling system and replace coolant
- Service air conditioner to assure passenger comfort during summer months
- Every Four Years:
- Replace battery

Maintenance Per Mileage Intervals:

MILES	MAINTENANCE TO BE PERFORMED
3,000	Change oil and oil filter, lubricate chassis, check all lights for operation.
6,000	3,000 mile maintenance plus rotate tires. Inspect brakes and change pads and turn rotors if required.
9,000	3,000 mile maintenance plus inspect all belts and hoses. Adjust belt tension if needed. Inspect air filter and change if needed.
15,000	3,000 mile service plus inspect PCV valve and change if needed.
24,000	6,000 mile service plus change spark plugs (depending on manufacturer's recommendation), service automatic transmission—including replacement of transmission fluid and filter if manufacturer recommends.
48,000	Perform 24,000 mile service plus replace EGR valve, clean EGR passage, ignition cables, distributor cap (if so equipped), rotor drive belts and vacuum operated emission system components.

Lift Maintenance Schedule

It is the policy of the City of Berlin and the Shared-Ride Taxi provider to regularly provide preventive maintenance to all wheelchair lifts in our vehicles. Lifts are cycled daily as part of the pre-trip inspection process. We follow the manufacturer's recommended maintenance schedule for our lifts. The recommended schedule is as follows:

Every 750 cycles:

- Oil dual outer barrier and lower closure pivot points
- Oil outer barrier detent pin points
- Oil outer bather hinge pivot points
- Oil inner roll stop hinge pivot points
- Oil inner roll stop clevis link pivot points
- Oil lifting arm pivot points and rollers (bearings)
- Inspect/repair outer barrier and lower closure to assure proper operation
- Inspect outer barrier seal and lower closure gasket and secure or replace if needed
- Inspect outer barrier detent pin hairpin cotter and repair if needed
- Inspect lift for any abnormal wear or visible damage and repair as needed
- Inspect lift for rattles and correct as needed
- Check drive chain tension and adjust as needed
- Inspect roll stop and linkage for operation, securement, adjustment and wear and damage and secure, replace or correct as needed
- Check carriage ride height in housing and adjust as needed
- Inspect wiring harnesses for wear or other damage and correct or replace as needed
- Check lower pan securement and secure or replace if needed
- Lubricate torque tube pivot points (4 places)
- Verify FMVSS 403/404 Certification Checklist

Every 1500 Cycles

- Lubricate carriage roller bearings
- Lubricate Eccentric shaft roller bearings
- Lubricate rolling horizontal carriage arm slot area
- Lubricate hydraulic cylinder pivot points (4 per cylinder)
- Lubricate drive chain and chain rollers
- Apply synthetic grease to drive chain release latch mechanism
- Deploy lift, lower pan and blow out housing, using compressor and nozzle to remove all debris from housing. Clean lower pan slot and apply antisieze to slot; reinstall pan
- Deploy lift, remove lower pan and clean housing tracks with clean cloth
- Check drive chain tensioner, jam nuts and connecting link for alignment and repair and replace parts as needed
- Inspect drive chain release latch mechanism for proper operation securement and wear or other damage and replace damaged parts as needed
- Inspect platform cable-activated manual release system and repair as needed

Daily Vehicle Inspections

A pre-trip inspection must be completed at the beginning of each day prior to each vehicle entering service. A post-trip inspection must be completed upon the vehicle being retired for the day. The below procedure is to be used in conjunction with the *Daily Pre-Trip Vehicle Inspection Report* and the *Daily Post-Trip Vehicle Inspection Report*. Once the inspections are completed daily, drivers are required to initial at the bottom of the day's column.

When changing drivers during the day, a vehicle should get a quick check, noting damage or defect.

Daily Pre-Trip and Post-Trip Inspection Report forms are turned into the Manager at end of week by the Driver. The Driver then receives blank forms to put back in the cab to start the new week with. These inspection documents stay with the vehicle until completed.

Any defects or vehicle deficiencies are to be recorded on the *Vehicle Repair Request* form and reported to the Manager.

SEE APPENDIX C FOR DAILY INSPECTION & VEHICLE REPAIR REQUEST FORMS

Pre-Trip & Post-Trip Inspection Procedures

1. Walk around vehicle to inspect body, windows and mirrors for damage. Check for dents and cracks, rust streaks and shiny spots (indicating a missing part). Make sure that vehicle is not leaning (lean indicates suspension problems), and that license plates are secured in place. Check all lights to make sure casings are intact.
2. Check the ground under the vehicle for evidence of leaks. Check undercarriage for loose parts.
3. Check the condition of all tires, looking for cracks, bubbles and nicks. Check tire tread and air pressure. Correct pressure is noted on the sidewall of the tire. Check tires from front and rear to make sure they are not warped, Check lug nuts to be sure they are present and not loose.
4. Open hood and check battery for corrosion on the terminals and to make sure connections are tight.
5. Check belts for tightness. They should not have more than 1/2 inch of slack when pushed in middle. Check for cracks and wear. Also check all hoses for cracks and make sure that all hoses are flexible. If a hose has a crack, report it immediately and, if possible, use a different vehicle.
6. Check fluid levels—oil, coolant, power steering and windshield washers. Fill as needed and record amount used.

7. Check transmission fluid level. Make sure vehicle is on level ground to check. Record any fluid added. Close hood.
8. LIFT EQUIPPED VEHICLES: Cycle the lift, to make sure it runs smoothly throughout the cycle. Check for leaks and cracked hoses. Make sure wheelchair securements are ready for use. Check barriers to assure they are anchored in place.
9. RAMP EQUIPPED VEHICLES: Cycle the ramp. Make sure wheelchair securements are ready for use. Make sure ramp stows properly.
10. Set parking brake, then release to make sure it is operating properly.
11. Turn on headlights and 4-way flashers. Check the dash lights, gauges, dome lights and other interior lights for operation. Check low and high beam on headlights. Walk around vehicle to check lights for operation. If possible, have someone observe while you check turn signals, brake lights and back-up lights and alarm. Test horn and windshield wipers and washers.
12. Check inside of vehicle for loose objects and remove if found. Make sure seatbelts, etc., are functioning.
13. Make sure you have necessary documents and items for service (registration papers and insurance card in vehicle) gas card and log book for driver.
14. Refuel vehicle if gauge shows less than 1/4 tank.
15. Turn in pre-trip inspection forms to office on a regular basis, no less frequently than weekly.

APPENDIX A

VEHICLE INVENTORY

APPENDIX A

SHARED-RIDE TAXI ASSET INVENTORY

City of Berlin Inventory Tag #	Classic Cab ID	Year	Description	VIN #	Make	License Plate	Acquire Date	Vehicle Capacity	Lift	Odometer Reading	Date	
VH 0084	2009 Cabulance	2009	2008 Mini Bus on Ford Chassis (Cabulance)	1FD3E35L98DB46285	Starcraft	78779	12/29/2008	6	Yes	148,779	7/14/2017	Title says 2009
VH 0087	Cab #3	2009	2009 Dodge Caravan E85 Extended - Taxi	2D8HN44E59R581422	Dodge	77831	7/7/2009	6	No	144,961	5/9/2017	Need to dispose of
VH 0089	2010 Cabulance	2010	2010 FORD ELKHART COACH 12 + 2 PASSENGER BUS - ARRA (GRANT (Cabulance))	1FDFE4FSXADA62751	Dodge	79990	7/2/2010	14	Yes	22,889	5/9/2017	
VH 0095	Cab #1	2011	2011 Dodge Grand Caravan (Taxi)	WD4RN4DG6BR778869	Dodge	82658	12/9/2011	6	No	144,149	5/9/2017	
VH 0101	Cab #4	2014	2014 DODGE CARAVAN	2C4RDGBG7ER477469	Dodge	89085	9/1/2014	6	No	66,290	5/9/2017	
VH 0104	Cab #5	2015	2015 Dodge Caravan SE Taxi	2C4RDGBG3FR668968	Dodge	90971	7/30/2015	6	No	52,582	5/9/2017	

APPENDIX B

INSURANCE CERTIFICATE



UTICA NATIONAL INSURANCE GROUP

REPUBLIC FRANKLIN INSURANCE CO.
180 GENESEE STREET
NEW HARTFORD, NY 13413

PAGE 1

W0217
ADVISORNET PROP & CAS
P O BOX 389
SHEBOYGAN, WI 53082
(866) 896-0281

POLICY NUMBER: CPP 4712020
RENEWAL OF CPP 4712020
NAMED INSURED: CLASSIC CAB LTD.

ADDRESS: PO BOX 342
745 BROADWAY ST.
BERLIN, WI 54923

FORM OF BUSINESS: ORGANIZATION OTHER THAN PARTNERSHIP OR JOINT VENTURE

BUSINESS DESCRIPTION: SHARED RIDE TAXI

POLICY PERIOD: FROM 01-09-17 TO 01-09-18 12:01 A.M. Standard Time at your address shown above.

In return for the payment of the premium and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

COMMERCIAL GENERAL LIABILITY COVERAGE PART - DECLARATIONS

LIMITS OF INSURANCE

General Aggregate Limit (Other Than Products-Completed Operations)	\$	2,000,000
Products-Completed Operations Aggregate Limit	\$	2,000,000
Personal and Advertising Injury Limit	\$	1,000,000
Each Occurrence Limit	\$	1,000,000
Damage To Premises Rented To You Limit	\$	100,000
Medical Expense Limit (Any One Person)		EXCLUDED


LOCATIONS OF ALL PREMISES OTHER THAN THE ADDRESS SHOWN ABOVE WHICH YOU OWN, RENT OR OCCUPY ARE LISTED ON COMMERCIAL GENERAL LIABILITY DECLARATIONS - CONTINUED

FORMS AND ENDORSEMENTS APPLYING
TO THIS COVERAGE PART:

ADVANCE PREMIUM \$ 1,116.00

TOTAL ADVANCE PREMIUM \$ 1,116.00

SEE 8-S-1018


Authorized Representative

CPP CG 11 3 4712020

8-D-CG Ed. 7-1999

Includes copyrighted material of Insurance Services Office, Inc., with its permission. Copyright, Insurance Services Office, Inc., 1982, 1984

BILLING NO. 101018348

01-17-17 YOUR BILL WILL FOLLOW

POLICY NUMBER: CPP 4712020

COMMERCIAL AUTO LIABILITY
COMMERCIAL GENERAL LIABILITY
COMMERCIAL INLAND MARINE
COMMERCIAL PROPERTY
BUSINESSOWNERS
CRIME

SUPPLEMENTAL DECLARATIONS

Named Insured: CLASSIC CAB LTD.

Forms and Endorsements applying to this Coverage Part and made part of this policy at time of issue:

FORM -----	EDITION -----	TITLE -----
8E3551	12/05	EMPLOYMENT PRACTICES- LIMITED ADDITIONAL DEFENSE COVERAGE
CG2011	04/13	ADDITIONAL INSURED- MANAGERS OR LESSORS OF PREMISES
CG2010	04/13	ADDITIONAL INSURED OWNERS LESSEES OR CONTRACTORS SCHEDULED P
CG2010	04/13	ADDITIONAL INSURED OWNERS LESSEES OR CONTRACTORS SCHEDULED P
CG2011	04/13	ADDITIONAL INSURED- MANAGERS OR LESSORS OF PREMISES
CG2116	04/13	EXCLUSION-DESIGNATED PROFESSIONAL SERVICES
CG2230	07/98	EXCLUSION - CORPORAL PUNISHMENT
CG2149	09/99	TOTAL POLLUTION EXCLUSION ENDORSEMENT
IL0003	09/07	CALCULATION OF PREMIUM
8E3502	01/04	EXCLUSION- SILICA LIABILITY HAZARD
CG2167	12/04	FUNGI OR BACTERIA EXCLUSION
CG2147	12/07	EMPLOYEE RELATED PRACTICES EXCLUSION
IL0985	01/15	DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE
8E2370	05/00	ABUSE OR MOLESTATION EXCLUSION
CG2170	01/15	CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM
CG2106	05/14	EXCLUSION-ACCESS OR DISCLOSURE OF CONFIDENTIAL/PERSONAL INFO
CG2001	04/13	PRIMARY AND NONCONTRIBUTORY OTHER INSURANCE CONDITION
CG0001	04/13	COMMERCIAL GENERAL LIABILITY COVERAGE FORM
CG2426	04/13	AMENDMENT OF INSURED CONTRACT DEFINITION
IL0021	09/08	NUCLEAR ENERGY LIABILITY
IL0283	07/02	WI CHANGES - CANCELLATION AND NONRENEWAL
8E3202	01/02	ASBESTOS EXCLUSION
CG0124	01/93	WISCONSIN CHANGES - AMENDMENT OF POLICY CONDITIONS
IL0017	11/98	COMMON POLICY CONDITIONS
8E1816	11/91	TOTAL POLLUTION EXCLUSION ENDORSEMENT
8E2720	07/98	LIABILITY EXCLUSION: COMPUTER AND OTHER ELECTRONIC-RELATED P
CG2135	10/01	EXCLUSION - COVERAGE C - MEDICAL PAYMENTS

POLICY NUMBER: CPP 4712020

Item No.	Locations/Classifications	Code No. St.-Terr.	Premium Basis	Rates		Advance Premium	
				OTHER	PR/CO	OTHER	PR/CO
001A	BUS STATIONS OR TERMINALS - PRODUCTS - COMPLETED OPERATIONS ARE SUBJE CT TO THE GENERAL AGGREGATE LIMIT	41210 WI-503	TERMINALS	PER TERMINAL/STATION 0915.600		\$ 916	
001B	8E3551 EMPLOYMENT PRACTICES - LIMITED ADDITIONAL DEFENSE COVERAGE	41210 WI-503				\$ 100	
003B	CG2011 ADDITIONAL INSURED- MANAGERS OR LESSORS OF PREMISES	49950 WI-503				\$ 25	
005B	CG2010 ADDITIONAL INSURED O WNERS LESSEES OR CON TRACTORS SCHEDULED P ERSON/ORG	49950 WI-503				\$ 25	
006B	CG2010 ADDITIONAL INSURED O WNERS LESSEES OR CON TRACTORS SCHEDULED P ERSON/ORG	49950 WI-503				\$ 25	
007B	CG2011 ADDITIONAL INSURED- MANAGERS OR LESSORS OF PREMISES	49950 WI-503				\$ 25	
Total Advance Other and PR/CO						\$ 1,116	
TOTAL ADVANCE PREMIUM						\$ 1,116	

ITEM LETTER CODE

A=HAZARD
B=FORM
C=FLAT CHARGE

THE UTICA NATIONAL INSURANCE GROUP THANKS YOU FOR YOUR BUSINESS

These I.D. cards provide written proof that you carry the necessary automobile liability coverage required under state law for the vehicle(s) described. The information also may be used to register your vehicle or replace its license plates. The cards are valid until your current liability insurance policy expires or is terminated.

Make sure the name on the cards matches the name on your motor vehicle registration. If the cards contain the name of anyone other than the vehicle registrant, please contact us so we can re-issue them with the correct name. If you lose the card, contact your insurance company or agent for a replacement.

Keep one in the glove compartment of the car listed on the I.D. card. You may be asked to present this card if you are involved in an accident, stopped by a law enforcement official for a road check or moving traffic violation, or asked to appear before a judge or hearing officer.

Keep the other card in a safe place, perhaps at home with your other important papers. You'll need it to verify insurance coverage when you register your vehicle with the State. Make sure the insurance company code number on both cards matches the one on your registration form. If you are registering or re-registering a vehicle, check with your state motor vehicle department to determine whether you need to submit one of the I.D. cards with your vehicle registration form.

Please remove cards along perforation and cut along dotted lines.

Keep Insurance affordable and
the highway safe -

- Don't drink and drive!
- Obey the speed limit
- Buckle up!

A reminder from the companies of the
Utica National Insurance Group.

Remember Utica National for all your
insurance needs:

- Home
- Renters
- Business
- Life
- Umbrella

We're proud to be represented by your
local, independent agent.

COMPANY NUMBER 673 COMPANY REPUBLIC FRANKLIN INSURANCE CO.
POLICY NUMBER GPP 4712020 EFFECTIVE DATE 01/09/17 EXPIRATION DATE 01/09/18
YEAR 08 MAKE/MODEL FORD E350 VAN VEHICLE IDENTIFICATION NUMBER 15D3E35L98DB46285
AGENCY/COMPANY ISSUING CARD
W0217
ADVISORNET PROP. & CAS
P O BOX 389
SHEBOYGAN WI 53082
INSURED
CLASSIC CAB LTD.
PO BOX 342
745 BROADWAY ST.
BERLIN, WI 54923

SEE IMPORTANT MESSAGE ON REVERSE SIDE

COMPANY NUMBER 673 COMPANY REPUBLIC FRANKLIN INSURANCE CO.
POLICY NUMBER GPP 4712020 EFFECTIVE DATE 01/09/17 EXPIRATION DATE 01/09/18
YEAR 08 MAKE/MODEL FORD E350 VAN VEHICLE IDENTIFICATION NUMBER 15D3E35L98DB46285
AGENCY/COMPANY ISSUING CARD
W0217
ADVISORNET PROP. & CAS
P O BOX 389
SHEBOYGAN WI 53082
INSURED
CLASSIC CAB LTD.
PO BOX 342
745 BROADWAY ST.
BERLIN, WI 54923

SEE IMPORTANT MESSAGE ON REVERSE SIDE

APPENDIX C

INSPECTION & MAINTENANCE RECORD FORMS

CITY OF BERLIN/SHARED-RIDE TAXI SERVICE

Daily Pre-Trip Vehicle Inspection Report

Vehicle Registration #		Week Beginning	
-------------------------------	--	-----------------------	--

ITEMS INSPECTED	<input checked="" type="checkbox"/> O.K <input checked="" type="checkbox"/> Defective*						
	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Tires (inflation, wear, damage)							
Oil							
Coolant							
Transmission fluid							
Overall condition (new dents, rust, etc.)							
Fluid leaks							
Brake lights							
Tail lights							
Reverse lights							
Turn signals and flashers							
Headlights, hi/low beams							
Interior, dash lights							
Wipers & washers							
Reg/Insurance Packet							
Radio check							
Emergency brake (wheelchair and newer cars)							
Defrost & heater							
Air conditioner							
Horn							
Mirrors							
Brakes (smooth operation, noises)							
Steering (excessive play, crooked steering wheel)							
Other:							
LIFT VEHICLES ONLY							
Safety equipment							
Reflective triangles							
Fire extinguisher							
First aid kit							
Lift condition and operation							
Other:							

ODOMETER READINGS							
Beginning Mileage							
Ending Mileage							
Total							

Inspection Completed by:							
Driver's Initials							

***FOR ANYTHING MARKED DEFECTIVE A VEHICLE REPAIR REQUEST MUST BE FILLED OUT.**
 INSPECTION REPORT REMAINS IN VEHICLE UNTIL COMPLETED. REPORT DEFECTS ON VEHICLE REPAIR NOTICE.

CITY OF BERLIN/SHARED-RIDE TAXI SERVICE

Daily Post-Trip Vehicle Inspection Report

Vehicle Registration #					Week Beginning			
ITEMS INSPECTED	<input checked="" type="checkbox"/> O.K <input type="checkbox"/> Defective*							
	Mon	Tues	Wed	Thur	Fri	Sat	Sun	
BRAKES								
Mushy								
Noisy or squeaky								
Grab								
Emergency Brake Loose								
Pulls Left								
Pulls Right								
LIGHTS								
Headlight								
Turn Signal								
Interior								
Dash								
Entrance								
Tail/Brake								
NOISE								
Left Front								
Right Front								
Left Rear								
Right Rear								
Engine								
Transmission								
ENGINE & DRIVE TRAIN								
Engine Overheats								
Starts Hard, Won't Turn Over								
Misses Stroke or Stalls in Idle								
Shifts Hard, Jumpy								
No or Delayed Acceleration								
Shudders & Diesels When Turned off								
STEERING & WHEEL ALIGNMENT								
Hard to Turn or Steer								
Steering Wheel Shimmies								
Too Much Play in Steering Wheel								
Wheel Alignment Pulls Right								
Wheel Alignment Pulls Left								
Ride Feels Too Bumpy								
EXTERIOR (INCL DOORS)								
Front Damage								
Rear Damage								
Left Side Damage								
Right Side Damage								
INTERIOR								
Heating/AC								
Defroster								
Doors/Door Opener								
Windows								
Seats								
Floors								
MISCELLANEOUS								
Radio or P.A. System out								
Fumes/Odor Complaints								
Fans not working								
Wheelchair lift								
Smoky Exhaust								
Signbox								
Other:								
Inspection Completed by:								
Driver's Initials:								

*FOR ANYTHING MARKED DEFECTIVE A **VEHICLE REPAIR REQUEST** MUST BE FILLED OUT.
 INSPECTION REPORT REMAINS IN VEHICLE UNTIL COMPLETED. REPORT DEFECTS ON VEHICLE REPAIR NOTICE.

Vehicle Repair Request

This form is designed to help drivers and dispatchers request repairs. This includes defects found on daily inspections and complaints reported to the dispatcher/manager during service. Also, use this form to report upcoming service intervals as noted either on the dispatch board or on the vehicle service sticker. *Service intervals are to be noted 3 days before anticipated date.*

Never operate vehicles with compromised safety equipment. Some other defects can be scheduled for future repair.

To dispatcher or service manager:

Date _____ Vehicle No. _____

Driver _____

Mileage _____

Nature of Request (please be specific)

Mechanic/Manager

Remove from service _____

Schedule for repair _____

Remarks _____

Completed (initials & date) _____

PERIODIC MAINTENANCE/OIL CHANGE

DATE	
CAR#	
MILEAGE	
COMPLETED BY	

COMPLETED	
SUSPENSION & UNDERBODY	
BRAKE PADS AND ROTORS	
OIL & FILTER CHANGE	

INSPECT FOR LEAKS: NONE COMMENTS/REPAIRS NEEDED

POWER STEERING SYSTEM		
ROCKER COVER, LEFT		
ROCKER COVER, RIGHT		
TRANSMISSION PAN		
GAS TANK		
COOLING SYSTEM & HOSES		

CHECK LEVELS: OKAY COMMENTS/AMOUNT ADDED

RADIATOR FLUID		
TRANSMISSION FLUID		
BRAKE FLUID RESERVOIR		
POWER STEERING FLUID		
BATTERY CONDITION		

GREASE: COMPLETED

FRONT END ZERKS	
-----------------	--

CHECK: OKAY COMMENTS/REPLACEMENT NEEDED

ENGINE BELTS		
AIR FILTER		

OIL: LF RF LR RR TRUNK

DOOR HINGES					
DOOR LATCHES					

INSPECT TIRES: LF RF LR RR SPARE

CONDITION					
PRESSURE					

INSPECT LIGHTS: OKAY COMMENTS/REPAIRS NEEDED

PARKING LIGHTS		
DIRECTIONALS		
BRAKE LIGHTS		
LICENSE PLATE		
HEADLIGHTS; DIM		
HEADLIGHTS, BRIGHT		
INTERIOR LIGHTS		
DASH LIGHTS		
WARNING LIGHTS		

MAINTENANCE LABOR REPORT

DATE: _____

CITY/LOCATION

NAME: _____

STARTING TIME: _____

STOPPING TIME: _____

[illegible]TOTAL
TIME

APPENDIX D

DRIVER COLLISION REPORT FORM

Driver's Report of a Collision

Every cab should have blank copies of this report in their gloveboxes. (Check every day to make sure you have one.)

If you are ever involved in a crash, you should:

1. Find out if anyone is hurt;
2. Contact your dispatcher and report the crash;
3. Do whatever the dispatcher tells you to do;
4. Pull out a blank copy of this report and begin to fill it in.

Date of the Crash:

Description of the Other Car:

License Plate Number (& State) _____ Color _____

Make & Model _____ Approximate Year _____

Name of Other Car's Driver: _____ Contact Phone Number _____

How Many Passengers in the other car? _____ Was anyone injured? _____

(If extra cars were involved answer these same questions for each car on the back of this paper.)

Our Info:

Your Name _____ Which Cab were You Driving? _____

Did you have any passengers onboard at the time? If so, list their names: _____

List their names (continued): _____

Were you injured? _____ (Circle the name of any passenger who was injured.)

Time of Day and Road Conditions (circle all the apply):

Sunny Overcast Gloomy Foggy Rainy Snowy Icy Roads Wet Roads

(Write in any other words that describe the scene): _____

Fill in the Time of the Crash:

Describe Damage to the Other Car:

Describe Damage to our Taxicab:

Fill in this box if you need to describe other damages, such as road-signs or mailboxes, etc.

In the following space please write a description of what happened that caused the crash:

Location of Crash _____

Description: _____

(continue on another piece of paper if needed)

Completed by _____
Please Print

Completed by _____ Date _____
Signature

Turn in this completed form to your dispatcher. Do not wait for extra details. You can always submit extra information later.

DATE: July 13, 2017

TO: Common Council

FROM: Lindsey Kemnitz

RE: Raze order at 399 Lafayette Street

BACKGROUND:

Earlier this summer I spoke with the property owner and he stated he planned on razing the building. Since the conversation, nothing has been done with the property. The property has been vacant since at least 2012. July 13th the building inspector conducted an inspection on the property and found many issues the property and requested to place a raze order for 399 Lafayette Street. Attached is the inspection report and pictures.

RECOMMENDATION:

To place a raze order for 399 Lafayette Street

INSPECTION REPORT AND NOTICE OF NONCOMPLIANCE

Print legibly using black ink.

Report Date	Inspection Date 7/13/17	Permit No.	State Seal #	Parcel No. 206-01285-0200
Project Address 399 LAFAYETTE ST		Subdivision CAPRON'S Addition		Lot No. 3
				Block No. 194
Inspection Type(s):	<input type="checkbox"/> Footing <input type="checkbox"/> Erosion Control <input type="checkbox"/> Foundation <input type="checkbox"/> Basement Drain Tile <input type="checkbox"/> Underslab Pibg <input type="checkbox"/> Rough HVAC	<input type="checkbox"/> Rough Plumbing <input type="checkbox"/> Rough Electrical <input type="checkbox"/> Construction <input type="checkbox"/> Insulation/Energy <input type="checkbox"/> Final <input type="checkbox"/> Other:		
Area Inspected, if Partial Inspection: EXTERIOR STRUCTURES		If Final Inspection, Occupancy May: <input type="checkbox"/> Take Place Now <input type="checkbox"/> Take Place Temporarily for _____ days <input type="checkbox"/> Not Take Place Until The Items Below Are Corrected and Inspected <input type="checkbox"/> Other:		
Owner: Johnson S. WERCH 510 SACRAMENTO ST. BERLIN, WI 54923		Contractor: Property Maintenance *Range ORDER* Vacant since 2011		

AN INSPECTION OF THE ABOVE PREMISES HAS DISCLOSED THE FOLLOWING NONCOMPLIANCES: ☐ None Noted.

ORDER NO.	CODE SECTION	FINDINGS AND REQUIREMENTS
* NOTE: (prase in need of roof, siding, new dhd's etc	* Lafayette Street side - holes in roof, fascia missing	
	* Siding (Asphalt) starting to fall off, some missing in areas.	
	* AC in window, west side of house 1/2 in 1/2 out of window	
	* Both Chimneys collapsed	
	* Rear roof starting to sag, showing signs of holes forming from leaks	
	* Boarded up window/door @ Rear of house.	
	* Hole @ rear of house @ Attic (Vent lower missing)	
	* Rear to addition (rear portion) starting to pull away	

IMPORTANT: Please report when violations are corrected. AVOID DELAY from main street

NOTICE OF NONCOMPLIANCE: All cited violations shall be corrected within 30 days after written notification unless an extension of time is granted. Each day that the violation continues after notice shall constitute a separate offense and is subject to remedies and penalties by the authority having jurisdiction. Appeals per ch. 68, WI Stats. and s. SPS 320.21.

Enforcing <input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City <input type="checkbox"/> County	OF: <u>Berlin</u>	Bldg Location Muni #	Authority By Municipal Ordinance Section:
Jurisdiction: <input type="checkbox"/> State Staff <input type="checkbox"/> State Inspection Agency#			
Inspector's Name: Zwank, Leah	Violations Explained To:	Compliance Date:	
Inspector's Address: 109 N. Chas. St.	Office Hours: Thurs. 8:30-10:30 2:30-4:30	Telephone No: 920-210-10351	
Orders Referred for Follow-up Legal Action To:	Date	Noncompliances Verified to Still Exist? (If needed, notate orders above.) <input type="checkbox"/> Yes <input type="checkbox"/> No	Additional Fees Collected(+) / Refunded(-) By State-Contracted Agency \$ Since Original Permit Issuance:

Distribution: ☐ Ply 1 - Contractor ☐ Ply 2 - Inspector/State ☐ Ply 3 - Owner ☐ Ply 4 - File

