

AGENDA
COMMON COUNCIL MEETING
TUESDAY, MARCH 10, 2020 7:00 PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE

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

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

3. Waive the reading of ordinances and resolutions. RECOMMENDATION: Waive the reading of all ordinances and resolutions adopted at this meeting.
4. Written reports from the City Clerk, Treasurer, and Building Inspector. RECOMMENDATION: Receive and place on file the written reports from the City Clerk, Treasurer, and Building Inspector.
5. Minutes from the February 11, 2020 Common Council Meeting. RECOMMENDATION: Approve the minutes.
6. Paramedic Intercept Agreement with Southern Green Lake Ambulance Service
RECOMMENDATION: Accept the Committee of the Whole recommendation to direct staff to rescind the paramedic service agreement offer with Southern Green Lake County Ambulance services and have staff pursue payment of bills owed for paramedic services rendered.
7. 2019-2021 Police Union Contract. RECOMMENDATION: Accept the Committee of the Whole recommendation to ratify the 2019-2021 Tentative Agreement Between the City of Berlin and the Berlin Professional Policemen's Union Local 514-B AFSCME AFL-CIO and authorize the appropriate officials to sign the contract.
8. Raze or Repair Action on 151 N. Wisconsin Street. RECOMMENDATION: Accept the Committee of the Whole recommendation to remove the Raze or Repair Order on 151 N. Wisconsin Street.
9. Street Light Petition. RECOMMENDATION: Accept the Committee of the Whole recommendation to approve the petitioned request to install a street light at the intersection of N.W. Cumberland and N. Hunter Street.
10. Transportation Alternatives Program (TAP) Funding Application Resolution.
RECOMMENDATION: Accept the Committee of the Whole recommendation to approve Resolution #20-02 Supporting Wisconsin Department of Transportation (WisDOT) 2020-2024 Transportation Alternatives Program`` (TAP) Award Cycle.
11. Bills List. RECOMMENDATION: Approve the list of bills for payment.

END OF CONSENT AGENDA

12. 2019 Chamber Report on Room Tax. RECOMMENDATION: Listen to presentation. No action required.
13. Citizen Participation Plan Revision and Adopting Resolution. RECOMMENDATION: 1) Waive Committee of the Whole discussion on this item; 2) Review the Proposed Citizen Participation Plan and approve and adopt Resolution #20-03 Adopting the Citizen Participation Plan.
14. Preliminary Resolution Declaring Intent to Levy Special Assessments for 2020 Street & Utility Improvements. RECOMMENDATION: Approve Preliminary Resolution #20-04 Declaring the Intent to Levy Special Assessment Under Municipal Police Power Pursuant to §66.0703, Stats. Upon the Following Designated Areas: Webster Street (N. Washington-N. Kossuth), S. State Street (E. Huron-Ripon Rd), S. Swetting Street (Junction-Ripon Rd), Jackson Street (Broadway-Webster), and Jefferson Street (Broadway-Webster) and schedule a public hearing for the April 14, 2020 Common Council Meeting.
15. 2020 Street and Utility Improvements and Pavement Maintenance Project Construction Contract Award. RECOMMENDATION: Accept the Committee of the Whole recommendation to award the 2020 Street and Utility Improvement construction contract to Wood Sewer & Excavating Inc. of New London, WI in the amount of \$1,493,566.30.
16. Resignation of Animal Control Officer. RECOMMENDATION: Accept the resignation of Vicki Murphy for the position of Animal Control Officer due to retirement effective February 1, 2020.
17. Appointment of Animal Control Officer. RECOMMENDATION: Accept the Mayoral appointment of Lacey McBair to the position of Animal Control Officer for the remainder of the term expiring April 30, 2020.
18. Appointment of Election Officials. RECOMMENDATION: Accept the Mayoral appointment of Margaret Ferrell, Gary Knoke, Vicki Murphy, and Cheryl Coats as election officials for the 2020-2021 Election Term.
19. 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.)
20. New Business (To be used to request items of new business be put on a future agenda)
21. Public Appearances.
22. Adjourn.

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

CITY OF BERLIN BUILDING REPORT February 2020

TYPE OF PERMIT	MONTH			YEAR TO DATE			LAST YEAR TO DATE		
	No.	Estimated Value	Permit Cost	No.	Estimated Value	Permit Cost	No.	Estimated Value	Permit Cost
Single Family Residence				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Multi-Family Residence	2	\$540,000.00	\$2,973.20	2	\$540,000.00	\$2,973.20	0	\$0.00	\$0.00
Residential Garage				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Residential Garage Alteration				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Residential Alteration	2	\$50,520.00	\$266.60	4	\$71,535.00	\$389.85	2	\$17,000.00	\$100.00
Commercial				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Commercial Alteration	1	\$50,000.00	\$300.00	2	\$52,725.00	\$450.00	1	\$2,000.00	\$75.00
Industrial				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Industrial Alteration				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Signs	1	\$1,990.00	\$56.76	1	\$1,990.00	\$56.76	1	\$0.00	\$208.00
Miscellaneous				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Demolition				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Hospital				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Church				0	\$0.00	\$0.00	0	\$0.00	\$0.00
School				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Driveways				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Trailer Homes				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Total Building Permits	6	\$642,510.00	\$3,596.56	9	\$666,250.00	\$3,869.81	4	\$19,000.00	\$383.00
Commercial Plan Approval				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Plumbing Permits	5	\$18,358.00	\$132.79	6	\$54,167.00	\$297.79	2	\$3,800.00	\$80.00
Electrical Permits	3	\$12,320.00	\$61.60	4	\$13,520.00	\$111.60	2	\$1,300.00	\$50.00
Heating Permits	3	\$6,711.00	\$50.00	5	\$98,827.00	\$736.00	1	\$19,000.00	\$133.00
Total Permit Fees	17	\$679,899.00	\$3,840.95	24	\$832,764.00	\$5,015.20	9	\$43,100.00	\$646.00

*Check Summary Register©

FEBRUARY 28 2020

Name	Check Date	Check Amt	
11100 Cash in Bank m FNB			
Paid Chk# 064066	NORTH CENTRAL STATES CARP 1/13/2020	(\$650.74)	REIMBURSEMENT FOR DUPLICATE PA
Paid Chk# 064144	AMERICAN SIGNAL CORP 2/4/2020	\$211.95	RMA #19-0069 RADIO CONTROL
Paid Chk# 064145	ARING EQUIPMENT COMPANY, I 2/4/2020	\$2,285.21	PARTS/LABOR DPW
Paid Chk# 064146	ASSOCIATED BANK 2/4/2020	\$141,841.25	BROADWAY STREET BOND PAYMENT
Paid Chk# 064147	BADGER SWIMPOOLS INC 2/4/2020	\$1,334.72	FRAME AND GRATE FOR SWIMMING P
Paid Chk# 064148	BERLIN CHAMBER OF COMMER 2/4/2020	\$736.21	4TH QUARTER HOTEL MOTEL TAX
Paid Chk# 064149	BOUND TREE MEDICAL, LLC 2/4/2020	\$459.75	MEDICAL SUPPLIES FOR EMS
Paid Chk# 064150	CHARTER COMMUNICATION 2/4/2020	\$59.99	2020 - FEBRUARY - INTERNET SER
Paid Chk# 064151	CT ACCESS 2/4/2020	\$400.00	LSAP RENEWAL LASERFICHE
Paid Chk# 064152	EMERGENCY MEDICAL PRODUC 2/4/2020	\$400.19	MEDICAL SUPPLIES FOR BERLIN EM
Paid Chk# 064153	FARMERS & MERCHANTS BANK 2/4/2020	\$125.00	2020 - JANUARY - EMPLOYER H.S.
Paid Chk# 064154	FINISHLINE STUDIOS 2/4/2020	\$40.00	2020 - FEBRUARY - WEB HOSTING
Paid Chk# 064155	ITU ABSORBTECH, INC. 2/4/2020	\$88.32	2020 - JANUARY - UNIFORM SUPPL
Paid Chk# 064156	JON LUNDT ELECTRIC, INC 2/4/2020	\$3,162.62	NETWORKING MOVES AT BERLIN POL
Paid Chk# 064157	KUNKEL ENGINEERING GROUP 2/4/2020	\$19,461.28	2020 STREET & UTILITY IMPROVEM
Paid Chk# 064158	LANDMARK SERVICES COOPER 2/4/2020	\$6,912.29	FUEL DELIVERY AT DPW
Paid Chk# 064159	OSHKOSH OFFICE SYSTEMS 2/4/2020	\$507.64	2020 - JANUARY - COPIES 6111
Paid Chk# 064160	OVERHEAD DOORS PLUS 2/4/2020	\$363.98	SERVICE ON OVERHEAD DOOR - DPW
Paid Chk# 064161	PAWLACYK, JANEEN 2/4/2020	\$50.00	REFUND DEPOSIT PLACED ON SENIO
Paid Chk# 064162	SEAMAN, MIDGE, PETTY CASH 2/4/2020	\$90.59	REIMBURSE POSTAGE - PETTY CASH
Paid Chk# 064163	SONDALLE FORD LINCOLN MER 2/4/2020	\$313.50	REPALCE FRONT TIRES
Paid Chk# 064164	SUN LIFE FINANCIAL 2/4/2020	\$166.61	2020 - FEBRUARY - EMPLOYER LIF
Paid Chk# 064165	TAPCO SAFE TRAVELS 2/4/2020	\$2,870.00	POLE KNOCK DOWN AND LIGHT FIXT
Paid Chk# 064166	VIVIAL 2/4/2020	\$46.35	2020 - FEBRUARY - CENTURYLINK
Paid Chk# 064167	WISCONSIN EMERGENCY MANA 2/4/2020	\$225.00	EARLY BIRD REGISTRATION
Paid Chk# 064169	ASSOCIATED BANK GREEN BAY 2/4/2020	\$141,841.25	2020 BROADWAY STREET BOND PAYM
Paid Chk# 064171	CONCENTRA MED COMPLIANCE 2/4/2020	\$60.00	DRUG TESTING BUNDLE FEE
Paid Chk# 064172	CORPORATE NTRWK SOLUTION 2/4/2020	\$650.00	2019 - EXTENDED SERVICE AGREEM
Paid Chk# 064173	CUMMINS SALES AND SERVICE 2/4/2020	\$310.19	INSPECTION ON GENERATOR AT CIT
Paid Chk# 064174	FARRELL EQUIPMENT & SUPPL 2/4/2020	\$1,319.64	PLASTIC A FRAME BARRICADES
Paid Chk# 064175	KUNKEL ENGINEERING GROUP 2/4/2020	\$487.50	PREPARE MLS APPS PED BRIDGE, W
Paid Chk# 064176	vonBRIESEN & ROPER, s.c. 2/4/2020	\$1,885.42	PFC MATTERS
Paid Chk# 064177	BMO HARRIS BANK 2/6/2020	\$396.25	2020 - FEBRUARY - EMPLOYER H.S
Paid Chk# 064178	COMMUNITY FIRST CREDIT UNI 2/6/2020	\$765.00	2020 - FEBRUARY - EMPLOYER H.S
Paid Chk# 064179	FARMERS & MERCHANTS BANK 2/6/2020	\$1,158.07	2020 - FEBRUARY - EMPLOYER H.S
Paid Chk# 064180	FORTIFI BANK 2/6/2020	\$1,418.00	2020 - FEBRUARY - EMPLOYER H.S
Paid Chk# 064181	HORICON BANK 2/6/2020	\$100.00	2020 - FEBRUARY - EMPLOYEE H.S
Paid Chk# 064182	NORTH SHORE BANK, FSB 2/6/2020	\$275.00	2020 - FEBRUARY - EMPLOYEE DEF
Paid Chk# 064183	VERVE 2/6/2020	\$335.00	2020 - FEBRUARY - EMPLOYER H.S
Paid Chk# 064184	ASSOCIATED BANK GREEN BAY 2/6/2020	\$202,400.00	2008 STREET BOND REFI AND RAJ
Paid Chk# 064185	BELLA BY DESIGN 2/6/2020	\$140.40	CERTIFICATE PLAQUES
Paid Chk# 064186	BERLIN JOURNAL NEWSPAPER 2/6/2020	\$86.50	ORDINANCE 08-19 SWIMMING POOL
Paid Chk# 064187	CHARTER COMMUNICATION 2/6/2020	\$169.98	CITY HALL INTERNET SERVICE
Paid Chk# 064188	FARRELL EQUIPMENT & SUPPL 2/6/2020	\$175.21	HIGH VIZ PARKAS
Paid Chk# 064189	NEUMAN, KAREN 2/6/2020	\$447.11	2019 - FEBRUARY - HEALTH REIMB
Paid Chk# 064190	SCHROEDER, JESSICA 2/6/2020	\$260.80	WI FIG CONFERENCE
Paid Chk# 064191	SECURIAN FINANCIAL GROUP, I 2/6/2020	\$625.71	2020 - FEBRUARY - EMPLOYER CON
Paid Chk# 064192	THE CVIKOTA COMPANY INC 2/6/2020	\$2,371.17	2020 - JANUARY AMBULANCE COLLE
Paid Chk# 064193	UNITED HEALTHCARE UTAH 2/6/2020	\$316.69	PATIENT BETTY WERCH - INSURANC
Paid Chk# 064194	ADVANTAGE POLICE SUPPLY IN 2/11/2020	\$434.30	STREAMLIGHT FOR BPD
Paid Chk# 064195	BAYCOM INC 2/11/2020	\$2,059.21	2020 SERVICE AGREEMENT
Paid Chk# 064196	BERLIN CONSERVATION CLUB 2/11/2020	\$560.00	2020 LEASE AGREEMENT 12 MEMBER
Paid Chk# 064197	CORPORATE NTRWK SOLUTION 2/11/2020	\$700.00	WIRELESS ACCESS POINT
Paid Chk# 064198	OSHKOSH OFFICE SYSTEMS 2/11/2020	\$44.33	3 MONTH COPY USAGE BERLIN POLI
Paid Chk# 064199	SHEA ELECTRIC & COMM LLC 2/11/2020	\$317.09	READER FOR FRONT PD DOOR & CAL
Paid Chk# 064200	SONDALLE FORD LINCOLN MER 2/11/2020	\$85.70	2017 OIL/FILTER
Paid Chk# 064202	WISCONSIN DEPARTMENT JUST 2/11/2020	\$1,080.00	TIME SYSTEM ACCESS 2020

General City payables

*Check Summary Register©

FEBRUARY 28 2020

	Name	Check Date	Check Amt	
Paid Chk# 064203	Voided	2/11/2020	\$0.00	Check AddUnused
Paid Chk# 064204	TTI	2/11/2020	\$397.25	RADIO REPAIR
Paid Chk# 064205	RUNNING INC. TRANSIT SERVIC	2/13/2020	\$13,731.36	SENIOR CENTER TAXI SERVICE
Paid Chk# 064206	ACTION APPRAISERS & CONSU	2/14/2020	\$6,650.00	MAINTENANCE WORK FOR 2020
Paid Chk# 064207	ADVANCED DISPOSAL SERVICE	2/14/2020	\$24,242.50	2020 - JANUARY - SENIOR CENTER
Paid Chk# 064208	AMAZON CAPITAL SERVICES, IN	2/14/2020	\$204.18	LAPTOP COOL PAD FOR EMS
Paid Chk# 064209	APPLETON FINANCE DEPARTM	2/14/2020	\$471.25	2020 - FEBRUARY - WEIGHTS AND
Paid Chk# 064210	ARING EQUIPMENT COMPANY, I	2/14/2020	\$623.58	VALVE PARTS FOR DPW
Paid Chk# 064211	BAYCOM INC	2/14/2020	\$683.54	DEPOT REPAIR FOR BFD
Paid Chk# 064212	BENEFIT ADVANTAGE	2/14/2020	\$64.00	2020 - JANUARY - 32 LIVES COBR
Paid Chk# 064213	BERLIN AREA SCHOOL DISTRIC	2/14/2020	\$892,516.43	2020 - FEBRUARY - 2019 TAX SE
Paid Chk# 064214	BERLIN JOURNAL NEWSPAPER	2/14/2020	\$72.25	2020 - SPRING PRIMARY - PUBLIC
Paid Chk# 064215	CENTURYLINK	2/14/2020	\$63.10	2020 - JANUARY - LONG DISTANCE
Paid Chk# 064216	CHARTER COMMUNICATION	2/14/2020	\$147.62	2020 - JANUARY TV/INTERNET SER
Paid Chk# 064217	CONCENTRA MED COMPLIANCE	2/14/2020	\$245.00	2020 - ANNUAL ADMIN FEE
Paid Chk# 064218	CORPORATE NTRWK SOLUTION	2/14/2020	\$50.00	PARTS FOR SUSIE AND LINDSEY'S
Paid Chk# 064219	DIVISION OF UNEMPLOYMENT I	2/14/2020	\$811.21	BENEFIT CHARGES FOR 01/11-01/3
Paid Chk# 064220	EMC INSURANCE COMPANIES	2/14/2020	\$19,284.69	2020 - FEBRUARY - GENERAL LIAB
Paid Chk# 064221	FARRELL EQUIPMENT & SUPPL	2/14/2020	\$539.91	PLASTIC BARRICADE 2 X 8
Paid Chk# 064222	GREEN LAKE AREA ANIMAL SHE	2/14/2020	\$562.50	DONATION TO THE GREEN LAKE ARE
Paid Chk# 064223	GREEN LAKE COUNTY TREASU	2/14/2020	\$614,145.71	2020 - FEBRUARY - 2019 TAX SE
Paid Chk# 064224	GREEN LAKE TITLE & ABSTRAC	2/14/2020	\$75.00	TITLE REPORT. NENE 09-17-13
Paid Chk# 064225	MGD INDUSTRIAL CORP	2/14/2020	\$98.22	PARTS FOR BDPW
Paid Chk# 064226	MORAIN PARK TECHNICAL CO	2/14/2020	\$61,451.87	2020 - FEBRUARY - 2019 TAX SET
Paid Chk# 064227	RUNNING INC. TRANSIT SERVIC	2/14/2020	\$14,556.71	2020 - JANUARY - SHARED RIDE T
Paid Chk# 064228	SCHRADER, JOHN	2/14/2020	\$832.58	2020 - MARCH - HEALTH REIMBURS
Paid Chk# 064229	SONDALLE FORD LINCOLN MER	2/14/2020	\$35.95	MAINTENANCE ON 2019 FORD
Paid Chk# 064230	WAUSHARA CO TREASURER	2/14/2020	\$29,625.02	2020 - FEBRUARY - 2019 TAX SET
Paid Chk# 064231	WI DEPT OF JUSTICE	2/14/2020	\$310.00	31 BACKGROUND CHECKS FOR BEMS
Paid Chk# 064232	BMO HARRIS BANK	2/19/2020	\$240.00	2020 - PAYROLL 4 - EMPLOYEE H.
Paid Chk# 064233	COMMUNITY FIRST CREDIT UNI	2/19/2020	\$265.00	2020 - PAYROLL 4 - EMPLOYEE H.
Paid Chk# 064234	FARMERS & MERCHANTS BANK	2/19/2020	\$733.07	2020 - PAYROLL 4 - EMPLOYEE H.
Paid Chk# 064235	FORTIFI BANK	2/19/2020	\$793.00	2020 - PAYROLL 4 - EMPLOYEE H.
Paid Chk# 064236	HORICON BANK	2/19/2020	\$100.00	2020 - PAYROLL 4 - EMPLOYEE H.
Paid Chk# 064237	NORTH SHORE BANK, FSB	2/19/2020	\$275.00	2020 - PAYROLL 4 - EMPLOYEE DE
Paid Chk# 064238	VERVE	2/19/2020	\$210.00	2020 - PAYROLL 4 - EMPLOYEE H.
Paid Chk# 064239	WI COUNCIL 32 PER CAP TAX T	2/19/2020	\$407.20	2020 - FEBRUARY - UNION DUES D
Paid Chk# 064240	BAKER & TAYLOR	2/20/2020	\$1,195.49	28 UNITS FOR BPL
Paid Chk# 064241	BERLIN OIL PRODUCTS	2/20/2020	\$44.00	22 PAPERS
Paid Chk# 064242	CINTAS CORPORATION	2/20/2020	\$197.52	2020 - FEBRUARY - SUPPLIES BER
Paid Chk# 064243	FINDAWAY WORLD, LLC	2/20/2020	\$19.99	REPLACEMENT PLAYAWAY FEE
Paid Chk# 064244	LISA OBRIST	2/20/2020	\$720.00	2020 - JANUARY - LIBRARY CLEAN
Paid Chk# 064245	OSHKOSH OFFICE SYSTEMS	2/20/2020	\$65.08	COPIES FOR COPIER 7293 BPL
Paid Chk# 064246	SUPERIOR CHEMICAL CORP	2/20/2020	\$96.36	TOWELS AND CHEMS FOR BPL
Paid Chk# 064247	UNIQUE MANAGEMENT SERVIC	2/20/2020	\$44.75	JANUARY PLACEMENTS FOR BPL
Paid Chk# 064248	WINNEFOX LIBRARY SERVICES	2/20/2020	\$25,672.49	2020 WALS FEE
Paid Chk# 064249	WINNEFOX COOPERATIVE TEC	2/20/2020	\$489.18	LIBRARY SUPPLIES
Paid Chk# 064250	WINNEFOX LIBRARY SYSTEM	2/20/2020	\$4,009.45	2020 OVERDRIVE/EBOOKS STATEWID
Paid Chk# 064251	J. F. AHERN COMPANY	2/20/2020	\$110.55	2019 DECEMBER ANNUAL FIRE EQUI
Paid Chk# 064252	Otis Elevator Company	2/20/2020	\$700.00	ELEVATOR INSPECTION - BPL
Paid Chk# 064253	BERLIN ROTARY CLUB	2/20/2020	\$60.00	FIRST QUARTER DUES
Paid Chk# 064254	CenturyLink	2/20/2020	\$1,852.43	2020 - JANUARY - PHONE SERVIC
Paid Chk# 064255	CHIER LAW OFFICE LLC	2/20/2020	\$327.47	SECRETARIAL/OVERHEAD FEBRUARY
Paid Chk# 064256	CHRISTENSEN, DOUGLAS A	2/20/2020	\$744.37	2020 - MARCH - HEALTH INSURANC
Paid Chk# 064257	DTN, LLC	2/20/2020	\$486.40	2020 - FEBRUARY - RADAR SERVIC
Paid Chk# 064258	LIND, JAMES	2/20/2020	\$85.10	POLICE CHIEF CONFERENCE - WISC
Paid Chk# 064259	NEUMAN, KAREN	2/20/2020	\$447.11	2020 - MARCH - HEALTH REIMBURS
Paid Chk# 064260	PLANTZ, DENNIS W	2/20/2020	\$375.62	2020 - FEBRUARY - HEALTH REIMB

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FEBRUARY 28 2020

	Name	Check Date	Check Amt	
Paid Chk# 064261	PULVERMACHER, BRIAN	2/20/2020	\$79.35	POLICE CHIEF'S CONFERENCE
Paid Chk# 064262	THOM, SUSAN	2/20/2020	\$25.52	DELIVER BALLOTS TO WAUSHARA CO
Paid Chk# 064263	vonBRIESEN & ROPER, s.c.	2/20/2020	\$769.50	PROFESSIONAL SERVICES THROUGH
Paid Chk# 064264	WAUSHARA CO TREASURER	2/20/2020	\$35.00	2020 - PET LICENSE FINAL - WAU
Paid Chk# 064265	ADVANCED TOOLING, INC	2/25/2020	\$57.20	CHIPPER KNIFE WORK
Paid Chk# 064266	BERLIN WATER & SEWER UTILI	2/25/2020	\$22,112.09	2020 - JANUARY - WATER AND SEW
Paid Chk# 064267	ED'S TRACTOR REPAIR, LLC	2/25/2020	\$29.48	HYDRAULIC FITTING FOR DPW
Paid Chk# 064268	FARRELL EQUIPMENT & SUPPL	2/25/2020	\$1,259.79	BARRICADES FOR DPW
Paid Chk# 064269	OVERHEAD DOORS PLUS	2/25/2020	\$84.40	SERVICE DOOR REPAIR
Paid Chk# 064270	SUN LIFE FINANCIAL	2/25/2020	\$158.89	2020 - MARCH - EMPLOYER LIFE I
Paid Chk# 064271	SUPERHEAT AND COOLING	2/25/2020	\$185.00	REPLACE THE LIMIT SWITCH
Paid Chk# 064272	WAYNE CONSULTANTS & MFG, I	2/25/2020	\$314.27	FORMULA #602 (47# EACH)
Paid Chk# 064273	BARREY, LYLE AND CHERI	2/27/2020	\$126.36	REFUND FROM OVERPAYMENT OF N.
Paid Chk# 064274	GREEN LAKE COUNTY TREASU	2/27/2020	\$1,096.93	2019 - TAX ENVELOPES
	Total Checks		\$2,294,369.07	

*Check Summary Register©

FEBRUARY 28 2020

Name	Check Date	Check Amt	
11161 UTILITY CASH - FNB			
Paid Chk# 015074	U S POST OFFICE - POSTMASTE	2/5/2020	\$531.16 FEBRUARY 2020 BILLS
Paid Chk# 015075	BERLIN CITY TREASURER	2/7/2020	\$421.89 JAN 2020 UTILITY GAS & DIESEL
Paid Chk# 015076	BERLIN JOURNAL NEWSPAPER	2/7/2020	\$191.72 UPS TO BADGER LABS
Paid Chk# 015077	L.W. ALLEN LLC	2/7/2020	\$1,090.22 SVC LABOR - COMMS AND MILEAGE
Paid Chk# 015078	PACKER CITY INT'L TRUCKS, IN	2/7/2020	\$807.61 RADIATOR INTERNATIONAL FITS
Paid Chk# 015079	USA BLUEBOOK	2/7/2020	\$191.10 HACH DPD FOR 10ML SAMPLE, HACH
Paid Chk# 015080	WALTCO INC	2/7/2020	\$614.68 PICK UP SAMPLES FOR BADGER LAB
Paid Chk# 015081	BERLIN CITY TREASURER	2/7/2020	\$602.07 MAY 2019 CENTURYLINK BILLING
Paid Chk# 015082	BERLIN CITY TREASURER	2/11/2020	\$247,240.89 2019 UTILITY BILLBACKS
Paid Chk# 015083	GENERAL ENGINEERING COMP	2/14/2020	\$26,353.75 2019 CROSS CONNECTION SERVICES
Paid Chk# 015084	ADVANCED DISPOSAL SERVICE	2/17/2020	\$227.53 SERVICE 02/01/20-02/29/20
Paid Chk# 015085	BADGER LABORATORIES INC	2/17/2020	\$44.80 TOTAL COLIFORM BACTERIA
Paid Chk# 015086	BERLIN CITY TREASURER	2/17/2020	\$62.00 PARTS FROM NAPA
Paid Chk# 015087	BERLIN JOURNAL NEWSPAPER	2/17/2020	\$14.75 UPS TO BADGER LABS
Paid Chk# 015088	CINTAS CORPORATION	2/17/2020	\$177.96 JAN 2020 MOP, DUST MOP AND MAT
Paid Chk# 015089	DIGGERS HOTLINE	2/17/2020	\$608.65 1ST PREPAYMENT 2020 CHARGES
Paid Chk# 015090	INTERSTATE BATTERY	2/17/2020	\$75.88 SLA1105
Paid Chk# 015091	KUNKEL ENGINEERING GROUP	2/17/2020	\$22,088.75 2020 STREET & UTILITY IMPROVEM
Paid Chk# 015092	LANDMARK SERVICES COOPER	2/17/2020	\$33.60 FOOD & MACH #2 GREASE
Paid Chk# 015093	MARTELLE WATER TREATMENT	2/17/2020	\$5,104.54 LIQUID ALUMINUM, SULFATE
Paid Chk# 015094	RIDGE STONE PRODUCTS, INC	2/17/2020	\$167.62 ROAD GRAVEL
Paid Chk# 015095	SUPERIOR CHEMICAL CORP	2/17/2020	\$5.62 BLUE TROWEL/ WALL MICRO PAD
Paid Chk# 015096	BADGER LABORATORIES INC	2/21/2020	\$1,751.90 FLUORIDE
Paid Chk# 015097	BERLIN CITY TREASURER 1015	2/21/2020	\$417.60 JAN 2020 SERVICE
Paid Chk# 015098	BERLIN JOURNAL NEWSPAPER	2/21/2020	\$14.75 UPS TO BADGER LABS
Paid Chk# 015099	CENTURYLINK *	2/21/2020	\$50.51 SERVICE 02/09/20 TO 03/08/20
Paid Chk# 015100	CHIER LAW OFFICE LLC	2/21/2020	\$510.15 FLUORIDE TREATMENT RESEARCH
Paid Chk# 015101	Void	2/21/2020	\$0.00 15101,15102,15103
Paid Chk# 015102	Void	2/21/2020	\$0.00 15101,15102,15103
Paid Chk# 015103	Void	2/21/2020	\$0.00 15101,15102,15103
Paid Chk# 015104	BERLIN CITY TREASURER 1015	2/21/2020	\$21,086.37 FEB 2020 PAYROLL
Paid Chk# 015105	BADGER LABORATORIES INC	2/27/2020	\$89.60 TOTAL COLIFORM BACTERIA
Paid Chk# 015106	LIEN, LINDA	2/27/2020	\$25.00 MEMORIAL FOR FATHER
Paid Chk# 015107	LINCOLN CONTR SUPPLY INC	2/27/2020	\$219.00 18V LXT BATTERY
Paid Chk# 015108	MARTELLE WATER TREATMENT	2/27/2020	\$4,475.31 LIQUID ALUMINUM SULFATE
Paid Chk# 015109	U S CELLULAR	2/27/2020	\$162.96 SERVICE CHARGES 2/16/20 - 3/15
Paid Chk# 015110	U.S. WATER SERVICES, INC.	2/27/2020	\$1,635.00 FIELD SERVICE /TRAVEL TIME
Total Checks			\$337,094.94

Utilities Payables

PAYROLL FOR FEBRUARY - 2020

	PAYDATE	Payroll #	PAYROLL TITLE	GENERAL CITY	UTILITY
	2/7/2020	3	General City	57,518.25	
	2/7/2020	3.01	Street Uniform	654.70	
	2/7/2020	3.02	Labuda ins refund	22.89	
	2/7/2020	3	Utility		10,749.52
	2/21/2020	4	General City	60,943.43	
	2/21/2020	4	Utility		10,689.62
	2/21/2020	4.01	Stobbe uniform	227.61	
	2/21/2020	4.02	Election workers #4.02	578.25	
			TOTAL MONTHLY PAYROLL	\$119,945.13	\$21,439.14

DATE: March 5, 2020

TO: Mayor and Alderpersons

FROM: Jodie Olson

RE: Annual Report from Chamber of Commerce on Room Tax

BACKGROUND: The City turns over all room tax dollars collected from hotels and B&B's to the Chamber of Commerce. The Chamber serves as the city's "tourism commission" and is required to report annually to the city on how Room Tax revenue was spent on "tourism promotion and development" for the city. In 2019, the City books show \$5,386.43 was turned over to the Chamber to promote the City. This annual presentation should provide information on Chamber efforts to promote the City using these room tax dollars. Lindsey and I did meet with two current Chamber Board members recently who assured us they would provide Council whatever information is needed. At this time, I have not received any specific information on how the money was spent.

RECOMMENDATION: Listen to annual Chamber Report on Room Tax. Action as appropriate. None required.

DATE: March 5, 2020

TO: Mayor and Common Council

FROM: Jodie Olson

RE: Citizen Participation Plan Revision and Adopting Resolution

BACKGROUND: There are various grant opportunities with CDBG where a Citizen Participation committee and plan are required to receive public input on a project. Staff is looking into a CDBG grant for a large street project in the next few years and found that our prior Citizen Participation plan is dated and needs updating. Attached is a Citizen Participation Plan that meets CDBG requirements which can be utilized to meet the needs of CDBG public facilities grant requirements if we were to be awarded one. The attached resolution is required to officially adopt the plan.

RECOMMENDATION: 1) Waive Committee of the Whole discussion on this item; 2) Approve the Citizen Participation Plan and adopt Resolution #20-03 Adopting the Citizen Participation Plan.



RESOLUTION #20-03

RESOLUTION TO ADOPT A CITIZEN PARTICIPATION PLAN
FOR THE CITY OF BERLIN, WI

WHEREAS, the City of Berlin will be applying for a Community Development Block Grant (CDBG); and

WHEREAS, the State of Wisconsin Department of Administration (DOA) and the U.S. Department of Housing and Urban Development (HUD) require recipients of CDBG monies to have in place a Citizen Participation Plan (CPP); and

WHEREAS, the CPP shall encourage citizen participation, especially by persons of low to moderate income (LMI), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for complaint procedures, and accommodate non-English speaking residents; and

WHEREAS, the City of Berlin has prepared and publicly reviewed a Citizen Participation Plan;

NOW, THEREFORE, BE IT RESOLVED, that the City of Berlin Common Council of the City of Berlin officially adopts the Citizen Participation Plan.

Passed, approved and adopted this 10th day of March, 2020.

ROLL CALL VOTE:

_____ AYES
_____ NAYS
_____ ABSENT

CITY OF BERLIN

BY: _____
RICHARD D. SCHRAMER, Mayor

APPROVED AS TO FORM:

ATTEST: _____
JODIE OLSON, City Clerk

MATTHEW G. CHIER,
City Attorney

CITIZEN PARTICIPATION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM CITY OF BERLIN

PURPOSE

For the CDBG Program to operate effectively, and to address the needs of the citizens of the City of Berlin, the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The City of Berlin shall create a Citizen Participation Plan Committee. All members of the City of Berlin's Common Council will also serve as Citizen Participation Plan Committee members. This Committee shall be responsible for implementation of the Citizen Participation Plan, as well as offer guidance in preparation of the grant application.

The City of Berlin City Administrator shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

2. To ensure responsiveness to the needs of its citizens, the City of Berlin shall provide for and encourage citizen participation with particular emphasis being given to participation by persons of low to moderate income (LMI).

CITIZEN PARTICIPATION

1. The Committee members should include representatives from the local government, real estate, banking and labor communities whenever possible. This Committee must include at least one LMI person. This Committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All Committee members must be residents of the City of Berlin.

NOTICE OF HEARINGS

1. Official notice of hearings will be via Class I notice in the City of Berlin's Official Newspaper at least two full weeks prior to the hearing. In addition, the public notice shall be posted at City Hall in the City of Berlin. These notices will include the time, place and date of meetings, as well as a brief agenda.

2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

REQUIRED PUBLIC HEARINGS

Two public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' input and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program. The City of Berlin will attempt to have at least one of the public hearings in the service area (if applicable).

PROGRAM INFORMATION, FILES, and ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about CDBG program requirements. Assistance with the application process will be provided by City of Berlin staff in the Community Development Department. A City of Berlin staff member will meet with citizens on request.
2. The City of Berlin will maintain a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures, in the Community Development Department of City Hall.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on the subject.

4. Citizens may petition or request in writing assistance or changes. City of Berlin staff will respond to all such requests within 15 days after the City of Berlin's Citizen Participation Plan Committee has met to discuss the request.

COMPLAINTS

The City of Berlin will handle citizen complaints about the program in a timely manner. By federal regulation, the City will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be documented in a complaint log. The first contact for complaints should be made to the City of Berlin Mayor, 108 N. Capron Street, P.O. Box 272, Berlin, WI 54923.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
Wisconsin Department of Administration
Division of Energy, Housing and Community Resources, 9th Floor
P.O. Box 7970
Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

1. The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Community Development Block Grant Close Program (CDBG-CL), Emergency Solutions Grants (ESG), etc.;
2. The event resulting in the complaint;
3. The dates, details, and reason for the complaint; and
4. The complainant's name, address, and telephone number.

NON-ENGLISH SPEAKING PERSONS

The City of Berlin will regularly survey the municipality to identify non-English speaking persons and will make all special efforts to assure them equal opportunity in the citizen participation process.

DATE: March 5, 2020

TO: Common Council

FROM: Jodie Olson

RE: Preliminary Resolution Declaring Intent to Levy Special Assessments for 2020 Street and Utility Projects

BACKGROUND: There will be special assessments to property owners along the 2020 Street and Utility project site area, mostly for sewer laterals. Residents are invited to a public informational meeting to be held on Wednesday, March 18 to review the plans and discuss potential assessments. I have attached a copy of the memo that went out to affected residents along with a map of the area to be assessed.

The next step is for Council to approve a preliminary resolution declaring the intent to special assess these property owners and to schedule a public hearing. Once the Preliminary Resolution is passed and a date scheduled for the public hearing (most likely for April 14, 2020), staff will send the required information on the project to the property owners and invite them to the public hearing. After the public hearing, if appropriate, the Council will approve a Final Resolution authorizing to move forward and to special assess the affected property owners.

RECOMMENDATION: Approve Preliminary Resolution #20-04 Declaring the Intent to Levy Special Assessment Under Municipal Police Power Pursuant to §66.0703, Stats. Upon the Following Designated Areas: Webster Street (N. Washington-N. Kossuth), S. State Street (E. Huron-Ripon Rd), S. Swetting Street (Junction-Ripon Rd), Jackson Street (Broadway-Webster) and Jefferson Street (Broadway-Webster Street) and schedule a public hearing for the April 14, 2020 Common Council Meeting.

RESOLUTION #20-04

PRELIMINARY RESOLUTION DECLARING INTENT TO LEVY SPECIAL ASSESSMENT UNDER MUNICIPAL POLICE POWER PURSUANT TO §66.0703, STATS. UPON THE FOLLOWING DESIGNATED AREAS:

**Webster Street (N. Washington – N. Kossuth)
S. State Street (E. Huron – Ripon Road)
S. Swetting Street (Junction-Ripon Road)
Jackson Street (Broadway-Webster)
Jefferson Street (Broadway-Webster)**

NOW THEREFORE BE IT RESOLVED by the City of Berlin Common Council:

1. The Common Council hereby declares its intention to exercise its police power under §66.0703, Stats., to levy special assessments upon property in the assessment district hereinafter described for benefits conferred upon such property by reason of the following public work and improvements:

Installation of sewer laterals on the following streets as shown on the accompanying maps:

**Webster Street (N. Washington – N. Kossuth)
S. State Street (E. Huron – Ripon Road)
Jackson Street (Broadway-Webster)
Jefferson Street (Broadway-Webster)**

Install, repair, and replace sidewalks as necessary on the following streets, the specific extent of such improvements to be determined and included in the City Engineer's report referenced in paragraph 5 below:

**Webster Street (N. Washington – N. Kossuth)
S. State Street (E. Huron – Ripon Road)
S. Swetting Street (Junction-Ripon Road)
Jackson Street (Broadway-Webster)
Jefferson Street (Broadway-Webster)**

2. The property to be assessed lies within the following described assessment district:

**Webster Street (N. Washington – N. Kossuth)
S. State Street (E. Huron – Ripon Road)
S. Swetting Street (Junction-Ripon Road)
Jackson Street (Broadway-Webster)
Jefferson Street (Broadway-Webster)**

ASSESSMENT DISTRICT

3. Before the water & sewer main replacements are made, the Utility Superintendent shall cause water & sewer service laterals to be laid in the street from the water & sewer

mains to the lot line of each lot fronting on the street and shall cause the amount charged to each lot for the sewer lateral only shall be entered on the tax roll as a special tax against each lot. The amount charged for said lateral shall be based upon the Housing Task Force Standardized Special Assessment Schedule for the replacement of sewer lateral, as approved by the Common Council, based upon 2020 rates, as long as the lateral is for standard service, but shall in no case exceed 100% of the total cost of the improvements. If larger service is required, the actual cost for the installation of the lateral for said lot shall be accounted for and charged to said lot and entered on the tax roll as a special tax on said lot.

In regard to the sidewalk installation, repairs, and replacements, the Street Superintendent shall keep an accurate account of the expenses incurred in front of each lot and shall report these costs to the city clerk who shall, pursuant to city ordinance relating to sidewalk replacement, cause ½ of such expense for each applicable lot to be entered on the tax roll as a special tax against the lot. In no case shall the amount assessed to a lot be more than 50% of the total cost of the sidewalk improvements benefiting the lot.

4. The Common Council determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the City of Berlin and its inhabitants.
5. The City Engineer shall prepare a report which shall consist of:
 - a. Preliminary plans and specifications for the improvements.
 - b. An estimate of the entire cost of the proposed improvements.
 - c. Schedule of proposed assessments.
6. When the report is completed, the City Engineer shall file a copy of the report with the City Clerk for public inspection and, if state property is to be assessed, shall mail a copy of the report to the responsible state agency and, for assessments of \$50,000.00 or more, to the Wisconsin State Building Commission.
7. Upon receiving the report of the City Engineer, the City Clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed assessment district (including a small map thereof), the time and place at which the report may be inspected, and the time and place of the public hearing on the matters contained in the preliminary resolution and the report. This notice shall be published as a Class I Notice under Chapter 985, Stats., and a copy shall be mailed, at least ten (10) days before the hearing, to every interested party whose address is known or can be ascertained with reasonable diligence.
8. The hearing shall be held in the City Hall Council Chambers at 108 N. Capron St., Berlin, WI 54923 at a time set by the City Clerk in accordance with Wis. Statutes §66.0703 (7).
9. The assessment against any parcel may be paid in cash or in annual installments, the number of which shall be determined at the public hearing on the proposed assessments.

Passed, approved and adopted this 10th day of March, 2020.

ROLL CALL VOTE:

_____ AYES
_____ NAYS
_____ ABSENT

APPROVED AS TO FORM:

MATTHEW G. CHIER,
City Attorney

CITY OF BERLIN

BY: _____
RICHARD D. SCHRAMER, Mayor

ATTEST: _____
JODIE OLSON,
City Clerk



108 N. Capron Street P.O. Box 272
Berlin, WI 54923
(920) 361-5400

DATE: March 3rd, 2020

TO: Residents of Webster St. (N. Washington St. to N. Kossuth St.), S. State St. (E. Huron to Ripon Rd.) S. Swetting St. (Junction St. to Ripon Rd.) Jackson St. (Broadway St. to Webster St.) Jefferson St. (Broadway St. to Webster St.)

FROM: City of Berlin Street & Utility Departments and Kunkel Engineering

RE: The City of Berlin is anticipating a capital project in 2020 that may affect your property.

- **Webster St. (N. Washington St. to N. Kossuth St.)** – This section of roadway will receive a complete street and utility reconstruction, which shall include sanitary sewer, watermain, associated laterals, storm sewer, aggregate base course, curb & gutter, sidewalk patching, new asphalt pavement, and site restoration.
- **S. State St. (E. Huron St. to Ripon Rd.)**– This section of roadway will receive a complete street and utility reconstruction, which shall include sanitary sewer, watermain, associated laterals, storm sewer, aggregate base course, curb & gutter, sidewalk patching, new asphalt pavement and site restoration.
- **S. Swetting St. (Junction St. to Ripon Rd.)** – No utility work is being done in this section of roadway. The existing pavement will be full depth milled and repaved, spot curb & gutter repairs and manhole adjustments.
- **Jackson St. (Broadway St. to Webster St.)** – No utility work is being done in this section of roadway. The existing pavement will be full depth milled and repaved, spot curb & gutter repairs.
- **Jefferson St. (Broadway St. to Webster St.)** – No utility work will be done on this section of roadway. The existing pavement will be full depth milled and repaved, spot curb & gutter repairs

We would like to invite you to an informal discussion on the project to address any concerns or questions you may have at this time. This informational meeting will provide you the opportunity to view the construction plans first-hand and discuss the project with those planning

it. You will be able to ask questions and gather information, as well as share any information you may have that would be pertinent to the project.

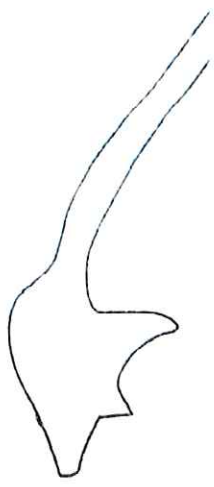
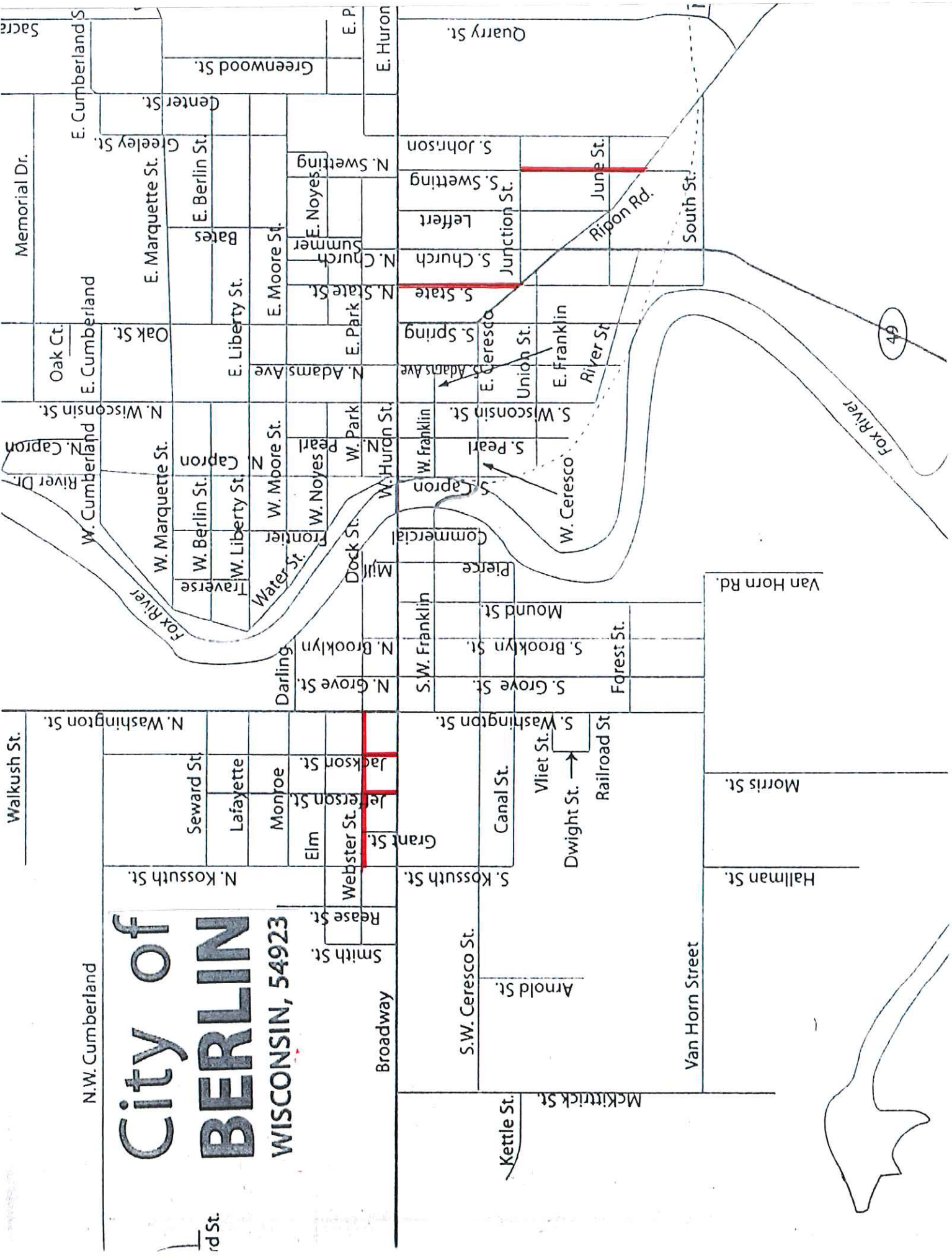
On Wednesday, March 18, 2020 from 4:30 – 6:00 p.m. City Staff and representatives of Kunkel Engineering will be available in the City Hall Council Chambers to discuss the 2020 Reconstruction and Utility Projects. **We will be having a formal 15 minute presentation at 4:30 p.m. and 5:30 p.m.** to go over the main points or concerns that the majority of the residents would have. The remaining time will be open for you to have an opportunity to meet with the engineers or staff to discuss your property one-on-one and answer any additional questions you may have. *If there are any unique circumstances that affect your property, please make the City aware of them as soon as possible so we can incorporate them into the project scope.*

A project such as this will typically include a sanitary lateral assessment and a lead water service assessment to affected property owners. Driveway or sidewalk assessments may be applicable depending on your situation. Questions on potential assessment items can be answered at this meeting, but no assessment figures are available at this time. Information relating to special assessments will be provided to property owners at a later date as the project progresses.

This letter is being sent to property owners and we have attempted to inform rental tenants as well. However, it would be appreciated if you would inform your tenants of the project as things progress. If you are unable to attend and have questions on the project, please contact the Street Superintendent, Scott Zabel at 361-5425 or Utility Supt, Brian Malnory at 361-5404.

City of
BERLIN
WISCONSIN, 54923

N.W. Cumberland



DATE: March 5, 2020

TO: Mayor and Common Council

FROM: Jodie Olson

RE: Animal Control Officer Resignation/Appointment

BACKGROUND: Vicki Murphy has retired as the Animal Control Officer (ACO). Although Vicki was a PD employee, the Animal Control Officer position was a separately appointed position. Lacy McBair is employed at the Green Lake Area Animal Shelter and is a Berlin resident and has agreed to accept the appointment. Lacy worked closely with Vicki in the past and is enthusiastic about this opportunity. The ACO is an annually appointed position with a term of May 1-Apr 30. Therefore, Lacey will need to be appointed at this time to fill the remaining unexpired term thru April 30. The next annual reappointment for the term of May 1, 2020-Apr 30, 2021 will be at the organizational meeting in April.

RECOMMENDATION: Accept the resignation of Vicki Murphy for the position of Animal Control Officer due to retirement effective February 1, 2020.

RECOMMENDATION: Accept the Mayoral appointment of Lacey McBair to the position of Animal Control Officer for the remainder of the term expiring April 30, 2020.

To: Common Council

From: Susie and Midge – Deputy Clerks

Re: Appointment of Election Officials 2020 - 2021

Margaret Ferrell

Gary Knoke

Vicki Murphy

Cheryl Coats