

AGENDA
CITY OF BERLIN
COMMON COUNCIL MEETING
TUESDAY, APRIL 14, 2020 7:00 PM

DUE TO THE CONTINUED CONCERN SURROUNDING COVID-19, THE CITY OF BERLIN IS TEMPORARILY TRANSITIONING THEIR PUBLIC MEETINGS TO A TELECONFERENCE FORMAT, VIA ZOOM.

TO JOIN THE MEETING FROM YOUR COMPUTER, TABLET OR SMARTPHONE (AUDIO/VIDEO):

JOIN ZOOM MEETING:

<https://zoom.us/j/6313066796>

Meeting ID: 631 306 6796

TO JOIN THE MEETING FROM YOUR PHONE WITH AUDIO ONLY:

<https://zoom.us/j/6313066796>

1 312 626 6799 US TOLL-FREE

Meeting ID: 631 306 6796

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 March 10 & 19, 2020 Common Council Meetings.
RECOMMENDATION: Approve the minutes.
6. Bills List. RECOMMENDATION: Approve the list of bills for payment.

END OF CONSENT AGENDA

7. Green Lake County Health Department COVID-19 Update. RECOMMENDATION: Listen to update. No action required.

8. Public Hearing and Final Resolution Authorizing Special Assessments for Webster Street (N. Washington – N. Kossuth), S. State Street (E. Huron – Ripon Road), S. Swetting Street (Junction-Ripon Road), Jackson Street (Broadway-Webster), and Jefferson Street (Broadway-Webster). RECOMMENDATION: Hold public hearing, discuss and if appropriate, approve Final Resolution #20-06 Authorizing Public Improvement and Levying Special Assessments Against Benefited Property in Berlin, WI for Work and Public Improvements in 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), and Jefferson Street (Broadway-Webster).
9. Discussion on Proposed Updates to City Ordinances Related to Keeping of Chickens. RECOMMENDATION: 1) Waive Committee of the Whole discussion on this issue and 2) Review request, discuss and action as appropriate.
10. ABC, Inc. Parade Permit Request for July 3, 2020. RECOMMENDATION: Review and discuss ABC, Inc. parade permit request for July 3, 2020 and action as appropriate. (Note: Considerations for current emergency pandemic situation should be considered for any public event at this time.)
11. Amendment to Walmart Class “A” Beer and “Class A” Liquor License. RECOMMENDATION: Review and approve Walmart request to amend its current Class “A” Beer and “Class A” liquor license premises description to include stalls and/or canopy locations in parking lot specifically designated for online grocery pickup.
12. Building Permit Fee Schedule Updates. RECOMMENDATION: 1) Waive the Committee of the Whole discussion on this issue and 2) Review proposed updates to the Building Permit Fee Schedule and approve fee schedule updates.
13. Resignation from Parks & Recreation Commission. RECOMMENDATION: Accept the resignation of Charlie Beard from the Parks & Recreation Commission effective immediately.
14. Resignation from the Water & Sewer Commission. RECOMMENDATION: Accept the resignation of Charlie Beard from the Water & Sewer Commission effective immediately.
15. Appointment to Parks & Recreation Commission. RECOMMENDATION: Accept the Mayoral appointment of Ashley Nigbor to the Parks & Recreation Commission for term expiring April 30, 2022.
16. Appointment to Water & Sewer Commission. RECOMMENDATION: Accept the Mayoral appointment of Tim Bending to the Water & Sewer Commission for term expiring October 1, 2024 (application forthcoming).
17. Bartender License Applications: License Application for Mary L. Seaman and Jyllian

Lynn Schwendeman (approved by the PD). RECOMMENDATION: Grant or deny the licenses.

18. 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.)

19. New Business (To be used to request items of new business be put on a future agenda)

20. Public Appearances.

21. Adjourn.

Note: 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 e-mailing Mayor Schramer at berlinmayor@centurytel.net 24 hours prior to the meeting.

CITY OF BERLIN -- OFFICE OF THE TREASURER

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

I herewith present my report as City Treasurer for the month ending

3/31/2020

FUNDS	BEG BALANCE	ADJ/ VOIDS	RECEIPTS	DISBURSEMENTS	BALANCE	INVESTMENTS	TOTAL W/ INVESTMENTS
GENERAL CITY	\$ 2,170,830.68		\$ 107,260.95	\$ 474,589.03	\$ 1,803,502.60	\$ 2,100,000.00	\$ 3,903,502.60
TAX COLLECTION ACCOUNT	\$ 460.84		\$ -	\$ -	\$ 460.84	\$ -	\$ 460.84
WATER INVESTMENTS	\$ 578,748.67		\$ 177,973.97	\$ 150,368.08	\$ 606,354.56	\$ 4,369,760.49	\$ 4,976,115.05
SEWER INVESTMENTS					\$ -	\$ 2,240,190.46	\$ 2,240,190.46
SEWER BOND & INT			\$ -		\$ -	\$ -	\$ -
BOND & INT RESERVE	\$ -				\$ -		\$ -
EQUIP REPLACEMENT FUND	\$ 27,908.82		\$ 3.67	\$ -	\$ 27,912.49	\$ 1,255,000.00	\$ 1,282,912.49
CAPITAL PROJECT BORROWING	\$ -			\$ -	\$ -		\$ -
EMS ACCOUNT	\$ 27,684.20		\$ 37,864.52	\$ 35.00	\$ 65,513.72		\$ 65,513.72
TOTAL OF ALL FUNDS	\$ 2,805,633.21		\$ 323,103.11	\$ 624,992.11	\$ 2,503,744.21	\$ 9,964,950.95	\$ 12,468,695.16

FUNDS	BANK STATEMENT BALANCE	ADJUSTMENT	OUTSTANDING CHECKS	AVAILABLE BANK BALANCE
GENERAL CITY	\$ 1,840,599.59		\$ 37,096.99	\$ 1,803,502.60
TAX COLLECTION ACCOUNT	\$ 785.80		\$ 324.96	\$ 460.84
WATER & SEWER	\$ 619,833.14		\$ 13,478.58	\$ 606,354.56
SEWER BOND & INT			\$ -	\$ -
EQUIP REPLACMT FUND	\$ 27,912.49		\$ -	\$ 27,912.49
CAPITAL PROJECT BORROWING	\$ -		\$ -	\$ -
EMS ACCOUNT	\$ 65,513.72		\$ -	\$ 65,513.72
TOTAL OF ALL FUNDS	\$ 2,554,644.74	\$ -	\$ 50,900.53	\$ 2,503,744.21

RESPECTFULLY SUBMITTED,

A Susan M. Thom

CITY OF BERLIN BUILDING REPORT March 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	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	5	\$38,500.00	\$326.00	9	\$110,035.00	\$715.85	2	\$17,000.00	\$100.00
	Commercial				0	\$0.00	\$0.00	0	\$0.00	\$0.00
	Commercial Alteration				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	\$3,425.00	\$60.00	2	\$5,415.00	\$116.76	1	\$0.00	\$208.00
	Miscellaneous	2	\$4,200.00	\$100.00	2	\$4,200.00	\$100.00	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	1	\$1,000.00	\$50.00	1	\$1,000.00	\$50.00	0	\$0.00	\$0.00
	Trailer Homes				0	\$0.00	\$0.00	0	\$0.00	\$0.00
	Total Building Permits	9	\$47,125.00	\$536.00	18	\$713,375.00	\$4,405.81	4	\$19,000.00	\$383.00
					0	\$0.00	\$0.00	0	\$0.00	\$0.00
	Commercial Plan Approval				0	\$0.00	\$0.00	0	\$0.00	\$0.00
	Plumbing Permits	3	\$4,245.00	\$110.00	9	\$58,412.00	\$407.79	4	\$12,196.00	\$180.00
	Electrical Permits	0	\$0.00	\$0.00	4	\$13,520.00	\$111.60	5	\$3,700.00	\$200.00
	Heating Permits	3	\$15,810.00	\$200.00	8	\$114,637.00	\$936.00	3	\$29,689.00	\$233.00
					0	\$0.00	\$0.00	0	\$0.00	\$0.00
	Total Permit Fees	15	\$67,180.00	\$846.00	39	\$899,944.00	\$5,861.20	16	\$64,585.00	\$996.00

*Check Summary Register©

MARCH 31 2020

Name	Check Date	Check Amt	
11100 Cash in Bank m FNB			
Paid Chk# 064275 BMO HARRIS BANK	3/5/2020	\$396.25	2020 - MARCH - EMPLOYEE H.S.A.
Paid Chk# 064276 COMMUNITY FIRST CREDIT UNI	3/5/2020	\$765.00	2020 - MARCH - EMPLOYEE H.S.A.
Paid Chk# 064277 FARMERS & MERCHANTS BANK	3/5/2020	\$1,598.07	2020 - MARCH - EMPLOYEE H.S.A.
Paid Chk# 064278 FORTIFI BANK	3/5/2020	\$1,480.50	2020 - MARCH - EMPLOYEE H.S.A.
Paid Chk# 064279 HORICON BANK	3/5/2020	\$100.00	2020 - MARCH - EMPLOYEE H.S.A.
Paid Chk# 064280 NORTH SHORE BANK, FSB	3/5/2020	\$275.00	2020 - MARCH - EMPLOYEE DEFERR
Paid Chk# 064281 VERVE	3/5/2020	\$460.00	2020 - MARCH - EMPLOYEE H.S.A.
Paid Chk# 064282 BERLIN JOURNAL NEWSPAPER	3/5/2020	\$2,375.00	1/2 PAGE FUN ON THE FOX
Paid Chk# 064283 CHARTER COMMUNICATION	3/5/2020	\$59.99	2020 - MARCH - INTERNET SERVIC
Paid Chk# 064284 COMPLETE OFFICE OF WI	3/5/2020	\$301.95	PAPER TOWELING
Paid Chk# 064285 FARRELL EQUIPMENT & SUPPL	3/5/2020	\$90.94	RADIANS HI VIZ PARKA
Paid Chk# 064286 FINISHLINE STUDIOS	3/5/2020	\$40.00	2020 - MARCH - MONTHLY WEB HOS
Paid Chk# 064287 FIRE INSPECTION SERVICES IN	3/5/2020	\$1,497.83	2020 - JANUARY - FIRE INSPECTI
Paid Chk# 064288 GREEN LAKE CO REG OF DEED	3/5/2020	\$510.00	RECORD 12 OUTSTANDING SPECIAL
Paid Chk# 064289 INTERSTATE BATTERY	3/5/2020	\$45.95	BATTERTIES FOR DPW
Paid Chk# 064290 ITU ABSORBTECH, INC.	3/5/2020	\$88.32	2020 - FEBRUARY - SUPPLIES
Paid Chk# 064291 LANDMARK SERVICES COOPER	3/5/2020	\$4,918.35	FUEL DELIVERY FOR DPW
Paid Chk# 064292 LARETA	3/5/2020	\$20,496.36	151 E PARK AVE, BERLIN, WI AND
Paid Chk# 064293 MID-AMERICAN RESEARCH CHE	3/5/2020	\$700.00	DOOMSDAY FOR DPW
Paid Chk# 064294 OSHKOSH OFFICE SYSTEMS	3/5/2020	\$73.50	2020 - FEBRUARY COPIES FOR 611
Paid Chk# 064295 SECURIAN FINANCIAL GROUP	3/5/2020	\$653.41	2020 - MARCH - EMPLOYEE DEDUCT
Paid Chk# 064296 VIVIAL	3/5/2020	\$46.35	2020 - MARCH - CENTURYLINK ADV
Paid Chk# 064297 WILCOX, DEB	3/5/2020	\$155.00	REFUND OF PARK RENTAL AND DEPO
Paid Chk# 064298 LEAGUE OF WI MUNICIPALITIES	3/5/2020	\$390.00	121ST ANNUAL LEAGUE CONFERENCE
Paid Chk# 064299 ADVANTAGE POLICE SUPPLY IN	3/5/2020	\$193.05	CTS: AEROSOL: MK-3 LEVEL 2 OC
Paid Chk# 064300 BELLA BY DESIGN	3/5/2020	\$16.00	POLICE NAMETAGS
Paid Chk# 064301 BERLIN JOURNAL NEWSPAPER	3/5/2020	\$75.00	1000 BUSINESS CARDS
Paid Chk# 064302 CORPORATE NTRWK SOLUTION	3/5/2020	\$200.00	GO DADDY SSL CERT RENEWAL
Paid Chk# 064303 STEPHANIE SKIVERS - PETTY C	3/5/2020	\$14.77	COTTON SWABS
Paid Chk# 064304 THEDACARE LABORATORIES	3/5/2020	\$127.50	LEGAL BLOOD DRAW PATIENT 43689
Paid Chk# 064305 ADVANCED DISPOSAL SERVICE	3/11/2020	\$24,242.50	2020 - FEBRUARY - TRASH AND RE
Paid Chk# 064306 AGNESIAN HEALTH CARE	3/11/2020	\$60.00	BLS ECARDS AND HEARTSAVER ECAR
Paid Chk# 064307 AMAZON CAPITAL SERVICES, IN	3/11/2020	\$696.82	OTTER BOX CASES
Paid Chk# 064308 APPAREL ART EMBROIDERY, LL	3/11/2020	\$90.00	SHIRTS WITH LOGO
Paid Chk# 064309 APPLETON FINANCE DEPARTM	3/11/2020	\$471.25	2020 - MARCH - WEIGHTS AND MEA
Paid Chk# 064310 CHARTER COMMUNICATION	3/11/2020	\$317.60	2020 - MARCH - INTERNET AND TV
Paid Chk# 064311 COMPLETE OFFICE OF WI	3/11/2020	\$53.04	PAPER AND OFFICE SUPPLIES FOR
Paid Chk# 064312 DIVISION OF UNEMPLOYMENT I	3/11/2020	\$700.00	2020 - FEBRUARY - UNEMPLOYEMEN
Paid Chk# 064313 EMERGENCY MEDICAL PRODUC	3/11/2020	\$1,379.65	MEDICAL SUPPLIES FOR BERLIN EM
Paid Chk# 064314 GREEN LAKE COUNTY	3/11/2020	\$45.50	2020 - FEBRUARY - SENIOR VAN U
Paid Chk# 064315 JEFFERSON FIRE & SAFETY, IN	3/11/2020	\$347.72	ATTWOOD INLINE BLOWER 3"
Paid Chk# 064316 KUNKEL ENGINEERING GROUP	3/11/2020	\$2,366.37	2020 - JANUARY - BUILDING INSP
Paid Chk# 064317 MODERN RENTALS INC	3/11/2020	\$281.87	TRIMMER REPAIR AND MAINTENANCE
Paid Chk# 064318 PEAK SOFTWARE SYSTEMS, IN	3/11/2020	\$1,988.50	SPORTSMAN SEASONAL SOFTWARE, C
Paid Chk# 064319 PRIBNOW, RACHELLE	3/11/2020	\$50.00	SENIOR CENTER RENTAL - DEPOSIT
Paid Chk# 064320 RED POWER DIESEL SERVICE	3/11/2020	\$3,495.62	MAINTENANCE ON FIRE TRUCKS
Paid Chk# 064321 RIDGE STONE PRODUCTS, INC	3/11/2020	\$1,105.00	SNOWPLOWING ASSIST 2.10.20
Paid Chk# 064322 RUNNING INC. TRANSIT SERVIC	3/11/2020	\$15,541.94	2020 - FEBRUARY - SHARED RIDE
Paid Chk# 064323 SONDALLE FORD LINCOLN MER	3/11/2020	\$125.36	2013 FORD AMBULANCE MAINTENANCE
Paid Chk# 064324 THOMAS, VANESSA	3/11/2020	\$100.00	SHELTER HOUSE DEPOSIT REFUND F
Paid Chk# 064325 VIKING ELECTRIC SUPPLY	3/11/2020	\$330.32	REFUND ON LIGHT BULBS FOR DPW
Paid Chk# 064326 W.S. DARLEY & CO	3/11/2020	\$752.17	PARTS FOR BERLIN FIRE DEPT.
Paid Chk# 064327 ZOLL MEDICAL CORP	3/11/2020	\$336.15	LNCS INFANT ADHESIVE SENSOR
Paid Chk# 064328 BAKER & TAYLOR	3/19/2020	\$1,694.49	21 UNITS FOR CUSTOMERS
Paid Chk# 064329 BERLIN OIL PRODUCTS	3/19/2020	\$44.00	2020 - MARCH - 22 PAPERS
Paid Chk# 064330 CINTAS CORPORATION	3/19/2020	\$122.16	2020 - MARCH - BERLIN PUBLIC L
Paid Chk# 064331 CITY OF OSHKOSH	3/19/2020	\$175.20	LIBRARY OFFICE SUPPLIES - PAPE

Caenreal City

*Check Summary Register©

MARCH 31 2020

	Name	Check Date	Check Amt	
Paid Chk# 064332	COMPLETE OFFICE OF WI	3/19/2020	\$126.95	INK FOR PRINTER
Paid Chk# 064333	LISA OBRIST	3/19/2020	\$570.00	2020 - FEBRUARY - LIBRARY CLEA
Paid Chk# 064334	MARTIN SYSTEMS, INC.	3/19/2020	\$371.40	ANNUAL SECURITY MONITORING 04/
Paid Chk# 064335	OSHKOSH OFFICE SYSTEMS	3/19/2020	\$50.13	2020 - FEBRUARY - COPIES FOR 7
Paid Chk# 064336	SMART APPLE MEDIA	3/19/2020	\$485.26	PUBLICATIONS FOR BPL
Paid Chk# 064337	VIKING ELECTRIC SUPPLY	3/19/2020	\$130.56	LIGHTBULBS FOR THE BERLIN PUBL
Paid Chk# 064338	WINNEFOX LIBRARY SERVICES	3/19/2020	\$147.07	UNIPRINT SUPPORT & MAINTENANCE
Paid Chk# 064339	WINNEFOX COOPERATIVE TEC	3/19/2020	\$139.36	SUPPLIES FROM DEMCO
Paid Chk# 064340	WINNEFOX LIBRARY SYSTEM	3/19/2020	\$366.45	TONER AND STAPLES
Paid Chk# 064341	BMO HARRIS BANK	3/19/2020	\$240.00	2020 - PAYROLL 6 - EMPLOYEE H.
Paid Chk# 064342	COMMUNITY FIRST CREDIT UNI	3/19/2020	\$265.00	2020 - PAYROLL 6 - EMPLOYEE H.
Paid Chk# 064343	FARMERS & MERCHANTS BANK	3/19/2020	\$723.07	2020 - PAYROLL 6 - EMPLOYEE H.
Paid Chk# 064344	FORTIFI BANK	3/19/2020	\$793.00	2020 - PAYROLL 6 - EMPLOYEE H.
Paid Chk# 064345	HORICON BANK	3/19/2020	\$100.00	2020 - PAYROLL 6 - EMPLOYEE H.
Paid Chk# 064346	NORTH SHORE BANK, FSB	3/19/2020	\$275.00	2020 - PAYROLL 6 - EMPLOYEE DE
Paid Chk# 064347	VERVE	3/19/2020	\$210.00	2020 - PAYROLL 6 - EMPLOYEE H.
Paid Chk# 064348	WI COUNCIL 32 PER CAP TAX T	3/19/2020	\$407.20	2020 - MARCH - UNION DUES FOR
Paid Chk# 064349	ADVANCED DISPOSAL SERVICE	3/20/2020	\$25.00	TIPPING FEE - CITY OF BERLIN
Paid Chk# 064350	DANA ROSSOW	3/20/2020	\$10,207.85	REPAIR 2019 FORD EXPLORER
Paid Chk# 064351	BELLA BY DESIGN	3/20/2020	\$110.00	SPOEHR DURABLACK NAMEPLATE
Paid Chk# 064352	BENEFIT ADVANTAGE	3/20/2020	\$64.00	2020 - FEBRUARY COBRA 32 COVER
Paid Chk# 064353	BERLIN JOURNAL NEWSPAPER	3/20/2020	\$537.60	3000 QTY PATIENT REPORT
Paid Chk# 064354	BROESCH, JANET	3/20/2020	\$455.00	TRADE SHOW MATERIALS-HANDOUTS
Paid Chk# 064355	BROWN, DEB	3/20/2020	\$100.00	SENIOR CENTER DEPOSIT REFUND D
Paid Chk# 064356	CenturyLink	3/20/2020	\$1,852.43	2020 - FEBRUARY - PHONE SERVIC
Paid Chk# 064357	CENTURYLINK	3/20/2020	\$64.64	2020 - FEBRUARY - LONG DISTANC
Paid Chk# 064358	CITY OF GREEN LAKE	3/20/2020	\$97.99	2020 - FEBRUARY - TELEVISION C
Paid Chk# 064359	CONCENTRA MED COMPLIANCE	3/20/2020	\$60.00	2020 - FEBRUARY - DRUG TESTING
Paid Chk# 064360	CORPORATE NTRWK SOLUTION	3/20/2020	\$600.00	HP ELITE DESKTOP - ELECTION CO
Paid Chk# 064361	DTN, LLC	3/20/2020	\$486.40	2020 - MARCH - RADAR CONTROL
Paid Chk# 064362	EMC INSURANCE COMPANIES	3/20/2020	\$19,289.52	2020 - FEBRUARY - LIABILITY IN
Paid Chk# 064363	FIRE INSPECTION SERVICES IN	3/20/2020	\$1,497.83	2020 - FEBRUARY - FIRE INSPECT
Paid Chk# 064364	JON LUNDT ELECTRIC, INC	3/20/2020	\$65.80	70 QUICK CONNECTORS
Paid Chk# 064365	KRIETE GROUP	3/20/2020	\$317.12	PARTS FOR BERLIN DPW
Paid Chk# 064366	KUNKEL ENGINEERING GROUP	3/20/2020	\$15,466.25	2020 STREET & UTILITY IMPROVEM
Paid Chk# 064367	MACQUEEN EQUIPMENT	3/20/2020	\$105.99	PARTS FOR DPW
Paid Chk# 064368	MODERN RENTALS INC	3/20/2020	\$38.99	TRIMMER HEAD
Paid Chk# 064369	MOTOROLA	3/20/2020	\$3,828.85	DRUG RADIO
Paid Chk# 064370	SEAMAN, MIDGE	3/20/2020	\$10.44	PICK UP BALLOTS AT COUNTY CLER
Paid Chk# 064371	SUNBELT RENTALS	3/20/2020	\$473.12	SCISSORLIFT RENTAL FOR DPW
Paid Chk# 064372	SUPERIOR CHEMICAL CORP	3/20/2020	\$245.48	SUN GELS FOR DPW
Paid Chk# 064373	THE CVIKOTA COMPANY INC	3/20/2020	\$2,229.16	2020 - FEBRUARY - AMBULANCE CO
Paid Chk# 064374	THEDA CARE	3/20/2020	\$10,000.00	EMS CONTRACTED SERVICES 2019
Paid Chk# 064375	THEDACARE AT WORK	3/20/2020	\$190.00	DOT DRUG SCREEN
Paid Chk# 064376	TNEMEC COMPANY, INC	3/20/2020	\$4,845.35	BAC POOL PAINT
Paid Chk# 064377	UNITED HEALTHCARE	3/20/2020	\$1,390.00	INSURANCE DENIED RETROATIVELY
Paid Chk# 064378	US PETROLEUM	3/20/2020	\$602.63	GAS PUMP MAINTENANCE AND REPAI
Paid Chk# 064379	VALLEY AQUATIC SOLUTIONS, L	3/20/2020	\$452.81	REPAIRS AND MAINTENANCE FOR BA
	Total Checks		\$176,168.02	

*Check Summary Register©

MARCH 31 2020

Name	Check Date	Check Amt	
11161 UTILITY CASH - FNB			
Paid Chk# 015111	UNITED STATES POSTAL SERVI	3/4/2020	\$541.33 MARCH 2020 BILLING POSTAGE
Paid Chk# 015112	AMERICAN MESSAGING	3/6/2020	\$69.23 PAGER SERVICE 03/01/20 - 02/28
Paid Chk# 015113	BERLIN CITY TREASURER	3/6/2020	\$531.20 FEBRUARY 2020 GAS/DIESEL
Paid Chk# 015114	BERLIN JOURNAL NEWSPAPER	3/6/2020	\$14.78 UPS TO BADGER LABS
Paid Chk# 015115	CINTAS CORPORATION	3/6/2020	\$177.96 DUST MOP/MATS
Paid Chk# 015116	CLEARBROOK, LLC	3/6/2020	\$1,673.29 POLYCLEAR
Paid Chk# 015117	CORPORATE NTRWK SOLUTION	3/6/2020	\$1,800.00 HEWLETT-PACKARD ELITEDESK
Paid Chk# 015118	FERGUSON WATER WORKS #14	3/6/2020	\$2,253.00 CURB BOX/ROD/COMP/PLUG/PIPE
Paid Chk# 015119	FIRST SUPPLY	3/6/2020	\$185.12 TANK/WAX BOWL RING/JONI BOLTS
Paid Chk# 015120	MORAIN PARK TECHNICAL CO	3/6/2020	\$160.80 MARKOWSKI-IRON, ZEOLITE & VOC
Paid Chk# 015121	RIDGE STONE PRODUCTS, INC	3/6/2020	\$480.26 ROAD GRAVEL
Paid Chk# 015122	WALTCO INC	3/6/2020	\$609.18 FEBRUARY 2020 BADGER LAB SAMPL
Paid Chk# 015123	WISCONSIN RURAL WATER ASS	3/6/2020	\$200.00 SOBIESKI-ANNUAL CONFERENCE
Paid Chk# 015124	WWOA	3/6/2020	\$75.00 O. HUFF - ANNUAL SPRING BIOSOL
Paid Chk# 015125	ADVANCED DISPOSAL SERVICE	3/13/2020	\$227.53 GARBAGE/ RECYCLING 03/01/20 -
Paid Chk# 015126	BERLIN JOURNAL NEWSPAPER	3/13/2020	\$14.78 UPS TO BADGER LABS
Paid Chk# 015127	COMPASS MINERALS	3/13/2020	\$4,523.20 COARSE SOLAR SALT
Paid Chk# 015128	ELECTRIC MOTOR SERVICE	3/13/2020	\$241.62 OPEN FAN MOTOR, CONDUIT BOX, D
Paid Chk# 015129	FASTENAL COMPANY	3/13/2020	\$28.64 S/S HCS 3/4 10X2 1/2, 3/4" 10S
Paid Chk# 015130	INTERSTATE BATTERY	3/13/2020	\$150.95 MTP 48/H6
Paid Chk# 015131	USA BLUEBOOK	3/13/2020	\$223.07 HACH DIGITAL TITRATOR
Paid Chk# 015132	BADGER LABORATORIES INC	3/20/2020	\$1,363.00 BOD, SUSPENDED SOLIDS, TOTAL P
Paid Chk# 015133	BERLIN CITY TREASURER 1015	3/20/2020	\$551.54 CENTURYLINK FOR FEB 2020
Paid Chk# 015134	CENTURYLINK	3/20/2020	\$50.51 SERVICE FROM 03/09/20 - 04/06/
Paid Chk# 015135	DARRELS AUTO REPAIR	3/20/2020	\$5,029.00 NEW PLOW INSTALLED, SNOWEX HD
Paid Chk# 015136	FERGUSON WATER WORKS #14	3/20/2020	\$20.22 LF 3/4 BRS SQ HD CORED PLUG
Paid Chk# 015137	JON LUNDT ELECTRIC, INC	3/20/2020	\$97.04 DATA RING-METAL, JACK R145, CO
Paid Chk# 015138	KUNKEL ENGINEERING GROUP	3/20/2020	\$24,785.00 2020 STREET & UTILITY IMPROVEM
Paid Chk# 015139	THEDACARE AT WORK	3/20/2020	\$38.00 ORIN HUFF DRUG SCREEN
Paid Chk# 015140	WEST SIDE GARAGE	3/20/2020	\$30,235.50 2020 CHEVY SILVERADO
Paid Chk# 015141	BERLIN CITY TREASURER 1015	3/27/2020	\$21,264.60 PAYROLL MARCH 2020
Paid Chk# 015142	CCP INDUSTRIES INC.	3/27/2020	\$380.21 TOILET TISSUE, CENTERFEED TOWE
Paid Chk# 015143	ELECTRIC MOTOR SERVICE	3/27/2020	\$5,101.45 50HP 1775RPM 326T OPEN MOTOR,
Paid Chk# 015144	HAWKINS/ ASH CPAS	3/27/2020	\$6,120.00 PROGRSS BILL FOR 12/31/2019 AU
Paid Chk# 015145	JOHN KRINGS & SONS WELDIN	3/27/2020	\$506.00 ELECTRICAL BUMP OUT BOXES 2 PA
Paid Chk# 015146	NORTH CENTRAL LABORATORI	3/27/2020	\$241.38 PIPET TIPS, 1-10ML FOR TENSSETT
Paid Chk# 015147	SUPERIOR CHEMICAL CORP	3/27/2020	\$1,134.29 AERO KNOCK OUT-PA 5 GL. NON-SE
Paid Chk# 015148	U S CELLULAR	3/27/2020	\$162.96 SERVICE 03/16/20 - 04/15/20
Paid Chk# 015149	USA BLUEBOOK	3/27/2020	\$52.73 BULKHEAD ASSEMBLY PVC/EPDM 3/8
Paid Chk# 015150	WIS DEPT/NATURAL RESOURCE	3/27/2020	\$45.00 RENEWAL FEE BRIAN MALNORY
Total Checks			\$111,359.37

Utilities

CITY OF BERLIN

PAYROLL FOR MARCH - 2020

[illegible]

PAYDATE	Payroll #	PAYROLL TITLE	GENERAL CITY	UTILITY
3/6/2020	5	General City	59169.9	
3/6/2020	5.01	Murphy	1,304.38	
3/6/2020	5	Utility		10,973.52
3/6/2020	5.02	Murphy payout	6,284.39	
3/6/2020	5.03	Street Uniform	415.57	
3/20/2020	6	General City	61,613.60	
3/20/2020	6	Utility		10,719.76
3/20/2020	6.01	Police Retro pay 2019	7982.20	
3/20/2020	6.02	Police Retro pay 2020	3,965.97	
		TOTAL MONTHLY PAYROLL	\$140,736.01	\$21,693.28

DATE: April 14, 2020

TO: Common Council

FROM: Jodie Olson

RE: Public Hearing and Final Resolution Authorizing Public Improvements and Levying Special Assessments for 2020 Street Projects

BACKGROUND:

On March 10, 2020, Common Council adopted a preliminary resolution declaring the intent to levy special assessments for the project and scheduled the public hearing for April 14, 2020. The public hearing notice was published on March 26, 2020. Affected property owners were notified of the public hearing and sent the attached packet of information. The project was formally bid out with a bid opening on Feb 21 and bid awards were made by the Utility on February 26 and City on March 10, 2020 to Wood Sewer & Excavating, Inc.

Attached you will find a Final Resolution for your approval which authorizes the improvements and levying of special assessments after the public hearing.

RECOMMENDATION: Hold public hearing, discuss and if appropriate, approve Final Resolution #20-06 Authorizing Public Improvement and Levying Special Assessments Against Benefited Property in Berlin, WI for Work and Public Improvements in 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), and Jefferson Street (Broadway-Webster).

RESOLUTION # 20-06

FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTY IN BERLIN, WISCONSIN FOR WORK AND PUBLIC IMPROVEMENTS IN 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)

WHEREAS, the Common Council of the City of Berlin, Wisconsin, held a public hearing via publicly accessible video web conferencing and call-in at 7:00 p.m. on April 14, 2020, for the purpose of hearing all interested persons concerning the Preliminary Resolution, and Report of the City Engineer, on the following proposed 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)

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)

and heard all persons who desired to speak at the hearing.

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

1. The report of the City Engineer, a copy of which on file with the City Clerk's office, including the plans and specifications and assessments set forth therein, is adopted and approved. Detailed specification books shall be available upon request.

2. The City of Berlin has advertised for bids and the Berlin Water & Sewer Utility Superintendent & Department, and Berlin Street Superintendent & Department as applicable, shall supervise construction of the improvements in accordance with the report hereby adopted, along with the City Engineers.
3. Payment for the improvements shall be made by assessing those amounts from the properties benefited as indicated in the report.
4. Assessments shown on the report represent an exercise of the police power and have been determined on a reasonable basis and are hereby confirmed.
5. Assessments for all projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.
6. Initial assessment will be due on November 1, 2020. Assessments may be paid in cash or annual installments to the City Clerk. Installments shall be placed on the next tax roll after the due date for collection and shall bear interest at the rate of 7% per annum on the unpaid balance beginning November 1, 2020.
7. The City Clerk shall publish this Resolution as a Class I Notice under Chapter 985, Stats., in the assessment district and mail a copy of this Resolution and a statement of the final assessment against the benefited property together with notice of installment payment privileges to every property owner whose name appears on the assessment roll whose post office address is known or can with reasonable diligence be ascertained.

Passed, approved, and adopted this 14th day of April, 2020.

ROLL CALL VOTE:

AYES

NAYS

ABSENT

CITY OF BERLIN

BY: _____
Richard D. Schramer, Mayor

BY: _____
Jodie Olson, City Administrator

APPROVED AS TO FORM:

ATTEST: _____
Jodie Olson, City Clerk

Matthew G. Chier
City Attorney



2020 STREET & UTILITY IMPROVEMENTS

Project Notification Information for Affected Residents

DATE: April 1, 2020

TO: Affected Residents of 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)

FROM: Jodie Olson, City Administrator/Clerk-Treasurer

RE: 2020 STREET & UTILITY IMPROVEMENTS

As part of the 2020 STREET & UTILITY IMPROVEMENTS project, the City of Berlin intends to undertake street and utility improvements on 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). The project scope for each of these streets is as follows:

- **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.)** – The existing pavement will be full depth milled and repaved, spot curb & gutter repairs. No utility work is slated to be done in this section of roadway; however, if special field work adjustments are necessary for sanitary or water laterals, property owners would notified.
- **Jefferson St. (Broadway St. to Webster St.)** – The existing pavement will be full depth milled and repaved, spot curb & gutter repairs. No utility work is slated to be done

in this section of roadway; however, if special field work adjustments are necessary for sanitary or water laterals, property owners would be notified.

At this point in time, the project is tentatively slated to begin in May 2020 and is anticipated to be completed and open to traffic, with the exception of the final course of asphalt, in or around October 2020. The final course of asphalt will be placed in 2021, but this process will only take a few days and should not cause any traffic concerns or major inconveniences. During the 2020 construction period, the road will be open to local and emergency traffic, so you will have access to your homes.

On March 10, 2020, the Common Council adopted a preliminary resolution declaring the intent to levy special assessments for the project. The in person public informational meeting on March 18, 2020, was cancelled due to COVID-19 but residents were notified that plans and preliminary assessments were made available at city hall or on the city website www.cityofberlin.net on the Home page under "Latest News" as well as staff being available to answer individual questions by phone or one on one at City Hall.

The next step is to hold a public hearing at the April 14, 2020 7:00 p.m. Common Council meeting to receive public input. Due to COVID-19 the Common Council is holding meetings via web video/teleconferencing utilizing ZOOM.

Join via Internet: <https://us04web.zoom.us/j/6313066796>

Join via Telephone: 1 312 626 6799

Meeting ID: 631 306 6796 #

If you are unable to join the public hearing and have specific questions or concerns, you can still view the plans and preliminary assessments on-line or at city hall and have your questions answered via phone by any of the following:

- Brian Malnory, Water & Utility Superintendent 361-5423 bmalnory@cityofberlin.net
- Scott Zabel, Street Superintendent 361-5425 szabel@cityofberlin.net
- Don Neitzel, Kunkel Engineering 920-356-9447 dneitzel@kunkelengineering.com

As per the Public Hearing notice, there is an Engineer's Report on file at the City Clerk's office which may be inspected M-F from 7:30 am – 4:30 pm. If City Hall needs to close to the public prior to April 14 due to COVID-19, you will be able to contact City Hall at 361-5400 for an appointment to view the plans or view them on-line at www.cityofberlin.net. This report contains:

- Preliminary Resolution
- Public Hearing Notice
- Schedule of proposed special assessments against each benefitted property
- Preliminary project cost estimate for the entire project
- Abbreviated Construction plans/specifications

Enclosed you will find copies of the Preliminary Resolution, Public Hearing notice published in the Berlin Journal, and the preliminary special assessments listing by affected parcel. Below are some important notes to remember regarding special assessments:

- **ASSESSMENT BILLING AMOUNTS:** The final special assessment billings may be less than the preliminary amounts because the final figures are based on *actual costs* determined in the field during the construction phase.
 - **Sewer Laterals:** The sewer lateral costs included in the report are shown at the *maximum* you would have to pay based on the 2020 Standardized Special Assessment Schedule, which is \$1,808 per sewer lateral. Although we need to inform you of the worst case scenario maximum cost, it is likely your cost will be less after the bidding process and construction is completed.
 - **Water Laterals:** Water laterals will be replaced from the new watermain to the property line, but will *not* be assessed to the property owners.
 - **Private Lead Water Service Laterals (portion of lateral extending from property line to meter):** Lead service laterals that are identified prior to or during construction will need to be replaced per city ordinance from property line to meter. Either the property owner can contract privately with a contractor or elect to have a city contractor replace the privately-owned portion of the lead service line.
 - **Sidewalk/Carriage Walks:** Spot sidewalk and carriage walk replacement along the project will only be replaced where needed. This is a cost shared 50/50 between the property owner and the City. If you do not want your existing carriage walk replaced, please contact the Street Superintendent at 361-5425.
- **TIMING OF BILLING:** Assessments are billed *after* project completion, which will be the fall of 2020.
- **INSTALLMENT PAYMENT PLAN:** Although assessments can be paid in full upon initial billing, the City does offer an installment payment plan. For those who wish to pay by the installment plan, the first payment would be due on or before Nov 1, 2020.
 - **Sewer laterals** can be financed for up to 10 years at 7% interest, with a minimum annual installment payment of \$200. For example, based on \$1,808 for a sewer lateral, the annual installment payment would be approximately \$257 for 10 years.
 - **Private Lead Water Service Laterals (portion of lateral extending from property line to meter):** This cost is the property owner's responsibility; however, the City will work with homeowners on an assessment payment plan similar to that of sewer lateral assessments.
 - **Sidewalks/carriage walks** are also eligible for a payment deferral plan, but only if the annual payment would be over \$500.00. Due to no sidewalk replacement and the limited carriage walk replacement on this project, it not anticipated that any property owner would qualify for the installment plan.

Please feel free to contact City Staff with any questions or concerns you may have so we can ensure a smooth project with minimal inconveniences. Thank you.

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.

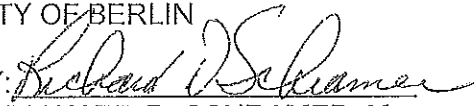
ROLL CALL VOTE:

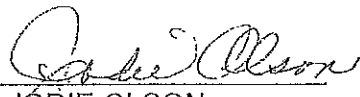
4 AYES
0 NAYS
2 ABSENT

APPROVED AS TO FORM:


MATTHEW G. CHIER,
City Attorney

CITY OF BERLIN

BY: 
RICHARD D. SCHRAMER, Mayor

ATTEST: 
JODIE OLSON,
City Clerk

CITY OF BERLIN
108 N. Capron St., P O Box 272
Berlin WI 54923
(920) 361-5400 (920) 361-5454 Fax

**NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS FOR
PUBLIC IMPROVEMENTS IN BERLIN, WISCONSIN**

Please take notice that the governing body of Berlin, Wisconsin has declared its intention to exercise its police power in accordance with Section 66.0703 Wis. Stats. to levy special assessments upon property within the following described assessment district for benefits conferred upon the property by the installation of the following street and utility projects:

- 1) Installation of sewer laterals on the following streets: Webster Street (N. Washington-N. Kossuth), S. State Street (E. Huron-Ripon Road), Jackson Street (Broadway-Webster Street), Jefferson Street (Broadway-Webster Street)
- 2) Install, repair and replace sidewalks as necessary on the following streets: Webster Street (N. Washington-N. Kossuth), S. State Street (E. Huron-Ripon Road), S. Swetting Street (Junction-Ripon Rd), Jackson Street (Broadway-Webster Street), Jefferson Street (Broadway-Webster Street)

A report showing plans and specifications, estimated costs of improvements and proposed assessments is on file in the municipal Clerk's Office and may be inspected during the business hours of 7:30 am - 4:30 pm beginning March 19, 2020 up until the time of the City Council meeting on April 14, 2020.

You are further notified that the governing body of Berlin, Wisconsin will hear all interested persons, or their agents or attorneys, concerning matters contained in the preliminary resolution authorizing the assessments and in the above described report at the Public Hearing for the project beginning at 7:00 p.m. on the 14th day of April 2020 at the City Council meeting, City Hall, 108 N. Capron Street, Berlin, Wis.

All objections will be considered at this hearing and thereafter the amount of the assessment will be finally determined.

Interested parties are invited to attend and express their views. City Hall is a handicapped accessible building and the meeting is open to the public. If you have special needs, please contact the City Clerk's Office prior to the meeting.

Jodie Olson, City Clerk
PUBLISH March 26, 2020

*See letter for web meeting
instructions + phone in
option*

City of Berlin, Wisconsin

2020 Street and Utility Improvements

Assessment Roll - Webster Street, Jackson Street & S. State Street

Basis for Assessments

*Assessments listed below are preliminary. The assessment amounts will be finalized after items are installed and measured for the project.

Date: 1/29/20 Nick Chikowski
Revised: 4/1/2020 Alex Williams

Sanitary Lateral Replacement

From the new main to the Right of Way
Homeowner assessed per LF not to exceed \$1807.69
Reconnection fee of \$315.00 assessed for existing PVC laterals

Driveway Apron

To be replaced in kind, except gravel approaches will be replaced with asphalt
Homeowner requesting concrete approach in lieu of existing asphalt assessed for the difference between asphalt and concrete

Driveway Apron Widening

Minimum driveway width is 10'
Homeowner will be assessed per additional SF of Concrete or Ton of Asphalt required to meet a minimum 10' wide driveway
Homeowner will be assessed if requesting existing driveways 10' or wider, to be further widened

Sidewalk Replacement

Homeowner will be assessed for sidewalk replaced at 50% of the SF price

Engineering and Inspection Cost

Cost will be included for each assessment based on a percentage of the unit Cost
Engineering 8%
Inspection 8%

Sanitary Lateral Contract Replacement Cost

Unit Bid Price	\$	54.00	Per LF
Eng/Insp	\$	8.64	Per LF
Total	\$	62.64	Per LF

Driveway Widening Contract Replacement Cost

Concrete			
Unit Bid Price	\$	5.60	Per SF
Eng/Insp	\$	0.90	Per SF
Total	\$	6.50	Per SF

Asphalt

Unit Bid Price	\$	120.00	Per Ton
Eng/Insp	\$	19.20	Per Ton
Total	\$	139.20	Per Ton

Sidewalk Contract Replacement Cost

Unit Bid Price	\$	5.80	Per SF
Eng/Insp	\$	0.93	Per SF
Total	\$	6.73	Per SF

The properties listed below are benefited by improved sewer service, drainage, aesthetics, vehicular accessibility, comfort, safety, and increased property value

Assessment Roll - Webster Street

Parcel Address	Parcel Number	Owner Address	Sanitary Lateral	Sanitary Lateral Assessment	4" Sidewalk	4" Sidewalk Assessment (50%)	6" Conc Driveway Widening	6" Conc Driveway Assessment	Asphalt Driveway Widening	Asphalt Driveway Assessment	Owner Total
<i>Notes</i>			LF	\$ 62.64	SF	\$ 6.73	SF	\$ 6.50	TON	\$ 139.20	
447 Webster Street	206-01653-0100	Fredrick Neuenfeldt N12331 County Road KK Ripon, WI 54971	33	\$ 1,807.69	0	\$ -	0	\$ -	0	\$ -	\$ 1,807.69
450 Webster Street	206-01684-0000	Joseph & Debra Gonyo 358 E. Noyes Street Berlin, WI 54923	33	\$ 1,807.69	0	\$ -	0	\$ -	0	\$ -	\$ 1,807.69
435 Webster Street	206-01652-0000	Eric Tischer 435 Webster Street Berlin, WI 54923	32	\$ 1,807.69	36	\$ 121.14	0	\$ -	0	\$ -	\$ 1,928.83
439 Broadway Street	206-01646-0000	Sarah Gross & Braderick Jones II 439 Broadway Street Berlin, WI 54923	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -
432 Webster Street	206-01645-0000	Nancy Floyd 432 Webster Street Berlin, WI 54923	35	\$ 1,807.69	0	\$ -	3	\$ 19.50	0	\$ -	\$ 1,827.19

Parcel Address	Parcel Number	Owner Address	Sanitary Lateral	Sanitary Lateral Assessment	4" Sidewalk	4" Sidewalk Assessment (50%)	6" Conc Driveway Widening	6" Conc Driveway Assessment	Asphalt Driveway Widening	Asphalt Driveway Assessment	Owner Total
<i>Notes</i>			LF	\$ 62.64	SF	\$ 6.73	SF	\$ 6.50	TON	\$ 139.20	
427 Webster Street	206-01651-0000	Carol Gelhar 427 Webster Street Berlin, WI 54923	31	\$ 1,807.69	0	\$ -	0	\$ -	0	\$ -	\$ 1,807.69
426 Webster Street	206-01644-0000	Anthony & Dalyn Krysiak 426 Webster Street Berlin, WI 54923	35	\$ 1,807.69	45	\$ 151.43	6	\$ 39.00	0	\$ -	\$ 1,998.12
423 Webster Street	206-01650-0000	Carol Gelhar 427 Webster Street Berlin, WI 54923	30	\$ 1,807.69	30	\$ 100.95	0	\$ -	0	\$ -	\$ 1,908.64
422 Webster Street	206-01643-0000	Douglas & Mary Nighbor 531 NW Cumberland Street Berlin, WI 54923	36	\$ 1,807.69	30	\$ 100.95	0	\$ -	0	\$ -	\$ 1,908.64
415 Webster Street	206-01640-0000	Andrew Gustke 415 Webster Street Berlin, WI 54923	30	\$ 1,807.69	31	\$ 104.32	4	\$ 26.00	0	\$ -	\$ 1,938.01
403 Webster Street	206-01641-0000	Mark & Nacole Murphy 403 Webster Street Berlin, WI 54923	29	\$ 1,807.69	0	\$ -	0	\$ -	0	\$ -	\$ 1,807.69
385 Webster Street	206-01516-0000	Patrick & Bridget Garczynski 385 Webster Street Berlin, WI 54923	28	\$ 1,753.92	0	\$ -	0	\$ -	0	\$ -	\$ 1,753.92
122 Jefferson Street	206-01524-0000	Jeff & Dennis Oelke 122 Jefferson Street Berlin, WI 54923	38	\$ 1,807.69	42	\$ 141.33	5	\$ 32.50	0	\$ -	\$ 1,981.52
379 Broadway Street	206-01523-0000	CDF Rentals LLC P.O. Box 28 Berlin, WI 54923	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -
133 Jackson Street	206-01517-0000	Lori Pavelske 133 Jackson Street Berlin, WI 54923	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -
374 Webster Street	206-01521-0000	Leona Krause 374 Webster Street Berlin, WI 54923	38	\$ 1,807.69	0	\$ -	0	\$ -	0	\$ -	\$ 1,807.69
357 Webster Street	206-01510-0000	Lori Burns & Donald Seaman 357 Webster Street Berlin, WI 54923	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -
122 Jackson Street	206-01531-0000	Anders & Ramona Meyer 3134 S. Logan Avenue Milwaukee, WI 53207	37	\$ 1,807.69	0	\$ -	0	\$ -	1.8	\$ 250.56	\$ 2,058.25
133 N Washington Street	206-01511-0000	Mersim & Isabel Mena 181 E. Moore Street Berlin, WI 54923	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -
123 N Washington Street	206-01528-0000	Mayra Lopez Gayton 123 N Washington Street Berlin, WI 54923	0	\$ -	29	\$ 97.59	0	\$ -	0	\$ -	\$ 97.59

Webster St - Total Assessment \$ 26,439.16

Parcel Address	Parcel Number	Owner Address	Sanitary Lateral	Sanitary Lateral Assessment	4" Sidewalk	4" Sidewalk Assessment (50%)	6" Conc Driveway Widening	6" Conc Driveway Assessment	Asphalt Driveway Widening	Asphalt Driveway Assessment	Owner Total
Notes			LF	\$ 62.64	SF	\$ 6.73	SF	\$ 6.50	TON	\$ 139.20	
Assessment Roll - Jackson Street											
114 Jackson Street	206-01532-0000	Marcus Peschke 114 Jackson Street Berlin, WI 54923	35	\$ 1,807.69	0	\$ -	0	\$ -	0	\$ -	\$ 1,807.69
109 Jackson Street	206-01526-0000	Curt Chier PO Box 270 Berlin, WI 54923	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -
357 Broadway Street	206-01533-0000	Amanda Reschlein 357 Broadway Street Berlin, WI 54923	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -
Jackson St - Total Assessment \$											1,807.69

Assessment Roll - S. State Street											
184 E. Huron Street	206-00366-0000	Bradley Liesch 495 Oak Street APT 203 Berlin, WI 54923	33	\$ 1,807.69	63	\$ 212.00	0	\$ -	0	\$ -	\$ 2,019.69
192 E. Huron Street	206-00393-0000	Jerry Plockelman 170 N. Wisconsin Street Berlin, WI 54923	0	\$ -	48	\$ 161.52	0	\$ -	0	\$ -	\$ 161.52
115 S. State Street	206-00390-0000	Gloria & Lorena Cervantes 115 S. State Street Berlin, WI 54923	33	\$ 1,807.69	32	\$ 107.68	0	\$ -	0	\$ -	\$ 1,915.37
116 S. State Street	206-00393-0200	Carol Drezdson 116 S. State Street Berlin, WI 54923	33	\$ 1,807.69	40	\$ 134.60	0	\$ -	0	\$ -	\$ 1,942.29
180 E. Huron Street	206-00367-0000	Brain & Charmaine Kivi 180 E. Huron Street Berlin, WI 54923	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -
121 S. State Street	206-00389-0000	Travis Schumacher & Johanna Hoppe 121 S. State Street Berlin, WI 54923	33	\$ 1,807.69	18	\$ 60.57	0	\$ -	0	\$ -	\$ 1,868.26
122 S. State Street	206-00394-0000	Kent Strehlow 51 Horseshoe Road Oshkosh, WI 54904	33	\$ 1,807.69	0	\$ -	10	\$ 65.00	0	\$ -	\$ 1,872.69
125 S. State Street	206-00388-0000	Daniel Hinton N4475 CTY RD W Redgranite, WI 54970	32	\$ 1,807.69	0	\$ -	0	\$ -	0	\$ -	\$ 1,807.69
126 S. State Street	206-00395-0000	Mary Marshall & Michael Stoddard 126 S. State Street Berlin, WI 54923	34	\$ 1,807.69	38	\$ 127.87	16	\$ 104.00	0	\$ -	\$ 2,039.56
131 S. State Street	206-00387-0000	Michael Quinonez & Shauntelyn Mcnair 131 S. State Street Berlin, WI 54923	34	\$ 1,807.69	0	\$ -	13	\$ 84.50	0	\$ -	\$ 1,892.19
133 S. State Street	206-00386-0000	Mary Kubiak 133 S. State Street Berlin, WI 54923	34	\$ 1,807.69	0	\$ -	0	\$ -	0	\$ -	\$ 1,807.69

Parcel Address	Parcel Number	Owner Address	Sanitary Lateral	Sanitary Lateral Assessment	4" Sidewalk	4" Sidewalk Assessment (50%)	6" Conc Driveway Widening	6" Conc Driveway Assessment	Asphalt Driveway Widening	Asphalt Driveway Assessment	Owner Total
Notes			LF	\$ 62.64	SF	\$ 6.73	SF	\$ 6.50	TON	\$ 139.20	
134 S. State Street	206-00396-0000	Robert Gurske 134 S. State Street Berlin, WI 54923	32	\$ 1,807.69	0	\$ -	0	\$ -	0	\$ -	\$ 1,807.69
139 S. State Street	206-00385-0000	John Mix 139 S. State Street Berlin, WI 54923	34	\$ 1,807.69	19	\$ 63.94	0	\$ -	0	\$ -	\$ 1,871.63
146 S. State Street	206-00397-0000	Karen Rivers 146 S. State Street Berlin, WI 54923	32	\$ 1,807.69	0	\$ -	47	\$ 305.50	0	\$ -	\$ 2,113.19
145 S. State Street	206-00384-0000	James & Glenda Mamerow 536 N. 2nd Avenue Redgranite, WI 54970	34	\$ 1,807.69	22	\$ 74.03	0	\$ -	0	\$ -	\$ 1,881.72
151 S. State Street	206-00383-0000	Frank & Gloria Lightfuss 151 S. State Street Berlin, WI 54923	34	\$ 1,807.69	0	\$ -	0	\$ -	0	\$ -	\$ 1,807.69
152 S. State Street	206-00398-0000	Scott Hansen 152 S. State Street Berlin, WI 54923	32	\$ 1,807.69	0	\$ -	0	\$ -	0	\$ -	\$ 1,807.69
157 S. State Street	206-00382-0000	Tessaro Properties LLC W995 Buttercup Court Berlin, WI 54923	34	\$ 1,807.69	22	\$ 74.03	0	\$ -	0.4	\$ 55.68	\$ 1,937.40
158 S. State Street	206-00399-0000	John & Michaela Nicholson 158 S. State Street Berlin, WI 54923	32	\$ 1,807.69	0	\$ -	23	\$ 149.50	0	\$ -	\$ 1,957.19
165 S. State Street	206-00381-0000	Mathison Investments LLC 7222 County Road B Berlin, WI 54923	34	\$ 1,807.69	0	\$ -	13	\$ 84.50	0	\$ -	\$ 1,892.19
164 S. State Street	206-00400-0000	Roger & Sharon Malzham 164 S. State Street Berlin, WI 54923	32	\$ 1,807.69	27	\$ 90.86	16	\$ 104.00	0	\$ -	\$ 2,002.55
174 Ripon Road	206-00379-0000	David & Heather Steger 174 Ripon Road Berlin, WI 54923	34	\$ 1,807.69	19	\$ 63.94	26	\$ 169.00	0	\$ -	\$ 2,040.63
172 & 176 S. State Street	206-00401-0000	Krammer Housing LLC 237 E. Waushara Street Berlin, WI 54923	32	\$ 1,807.69	0	\$ -	0	\$ -	0	\$ -	\$ 1,807.69
180 Ripon Road	206-00380-0000	Richard & Barbara Nelson 78 W. Maple Street Sturgeon Bay, WI 54235-3420	34	\$ 1,807.69	0	\$ -	0	\$ -	0	\$ -	\$ 1,807.69
190 S. State Street	206-00403-0000	James & Donna Detloff 190 S. State Street Berlin, WI 54923	10	\$ 626.40	0	\$ -	0	\$ -	0	\$ -	\$ 626.40

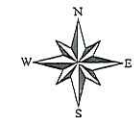
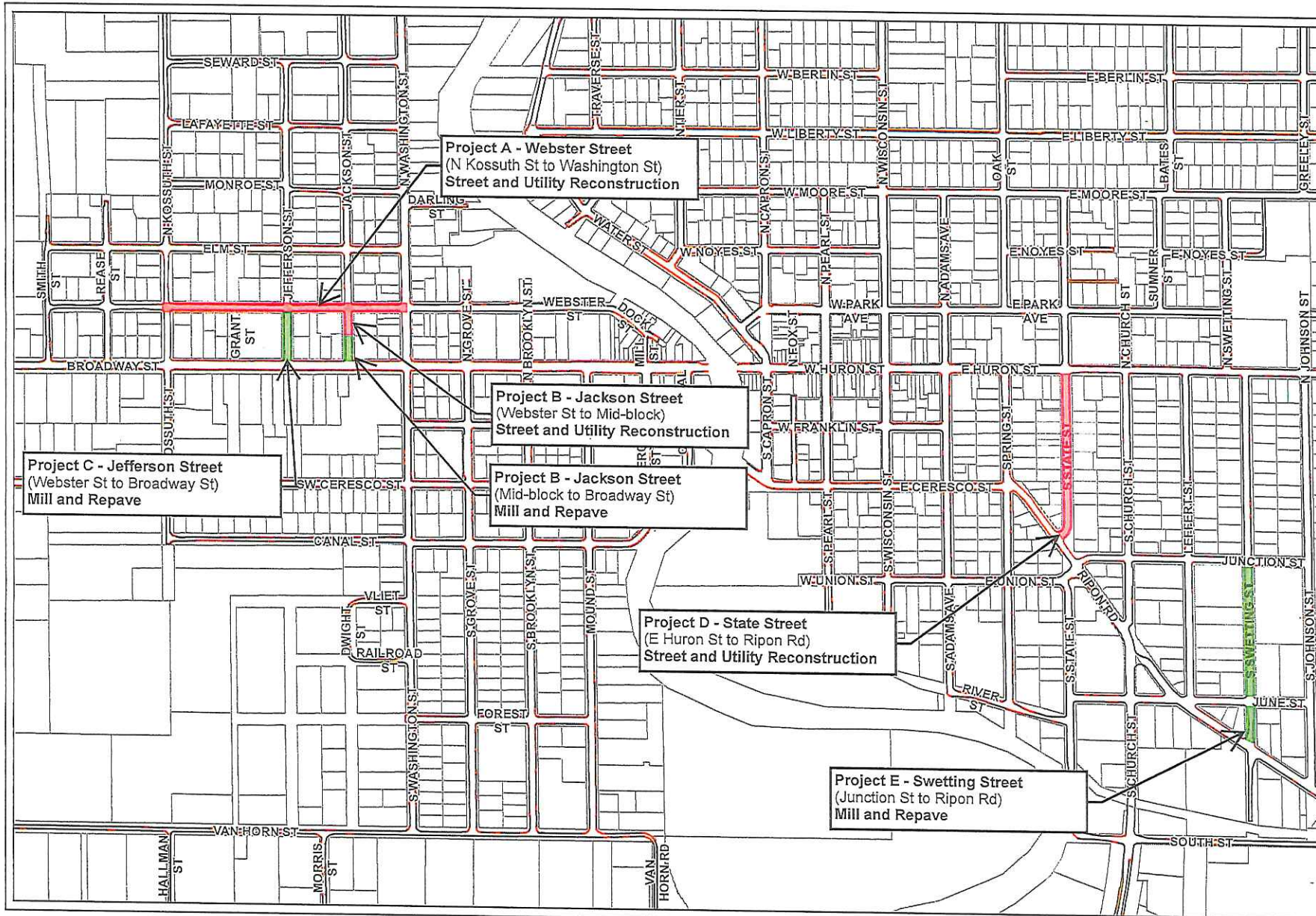
S. State St. - Total Assessment \$ 42,688.30

Parcel Address	Parcel Number	Owner Address	Sanitary Lateral	Sanitary Lateral Assessment	4" Sidewalk	4" Sidewalk Assessment (50%)	6" Conc Driveway Widening	6" Conc Driveway Assessment	Asphalt Driveway Widening	Asphalt Driveway Assessment	Owner Total
Notes			LF	\$ 62.64	SF	\$ 6.73	SF	\$ 6.50	TON	\$ 139.20	

Spot Sidewalk is 50% of actual cost of sidewalk needing replacement

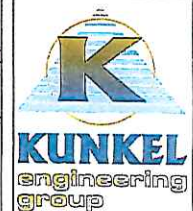
Sewer Lateral Cost of \$1807.69 is the maximum charged to the property owner.
If actual construction cost is less, the lesser amount will be passed on to the homeowner

Webster St - Total Assessment	\$	26,439.16
Jackson St - Total Assessment	\$	1,807.69
S. State St. - Total Assessment	\$	42,688.30
Total Assessment	\$	70,935.15



1 IN = 500 FT
DATE: 3/5/2020

CITY OF BERLIN, WI 2020 STREET AND UTILITY IMPROVEMENTS ASSESSMENT MAP



DATE: April 14, 2020

TO: Common Council

FROM: Jodie Olson

RE: Discussion on Proposed Updates to City Ordinances Related to Keeping of Chickens

BACKGROUND: At the March meeting, Andi Rogers approached Council requesting discussion be held on modifications to the ordinances pertaining to keeping of chickens. Andi provided an outline of the proposed changes. I have also included a copy of the current ordinances for your reference.

RECOMMENDATION: 1) Waive Committee of the Whole discussion on this issue and 2) Review request, discuss and action as appropriate.

Proposed edits and possible additions to the Berlin City Chicken ordinances

1. Section 10-21 (c) (2) c. 1. – Suggest the removal of the word insulated. Chickens do not require insulation nor a heat source to stay warm even in Wisconsin winters. A draft free, well ventilated environment that reduces humidity is what is needed. The frostbite from high humidity is what will hurt the birds. Chickens ‘poof’ up their down feathers and trap warm air next to their skin. Since the avg body temperature of a chicken is 105-107 degrees... this is how they stay warm.
2. Section 10-21 (d) (3) – Suggest adjusting the number of nesting boxes from 1 per 2 birds to 1 per 4 birds. Also suggest that the coop space per bird be defined by bird size. Standard chickens require more room than Bantam chickens (which are popularly kept as backyard chickens)
 - a. Minimum 7 sq ft or 3 sq ft per standard chicken/2 sq ft per bantam chicken whichever is greater.
3. Section 82-286 (8) – In regards to the number of birds allowed see narrative below:

I have been keeping chickens since 2017 when the ordinance was first passed, and I decided to be a ‘backyard farmer’ so that I could provide the family with fresh eggs. I do not keep chickens as a novelty or as pets. Even though mine are spoiled; egg production sustainability is my focus. I am asking council to consider increasing the number of allowed hens based on information I have learned about their egg production habits.

A few things I have learned over the last 3 years:

1. It takes time to identify a newly hatched bird as a male or a female.
 - a. 6-8 weeks – visual differences are beginning to be noticeable
 - b. 4-5 months for a rooster to crow which is almost always the tell tale sign (tho some hens DO crow)
2. It takes 6-9 months for a newly hatched pullet to begin laying
 - a. A pullet is a female chicken that hasn’t laid an egg yet.
3. Many chicken owners suggest having a flock of both Spring AND Fall hatches to keep consistent egg production.
4. Newly hatched birds are often sold 6 at a time at places like Tractor Supply
 - a. Many are straight run, which means they are NOT sexed so you won’t know if male or female for the above time. This is the more affordable/reasonable option.
 - b. Guaranteed pullets are harder to find and often cost 400% or more per bird than straight run.
5. Hens can lay eggs up to 7 years or more, but they decrease egg production as they get older starting at 3-5 years. This means that having chickens of different ages is important to sustain egg production longevity.

With these things in mind I would like to propose the following:

1. With the appropriate coop space, properly licensed owners be allowed
 - a. Up to 10 standard hens or,
 - b. Up to 12 bantam hens
 - c. (a hen is defined as a female chicken that has started laying eggs)
2. I propose that licensing fees increase with the number of birds
 - a. 6 standard/8 bantam - \$10 per yr
 - b. 8 standard/10 bantam - \$15 per yr
 - c. 10 standard/12 bantam - \$20 per yr
3. When a Backyard Farmer needs to plan the rotation of their flock that they be allowed to obtain extra chicks and given the time to raise them to new chicks to maturity to determine if they are roosters or pullets, with the requirement that any hens over the limit or birds that are male will have to be removed.

thank you for consideration,

Alexandra (Andi) Rogers

113 S Church St

andirog@cheerful.com

920-290-1400

Sec. 10-21. - Proper shelter.

- (a) *Required.* No person owning or responsible for confining or impounding an animal within the city shall fail to provide the animal with proper shelter as set forth in this section. In the case of farm animals, nothing in this section shall be construed as imposing shelter requirements or standards more stringent than normally accepted husbandry practices in the particular county where the animal or shelter is located.
- (b) *Indoor standards.* Minimum indoor standards of shelter shall include:
 - (1) The ambient temperature shall be compatible with the health of the animal.
 - (2) Indoor housing facilities shall be adequately ventilated by natural or mechanical means to provide for the health of the animals at all times.
- (c) *Outdoor standards.* Minimum outdoor standards of shelter shall include:
 - (1) For all animals tied or confined unattended outdoors during the months of April through October, sufficient shade by natural or artificial means shall be provided to protect animals from direct sunlight.
 - (2) Shelter shall be provided from inclement weather as follows:
 - a. Natural or artificial shelter appropriate to the local climatic conditions for the species concerned shall be provided as necessary for the health of the animal.
 - b. If a dog is tied or confined unattended outdoors, or in an unheated enclosure, a shelter of suitable size to accommodate the dog shall be provided. At a minimum, the shelter shall:
 - 1. Be a moisture-proof, weathertight doghouse which shall be maintained in good repair;
 - 2. Be constructed and maintained so as to provide sufficient space to:
 - i. Allow the dog to turn around freely;
 - ii. Allow the dog to easily sit, stand and lie in a normal position;
 - iii. Keep the dog clean, dry and comfortable; and
 - iv. Maintain the dog's body heat.
 - 3. Made of durable materials including, but not limited to, wood or molded plastic;
 - 4. Have an entrance covered by a self-closing swinging door or covering, or an U-shaped entrance to prevent the wind and elements from blowing directly into the shelter;
 - 5. Have clean bedding to provide insulation and protection against cold and dampness, and promote the retention of body heat. Acceptable bedding shall include, but not be limited to, blankets, hay, straw or cedar shavings;

6. Have suitable drainage, which rapidly eliminates excess water.
- c. If a chicken enclosure is outdoors, at a minimum, the enclosure shall:
1. Be enclosed, predator-proof, insulated, and adequately ventilated;
 2. Be so constructed and maintained as to prevent rodents from being harbored underneath or within the walls thereof;
 3. Provide elevated perches to ensure chickens are able to rest in their natural roosting position;
 4. Not be located closer than ten feet from an adjacent property owner's lot line, not be located closer than 25 feet to any primary residential structure on an adjacent lot, and must be located in the rear yard of the property as defined by section 82-4A. The structure must also meet detached accessory buildings/structures requirements, as regulated by section 82-553A.
 5. Chickens shall be secured within the enclosure during non-daylight hours.
 6. In addition to an enclosure, chickens shall be provided access to an outdoor enclosed run area for the majority of daylight hours, weather permitting.
- (d) *Space standards.* Minimum space requirements for both indoor and outdoor animal enclosures shall include:
- (1) The housing facilities shall be structurally sound and maintained in good repair to protect the animals from injury, and to contain the animals.
 - (2) Enclosures shall be constructed and maintained so as to provide sufficient space to allow each animal adequate freedom of movement. Inadequate space may be indicated by evidence of debility, stress or abnormal behavior patterns.
 - (3) Chicken enclosures shall measure a minimum of seven square feet in area or three square feet in area per chicken, whichever is greater, with one nest box provided per every two chickens.
- (e) *Sanitation standards.* All pens, yards, structures or areas where animals are kept shall be maintained in a nuisance-free manner. Droppings and manure shall be removed regularly and disposed of properly to not attract insects or rodents, become unsightly or cause objectionable odors. Further, for all pens, yards, structures or areas, where animals other than chickens are kept, installed or set up after May 1, 2002, no portion of the pen, yard, structure or area may be closer than six feet from a neighboring property owner's lot line.
- (f) *Tying or tethering dogs.* A dog or puppy may be restrained by a fixed-point chain or tether only under the following conditions:
- (1) Any tethering system shall not allow the dog or puppy to leave the owner's property.
 - (2) No chain or tether shall weigh more than one-eighth of the dog's or puppy's body weight.

To: Common Council

From: Midge Seaman

Date: March 10, 2020

RE: ABC, Inc. 3rd of July Parade – New Event

The Achieving a Better Community, Inc. group have completed a Special Event Permit for a Parade celebrating the 4th of July. This parade, if approved, will take place on July 3rd beginning between the hours of 4pm and 5pm with Assembly at Nathan Strong Park and then following the parade route as outlined in the map attached to the Application. This Permit has gained the required approvals of City Attorney, Street Superintendent and Chief of Police and now awaits the Common Council's final decision.

* Harry Took Application

City of Berlin - Special Event Permit Checklist

Name of Event: ABC Group 4th of July Parade (New Event)

18-333 Event on Street/Highway (5k Run/Walk, Car show, Non profit vendor sales event, Business open house etc.)
Use of City streets, sidewalks, street parking spaces
Parade (School Homecoming, Memorial Day, Pumpkins on Petunias tractor, Christmas Parade etc.)
Event on Municipal Parking Lot (Farmers Market, Fox River Days, Pumpkins on Petunias etc.)
Use of South Capron St Lot, Market Square Lot

➤ Date application submitted: 11-25-19

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

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

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

Expiration date: _____

Or

➤ N/A EXEMPTION FROM LIABILITY INSURANCE (Religious charitable service, fraternal, veterans, school)

Proof of exemption status required YES or NO

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

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

➤ ☒ FEE OF TWENTY DOLLARS (\$20.00) Date of payment: 11/25/2019

➤ ☒ Reviewed by City Attorney (Fax copy to office of New and Recurring - annual or up to 18 months) 11/26/19 Part. 2
1/23/20 F

➤ ☒ Reviewed by Chief of Police (New only, for recurring give FYI copy) Verbal 1/6/20

➤ ☒ Reviewed by Street Superintendent (New only, for recurring give FYI copy) Verbal 1/6/20

➤ ☒ Date of Council Meeting for new approvals: 04/14/20

NOTES:

CITY OF BERLIN PERMIT APPLICATION

Special Events on Streets, Highways, and Municipal Parking Lots

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

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

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

Applicant's Name: ABC Inc Harold Kwidzinski Date of Application: 11/24/19

Applicant's Telephone Number: 361 0864 Applicant's DOB/Organized: 2014

Applicant's Address: W 1110 City Rd V Berlin WI 54923

Purpose of Application Request: Independence Day celebration

Military Veterans 1st Responders parade

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

Name, Title, and Address	Telephone Number
<u>Harry Kwidzinski Pres. Berlin</u>	<u>361 0864</u>
<u>Dan Hoppa VP Berlin</u>	
<u>Michelle Warch Treas.</u>	
<u>Debbie Dowen Sec Berlin</u>	
<u>Sue Trampf Chair. of Board Berlin</u>	<u>229 4912</u>

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

Name, Title, and Address	Telephone Number
<u>Same as above</u>	

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

What: Independence Day Parade

When: July 3 20 Year/Start Time and Duration: Beginning Between Hours 4 pm - 5 pm

Where: Huron St to Water Street If Parade, Assembly Area: Waltham Strong Park

Estimated number of units (if parade) or persons attending (if other event): 50

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

If yes, explain: ABC Inc is a 501 3C

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

Applicant or Applicant's Agent's Name Signature: Harold Kwidzinski

Name of Person Signing (please print): Harold Kwidzinski

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



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

Indemnification, Defense, and Hold Harmless Agreement

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

Specifically this Agreement applies to:

Independence Day Parade

(Description of Event)

On: July 3 yearly Beginning 2020

(Date(s) of Event)

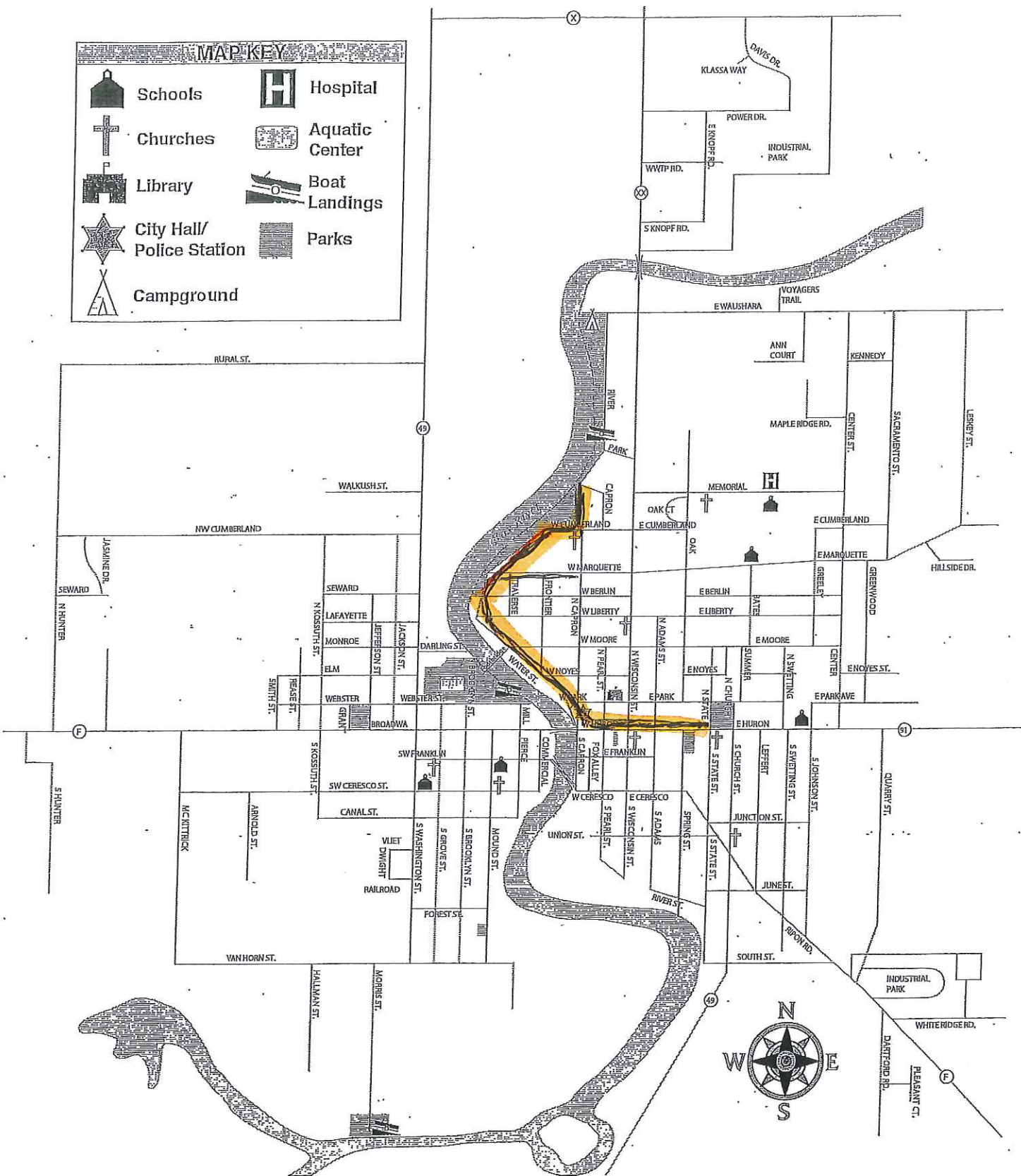
By: ABC Inc Harold Kwidzinski

(Name of Applicant)

On Behalf Of: Achieving a Better Community Inc

(Name of Organization and Title if applicable)

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



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

JUL 01 2019

Date:

ACHIEVING A BETTER COMMUNITY INC
C/O HAROLD KWIDZINSKI
W1110 CTY V
BERLIN, WI 54923-0000

Employer Identification Number:
84-2129125
DLN:
26053571001499
Contact Person: ID# 31954
CUSTOMER SERVICE
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
June 4, 2019
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

ACHIEVING A BETTER COMMUNITY INC

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements

Midge Seaman

From: Matthew Chier <legalsolutions@chierlaw.com>
Sent: Tuesday, November 26, 2019 1:29 PM
To: Midge Seaman
Subject: RE: Parade permit for your consideration

Midge:

I have no issues with this application, subject to confirmation of 501(c)(3) status. For their last parade permit application, I know this was an issue because it was still pending. Obviously, this event isn't until next year, so as long as they submit that the IRS approved their application by then, they are fine. If/when they submit to you a copy of the IRS approval letter, please send a copy of that to me for my file.

Thanks.

---Matt Chier

Original message

From: "Midge Seaman" <mseaman@cityofberlin.net>
To: \((legalsolutions@chierlaw.com)\); legalsolutions@chierlaw.com; JD Lind@berlinpd.com; szabel@cityofberlin.net;
Dated: 11/25/2019 3:52:25 PM
Subject: Parade permit for your consideration

Hello,

Attached is a permit for a new event in Berlin. The ABC group would like to have a parade on Friday, July 3, 2019 beginning sometime between 4 and 5pm. Time somewhat to be determined.

If you are wondering why so early of a request, the ABC Committee would like to know now incase it is not allowed so they can plan a different event.

James D. Lind

From: Kemnitz, Tony - DOT <Tony.Kemnitz@dot.wi.gov>
Sent: Monday, January 06, 2020 12:01 PM
To: James D. Lind
Subject: WIS 49\ Mill Street to Johnson St\ City of Berlin\ Green Lake Co - Parade Permit 7/3/2020
Attachments: July 3rd 2020 Parade Permit.pptx

Hi JD

Per our telephone conversation I have attached a recommended detour route to accommodate the July 3rd parade in downtown Berlin. Route is split to separate the left and right turn onto WIS 49 near the Kwik Trip. Please verify with your City road crew that Junction and Johnson Street can accommodate semi-truck traffic loadings and turns at the intersections. Any OSOW trucks will need to sit and wait until the State highways can be re-opened. Barricades and detour signing will be the City DPWs responsibility.

IF this route meets the City's needs then please update the permit and re-submit it to Laurie Miller for approval.

Thank you!

Tony

Tony Kemnitz, P.E., PTOE

Traffic Safety Engineer

WI Dept. of Transportation - NC Region

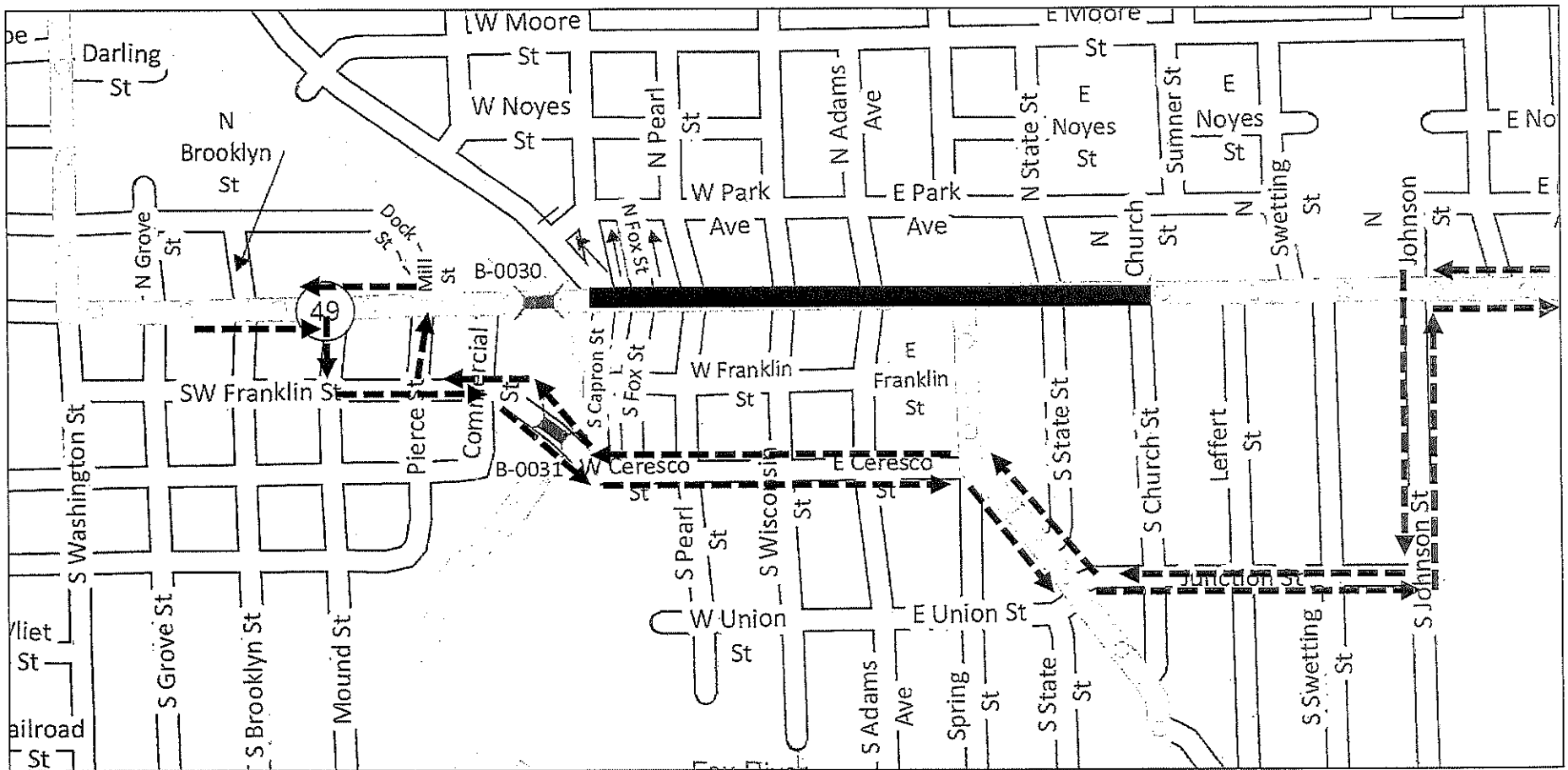
510 North Hanson Lake Road

Rhineland, WI 54501

715-365-5785 direct

715-421-9612 mobile

tony.kemnitz@dot.wi.gov



---> WIS 49 Southbound detour route

←--- WIS 49 Northbound detour route

█ Closed Segment of WIS 49

Westbound WIS 91 to follow WIS 49
detour via Junction and Johnson St.

July 3rd Parade
City of Berlin
Green Lake County, WI

TO: COMMON COUNCIL

FROM: MIDGE SEAMAN AND SUSAN THOM, DEPUTY CLERKS

RE: AMENDMENT TO WALMART CLASS "A" BEER AND "CLASS A" LIQUOR LICENSE

Representatives for Walmart Store 1727 have requested, in writing, an amendment to section C, line 4 on their Renewal Alcohol Beverage License Application to state " 1 room 1 story, approximately 102,773 sq. ft. including stalls and/or canopy locations in parking lot specifically designated for online grocery pickup." Requested for the purpose of accommodating their new program "Online Grocery Pickup" to be able to include alcohol beverage sales in this program. Full details of program attached for your review.

describe" the premises because a broad description is not statutorily prohibited. *Wisconsin Dolls, LLC v. Town of Dell Prairie*, 2012 WI 76. But a municipality is not required to accept a broad premises description on initial application and permit activity in such an area. *Id.* A municipality may attach conditions, including limitations to the described premises, when the license is initially granted. *Id.*

b. Any questions about the extent of the described premises should be clarified with the applicant before the license is granted.

c. The municipal official must issue the license with a premises description identical to that shown on the application and approved by the governing body.

2. *Changing the description*

a. If the request is made for a new license year, the applicant may add to the description on the application any change from the previous year.

b. For any revision during the license year, the licensee must file a written request with the municipal official to amend the premises description. It is within the discretion of the governing body to approve or disapprove the change. *Alberti v. City of Whitewater*, 109 Wis.2d 592, 327 N.W.2d 150 (1982). See also Wis. Stat. sec. 125.04(3)(h).

c. If the change is approved, the municipal official must amend the license and the license must be posted on the premises.

d. Premises modifications after initial issuance, especially those that disadvantage the licensee, must be accomplished by enactment of a valid local regulation under Wis. Stat. sec. 125.10(1), by following the procedures outlined in sec. 125.12 for revocation, suspension or renewal, or by negotiating the consent of the licensee. A municipality that unilaterally reduces the description of the premises on a renewal exceeds its authority. *Wisconsin Dolls, LLC v. Town of Dell Prairie*, 2012 WI 76.

3. *Use of street address to describe the premises*

a. Use of a city or village street address is possible only if the applicant has been granted a license to cover the entire location: i.e., the building(s) and land area at that address.

If the license is to cover the building or a part of the building only, then the applicant must describe the building or portion of the building at the appropriate street address as shown on the license application.

b. If an applicant has a town address that pinpoints the location of the premises, the same procedure would be followed as above.

The use of a route number, a highway number (or the legal description) in itself does not properly identify the area under the control of the applicant where the alcohol beverages will be sold, served, consumed, or stored.

4. *Exterior sale, service, or consumption*

Sale, service, or consumption of alcohol beverages outside the barroom is permissible only if the area in question (e.g., a porch, outdoor volleyball court, terrace, "beer garden" or lawn area) is described in the license as being part of the licensed premises.

5. *Effect of premises loss on license*

a. The licensee may: (1) hold the license until its expiration date, (2) request approval of the governing body on form AT-112 to transfer the license to another location in the municipality, or (3) surrender the license to the municipal clerk. An alcohol

Renewal Alcohol Beverage License Application

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 07 01 2019 ending: 06 30 2020
(MM DD YYYY) (MM DD YYYY)

TO THE GOVERNING BODY of the: ☐ Town of
☐ Village of } BERLIN
☒ City of }

County of GREEN LAKE Aldermanic Dist. No. _____ (if required by ordinance)

CHECK ONE Individual ☒ Partnership Limited Liability Company
Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code
▶ WAL-MART STORES EAST, LP 702 SW 8TH ST., LICENSING DEPT. 8916 BENTONVILLE, AR 72716-0500

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company ▶ _____

Address of Corporation/Limited Liability Company (if different from licensed premises) ▶ _____

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title Name (Inc. Middle Name) Home Address Post Office & Zip Code

President/Member SEE LIST ATTACHED

Vice President/Member _____

Secretary/Member _____

Treasurer/Member _____

Agent ▶ TODD JANZEN

Directors/Managers SEE LIST ATTACHED

C. 1. Trade Name ▶ WALMART #1727 Business Phone Number (920) 361-1600

2. Address of Premises ▶ 861 COUNTY ROAD F Post Office & Zip Code ▶ BERLIN, WI 54923

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 1 RM., 1 STORY, APPROX. 102,773 SQ. FT.

5. Legal description (omit if street address is given above): _____

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side ☒ Yes ☐ No

b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side ☒ Yes ☐ No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. ☐ Yes ☒ No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. ☒ Yes ☐ No

9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

[Signature]
(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>4/26/2019</u>	Date reported to council/board <u>6/12/19</u>	Date license granted <u>6/12/19</u>
License number issued <u>2019-060A Liquor</u>	Date license issued <u>6/12/19</u>	Signature of Clerk / Deputy Clerk <u>[Signature]</u>

AT-115 (R. 7-18)

2019-060 Tobacco

Wisconsin Department of Revenue

Midge Seaman

From: Diller, Becky A. <Becky.Diller@quarles.com>
Sent: Friday, February 14, 2020 11:09 AM
To: Midge Seaman
Subject: Walmart #1727 - Request for Change of Premises Description on Alcohol Beverage License [QBLLP-ACTIVE.FID39340272]
Attachments: Walmart Online Grocery Pickup Procedure Guide (PDF version).pdf; 1727.pptx

Dear Midge,

You are aware that Quarles & Brady serves as legal counsel for Walmart with respect to alcohol beverage licensing for its Wisconsin stores. As follow-up to our telephone conversation this morning, this email is to provide you with details regarding an online grocery pickup service that Walmart is launching in select Wisconsin stores. Customers using this service will be able to place an order online and provide a credit card to hold the order. The customer will then come to their local Walmart store to complete the payment and pick up the order at either a pickup canopy or a dedicated parking space.

Walmart would like to offer their customers in your community the opportunity to include alcohol beverages in an online order. We have contacted the Department of Revenue, which has confirmed that this is permitted under Wisconsin law provided payment is made at the time of pickup and the customer's age is verified by an employee licensed to sell alcohol beverages in a face-to-face transaction that occurs within the licensed premises. Walmart, therefore, is seeking to amend the premises description in its current license to include the pickup location (canopy or dedicated parking spaces), as follows:

1 room 1 story, approximately 102,773 sq. ft. including stalls and/or canopy locations in parking lot specifically designated for online grocery pickup.

Attached to this email are the following documents which provide more detailed information about the online grocery program:

- A copy of Walmart's Online Grocery Pickup Procedure Guide.
- A combination floor plan and site map of the local Walmart store that show (i) the secure area in the store where shopping carts will be held for customer pickup (highlighted in orange) and (ii) the location in the parking lot of the canopy or dedicated parking spaces which will be designated for online grocery pickup.

Walmart would like to roll-out their online grocery pickup service in the City of Berlin in early April. Please let us know whether this change of premises description will require approval of the Berlin City Council and/or Committee thereof. If so, we kindly request that the proposed amendment be considered at their next upcoming meeting. Also, we would be pleased to make a representative from the local Walmart store available at such meetings to answer any questions raised by the City officials.

Please let us know if you need any additional information.

Regards,
Becky



Becky Diller / Paralegal/Office Administrative Coordinator

Becky.Diller@quarles.com / [LinkedIn BIO vCard](#)

Quarles & Brady LLP

150 South Fifth Street, Suite 1800 / Minneapolis, MN 55402

Office 612-224-3756 / quarles.com

Assistant Kenn Carpenter 813-384-6701

CONFIDENTIALITY NOTICE: This electronic mail transmission and any attachments are confidential and may be privileged. They should be read or retained only by the intended recipient. If you have received this transmission in error, please notify the sender immediately and delete the transmission from your system.

Compliance & Ethics

Online Grocery Pickup Procedure Guide

Placing Order

- Customers visit grocery.walmart.com and can view an assortment of products – determined by their store
 - Listed products are initially based on the Customer's location and updated when the Customer selects their preferred store
- Prior to checking out, the Customer must login (or create) their account, select a desired pickup store, and designate a time slot for picking up their order
- Once the customer has built their basket and presses checkout, Customer completes the order by supplying Walmart with payment information
- Walmart authorizes and holds the card information, but funds are not transferred from the card



- Where allowed by state and local law, customers can include alcoholic beverage product in their online grocery order through walmart.com/grocery.
- All alcoholic beverage product item pages are flagged with a notification explaining the restrictions around purchasing this product (pictured below).

GOVERNMENT WARNING: (1) According to the Surgeon General, women should not drink alcoholic beverages during pregnancy because of the risk of birth defects. (2) Consumption of alcoholic beverages impairs your ability to drive a car or operate machinery, and may cause health problems.

The sale of alcohol to minors is prohibited.

At delivery or pickup, you must show a valid photo ID and provide a signature confirming that you are age 21 or over. Accepted forms of ID are: Driver's Licenses, State-Issued Identification Cards, U. S. Passports, Military Identification Cards, U.S. Immigration Cards, or Tribal IDs in specific states, or other similar government issued IDs that are recognized within the state. Drivers will not deliver to anyone who appears to be intoxicated. No discounts, coupons or tax-exempt sales may be applied to alcohol. An order of alcohol totaling 20 gallons or more will not be allowed.

[Show less](#)

- If the customer checks out with an alcoholic beverage product in their basket, an acknowledgement box must be checked by the customer (pictured below) prior to placing the order

Alcohol Disclosure ?

☐ By checking this box, you confirm that you are at least 21 years old and will not resell any alcohol you purchase.

*red text indicates a control related to alcohol

Compliance & Ethics

Online Grocery Pickup Procedure Guide

Picking / Staging

- On the day a customer is scheduled to pick up an order, a Walmart associate – known as a “Personal Shopper” – will “shop” for the customer’s order in the store
- All shopping is completed on the pickup day to ensure the Customer receives the freshest products
- If a product is not available in-store, it is either substituted or removed from the customer’s order
 - Alcohol beverage products are never substituted – if they are not available in-store, they are removed from the customer’s order and the customer is not charged



- Alcohol beverage products are assigned to a “Restricted” commodity group to ensure only Personal Shoppers who have received appropriate training and are of a legal age – per the governing jurisdiction – will be allowed to pick these products
 - In Wisconsin, Personal Shoppers must hold an operator/bartender license issued by their local municipality
- The picking carts – used by our Personal Shoppers “shop” for Customers – are equipped with a roll of stickers labeled with the word “alcohol”
 - Orders containing alcohol beverage products are bagged and labeled with an alcohol sticker (pictured right)
 - This sticker enables our Personal Shoppers to clearly identify items that are subject to additional regulatory restrictions
- All picked orders are kept in a secure backroom staging area, not open to the public, and only where Walmart employees are permitted to enter



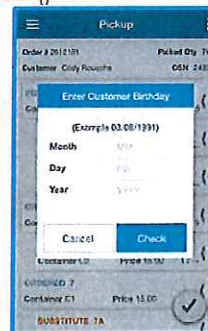
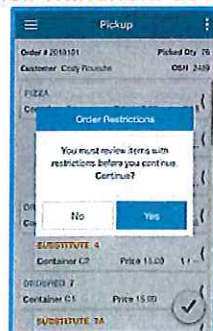
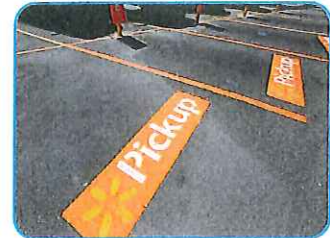
*red text indicates a control related to alcohol

Compliance & Ethics

Online Grocery Pickup Procedure Guide

Customer Pickup: Order Review

- Online Grocery Pickup is currently offered between 8am – 8pm (to better serve our customers, select locations offer additional time slots), 7 days a week (except holidays or other store closures)
- When the customer arrives, they “check-in” via the store’s offered methods (phone, app-based, kiosk, options vary by location)
- The Personal Shopper assigned to dispense the order uses the handheld device to identify the order number and pull the appropriate totes from the staging areas
- Prior to putting the customer’s order in their vehicle, the Personal Shopper uses their handheld device to review the order with the customer – reviewing substituted items, fragile items, out of stock items, and completing age verification (as needed, based on products in the order)
- This review allows the Customer to ensure they are getting what they want and provides the Customer an opportunity to return or reject any item(s)
- Only Personal Shoppers meeting the age requirements within the governing jurisdiction are allowed to handle and/or dispense orders with alcohol beverage products
- If a Customer’s order includes alcohol beverage product, the personal shopper is prompted by their handheld device that there are restricted items in their order
- If alcohol is not allowed to be sold at the time of dispense, the associate is notified (via their handheld device) that sale of the product is currently restricted, the items are automatically removed from the customer’s digital basket (the customer will not be charged), and the personal shopper will remove the physical product from the order (pictured right)
- The personal shopper will request valid identification – as described in our alcohol disclosure – and enter the customer’s date of birth from the provided identification into their handheld device (pictured below)



*red text indicates a control related to alcohol

Compliance & Ethics Online Grocery Pickup Procedure Guide

- After age verification:

- If the customer is confirmed over 21, the customer can sign for the order, and the personal shopper can place the final order into the customer's vehicle
- If the customer is under 21 and/or cannot provide a valid ID, the alcohol beverage products are removed from the customer's order and the customer is not charged for these products.
(pictured right)



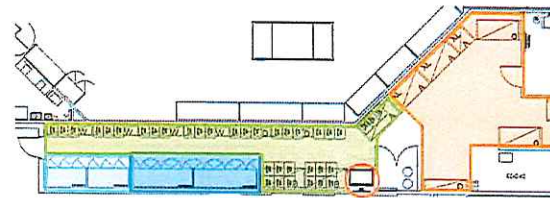
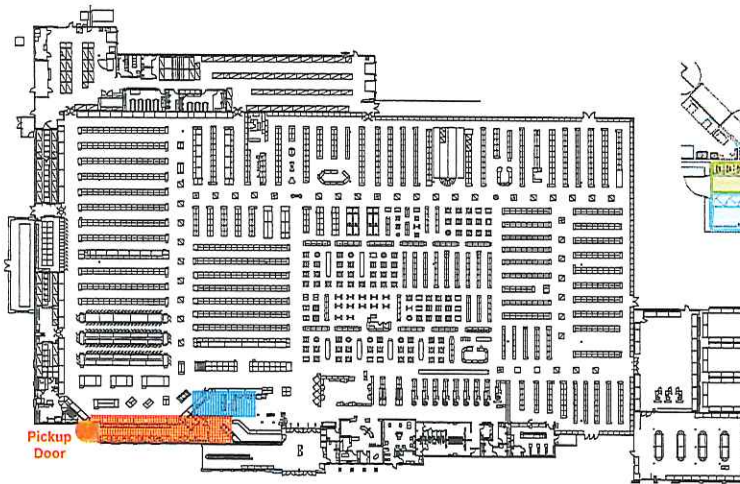
Customer Pickup: Dispensing

- Once the customer and personal shopper have:
 - Reviewed any substituted items, fragile items, and out of stock items
 - Removed any rejected products that the customer no longer wants
 - Verified the customer's age and identification if the order contained any age restricted items (and if necessary, removed age restricted items)
- The customer signs for the order, the customer's account is charged with the final order amount (after removing the cost of any products removed from the customer's order)
- The personal shopper places the all approved products into the customer's vehicle, and the transaction is considered complete

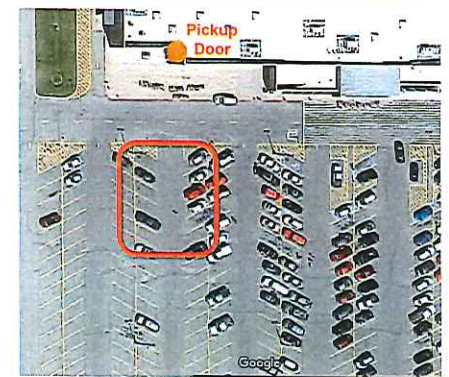
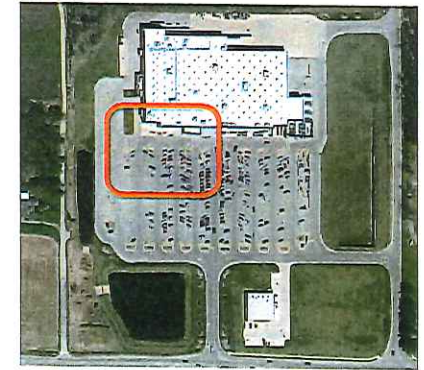


*red text indicates a control related to alcohol

1727 Berlin, WI



135 OPD



Solution
Canopy

Stall Quantity
10



DATE: April 3, 2020

TO: Mayor and Common Council

FROM: Lindsey Kemnitz & John Lust

RE: Update to Building Inspection Fees

Background: In 2018, the building inspection fee was updated. As we used the existing fee schedule, we have determined areas that need additional clarification. The proposed changes include:

Current: Residential 1 & 2 Family New Construction & Additions were \$.20 per sq. ft.

Proposed Change: 1 & 2 Family New Construction & Additions \$.11 per sq. ft., electrical \$.03 per sq. ft, plumbing \$.03 per sq. ft., and HVAC \$.03 per sq. ft.

Current: Zoning review for new homes and additions \$60

Proposed Change: Zoning review for new homes and additions \$60 for new \$30 for additions/ garages

Current: Plan Review 1-story \$60 2-story \$85

Proposed Change: Plan Review 1-story \$60 2-story \$85 Lean-to addition, decks, garages \$25

Current: Occupancy Permits 1& 2 Family new homes or additions \$50

Proposed Changes: 1 & 2 Family new homes or additions to living area \$50

A. RESIDENTIAL -1 & 2 Family

New Construction & Additions - Residential (1 & 2-Family)

New Construction Electrical work

New Construction Plumbing work

New construction HVAC work

Erosion Control

Alterations

Fences and Pools

Accessory Structure <200 sq. ft.

Accessory Structure & Garage >200 sq. ft.

Decks

Reroofing & Residing

Permission to Start (Early Start)

State Seal for new homes

Zoning Review for new home and additions

Plan Review

Bond (Bond returned after occupancy permit issued)

Electrical Fees for Alterations

Plumbing Fees for Alterations

Hot Water heater replacement

Lateral repair, replacement, or relocation

HVAC Fees

Minimum Fee (Building, Plumbing, HVAC, & Electrical)

Fees

\$.11 per sq. ft.

.03 per sq. ft.

.03 per sq. ft.

.03 per sq. ft.

\$75.00

\$5 per thousand of valuation or \$50.00 minimum

\$50.00

\$50.00

.11 per sq. ft. or \$75.00 minimum

.11 per sq. ft. or \$50.00 minimum

\$5 per thousand of valuation or \$50.00 minimum

\$100

\$40.00

\$60.00 new; \$30.00 additions/garages

1-Story \$60.00 2-Story \$85.00

Lean-to addition, Decks, Garages \$25.00

Valuation of the project is over \$15,0000 then \$1,000.00

<10 openings \$30, Services Upgrades \$50, All others \$5 per thousand \$50 min.

\$5 per thousand of valuation or \$50.00 minimum

\$30.00

\$50.00

equipment replacement \$50, Add on air conditioning- \$50.00, and New System \$80.00

\$50.00

B. COMMERCIAL

New Structure ** Addition

a. Multi-Family (3 family or more), Motels, CBRF

b. Mercantile, Restaurants, Taverns, Assembly Halls, Offices

c. Schools, Institutional, Hospitals

d. Manufacturing and Industrial. (Office area to follow fees in b.)

e. Vehicle Repair and Vehicle Storage

f. Warehouse, Mini Warehouse, Building Shells* for Multi-Tenant Buildings

h. Special Occupancies (Outdoor Pools, Towers, Tents, etc.)

i. The above referenced permits (a-h)

Erosion Control

Alterations, Reroof & Residing

Early Start Permit (Footings and Foundations per COMM 61.32)

Electrical Fees for Commercial Buildings and Additions

Electrical Fees for Commercial Alterations

Electrical Fees for Commercial Alterations

\$.20 per sq. ft.

\$.16 per sq. ft.

\$.20 per sq. ft.

\$.14 per sq. ft.

\$.20 per sq. ft.

\$.14 per sq. ft.

\$.11 per sq. ft.

\$ 75.00 minimum

New Structure \$100.00 Additions \$75.00

\$6.00 per thousand of valuation or \$75.00 minimum

\$100.00

\$35.00 plus \$.04 per sq. ft.

<10 openings \$40.00

\$7.00 per thousand of valuation or \$75.00 minimum

Plumbing Fees for Commercial Buildings and Additions	\$35.00 plus \$.04 per sq. ft.
Plumbing Fees for Commercial Alterations	\$7.00 per thousand of valuation or \$75.00 minimum
Lateral repair, replacement, or relocation	\$50.00 per lateral
HVAC Fees for Commercial Buildings and Additions	\$35.00 plus \$.04 per sq. ft.
HVAC Fees for Commercial Alterations	\$7.00 per thousand of valuation or \$75.00 minimum
Commercial Plan Review -new projects ,<25,000 cubic ft (otherwise registered or state review)	\$100
Bond (Bond returned after occupancy permit issued)	Valuation of new construction project is over \$15,000 then \$1,500
Accessory Structure, Decks	\$.11 per sq. ft. or \$75.00 minimum
Other	\$75.00 minimum
Temporary Structure (180 day limit)	\$30.00 (Greenhouses, Wedding tents)
C. Miscellaneous	
ADA temporary ramp	\$25.00
Storage Tank Removal Fee	\$50.00
Razing Fee	Single Family \$100.00, Garages \$75.00, Commercial/ Industrial \$150
Moving Structure	Buildings other than Garage \$100.00 Garage Structure \$75.00
Fire Protection or Sprinkler work	\$1.00 per head ; \$75.00 Minimum
Signs	\$50.00 plus \$.50 per sq. ft.
Windows & Doors (no structural work)	\$30.00
Fireplace and wood burner.	\$35.00
Permit Extension Fee (can be done one time)	\$50.00
*Permits are good for One Year	
*Double Fees are due if work is started before the permit is issued.	
D. Manufactured Dwelling or Home basic on slab (includes service, lateral hookup, Slab insp) + (decks, attached garage, basement) + Zoning; (seal required) + Erosion Control (if basement)	\$300.00
E. Occupancy Permits	
1 & 2 Family new homes or additions to living areas	\$50.00
Multi-Family	\$50.00 plus \$10 per unit
Commercial/ Industrial	\$100.00
F. Driveway Permits	
Interior of Lot portion only	\$10.00
Terrace portion of driveway only	\$40.00
G. Zoning Fees	
Board of Appeals	\$200.00
Plan Commission Rezoning	\$300.00
Plan Commission Conditional Use Permit	\$200.00

Approved December 2018

March 23, 2020

Mayor Schrammer,

Effective today I am resigning my
position on the Parks & Recreation Commission,
my position on the water & Sewer Commission.

I have enjoyed my time working with
the City on various projects

It is time for new people to step
up and work with the City.

Respectfully

Chaki Dean

4. Please provide any additional information for consideration: _____