



## NOTICE TO THE PUBLIC

Beginning Monday, June 1, Berlin City Hall will re-open to the public at its regular hours of 7:30 a.m. to 4:30 p.m., Monday through Friday.

Health and safety precautions will be put in place to protect our visitors and employees. Daily sanitization will take place at City Hall and hard-surfaces will be cleaned regularly. The number of visitors in the lobby and Council Chambers may be limited as necessary.

We recommend continuing contacting the building inspector, Randy Backhaus, at 920-210-3125 or [rbackhaus@geo-logic.com](mailto:rbackhaus@geo-logic.com) for information about building permits or scheduling an appointment if necessary. We also recommend contacting Lindsey Kemnitz at 920-361-5156 or [lkemnitz@cityofberlin.net](mailto:lkemnitz@cityofberlin.net) or schedule an appointment to discuss plan reviews, community development and zoning questions. However, there are many ways to do business with the City online that residents can take advantage of at [www.cityofberlin.net](http://www.cityofberlin.net) as well.

Please note: visitors are required to stay 6 feet apart from other guests and employees and are encouraged to wear face coverings whenever possible. Residents can call City Hall at (920) 361-5400 to learn more about procedures and/or to make an appointment, if necessary.

We strongly encourage water and sewer utility customers to continue using online options to pay monthly bills or utilize the drop box in the vestibule area of the City hall main entrance. Envelopes will continue to be provided by the drop box. Utility bills can conveniently be paid online via monthly automatic payments or Bill Pay through your bank at no charge. For more information contact a Utility Clerk at 920-361-5404 or 920-361-5406. Sending by mail or paying by credit card at [www.cityofberlin.net](http://www.cityofberlin.net), (click on the Pay Utilities icon located on the bottom of the home page) are other options. There is a convenience fee for credit card payments.

Meetings and events held at City Hall including Municipal Court, Common Council, Plan Commission meetings, etc. may have additional health and safety requirements. Any restrictions will be posted.

Here are some items regarding Parks & Recreation this summer. Please note that social distancing rules apply to all areas:

- Aquatic Center: At this time, the Aquatic Center is closed. The Parks & Recreation Commission will consider the guidelines in place relating to pools and make a recommendation to its opening.
- Parks: All Berlin Parks are open and accessible to the public.
- Shelterhouses: Shelter house reservations can be made for gatherings of up to 50 people.
- Campgrounds: Campgrounds are open to all camping. Campground bathrooms and showers are open and available to campers.

- Park Bathroom Facilities: Due to the difficulty with social distancing in tight quarters and frequent sanitation required for bathroom facilities, park restrooms will be opened for shelterhouse rentals only. This will be re-evaluated over the summer.
- Playground Equipment: The CDC advises against the use of playground equipment at this time. Any use of playground equipment is at the users' risk.
- Ballfields and Courts: City owned ballfields, volleyball courts, horseshoe pits, etc. are open to the public. Leagues will be allowed to use the fields, but specific guidelines will be in place and gatherings are limited to 50 people.
- Summer Recreation Programs: Due to the issues with social distancing, summer recreation programs have been suspended until further notice.

In response to COVID-19 health and safety measures, City of Berlin facility closures, meetings and events may be subject to change due to the ever changing environment we are currently in. For up-to-date information, you can learn more at [www.cityofberlin.net/COVID-19](http://www.cityofberlin.net/COVID-19) or call (920) 361-5400.