

AGENDA
COMMITTEE OF THE WHOLE MEETING
CITY OF BERLIN
TUESDAY, AUGUST 4, 2020, 7:00 PM
COMMON COUNCIL CHAMBERS
<https://zoom.us/j/85964929337>
Meeting ID: 859 6492 9337
1 312 626 6799 US TOLL-FREE
Meeting ID: 859 6492 9337

1. Roll Call
2. Virtual Attendees Seated (if necessary)
3. General Public Comments. Registration card required (located at podium in Council Chambers).
4. Approval of Minutes. RECOMMENDATION: Approve the minutes from the July 7, 2020 Committee of the Whole meeting.
5. Resolution Providing for the Sale of \$2M General Obligation Promissory Notes. RECOMMENDATION: Listen to Baird presentation and recommend to Common Council to approve Resolution Authorizing \$2.0M General Obligation Bonds for Street Improvement Projects.
6. Discussion on Creation of Travel & Tourism Commission. RECOMMENDATION: Discuss and action as appropriate.
7. Property Issues at 218 S. Grove Street. RECOMMENDATION: Review property concerns at 218 S. Grove Street and action as appropriate on raze or repair order action.
8. CARES Act Routes to Recovery Program. RECOMMENDATION: Discussion on qualifying expenditures necessary to respond to the public health emergency and recommendation as appropriate.
9. Updates to Election Ordinances. RECOMMENDATION: Direct the City Attorney to draft ordinance changes regarding changing the number of election officials and establishing split shifts for election officials.
10. Virtual or Electronic Police & Fire Commission Meetings. RECOMMENDATION: Discuss virtual meeting attendance at future Committee of the Whole meetings through December 31, 2020 and action as appropriate.
11. Motion to convene into closed session pursuant to WI §19.85(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (*Discussion on negotiations relating to Student Resource Officer contract with Berlin Area School District and 2) Paramedic Intercept Contract with Southern Green Lake Ambulance Service*)
12. Adjourn.

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

BAIRD

City of Berlin

Committee of the Whole Meeting

August 4, 2020

Bradley D. Viegut, Managing Director

bviegut@rwbaird.com

777 East Wisconsin Avenue

Milwaukee, WI 53202

Phone 414.765.3827

Fax 414.298.7354

City of Berlin

Committee of the Whole Meeting

August 4, 2020

BAIRD

Timeline

- Committee of the Whole considers the plan of finance/set sale resolution.....August 4, 2020
- Common Council considers the recommendation of the Committee of the Whole.....August 11, 2020
 - Preparations are made for issuance
 - ✓ Official Statement
 - ✓ Marketing
- Common Council considers the award resolution..... September 8, 2020
- Closing (funds available)..... September 29, 2020

Borrowing/Structure/Purpose

Estimated Size:	\$2,000,000
Issue:	General Obligation Promissory Notes
Purpose:	Levy Supported Projects
Structure:	Matures March 1, 2021-2030
First Interest:	March 1, 2021
Callable:	March 1, 2027 or any date thereafter
Estimated Interest Rate:	1.46%

Preliminary Financing Plan

\$2,000,000 **G.O. PROMISSORY NOTES** *Dated September 29, 2020* *(First interest 3/1/21)*

LEVY YEAR	YEAR DUE	EXISTING DEBT SERVICE (A)	PRINCIPAL (3/1)	INTEREST (3/1 & 9/1) TIC= 1.46%	HYPOTHETICAL BID PREMIUM	TOTAL	COMBINED DEBT SERVICE (A)	COMBINED MILL RATE (B)	YEAR DUE
2019	2020	\$526,816					\$526,816	\$2.19	2020
2020	2021	\$518,850	\$40,000	\$47,575	(\$47,575)	\$40,000	\$558,850	\$2.32	2021
2021	2022	\$423,137	\$135,000	\$49,013	(\$49,013)	\$135,000	\$558,137	\$2.32	2022
2022	2023	\$382,063	\$135,000	\$44,963	(\$2,130)	\$177,833	\$559,896	\$2.32	2023
2023	2024	\$412,289	\$105,000	\$41,363		\$146,363	\$558,652	\$2.32	2024
2024	2025	\$412,577	\$110,000	\$38,138		\$148,138	\$560,715	\$2.24	2025
2025	2026	\$417,542	\$110,000	\$34,838		\$144,838	\$562,379	\$2.25	2026
2026	2027	\$199,521	\$330,000	\$28,238		\$358,238	\$557,759	\$2.23	2027
2027	2028	\$200,393	\$340,000	\$19,463		\$359,463	\$559,855	\$2.24	2028
2028	2029	\$200,828	\$345,000	\$11,756		\$356,756	\$557,584	\$2.23	2029
2029	2030	\$205,693	\$350,000	\$3,938		\$353,938	\$559,630	\$2.24	2030
2030	2031	\$86,663					\$86,663	\$0.35	2031
2031	2032	\$84,063					\$84,063	\$0.34	2032
2032	2033	\$86,381					\$86,381	\$0.35	2033
		<u>\$4,156,814</u>	<u>\$2,000,000</u>	<u>\$319,281</u>	<u>(\$98,717)</u>	<u>\$2,220,564</u>	<u>\$6,377,378</u>		

(A) Levy supported debt service only.

(B) Mill rate based on 2019 Assessed Valuation (TID-OUT) of \$240,964,612 with annual growth of 0.00% thereafter. Assumes TID # 10 closes in 2023 with an added equalized valuation of \$9,059,900.

Preliminary Financing Plan – with Future Debt Issuance

\$2,000,000**G.O. PROMISSORY NOTES**

Dated September 29, 2020

(First interest 3/1/21)

LEVY YEAR	YEAR DUE	EXISTING DEBT SERVICE (A)	PRINCIPAL (3/1)	INTEREST (3/1 & 9/1)	HYPOTHETICAL BID PREMIUM	TOTAL	FUTURE DEBT SERVICE (B)	COMBINED DEBT SERVICE (A)	COMBINED MILL RATE (C)	YEAR DUE
				TIC= 1.46%						
2019	2020	\$526,816		\$47,575		\$40,000		\$526,816	\$2.19	2020
2020	2021	\$518,850	\$40,000	\$49,013	(\$47,575)	\$135,000		\$558,850	\$2.32	2021
2021	2022	\$423,137	\$135,000	\$44,963	(\$49,013)	\$135,000		\$558,137	\$2.32	2022
2022	2023	\$382,063	\$135,000	\$41,363	(\$2,130)	\$177,833		\$582,646	\$2.42	2023
2023	2024	\$412,289	\$105,000	\$38,138		\$146,363	\$22,750	\$581,402	\$2.41	2024
2024	2025	\$412,577	\$110,000	\$34,838		\$148,138	\$84,800	\$645,515	\$2.58	2025
2025	2026	\$417,542	\$110,000	\$28,238		\$144,838	\$83,400	\$645,779	\$2.58	2026
2026	2027	\$199,521	\$330,000	\$19,463		\$358,238	\$90,013	\$647,771	\$2.59	2027
2027	2028	\$200,393	\$340,000	\$11,756		\$359,463	\$84,225	\$644,080	\$2.58	2028
2028	2029	\$200,828	\$345,000	\$3,938		\$356,756	\$86,625	\$644,209	\$2.58	2029
2029	2030	\$205,693	\$350,000			\$353,938	\$86,625	\$646,255	\$2.58	2030
2030	2031	\$86,663					\$561,325	\$647,988	\$2.59	2031
2031	2032	\$84,063					\$559,963	\$644,025	\$2.58	2032
2032	2033	\$86,381					\$561,175	\$647,556	\$2.59	2033
		<u>\$4,156,814</u>	<u>\$2,000,000</u>	<u>\$319,281</u>	<u>(\$98,717)</u>	<u>\$2,220,564</u>	<u>\$2,243,650</u>	<u>\$8,621,028</u>		

(A) Levy supported debt service only.

(B) Assumes \$650,000 issued every other year beginning in 2022. Debt issues are amortized over 10 years at an assumed rate of 3.50% It does not recommend any future issuances and is not intended to be, and should not be regarded as, advice.

(C) Mill rate based on 2019 Assessed Valuation (TID-OUT) of \$240,964,612 with annual growth of 0.00% thereafter. Assumes TID # 10 closes in 2023 with an added equalized valuation of \$9,059,900.

Resolution No. _____

RESOLUTION PROVIDING FOR THE SALE OF
\$2,000,000 GENERAL OBLIGATION PROMISSORY NOTES

WHEREAS the City of Berlin, Green Lake and Waushara Counties, Wisconsin (the "City") is presently in need of approximately \$2,000,000 for the public purpose of paying the cost of street improvements and other capital projects included in the City's budget; and

WHEREAS it is desirable to borrow the funds needed for such purpose through the issuance of general obligation promissory notes pursuant to Section 67.12(12), Wis. Stats.

NOW, THEREFORE, BE IT RESOLVED that:

1. The City shall issue General Obligation Promissory Notes (the "Notes") in the amount of approximately \$2,000,000 for the purpose described above.

2. The sale of the Notes shall be negotiated with Robert W. Baird & Co. Incorporated ("Baird"), and the terms of the Notes, including the dating, interest rates, maturity schedule and other details with respect to the Notes, shall be subject to approval by subsequent resolution of the Common Council.

3. The City Clerk shall cause an Official Statement concerning the Notes to be prepared by Baird. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Passed this 11th day of August, 2020.

Approved this 11th day of August, 2020.

Mayor

Attest:

City Clerk

DATE: July 28, 2020

TO: Mayor and Common Council

FROM: Lindsey Kemnitz

RE: 218 S. Grove Street Raze or Repair Order

BACKGROUND:

In July of 2018 there was a house fire at 218 S. Grove Street and in January of 2019, the property was sold to Brian Wilson. Since then the building inspector sent a letter to Mr. Wilson in June of 2019, December of 2019, and April of 2020. Mr. Wilson did not respond to any of the letters so staff proceeded to work with the Police Department to issue him a citation. Citation was issued and had a court date on July 8, 2020. Mr. Wilson did not show up to court. As staff has tried several times to contact the property owner, there has been no response or work done to the property. Currently the value of the improvements on the parcel is \$22,000. With that staff recommends to proceed with a raze or repair order for 218 S. Grove Street.



DATE: July 28, 2020

TO: Committee of the Whole

FROM: Jodie Olson

RE: CARES Act Routes to Recovery Program

BACKGROUND: The CARES Act has a local government aid grant program called "Routes to Recovery". This program was created with funding from the federal CARES Act's Coronavirus Relief Fund, which may be used to reimburse necessary, unbudgeted expenditures incurred due to the COVID-19 public health emergency. Every county, city, village and town in WI is allocated a portion of the program funds, which it can withdraw for eligible reimbursements during the program.

The funds can be used to cover expenditures that are necessary to respond to the public health emergency. The federal agency overseeing these funds gives discretion to local government officials to determine what is necessary to meet the public health emergency within their communities, provided they exercise reasonable judgment. Expenses are reported and the nature of the expense and how it relates to the public health emergency has to be described.

The CARES Act imposes four primary limitations on the use of the funds. They may only be used to reimburse (1) government expenditures that were (2) unbudgeted, (3) necessary to respond to the COVID-19 public health emergency, and (4) incurred on or after March 1 through November 6, 2020.

These funds cannot be used to: replace lost revenues, reimburse costs that were paid or reimbursed from other federal, state or third-party funding sources, or for routine maintenance costs.

There are many unbudgeted expenditures that the city has incurred due to COVID-19 to be reimbursed by this funding. This includes PPE equipment, sanitization supplies, thermometers, staff quarantine expenses, overtime, attorney expense, etc. We should look at anything additional we need to purchase to secure our public facilities under a public health emergency. Staff has been looking departmentally into what improvements could be made. The following items are for Council to consider (we are still getting costs together):

- Touchless bathroom fixtures for public areas (this alone can get very costly so we would likely look at the most used areas first)
- Powered Air Purifying Respirator (PAPR) for ambulances (9) \$18,000
- Touchless Election Machine Tabulator \$6,500-\$7,500
- Larger Absentee Ballot Box due to increased absentee voting \$250
- Stanchions for social distancing at elections/other
- Mobile laser UV sanitary light for sanitizing rooms
- Elevator air purifiers \$3,500
- Computer equipment for virtual meetings
- Power doors for City Hall entrance

This is the initial list we have determined and more may come to light in the next month or two. However, in order to move forward with any of these items in the next few months, Council has to officially deem them necessary unbudgeted expenses to address the public health emergency.

The City of Berlin's allocation is \$91,107. We already have approximately \$40K+ in expenses and there are still ongoing unbudgeted costs occurring for personnel, sanitization and PPE. We will reimburse those expenses first and any additional funds can be applied to the list that Council deems necessary. I am recommending Council review the list and deem these items, or other items Council desires, as necessary. It is unlikely we can afford all of the items on the list, so we will need to prioritize.

A word of caution... we need to be diligent and reasonable in any expenses as there will be a federal audit on this. Any expenditures considered to be unnecessary will not be covered and we would need to pay the grant back. There is no "pre-approval" process for any of this.

RECOMMENDATION: Discussion on qualifying expenditures necessary to respond to the public health emergency for the community and action as appropriate.

DATE: July 31, 2020

TO: Committee of Whole

FROM: Jodie Olson

RE: Updates to Election Ordinances

BACKGROUND: There are two updates to the elections ordinance I would ask Council to consider regarding:

- 1) Split Shifts for Poll Workers: We have allowed split shifts for election workers in the past, but in reviewing the state statutes we should have an ordinance that specifically allows it.
- 2) Minimum Number of Election Officials at Elections: The statute allows municipalities to adopt an ordinance to have as few as three poll workers at an election. Our current minimum required is five, but for a really low turnout election it would be advantageous to only require three.

RECOMMENDATION: Direct the City Attorney to draft ordinance changes regarding the minimum number of election officials required and establishing split shifts for election officials.