

AMENDED AGENDA
COMMON COUNCIL MEETING
TUESDAY, JANUARY 12, 2021 7:00 PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE
<https://us02web.zoom.us/j/84279667176>
1 312 626 6799 US TOLL-FREE
Meeting ID: 842 7966 7176

1. Call to order/Roll Call
2. Seat Virtual Attendees (if necessary)
3. 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.

4. Waive the reading of ordinances and resolutions. RECOMMENDATION: Waive the reading of all ordinances and resolutions adopted at this meeting.
5. 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.
6. Minutes from the December 8, 2020 Common Council Meeting. RECOMMENDATION: Approve the minutes.
7. Ordinance Establishing Animal Services as Conditional Use in B-1 & B-2 Zoning District.
RECOMMENDATION: Accept the Plan Commission recommendation to approve and adopt Ordinance#01-21 Establishing Animal Services as Conditional Use in B-1 & B-2 Zoning District.
8. Property Update on 218 S. Grove Street. RECOMMENDATION: Accept the Committee of the Whole recommendation to extend the raze or repair action deadline for an additional six months and bring back to Common Council at that time.
9. One-Time Carryover of Police Department Budgeted Funds. RECOMMENDATION: Accept the Committee of the Whole recommendation to authorize the rollover of 2020 unused police department budgeted funds to be set aside in Fund 15 (Account 15-34179) for future Police Department capital expenditures.

10. Wildlife Area Creation & Regulations Ordinance. RECOMMENDATION: Accept the Committee of the Whole recommendation to direct the City Attorney to draft an ordinance to allow hunting and trapping for the tract of land to be donated from Ducks Unlimited.
11. Community Development Block Grant for Coronavirus (CDBG-CV) Application. RECOMMENDATION: Accept the Committee of the Whole recommendation to schedule a public hearing on February 9, 2021 at 6:30 p.m. for the Citizen Participation Plan Committee for the CDBG-CV Grant Applications for: 1) Antibacterial Light Air Filtration System for City Hall, Senior Center and Library and 2) Creation of Microenterprise Business Grant Program.
12. Land Sales & Conveyance for Vacant Land on County Rd XX & Power Drive to Northern Express Bus Service, LLC. RECOMMENDATION: Accept the Committee of the Whole recommendation that due to COVID-19 circumstances, the variance requests be granted as requested by Northern Express Bus Service, LLC regarding parcel 206-03423-0621 including: 1) Two-year extension to complete the project; 2) Acquire 167 Power Drive and remodel into offices and bus storage; and 3) Build another bus storage and maintenance structure on the land acquired from city to be at least 4,500 square feet.
13. Bills List. RECOMMENDATION: Approve the list of bills for payment.

END OF CONSENT AGENDA

14. Triple Belt Corporation Class "B" Beer and "Class B" Liquor License Change of Agent. RECOMMENDATION: Approve the Auxiliary Questionnaire Alcohol Beverage License Application to change the Agent for Triple Belt Corporation dba City Inn to Lucinda Claire Kujawa.
15. Travel and Tourism Commission Appointments. RECOMMENDATION: Accept the appointment of Sue Trampf and the reappointment of Mary Kubiak, Janet Broesch, Michelle Omichinski, Andi Rogers and Joel Bruessel for calendar year 2021.
16. Retirement of City Administrator/Clerk-Treasurer. RECOMMENDATION: Accept the letter of intent to retire from Jodie Olson as City Administrator/Clerk-Treasurer in 2021 and discuss strategy to fill upcoming vacancy. Action as appropriate.
17. 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.)
18. New Business (To be used to request items of new business be put on a future agenda)
19. Public Appearances.

20. Motion to Convene into closed session pursuant to Wis. Stat. §19.85(1)(b) for the purpose of considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter. (*Consideration of Bartender Operator License Applicant Denial Appeal Request for Amanda Kubinski. No evidentiary hearing will be held. Deliberations only*); and pursuant to Sec 19.85(1)(c), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (*Discussions regarding current personnel in regards to City Administrator upcoming vacancy due to retirement*) and pursuant to Sec 19.85(1)(e), of the WI Statutes, to deliberate or negotiate the purchase of public property, investment of public funds or conduct other specified public business, whenever competitive or bargaining reasons require a closed session. (*Ambulance Contracts with Towns*).
21. Reconvene into open session and take appropriate action as a result of closed session discussion.
22. Discussion on Emergency Medical Services Staffing Levels. RECOMMENDATION:
Discussion and action as appropriate.
23. Adjourn.

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

CITY OF BERLIN -- 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 12/31/2020									
FUNDS	BEG BALANCE	ADJ/ VOIDS	RECEIPTS	DISBURSEMENTS	BALANCE	INVESTMENTS	TOTAL W/ INVESTMENTS		
GENERAL CITY	\$ 1,694,898.08		\$ 1,991,064.94	\$ 927,189.55	\$ 2,758,773.47	\$ 2,100,000.00	\$ 4,858,773.47		
TAX COLLECTION ACCOUNT	\$ 460.84		\$ 2,392,956.13	\$ 638.86	\$ 2,392,778.11	\$ -	\$ 2,392,778.11		
WATER INVESTMENTS	\$ 1,055,028.71		\$ 228,246.12	\$ 736,846.91	\$ 546,427.92	\$ 4,423,807.66	\$ 4,970,235.58		
SEWER INVESTMENTS					\$ -	\$ 2,300,572.55	\$ 2,300,572.55		
SEWER BOND & INT			\$ -		\$ -	\$ -	\$ -		
BOND & INT RESERVE	\$ -				\$ -	\$ -	\$ -		
EQUIP REPLACEMENT FUND	\$ 61,841.70		\$ 21,978.74		\$ 83,820.44	\$ 1,255,000.00	\$ 1,338,820.44		
CAPITAL PROJECT BORROWING	\$ -			\$ -	\$ -		\$ -		
EMS ACCOUNT	\$ 77,120.05		\$ 23,592.13	\$ 35.00	\$ 100,677.18		\$ 100,677.18		
TOTAL OF ALL FUNDS	\$ 2,889,349.38		\$ 4,657,838.06	\$ 1,664,710.32	\$ 5,882,477.12	\$ 10,079,380.21	\$ 15,961,857.33		
FUNDS	BANK STATEMENT BALANCE	ADJUSTMENT	OUTSTANDING CHECKS	AVAILABLE BANK BALANCE					
GENERAL CITY	\$ 2,813,683.93		\$ 54,910.46	\$ 2,758,773.47					
TAX COLLECTION ACCOUNT	\$ 2,393,321.65		\$ 543.54	\$ 2,392,778.11					
WATER & SEWER	\$ 608,052.23		\$ 61,624.31	\$ 546,427.92					
SEWER BOND & INT			\$ -	\$ -					
EQUIP REPLACMT FUND	\$ 83,820.44		\$ -	\$ 83,820.44					
CAPITAL PROJECT BORROWING	\$ -		\$ -	\$ -					
EMS ACCOUNT	\$ 100,677.18		\$ -	\$ 100,677.18					
TOTAL OF ALL FUNDS	\$ 5,999,555.43	\$ -	\$ 117,078.31	\$ 5,882,477.12					

CITY OF BERLIN BUILDING REPORT December 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				3	\$987,000.00	\$3,004.39	1	203,000.00	1,022.40
Multi-Family Residence				2	\$540,000.00	\$2,973.20	0	0.00	0.00
Residential Garage				6	\$105,530.00	\$904.40	1	61,000.00	412.00
Residential Garage Alteration				3	\$74,400.00	\$230.00	0	0.00	0.00
Residential Alteration	2	\$11,267.35	\$100.00	111	\$1,121,163.01	\$8,542.21	60	629,731.72	5,300.49
Commercial				1	\$4,250,000.00	\$2,567.00	0	0.00	0.00
Commercial Alteration				6	\$166,400.42	\$1,286.70	8	1,511,327.00	9,450.41
Industrial				0	0.00	\$0.00	1	2,800,000.00	2,496.92
Industrial Alteration				0	0.00	\$0.00	0	0.00	0.00
Signs	1	\$30,000.00	\$567.63	11	\$89,039.00	\$1,452.66	7	25,681.00	1,399.02
Miscellaneous				31	\$56,574.00	\$1,625.00	19	44,720.00	1,000.00
Demolition	2		\$325.00	5	\$10,000.00	\$650.00	1	0.00	75.00
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				13	\$54,600.00	\$590.00	16	102,287.00	480.00
Trailer Homes				0	0.00	\$0.00	0	0.00	0.00
Total Building Permits	5	\$41,267.35	\$992.63	192	\$7,454,706.43	\$23,825.56	114	5,377,746.72	21,636.24
Commercial Plan Approval									
Plumbing Permits	1	\$4,550.00	\$100.00	32	\$272,703.00	\$2,640.69	22	135,586.00	1,353.64
Electrical Permits	1	\$1,500.00	\$50.00	38	\$159,621.00	\$2,610.51	34	280,473.00	3,920.38
Heating Permits				32	\$280,677.00	\$4,171.66	22	466,895.00	3,725.43
Total Permit Fees	7	\$47,317.35	\$1,142.63	294	\$8,167,707.43	\$33,248.42	192	6,260,700.72	30,635.69

*Check Summary Register©

DECEMBER 31 2020

Name	Check Date	Check Amt
11100 Cash in Bank m FNB		
Paid Chk# 065190 AGNESIAN HEALTH CARE	11/19/2020	(\$33.00) CPR CARDS FOR BEMS
Paid Chk# 065231 NASRO	12/3/2020	\$495.00 SRO Distance Learning - Michae
Paid Chk# 065232 SONDALLE FORD LINCOLN	12/3/2020	\$776.33 2017 FORD EXPL - MAINTENANCE F
Paid Chk# 065233 THEDACARE LABORATORIES	12/3/2020	\$127.50 BLOOD DRAW PATIENT ID 50826,50
Paid Chk# 065234 TOP PACK DEFENSE LLC	12/3/2020	\$344.95 LONG SLEEVE BLAUER FEXRS, SS S
Paid Chk# 065235 WAUKESHA CY TECHNICAL CO	12/3/2020	\$485.00 SCHOOLING NOAH KNETZGER
Paid Chk# 065236 WISCONSIN CHIEFS OF POLICE	12/3/2020	\$80.00 MEMBERSHIP RENEWAL - ASSOCIATE
Paid Chk# 065237 AGNESIAN HEALTHCARE	12/3/2020	\$33.00 BLS E-CARDS FOR BEMS
Paid Chk# 065238 APPAREL ART EMBROIDERY, LL	12/3/2020	\$257.50 25 SHIRTS FOR BERLIN PUBLIC WO
Paid Chk# 065239 APPLETON FINANCE DEPARTM	12/3/2020	\$471.25 WEIGHTS AND MEASURES COMMUNITY
Paid Chk# 065240 BANYON DATA SYSTEMS INC	12/3/2020	\$0.00 PM SPECIAL ASSESSMENT SOFTWARE
Paid Chk# 065241 GREEN LAKE CO CLERK	12/3/2020	\$22.50 2020 - FINAL DOG LICENSE FEES
Paid Chk# 065242 ITU ABSORBTECH, INC.	12/3/2020	\$90.97 2020 - NOVEMBER - UNIFORM SERV
Paid Chk# 065243 JON LUNDT ELECTRIC, INC	12/3/2020	\$58.69 FORSYTH PARK RECEPTACLES
Paid Chk# 065244 KUNKEL ENGINEERING GROUP	12/3/2020	\$26,600.00 JOB#KU19.1068.00 STATE ST/WEBS
Paid Chk# 065245 OSHKOSH OFFICE SYSTEMS	12/3/2020	\$168.55 2020 - NOVEMBER - COPIES 6111
Paid Chk# 065246 SECURIAN FINANCIAL GROUP, I	12/3/2020	\$754.83 2020 - DECEMBER - EMPLOYER LIF
Paid Chk# 065247 THEDACARE AT WORK	12/3/2020	\$76.00 DRUG SCREEN FOR CYNTHIA STOBBE
Paid Chk# 065248 UNITED STATES POSTAL SERVI	12/3/2020	\$97.00 POSTAL BOX 6 MONTH RENTAL
Paid Chk# 065249 VONBRIESEN & ROPER, SC	12/3/2020	\$427.50 GENERAL LABOR 003161-00024
Paid Chk# 065250 WISCONSIN TUBING LLC	12/3/2020	\$35.10 STEEL BANDS, BOLTS AND NUTS
Paid Chk# 065251 BELLA BY DESIGN	12/9/2020	\$20.00 2 NAME PLATES - JENKINSON - RA
Paid Chk# 065252 BERLIN JOURNAL NEWSPAPER	12/9/2020	\$200.00 SHOP SMALL
Paid Chk# 065253 CENTURYLINK	12/9/2020	\$73.44 2020 - NOVEMBER - LONG DISTANC
Paid Chk# 065254 CHARTER COMMUNICATION	12/9/2020	\$338.53 2020 - DECEMBER - INTERNET -CI
Paid Chk# 065255 COMPLETE OFFICE OF WI	12/9/2020	\$29.97 ENVELOPES FOR GENERAL USE
Paid Chk# 065256 CULLIGAN WATER	12/9/2020	\$10.50 50# SOLAR SALT FOR SENIOR CENT
Paid Chk# 065257 CVIKOTA COMPANY INC	12/9/2020	\$2,559.16 2020 - NOVEMBER - EMS COLLECTI
Paid Chk# 065258 DOBBERSTEIN, HEATHER	12/9/2020	\$7.00 REIMBURSE LIFE INSURANCE CANCE
Paid Chk# 065259 ELECTRIC MOTOR SERVICE	12/9/2020	\$99.19 MOTOR FOR DPW
Paid Chk# 065260 EMC INSURANCE COMPANIES	12/9/2020	\$16,289.09 2020 - NOVEMBER - GENERAL LIAB
Paid Chk# 065261 FARRELL EQUIPMENT & SUPPL	12/9/2020	\$2,167.75 DPW EQUIPMENT
Paid Chk# 065262 FINISHLINE STUDIOS	12/9/2020	\$40.00 2020 - DECEMBER - MONTHLY WEB
Paid Chk# 065263 HUMPHREY SERVICE PARTS, IN	12/9/2020	\$111.67 OIL/AIR FILTERS FOR DPW
Paid Chk# 065264 INTERSTATE BATTERY	12/9/2020	\$115.95 BATTERIES FOR DPW
Paid Chk# 065265 KUNKEL ENGINEERING GROUP	12/9/2020	\$5,901.63 2020 - OCTOBER - KU17.1019.00
Paid Chk# 065266 LANDMARK SERVICES COOPER	12/9/2020	\$2,688.47 2020 - NOVEMBER - GAS AND DIES
Paid Chk# 065267 OLSON TRAILER & BODY, LLC	12/9/2020	\$2,119.48 PARTS FOR DPW
Paid Chk# 065268 PACKER CITY INT'L TRUCKS, IN	12/9/2020	\$300.94 PARTS FOR DPW
Paid Chk# 065269 RED POWER DIESEL SERVICE	12/9/2020	\$3,922.41 PREVENTATIVE MAINTENANCE AND D
Paid Chk# 065270 SCHRADER, JOHN	12/9/2020	\$649.46 2020 - DECEMBER - SCHRADER JA
Paid Chk# 065271 SEAMAN, MIDGE, PETTY CASH	12/9/2020	\$95.81 POSTAGE FOR CITY HALL
Paid Chk# 065272 SUPERIOR CHEMICAL CORP	12/9/2020	\$190.01 CHEMICALS FOR SENIOR CENTER CL
Paid Chk# 065273 TASC	12/9/2020	\$64.00 2020 - NOVEMBER - 32 COVERED L
Paid Chk# 065274 VIVIAL	12/9/2020	\$47.75 2020 - DECEMBER - CENTURYLINK
Paid Chk# 065275 Void	12/9/2020	\$0.00 065275
Paid Chk# 065276 WI DEPT OF TRANS BBS	12/9/2020	\$77.21 PROJECT 39569950971 RIPON ROAD
Paid Chk# 065277 Void	12/16/2020	\$0.00 65277, 65278
Paid Chk# 065278 Void	12/16/2020	\$0.00 65277, 65278
Paid Chk# 065279 AIRGAS USA LLC	12/16/2020	\$634.15 OXYGEN/INM/ACETYLENE INDUSTRIA
Paid Chk# 065280 ARING EQUIPMENT COMPANY, I	12/16/2020	\$105.96 LENS
Paid Chk# 065281 BMI GENERAL LICENSING	12/16/2020	\$364.00 10/1/2020 - 9/30/2021 ANNUAL B
Paid Chk# 065282 CEC	12/16/2020	\$375.00 FIRE ALARM MONITORING
Paid Chk# 065283 DTN, LLC	12/16/2020	\$486.40 12/01/20 - 12/31/20
Paid Chk# 065284 FIRE INSPECTION SERVICES IN	12/16/2020	\$1,497.83 FIRE INSPECTIONS 11/01/2020 -
Paid Chk# 065285 GRAY'S, INC	12/16/2020	\$4,538.52 SCHMIDT BLADE/FSE STP/FDB MT/B
Paid Chk# 065286 GREEN LAKE COUNTY TREASU	12/16/2020	\$1,349.03 ELECTION-NOTICES/BALLOTS

General City payables

*Check Summary Register©

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Name	Check Date	Check Amt	
Paid Chk# 065287 KOPPLIN & KINAS CO., INC.	12/16/2020	\$13,439.00	LS CONSTRUCT A ROAD
Paid Chk# 065288 KRIETE GROUP	12/16/2020	\$441.27	AIR DRYER
Paid Chk# 065289 LAPWA	12/16/2020	\$75.00	ANNUAL MEMBERSHIP
Paid Chk# 065290 NORTHEAST ASPHALT INC	12/16/2020	\$2,407.92	PERFORMANCE PATCH
Paid Chk# 065291 Otis Elevator Company	12/16/2020	\$1,216.77	MATERIALS/LABOR
Paid Chk# 065292 RED POWER DIESEL SERVICE	12/16/2020	\$14,797.67	AERIAL PREVENTIVE MAINTENANCE
Paid Chk# 065293 RESPONDER SERVICES	12/16/2020	\$458.00	AED-ENGINE 64 & COMMAND TRUCK
Paid Chk# 065294 RH PRO LLC	12/16/2020	\$90.00	FABRICATION-T BRACKET WITH HOL
Paid Chk# 065295 RUNNING INC. TRANSIT SERVIC	12/16/2020	\$19,973.93	NOVEMBER 2020 SHARED RIDE TAXI
Paid Chk# 065296 SEAMAN, MIDGE	12/16/2020	\$24.73	MILEAGE-TAX BILLS FROM WAMCO
Paid Chk# 065297 SID'S SEALANTS LLC	12/16/2020	\$15,020.00	SPEC 1/DECK O SEAL/PRIMER
Paid Chk# 065298 SUPERHEAT AND COOLING	12/16/2020	\$484.00	REMOVE HORNETS NEST FROM ROOF
Paid Chk# 065299 THOM, SUSAN	12/16/2020	\$20.88	MILEAGE-TAX BILLS-GREEN LAKE
Paid Chk# 065300 VIKING ELECTRIC SUPPLY	12/16/2020	\$356.20	LITH WALLPACK
Paid Chk# 065301 WOOD SEWER & EXCAVATING, I	12/16/2020	\$435,119.37	2020 STREET PROJECT-PAYMENT 2
Paid Chk# 065302 BAKER & TAYLOR	12/21/2020	\$2,303.58	6 UNITS FOR MEMBERS
Paid Chk# 065303 BERLIN OIL PRODUCTS	12/21/2020	\$40.00	20 USA PAPERS FOR BERLIN LIBRA
Paid Chk# 065304 BLAZER AUDIO VIDEO	12/21/2020	\$785.00	POWER SUPPLY UPGRADE FOR BERLI
Paid Chk# 065305 BREWER HEATING INC	12/21/2020	\$2,147.91	CLEANED/CHECKED FURNACES-REPLA
Paid Chk# 065306 CINTAS CORPORATION	12/21/2020	\$56.83	2020 - NOVEMBER - LIBRARY SUPP
Paid Chk# 065307 KNOWBUDDY RESOURCES	12/21/2020	\$178.13	C BOOKS
Paid Chk# 065308 LISA OBRIST	12/21/2020	\$600.00	2020 - NOVEMBER - LIBRARY CLEA
Paid Chk# 065309 MIDWEST TAPE	12/21/2020	\$231.62	2020 - NOVEMBER - HOOPLA
Paid Chk# 065310 OSHKOSH OFFICE SYSTEMS	12/21/2020	\$63.03	2020 - COPIES - bpl #7293
Paid Chk# 065311 SUPERIOR CHEMICAL CORP	12/21/2020	\$49.70	SUPPLIES FOR BPL
Paid Chk# 065312 WINNEFOX COOPERATIVE TEC	12/21/2020	\$467.24	SUPPLIES FROM KAPCO/FACE MASKS
Paid Chk# 065313 ADVANCED DISPOSAL SERVICE	12/23/2020	\$23,870.88	2020 - NOVEMBER - RESIDENTIAL
Paid Chk# 065314 BERLIN WATER & SEWER UTILI	12/23/2020	\$21,888.87	2020 - NOVEMBER - WATER & SEWE
Paid Chk# 065315 CenturyLink	12/23/2020	\$1,917.78	2020 - DECEMBER - PHONE SERVIC
Paid Chk# 065316 COMPLETE OFFICE OF WI	12/23/2020	\$133.52	INK FOR DPW
Paid Chk# 065317 CORPORATE NTRWK SOLUTION	12/23/2020	\$250.00	HP HARDDRIVE FOR UTILITY
Paid Chk# 065318 HAWKINS /ASH CPAs	12/23/2020	\$2,961.00	AUDIT FOR WEDC
Paid Chk# 065319 LEAGUE OF WI MUNICIPALITIES	12/23/2020	\$1,429.71	2021 LEAGUE OF WI MUNICIPALITI
Paid Chk# 065320 MGD INDUSTRIAL CORP	12/23/2020	\$190.63	PARTS FOR DPW
Paid Chk# 065321 OLSON TRAILER & BODY, LLC	12/23/2020	\$915.75	PARTS FOR DPW
Paid Chk# 065322 PLANTZ, DENNIS W	12/23/2020	\$375.62	2020 - DECEMBER - PLANTS HEALT
Paid Chk# 065323 RED POWER DIESEL SERVICE	12/23/2020	\$1,318.94	PREVENTATIVE MAINTENANCE ON F
Paid Chk# 065324 SONDALLE FORD LINCOLN MER	12/23/2020	\$42.04	SENIOR VAN HEADLIGHT REPAIR
Paid Chk# 065325 TIME VALUE SOFTWARE	12/23/2020	\$105.00	TVALUE DESKTOP MAINTENANCE
Paid Chk# 065326 TRANSCENDENT TECHNOLOGIE	12/23/2020	\$811.00	ANNUAL SOFTWARE MAINTENANCE TA
Paid Chk# 065327 WI COUNCIL 32 PER CAP TAX T	12/23/2020	\$305.40	2020 - DECEMBER - POLICE UNION
Total Checks		\$646,202.90	

***Check Summary Register©**

DECEMBER 31 2020

Name	Check Date	Check Amt	
11161 UTILITY CASH - FNB			
Paid Chk# 015434 ALAN HIATT	12/3/2020	\$5,290.00	PUMP HOUSE/EXT. DIJESTER
Paid Chk# 015435 BERLIN CITY TREASURER 1015	12/3/2020	\$558.42	OCTOBER 2020 CENTURYLINK BILL
Paid Chk# 015436 CRANE ENGINEERING SALES IN	12/3/2020	\$3,877.03	GRINDER AT CUMBERLAND ST L/S
Paid Chk# 015437 LINCOLN CONTR SUPPLY INC	12/3/2020	\$497.00	18V BATTERY 2PK/20V/60V MAX FL
Paid Chk# 015438 MARTELLE WATER TREATMENT	12/3/2020	\$4,420.45	LIQUID ALUMINUM SULFATE
Paid Chk# 015439 SABEL MECHANICAL LLC	12/3/2020	\$6,417.00	EQUIPMENT TO MOVE CAKE TO FIEL
Paid Chk# 015440 U S CELLULAR	12/3/2020	\$167.27	MALNORY/SOBIESKI/VAN/DUTY
Paid Chk# 015441 U S POST OFFICE - POSTMASTE	12/3/2020	\$540.65	DECEMBER MONTHLY BILLS
Paid Chk# 015442 WALTCO INC	12/3/2020	\$593.25	SERVICES FOR NOVEMBER 2020
Paid Chk# 015443 WISCONSIN RURAL WATER ASS	12/3/2020	\$455.00	SYSTEM MEMBERSHIP RENEWAL
Paid Chk# 015444 BERLIN CITY TREASURER	12/15/2020	\$396.11	NOVEMBER 2020 GAS/DIESEL
Paid Chk# 015445 CAULKING PLUS INC	12/15/2020	\$1,292.00	CAULKING MAINTENANCE-WWTP EXTE
Paid Chk# 015446 CenturyLink	12/15/2020	\$53.94	SERVICES DECEMBER 9, 2020 - JA
Paid Chk# 015447 CINTAS CORPORATION	12/15/2020	\$182.79	DUST MOP/MATS
Paid Chk# 015448 DAVIES WATER #1476	12/15/2020	\$1,629.88	GATE VLV/COUP/MEGAPLUG/VLV BOX
Paid Chk# 015449 HORST DISTRIBUTING INC	12/15/2020	\$105.57	BELT-72 DECK
Paid Chk# 015450 MID-AMERICAN RESEARCH CHE	12/15/2020	\$161.15	PRO-GUARD PLUS/MICROFIBER CLOT
Paid Chk# 015451 RIDGE STONE PRODUCTS, INC	12/15/2020	\$839.05	ROAD GRAVEL/3" CLEAR
Paid Chk# 015452 THE EXPEDITERS INC	12/15/2020	\$5,324.80	DIGITALLY TELEVISE SANITARY SE
Paid Chk# 015453 WOOD SEWER & EXCAVATING, I	12/15/2020	\$288,488.23	2020 STREET PROJECT-PAYMENT 2
Paid Chk# 015454 BADGER LABORATORIES INC	12/18/2020	\$1,687.00	TOTAL COLIFORM BACTERIA
Paid Chk# 015455 CYPRESS FARMS LLC	12/18/2020	\$1,750.00	EASEMENT AGREEMENT PAYMENT
Paid Chk# 015456 ENERGENECS	12/18/2020	\$226.78	GREY CERAMIC
Paid Chk# 015457 MCC	12/18/2020	\$1,365.00	REIMBURSE FOR METER CHARGES
Paid Chk# 015458 SCOTT LAMERS CONSTRUCTIO	12/18/2020	\$2,650.00	184 E HURON ST-EXCAVATE
Paid Chk# 015459 WISCONSIN RURAL WATER ASS	12/18/2020	\$100.00	MALNORY/MARKOWSKI
Paid Chk# 015460 BADGER LABORATORIES INC	12/23/2020	\$67.20	TOTAL COLIFORM BACTERIA
Paid Chk# 015461 BERLIN CITY TREASURER	12/23/2020	\$20,082.19	DECEMBER 2020 PAYROLLS
Paid Chk# 015462 DAVIES WATER #1476	12/23/2020	\$1,920.00	METER TESTING FEE
Paid Chk# 015463 L.W. ALLEN LLC	12/23/2020	\$51,896.00	EQUIPMENT/SERVICES FOR WATER S
Paid Chk# 015464 SUPERIOR CHEMICAL CORP	12/23/2020	\$316.75	TUF GEL/DEGREASER/DRAIN SEAL
Paid Chk# 015465 WATER TOWER CLEAN & COAT	12/23/2020	\$3,000.00	INSPECTION-CEMETERY TANK/WELL
Paid Chk# 015466 WATER WELL SOLUTIONS	12/23/2020	\$15,350.00	MAGMETERS/PIPING - WELL 4 & 5
Paid Chk# 015467 BERLIN CITY TREASURER	12/30/2020	\$573.39	NOVEMBER 2020 CENTURYLINK BILL
Paid Chk# 015468 BERLIN CITY TREASURER	12/30/2020	\$257,023.27	INSURANCES/TAXES/COPIES/OFFICE
Paid Chk# 015469 GFL SOLID WASTE MIDWEST LL	12/30/2020	\$227.53	SERVICE 12/01/2020 - 12/31/202
Paid Chk# 015470 RITEWAY BUSINESS FORMS	12/30/2020	\$1,590.46	LASER UTILITY BILLS
Paid Chk# 015471 U S CELLULAR	12/30/2020	\$167.52	MALNORY/SOBIESKI/VAN/DUTY/HAHN
Total Checks		\$681,282.68	

Utility payables

CITY OF BERLIN					
PAYROLL FOR DECEMBER - 2020					
NET PAYROLL					
	PAYDATE	Payroll #	PAYROLL TITLE	GENERAL CITY	UTILITY
	12/11/2020	25	General City	55,344.71	
	12/11/2020	25	Utility		9,863.60
	12/17/2020	25.01	Police Uniform	1,220.02	
	12/18/2020	25.02	Fireman meeting	8,066.93	
	12/17/2020	25.01	Water Dept Uniforms		1,353.66
	12/24/2020	26	General City	58,489.60	
	12/24/2020	26	Utility		9,629.42
	12/24/2020	26.01	EMS meeting	2,652.19	
			TOTAL MONTHLY PAYROLL	\$125,773.45	\$20,846.68

ORDINANCE #01-21

AN ORDINANCE ESTABLISHING ANIMAL SERVICES
AS A CONDITIONAL USE IN B-1 AND B-2 ZONING DISTRICTS

WHEREAS, the City of Berlin Plan Commission has held a public hearing regarding the ordinance as set forth herein, on December 29, 2020; and

WHEREAS, the Plan Commission has recommended to the Common Council to approve the ordinance as set forth herein.

NOW THEREFORE, the Common Council of the City of Berlin do ordain as follows:

Sec. 82-4 of the Code of Ordinances of the City of Berlin shall be amended to add the following definition:

Animal service facility means a retail facility in which grooming and/or similar services, and/or daycare services, are provided for domesticated dogs, cats, reptiles and/or birds.

Sec. 82-360 of the Code of Ordinances of the City of Berlin shall be amended as follows:

Sec. 82-360. - Use regulations.

The B-1 business district is intended to accommodate retail and office uses which are characteristic of the major shopping streets of the downtown area. To preserve the B-1 district for its intended use, no residential occupancy of first floor or ground floor stories shall be permitted. The following are permitted uses in the B-1 district:

- ...
- (13) ~~Secondhand stores~~ Accessory buildings and uses customarily incident to the uses set forth in subsections (1)-(12) of this section.
 - (14) ~~Medical or dental clinics~~ Secondhand stores.
 - (15) ~~Veterinarian clinics and animal hospitals~~ Medical or dental clinics, but shall not include animal hospitals or clinics.
 - (16) Accessory buildings and uses customarily incident to the uses set forth in subsections (1)-(15) of this section
-

Sec. 82-361 of the Code of Ordinances of the City of Berlin shall be amended as follows:

Sec. 82-361. - Conditional uses.

In the B-1 district, conditional uses shall be as follows:

...

- (4) Animal service facilities. For conditional use applications for animal service facilities hereunder, the board of appeals shall, pursuant to and in addition to any other standards or conditions imposed under Sec. 82-641(b), impose the following standards and conditions:
- a. Hours of operation may be limited by the board of appeals, and operation of the facility shall in no case be allowed between 10:00 p.m and 5:00 a.m.
 - b. No overnight boarding of animals not owned by the operator shall be allowed.
 - c. The facility must contain a sufficiently sized outdoor exercise, urination, and defecation area for dogs based on the maximum number of dogs able to be kept or serviced in the facility.
 - d. All animals outside of an enclosed building shall be directly supervised by at least one human being, age 16 or older, who is present with the animal(s) at all times.
 - e. All outside areas where dogs or cats are present without a leash shall be fenced with a physical barrier that is at least 5 feet in height and all exits from such outside areas (except exits leading into a building) shall be double gated to prevent escape.
 - f. Each dog or cat serviced at the facility must have been vaccinated by a veterinarian against rabies, if so required pursuant to Sec. 10-4, prior to service, and the operator of the facility must keep on premises at all times during service of that dog or cat a copy of that dog's or cat's rabies vaccination certificate accordingly. Also, each dog or cat required to be vaccinated must have its rabies vaccination tag or a substitute tag attached to a collar on the dog or cat at all times during service pursuant to Sec. 10-4(f).
 - g. All other applicable requirements set forth in Chapter 10 regarding the keeping and care of animals shall be complied with as a condition of any conditional use permit issued hereunder.

Sec. 82-386 of the Code of Ordinances of the City of Berlin shall be amended as follows:

Sec. 82-386. - Use regulations.

The B-2 business district is intended to provide for the orderly and attractive grouping of commercial activities of a more general retail and wholesale nature. The following shall be

permitted uses in the B-2 district:

- ...
- (7) Veterinarian clinics and animal hospitals and pet shops, excluding open kennels.
- ...

- (16) Accessory buildings and uses customarily incidental to the uses set forth in subsections (15-16) of this section.
-

Sec. 82-387. - Conditional uses.

In the B-2 district, conditional uses shall be as follows:

...

- (4) Retail pet sale shops and animal service facilities. For conditional use applications for retail pet sale shops or animal service facilities hereunder, the board of appeals shall, pursuant to and in addition to any other standards or conditions imposed under Sec. 82-641(b), impose the following standards and conditions:
- a. Hours of operation may be limited by the board of appeals, and operation of the facility (i.e. when the facility is open to the public) shall in no case be allowed between 10:00 p.m and 5:00 a.m.
 - b. No overnight boarding of animals not owned by the operator shall be allowed. Animals must be kept inside an enclosed building between 10:00 p.m and 5:00 a.m.
 - c. The facility must contain a sufficiently sized outdoor exercise, urination, and defecation area for dogs based on the maximum number of dogs able to be kept or serviced in the facility.
 - d. All animals outside of an enclosed building shall be directly supervised by at least one human being, age 16 or older, who is present with the animal(s) at all times.
 - e. All outside areas where dogs or cats are present without a leash shall be fenced with a physical barrier that is at least 5 feet in height and all exits from such outside areas (except exits leading into a building) shall be double gated to prevent escape.
 - f. Each dog or cat serviced at the facility must have been vaccinated by a veterinarian against rabies, if so required pursuant to Sec. 10-4, prior to service, and the operator of the facility must keep on

premises at all times during service of that dog or cat a copy of that dog's or cat's rabies vaccination certificate accordingly. Also, each dog or cat required to be vaccinated must have its rabies vaccination tag or a substitute tag attached to a collar on the dog or cat at all times during service pursuant to Sec. 10-4(f).

- g. Retail pet sale shops for dogs must be in compliance with all licensing requirements imposed by the state of Wisconsin.
- h. All other applicable requirements set forth in Chapter 10 regarding the keeping and care of animals shall be complied with as a condition of any conditional use permit issued hereunder.

This ordinance shall take effect the day after publication.

The numeric section numbers and headings of any portions of the Code of Ordinances affected by this Ordinance shall be subject to modification in the discretion of the codifier, and the approval of the City Attorney, during codification into the City's current Code of Ordinances.

Passed, approved and adopted this 12th day of January, 2021.

ROLL CALL VOTE:

CITY OF BERLIN

____ AYES
____ NAYS
____ ABSENT

BY: _____
Richard D. Schramer, Mayor

APPROVED AS TO FORM:

ATTEST: _____
Jodie Olson, City Clerk

Matthew G. Chier, City Attorney

Date: December 29, 2020

To: Common Council

From: Susan Thom and Midge Seaman

RE: Change of Agent for Triple Belt Corporation (City Inn Trade Name)

BACKGROUND: Triple Belt Corporation has requested removing Joyce LaBuda as agent and appointed Lucinda Kujawa.

Recommendation: Approve and amend the license to reflect the change of agent.

Susan Thom

From: Elizabeth Kujawa <elizabeth.kujawa@yahoo.com>
Sent: Tuesday, December 29, 2020 11:31 AM
To: Lucinda Kujawa
Cc: Susan Thom
Subject: Re: Agent Letter

Hello Susan,
The reason for the Change of Agent is due to the fact that Lucinda Kujawa will be on premise daily and Joyce LaBuda will not.
Respectfully,
Elizabeth Kujawa

On Tuesday, December 29, 2020, 11:13:46 AM CST, Lucinda Kujawa <l_chestnut@yahoo.com> wrote:

Hello Liz,

Please write a short letter to the City of Berlin to explain why you want to change the agent on the liquor license from Joyce LaBuda to myself.

You should send it to Susan Thom at sthom@cityofberlin.net. I have cc'd her on this so you can ask any questions if need be.

Thanks,
Lucinda

Schedule for Successor of Agent

If there is a change in agent, each club, corporation, or limited liability company who holds a retail permit to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent pursuant to sec. 125.04(6), Wis. Stats. There is a \$10 change in agent processing fee due with this form. The following questions must be answered by the Agent. The appointment must be signed by an officer of the corporation/organization or one member of limited liability company. (Only one signature is required). The appointment must be approved by the licensing authority.

City of Berlin Wisconsin Dec 29 2020
(Municipality) (Date)

1. Name of agent Lucinda Kujawa

- | | Yes | No | |
|----|-------------------------------------|-------------------------------------|--|
| 2. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Are you of legal drinking age? |
| 3. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent? |
| 4. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Have you ever been convicted of a federal law violation? |
| 5. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Have you ever been convicted of a state law violation? |
| 6. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Have you ever been convicted of a local ordinance violation? |
| 7. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Have you completed the required responsible beverage server program per sec. 125.04(5)(a)5, Wis. Stats.? |

UNDER PENALTY OF LAW, I declare that all of the above information is true and correct to the best of my knowledge and belief.

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Lucinda Kujawa
(Signature of Agent)
622 Van Horn St Berlin, WI 54923
(Address)

SUCCESSOR AGENT

The undersigned appoints Lucinda Kujawa as agent
in accordance with sec. 125.04(6), Wis. Stats.

Name of Permittee Triple Bell Corporation dba City Inn

Date December 27 2020

By [Signature]
(Signature of Officer / Member)

I hereby accept appointment as agent for City Inn and assume
full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

Date December 29 2020

Lucinda Kujawa
(Signature of Agent)

THE AGENT APPOINTED ABOVE MUST BE APPROVED BY THE LICENSING AUTHORITY TO BE EFFECTIVE.
(See sec. 125.04(6), Wis. Stats.)

(Municipality) WI _____ 20____
(Date)

(Signature of Official)

(Title)

[Signature]
Asst. Chief of Police
12-29-20

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Kujawa		Lucinda		Claire	
Home Address (street/route)		Post Office	City	State	Zip Code
622 Van Horn St.			Berlin	WI	53123
Home Phone Number		Age	Date of Birth	Place of Birth	
920-279-1499		51	5/7/69	Lawrence, KS	

The above named individual provides the following information as a person who is (check one):

☐ Applying for an alcohol beverage license as an **individual**.

☐ A member of a **partnership** which is making application for an alcohol beverage license.

☒ Agent or Triple Belt Corporation dba City Inn
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 27 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
 If yes, identify. (Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Living Healthy Community Clinic	501 Dr. Court Oshkosh	6/2008	8/2011
Employer's Name	Employer's Address	Employed From	To
Homemaker		8/2011	Present

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.

Lucinda Kujawa
(Signature of Named Individual)

Name: SUSAN TRAMPF

Address: 412 ELM BERLIN

Phone: Day 1-920-229-4139 Evening same

E-mail address: ixtapasurf@yahoo.com

<u> </u> Board of Review	<u> </u> Oakwood Cemetery Board
<u> </u> Parks & Recreation Commission	<u> </u> Committee On Aging
<u> </u> Plan Commission	<u> </u> Common Council Vacancy, Ward # <u> </u>
<u> </u> Police & Fire Commission	<u> </u> Community Development Authority
<u> </u> Water & Sewer Commission	<u> </u> Housing Task Force
<u> </u> Zoning Board of Appeals	<u> </u> Library Board
<u> <i>x</i> </u> Other <u>TOURISM</u>	

no

Commission: We must bring people to Berlin to help the city grow and prosper

3. What knowledge, experience, or abilities do you have that would make you an effective board member: I am involved in ABC Group and Berlin Lions.
These groups also strive to bring people to Berlin & Berlin
businesses. I owned my own business (Berlin Printing) for
many years.

4. Please provide any additional information for consideration: _____



108 N. Capron Street PO Box 272
Berlin, WI 54923
920.361.5400

December 31, 2020

Dear Mayor Schramer and Common Council Members:

I hereby submit to you my official intent to retire from my position as City Administrator/Clerk-Treasurer of the City of Berlin in 2021. I have very much enjoyed my years with the City and working with the Common Council and all of the other boards and commissions. I have grown in many ways from the unending mixture of interesting situations and topics that a local government can encounter. I will indeed miss many aspects of my position, but especially working with all of you and the city staff. However, my personal situation is such that it is time for me to turn over the reins and spend time with my family.

My anticipated last day of work will be Friday, July 2, 2021. I am committed in aiding you with the transition in any way that I can and will provide any necessary training that would be required.

I sincerely thank you all for your commitment to this community and for all of the support you have shown me over the years.

Respectfully Yours,

A handwritten signature in blue ink that reads "Jodie Olson". The signature is written in a cursive, flowing style.

Jodie Olson
City Administrator