AGENDA
COMMON COUNCIL MEETING
TUESDAY, OCTOBER 12, 2021 7:00 PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE
https://zoom.us/j/88150996121
Meeting ID: 881 5099 6121
1 312 626 6799 US TOLL-FREE

1. Call to order/Roll Call

2. Seat Virtual Attendees

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 September 14, 2021 Common Council Meeting. RECOMMENDATION: Approve the minutes.

7. City Property Farm Lease. RECOMMENDATION: Accept the Committee of the Whole recommendation to approve the lease as presented by the Krentz Family Dairy Inc and the City of Berlin at $80 per acre with the changes made by Atty Chier.

8. Redistricting From 2020 Census. RECOMMENDATION: Accept the Committee of the Whole recommendation approve and adopt Resolution #21-15 to Adopt Ward Plan and to Designate Polling Place for City of Berlin in Green Lake and Waushara Counties.

9. Equipment Replacement for DPW and Parks. RECOMMENDATION: Accept the Committee of the Whole recommendation to authorize 2021 budget adjustments for 2021 purchase of wide-area mower and paint stripers and waive the formal bidding process and require three written quotes and approve Resolution #21-16 Authorizing 2021 Budget Adjustment for Department of Public Works and Parks Department Equipment.

10. 2022 Shared-Ride Taxi Grant. RECOMMENDATION: Accept the Committee of the Whole recommendation to approve the 2022 Exercise of Option for Shared-Ride Taxi Service agreement and authorize the appropriate signatures.

11. Clean Up 356 S. Church Street. RECOMMENDATION: Accept the Committee of the Whole recommendation to direct staff to contract with 1-800-GOT-JUNK to clean up the property nuisance at 356 S. Church Street.

12. Bills List. RECOMMENDATION: Approve the list of bills for payment.

END OF CONSENT AGENDA

13. 271 McKittrick Street Raze or Repair Order. RECOMMENDATION: Listen to presentation and action if appropriate. (Note: Further closed session discussion may be needed on this item prior to further action)

14. Police & Fire Commission Optional Powers. RECOMMENDATION: Accept the Police & Fire Commission recommendation to consider removal of Police & Fire Commission's Exercise of Optional Powers and place on a referendum.

15. Remediation for Old Safeguard Property. RECOMMENDATION: Request additional funding from Wisconsin Economic Development Corporation (WEDC) - Site Assessment Grant to complete Vapor Intrusion Testing as needed per the DNR.

16. 2022 Budget. RECOMMENDATION: Discussion only. No action required.

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 WI §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. *(Discuss on 271 McKittrick Street property issue)* and pursuant to Wis. Stat §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 *(Discussion regarding specific salaries for non-union personnel relating to 2022 budget)* and WI §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session *(Discuss potential EMS bid and contract with Green Lake County).*

21. Reconvene into open session and take appropriate action resulting from closed session discussion.

22. Adjourn.

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.

September 30, 2021
Month-End Balance to Bank Statement

	General City	Capital Project Bonding	EMS Account	Utility	Tax	ERF	SEWER B&I
City's Beginning Balance	1,339,372.02	481,972.86	213,463.25	534,909.79	309.86	161,946.18	-
Deposits	432,972.92	- 60.74	- 42,234.70	291,973.96	-	7,911.63	-
Deposit In Transit							
Payroll	(136,079.28)			(22,478.30)			0.00
A/P Payables	(554,753.24)			(117,283.62)			
Other Payments	(174,922.41) 0.00	0.00	(175,035.00) 0.00	(14,688.04)	0.00	-	0.00
TOTAL PAYMENTS	(865,754.93)	0.00	(175,035.00)	(154,449.96)	0.00	-	0.00
Outstanding Checks:							
Misc/Bank Error							
Voided Check							
Payroll	2,197.85					-	0.00
A/P	347,888.72 -			381.61	190.14		0.00
TOTAL OUTSTANDING CHECKS	350,086.57	-		381.61	190.14		
Balance	1,256,676.58 -	482,033.60 -	80,662.95	672,815.40	500.00 -	169,857.81	-
Ending Bank Balance	1,256,676.58	482,033.60	80,662.95	672,815.40	500.00	169,857.81	-
	-	-	-	-	- -	- -	-
WI PS ACH							
WI PS SHARED REVENUE							
WI PS CONNECT STREET AID							
WI PS STATE TRANSPORT AID							
WI PS TAXI 2-4TH QTR	69,169.00						
WI PS COMPUTER AID							
Green Lake Co tax settlement							
Pool Concession							
Return ck Cassidy				161.29			
Monthly City Deposits	161,832.66			236,601.43		7,890.92	
Closed CD							
Med B NGS HCCLAIM pmts	26,799.27		14,014.88				
Customer ACH pmts			28,219.82	27,065.16			
Point & Pay				28,074.31			
US HHS STIMULUS PAYMENT							
Tr Amb to General City	175,000.00						
Tfr Between Accounts	4.00						
Accrued Checking Acct. Interest	167.99	60.74		71.77	-	20.71	0.00
	432,972.92	60.74	42,234.70 -	291,973.96	-	7,911.63	-
Payments:							
Federal Payroll Tax Payments(IRS)	56,073.24						
WI Payroll Tax Payments	10,795.95						
Northshore	720.00						
Great West/Wells Fargo	7,511.42						
WI TAX PAYMENT							
WRF loan princ 31-58-10004-600							
WRF Loan int 31-58-29000-390							
WRF Loan payment							
Service Charge-stop payment				59.95			
Direct Deposit Service Fee (ACH)	10.00		35.00				
Retainer	7,915.38						
Health Premium	31,529.02						
Returned checks				49.89			
WRS Employee Trust Fund	29,286.40						
Fund Tfr			175,000.00	4.00			
Credit Card Payment-Elan US Bank	7,166.73			579.96			
EMC INSURANCE CO INSURANCE							
Miscellaneous							
Positive Pay	30.00						
Health Savings Acct EMPLOYER	2,561.49			1,072.58			
Health Savings Acct EMPLOYEE	4,797.00						
Alliant-Credit Card Payment	15,765.70			12921.66			
US Cellular	760.08						
Fleetcor - Condon							
	174,922.41	-	175,035.00	14,688.04	-	-	-

CITY OF BERLIN -- OFFICE OF THE TREASURER

CITY TREASURER REPORT
PERIOD ENDING 09/30/2021

FUNDS	BEGINNING BALANCE	ADJ/ VOIDS	RECEIPTS	DISBURSEMENTS	OUTSTANDING CHECKS	BANK BALANCE	INVESTMENTS	TOTAL W/ INVESTMENTS	#REF!	#REF!
GENERAL CITY	$ 1,339,372.02		$ 432,972.92	$ (865,754.93)	$ 350,086.57	$ 1,256,676.58	$ 3,100,000.00	$ 4,356,676.58	10-11300	FNB100028
TAX COLLECTION ACCOUNT	$ 309.86		$ -		$ 190.14	$ 500.00	$ -	$ 500.00		FNB131924
CAPITAL PROJECT BORROWING	$ 481,972.86		$ 60.74	$ -	$ -	$ 482,033.60	$ -	$ 482,033.60		*2913
EMS ACCOUNT	$ 213,463.25		$ 42,234.70	$ (175,035.00)		$ 80,662.95	$ -	$ 80,662.95		
WATER & SEWER CHECKING	$ 534,909.79		$ 291,973.96	$ (154,449.96)	$ 381.61	$ 672,815.40		$ 672,815.40		
SEWER EQUIP REPLACMENT FUND	$ 161,946.18		$ 7,911.63			$ 169,857.81	$ 1,255,000.00	$ 1,424,857.81	61-11362	
WATER UTILITY							$ 3,765,438.44	$ 3,765,438.44	62-11361	62-11366
SEWER UTILITY							$ 1,571,968.19	$ 1,571,968.19		61-11361
TOTAL OF ALL FUNDS	$ 2,731,973.96	$ -	$ 775,153.95	$ (1,195,239.89)	$ 350,658.32	$ 2,662,546.34	$ 9,692,406.63	$ 12,354,952.97		

SUBMITTED BY: SUSAN THOM, DEPUTY CLERK/TREASURER

CITY OF BERLIN BUILDING REPORT SEPTEMBER 2021

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	6	$1,123,100.00	$4,402.83	3	$987,000.00	$3,004.39
Multi-Family Residence				0	$0.00	$0.00	2	$540,000.00	$2,973.20
Residential Alteration	6	$48,624.00	$384.25	46	$602,046.35	$4,160.21	82	$852,281.66	$6,230.35
Residential Addition	2	$57,000.00	$437.50	4	$69,308.00	$617.50	0	$0.00	$0.00
Residential Garage				2	$65,000.00	$380.50	5	$76,530.00	$673.40
Residential Garage Alteration				0	$0.00	$0.00	3	$74,400.00	$230.00
Commercial				0	$0.00	$0.00	5	$162,700.42	$1,211.70
Commercial Alteration				5	$700,679.00	$4,415.44	0	$0.00	$0.00
Commercial Addition				0	$0.00	$0.00	0	$0.00	$0.00
Signs	0	$0.00		10	$115,139.00	$2,569.08	5	$27,539.00	$351.71
Miscellaneous	5	$14,344.00	$235.00	11	$44,894.00	$875.00	30	$56,574.00	$1,575.00
Demolition				5	$24,382.00	$825.00	2	$10,000.00	$175.00
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	$7,000.00	$50.00	9	$190,100.00	$485.00	11	$46,600.00	$490.00
Trailer Homes				0	$0.00	$0.00	0	$0.00	$0.00
Total Building Permits	**14**	**$126,968.00**	**$1,106.75**	**98**	**$2,934,648.35**	**$18,730.56**	**148**	**$2,833,625.08**	**$16,914.75**
Commercial Plan Approval									
Plumbing Permits	1	$138,000.00	$966.00	24	$702,532.00	$2,771.96	24	$206,155.00	$1,721.70
Electrical Permits	3	$8,502.00	$180.00	26	$202,886.00	$2,524.62	26	$100,520.00	$1,437.27
Heating Permits	1	$4,000.00	$50.00	13	$98,575.00	$1,312.09	26	$230,630.00	$2,243.42
				0	$0.00	$0.00			
Total Permit Fees	**19**	**$277,470.00**	**$2,302.75**	**161**	**$3,938,641.35**	**$25,339.23**	**199**	**$3,201,230.66**	**$20,383.55**

CITY OF BERLIN

PAYROLL FOR SEPTEMBER - 2021

NET PAYROLL

PAYDATE	Payroll #	PAYROLL TITLE	GENERAL CITY	UTILITY
9/3/2021	18	General City	67,511.66	
9/3/2021	18	Utility		11,284.18
9/3/2021	18.01	Weiss payout	268.72	
9/3/2021	18.02	Dobberstein payout	122.73	
9/17/2021	19	General City	68,176.17	
9/17/2021	19	Utility		11,194.12
		TOTAL MONTHLY PAYROLL	$136,079.28	$22,478.30

CITY OF BERLIN

*Check Summary Register©

SEPTEMBER 30 2021

	Name	Check Date	Check Amt	
11100 Cash in Bank m FNB				
Paid Chk# 066305	BANYON DATA SYSTEMS INC	9/1/2021	$795.00	2021 - PAYROLL AND FUND SUPPOR
Paid Chk# 066306	CCP INDUSTRIES INC.	9/1/2021	$381.97	VESTS FOR DPW
Paid Chk# 066307	CHARTER COMMUNICATION	9/1/2021	$79.99	2021 - SEPTEMBER - INTERNET SE
Paid Chk# 066308	COMPLETE OFFICE OF WI	9/1/2021	$244.00	PAPER PRODUCTS FOR CITY HALL
Paid Chk# 066309	FARRELL EQUIPMENT & SUPPL	9/1/2021	$143.76	CROSSFIRE SAFETY GLASSES FOR D
Paid Chk# 066310	GFL SOLID WASTE MIDWEST LL	9/1/2021	$510.22	2021 - SEPTEMBER - GARBAGE AND
Paid Chk# 066311	JEFFERSON FIRE & SAFETY, IN	9/1/2021	$52,380.00	AUTOLOAD SYSTEMS
Paid Chk# 066312	MATTICE, LOIS	9/1/2021	$100.00	REFUND SHELTER HOUSE DEPOSIT 0
Paid Chk# 066313	MCC	9/1/2021	$677.50	GRAD C 3/4 FOR DPW
Paid Chk# 066314	MGD INDUSTRIAL CORP	9/1/2021	$54.78	1/4 AND 3/8 MECH BLIZ BIT W F/
Paid Chk# 066315	MILLER, MICKY	9/1/2021	$140.00	CANCELLED SHELTER HOUSE RENTAL
Paid Chk# 066316	OTT, LUKE	9/1/2021	$200.00	CANCELLATION OF EVENT AT RIVER
Paid Chk# 066317	SUPERHEAT AND COOLING	9/1/2021	$210.00	INSTALLED A HARD START CAPACIT
Paid Chk# 066318	AMAZON CAPITAL SERVICES, IN	9/8/2021	$103.15	LEATHER STRAPS AND HOLDERS FOR
Paid Chk# 066319	BERLIN JOURNAL NEWSPAPER	9/8/2021	$270.00	5: AD FOR SENIOR DRIVER
Paid Chk# 066320	CHARTER COMMUNICATION	9/8/2021	$345.61	2021 - SEPTEMBER - INTERNET/TV
Paid Chk# 066321	CHIER LAW OFFICE LLC	9/8/2021	$2,741.86	2021 - FEB - AUGUST - PHOTOCOP
Paid Chk# 066322	COMPLETE OFFICE OF WI	9/8/2021	$7.35	GLUE STICKS FOR ELECTIONS
Paid Chk# 066323	CONVERGENT SOLUTIONS, INC	9/8/2021	$59.50	EXT 2340 VM BOX - NO ACCESS
Paid Chk# 066324	CULLIGAN WATER	9/8/2021	$20.50	50# SOLAR SALT DELIVERY
Paid Chk# 066325	CVIKOTA COMPANY INC	9/8/2021	$2,733.31	2021 - AUGUST - BERLIN COLLECT
Paid Chk# 066326	ED'S TRACTOR REPAIR, LLC	9/8/2021	$585.28	PARTS FOR DPW
Paid Chk# 066327	EMC INSURANCE COMPANIES	9/8/2021	$17,646.62	2021 - SEPTEMBER - COMMERCIAL
Paid Chk# 066328	GFL SOLID WASTE MIDWEST LL	9/8/2021	$118.94	2021 - SEPTEMBER - GARBAGE AND
Paid Chk# 066329	GREEN LAKE COUNTY CLERK	9/8/2021	$357.75	2021 - FINAL DOG LICENSE FEES
Paid Chk# 066330	HILGART, AARON	9/8/2021	$8.82	REIMBURSE LIFE INSURANCE CANCE
Paid Chk# 066331	ITU ABSORBTECH, INC.	9/8/2021	$90.30	2021 - AUGUST - UNIFORM DELIVE
Paid Chk# 066332	KUNKEL ENGINEERING GROUP	9/8/2021	$3,831.88	SOIL SAMPLING COORDINATION FOR
Paid Chk# 066333	LANDMARK SERVICES COOPER	9/8/2021	$6,410.79	2021 - AUGUST - GAS AND DIESEL
Paid Chk# 066334	MITTELSTAEDT, ALEX	9/8/2021	$11.52	REIMBURSE LIFE INSURANCE CANCE
Paid Chk# 066335	OSHKOSH OFFICE SYSTEMS	9/8/2021	$47.57	2021 - AUGUST - 6111 PHOTO COP
Paid Chk# 066336	RUNNING INC. TRANSIT SERVIC	9/8/2021	$20,985.14	2021 - AUGUST - SHARED RIDE TA
Paid Chk# 066337	SECURIAN FINANCIAL GROUP	9/8/2021	$819.48	2021 - OCTOBER - GROUP LIFE IN
Paid Chk# 066338	SONDALLE FORD LINCOLN MER	9/8/2021	$85.50	OIL CHANGE MED 1
Paid Chk# 066339	TASC	9/8/2021	$64.00	2021 - AUGUST - 32 COVERED LIV
Paid Chk# 066340	THEDACARE AT WORK	9/8/2021	$39.00	PRE-EMPLOYMENT DRUG SCREEN - D
Paid Chk# 066341	VIVIAL	9/8/2021	$49.20	2021 - AUGUST - CENTURYLINK AD
Paid Chk# 066342	WASTE MANAGEMENT	9/8/2021	$24,605.95	2021 - AUGUST - RESIDENTIAL RE
Paid Chk# 066343	WEISS, MARIAH	9/8/2021	$143.20	REIMBURSEMENT FOR SERSAFE
Paid Chk# 066344	WI DOJ - 93970	9/8/2021	$10.00	BACKGROUND CHECK - T6KGKUPY
Paid Chk# 066345	Void	9/9/2021	$0.00	66345-66347
Paid Chk# 066346	Void	9/9/2021	$0.00	66345-66347
Paid Chk# 066347	Void	9/9/2021	$0.00	66345-66347
Paid Chk# 066348	KEIL ENTERPRISES	9/9/2021	$498.00	OPERATION RUSH CLASSES FOR MC
Paid Chk# 066349	SONDALLE FORD LINCOLN MER	9/9/2021	$54.05	2021 FORD EXP OIL CHANGE
Paid Chk# 066350	THEDA CARE	9/9/2021	$255.00	LEGAL BLOOD DRAWS 57797, 57895
Paid Chk# 066351	TOP PACK DEFENSE LLC	9/9/2021	$161.99	3 SEASON JACKET - HEIDER
Paid Chk# 066352	WAUKESHA CTY TECHNICAL CO	9/9/2021	$440.00	CLASS FOR NOAH KNETZGER
Paid Chk# 066353	WISCONSIN CARTIDGE CORP	9/9/2021	$1,000.00	2000 - 223 REM FMJ
Paid Chk# 066354	AL SCHMUDE ELECTRIC LLC	9/1/2021	$45.00	INSPECT SUMP PUMP BERLIN AQUAT
Paid Chk# 066355	APPLETON FINANCE DEPARTME	9/1/2021	$461.50	2021 - SEPTEMBER - WEIGHTS AND
Paid Chk# 066356	BERLIN OIL PRODUCTS	9/1/2021	$985.35	REPLACED BOTH BALL JOINTS 2007
Paid Chk# 066357	CENTURYLINK	9/1/2021	$85.59	2021 - AUGUST - LONG DISTANCE
Paid Chk# 066358	COMPLETE OFFICE OF WI	9/1/2021	$102.70	TISSUE FOR USE AT CITY HALL
Paid Chk# 066359	CONVERGENT SOLUTIONS, INC	9/1/2021	$69.45	2021 - LABOR REMOTE - SERVICE
Paid Chk# 066360	DTN, LLC	9/1/2021	$522.00	2021 - SEPTEMBER - RADAR CONTR
Paid Chk# 066361	FIRE INSPECTION SERVICES IN	9/1/2021	$1,501.42	2021 - AUGUST - FIRE INSPECTI

General Ctty Purposes

CITY OF BERLIN

*Check Summary Register©

SEPTEMBER 30 2021

	Name	Check Date	Check Amt	
Paid Chk# 066362	FOX, BRIANNE	9/1/2021	$100.00	REFUND OF DEPOSIT FOR SHELTER
Paid Chk# 066363	GOODRICH HOME FURNISHING	9/1/2021	$5,495.00	CARPET FOR THE COUNCIL CHAMBER
Paid Chk# 066364	HARMSEN, MARY	9/1/2021	$100.00	REFUND OF DEPOSIT FOR SHELTER
Paid Chk# 066365	IMMEL, JENNIFER	9/1/2021	$100.00	REFUND OF DEPOSIT FOR SHELTER
Paid Chk# 066366	JON LUNDT ELECTRIC, INC	9/1/2021	$112.50	TROUBLESHOOT STREEET LIGHT ANN
Paid Chk# 066367	RYAN JONES	9/1/2021	$3,100.00	WORK ON LIBRARY, JOINTS, CRACK
Paid Chk# 066368	NETWORK HEALTH	9/1/2021	$207.17	REIMBURE DUPLICATE PAYMENT FOR
Paid Chk# 066369	RACHEL VAN DEN HOUT PHOTO	9/1/2021	$165.00	BUSINESS PORTRAITS ON LOCATION
Paid Chk# 066370	SCOTT, HOLLI	9/1/2021	$100.00	RERUND FOR SHELTER HOUSE RENTA
Paid Chk# 066371	WILKENS, LINDA	9/1/2021	$100.00	REFUND OF DEPOSIT ON SHELTER H
Paid Chk# 066372	BAKER & TAYLOR	9/16/2021	$2,020.07	61 UNITS FOR CUSTOMERS
Paid Chk# 066373	CINTAS	9/16/2021	$96.01	2021 - AUGUST - CUSTODIAL SUPP
Paid Chk# 066374	LISA OBRIST	9/16/2021	$705.75	2021 - AUGUST - LIBRARY CLEANI
Paid Chk# 066375	MIDWEST TAPE	9/16/2021	$371.45	2021 - JUNE - HOOPLA MEDIA
Paid Chk# 066376	OSHKOSH OFFICE SYSTEMS	9/16/2021	$52.87	2021 - AUGUST - PHOTOCOPIES 72
Paid Chk# 066377	SUPERIOR CHEMICAL CORP	9/16/2021	$132.01	TOWELING AND DISINFECTANT FOR
Paid Chk# 066378	UNIQUE MANAGEMENT SERVIC	9/16/2021	$35.80	08-04 PLACEMENTS
Paid Chk# 066379	WINNEFOX LIBRARY SYSTEM	9/16/2021	$370.45	MOTION PICTURE LICENSING 09/15
Paid Chk# 066380	WISCONSIN LIBRARY ASSN	9/16/2021	$50.00	MEMBERSHIP RENEWAL THROUGH 08/
Paid Chk# 066381	BALLWEG IMPLEMENT CO	9/16/2021	$433.25	PARTS FOR BERIN DPW
Paid Chk# 066382	BERLIN WATER & SEWER UTILI	9/16/2021	$105,301.36	2021 - AUGUST - WATER & SEWER
Paid Chk# 066383	CENTURYLINK	9/16/2021	$1,978.37	2021 - AUGUST - PHONE BILLING
Paid Chk# 066384	CHRISTENSEN, DOUGLAS A	9/16/2021	$386.72	2021 - OCTOBER - HEALTH INSURA
Paid Chk# 066385	DNR/WA	9/16/2021	$143.00	LICENSE RENEWAL W340 SOLID WA
Paid Chk# 066386	LEAGUE OF WI MUNICIPALITIES	9/16/2021	$75.00	2021 - CLERKS/TREASURERS & FIN
Paid Chk# 066387	PLANTZ, DENNIS W	9/16/2021	$330.45	2021 - SEPTEMBER - HEALTH REIM
Paid Chk# 066388	SUPERIOR CHEMICAL CORP	9/16/2021	$44.52	PRODUCT FOR DPW
Paid Chk# 066389	TRANSCENDENT TECHNOLOGIE	9/16/2021	$1,011.00	ANNUAL SOFTWARE MAINTENANCE -
Paid Chk# 066390	vonBRIESEN & ROPER, s.c.	9/16/2021	$442.50	2021 - AUGUST - PROFESSIONAL S
Paid Chk# 066391	WI ECONOMIC DEVELOP ASSN,	9/16/2021	$200.00	CONNECT COMMUNITIES AGREEMENT
Paid Chk# 066392	ALADTEC, INC	9/24/2021	$232.43	TIME CLOCK SUBSCRIPTION - EMS
Paid Chk# 066393	BALLWEG IMPLEMENT CO	9/24/2021	$82.52	PARTS FOR DPW
Paid Chk# 066394	BENNET, MICHAEL	9/24/2021	$20.04	UNIFORM ALLOWANCE - HERO247 ST
Paid Chk# 066395	BERLIN FEED SERVICE, INC	9/24/2021	$81.95	MADISON PARK FERTILIZER FOR DP
Paid Chk# 066396	DREXEL BUILDING SUPPLY, INC.	9/24/2021	$113.86	1/2IN X 4X8FT CDX PLYWOOD
Paid Chk# 066397	EMERGENCY MEDICAL PRODUC	9/24/2021	$6,857.70	MEDICAL SUPPLIES FOR EMS
Paid Chk# 066398	FIRE DEX GW, LLC	9/24/2021	$642.47	REPAIRS TO FIRE DEPARTMENT GEA
Paid Chk# 066399	INTERSTATE BATTERY	9/24/2021	$26.98	BATTERIES FOR DPW
Paid Chk# 066400	MCC	9/24/2021	$1,387.75	GRADE C 3/4 CONCRETE DPW
Paid Chk# 066401	MGD INDUSTRIAL CORP	9/24/2021	$96.59	PARTS FOR DPW
Paid Chk# 066402	PACKERLAND PORTABLES	9/24/2021	$240.00	2 PORTABLE UNITS FOR RIVERSIDE
Paid Chk# 066403	PESCHKE, KENNETH C & SAND	9/24/2021	$2,578.23	PESCHKE FINAL PAYOUT OF RETIRE
Paid Chk# 066404	SPEEDY CLEAN DRAIN & SEWE	9/24/2021	$6,790.00	CLEAN & TELEVISE STORM SEWER
Paid Chk# 066405	STRYKER SALES CORP	9/24/2021	$4,704.97	RETRACTABLE O2 HOLDER FOR AMB
Paid Chk# 066406	SUPERIOR CHEMICAL CORP	9/24/2021	$260.54	CHEMICALS FOR DPW
Paid Chk# 066407	THEDACARE AT WORK	9/24/2021	$39.00	PRE-EMPLOY DRUG SCREEN - SR CE
Paid Chk# 066408	vonBRIESEN & ROPER, s.c.	9/24/2021	$59.00	PROFESSIONAL SERVICE THRU 08/3
Paid Chk# 066409	WPPA, INC.	9/24/2021	$294.00	2021 - SEPTEMBER - POLICE UNIO
Paid Chk# 066410	BELLA BY DESIGN	9/29/2021	$12.00	Name plate - Rebecca Bays
Paid Chk# 066411	BERLIN JOURNAL NEWSPAPER	9/29/2021	$226.00	BOARD OF APPEALS HEARING/MCCON
Paid Chk# 066412	COMPLETE OFFICE OF WI	9/29/2021	$187.72	OFFICE SUPPLIES
Paid Chk# 066413	DON E. PARKER EXCAVATING, I	9/29/2021	$251,975.02	2021 WATER STREET PROJECT
Paid Chk# 066414	GFL SOLID WASTE MIDWEST LL	9/29/2021	$416.06	2021 - OCTOBER - GARBAGE/RECYC
Paid Chk# 066415	NEUMAN, KAREN	9/29/2021	$5,024.76	2021 - OCTOBER - NEUMAN DENTAL
Paid Chk# 066416	SUN LIFE FINANCIAL	9/29/2021	$184.98	2021 - OCTOBER - EMPLOYER LIF
Paid Chk# 066417	CHARTER COMMUNICATION	9/30/2021	$79.99	2021 - OCT - INTERNET SERVICE
Paid Chk# 066418	JON LUNDT ELECTRIC, INC	9/30/2021	$365.29	WORK ON PUMP FLOATS AT BAC
Paid Chk# 066419	RYAN JONES	9/30/2021	$3,100.00	2ND PAYMENT FOR TUCKPOINT WORK

CITY OF BERLIN

*Check Summary Register©

SEPTEMBER 30 2021

	Name	Check Date	Check Amt	
Paid Chk# 066420	SUPERIOR CHEMICAL CORP	9/30/2021	$202.91	CHEMICALS FOR MUNICIPAL BUILDI
Paid Chk# 066421	VIKING ELECTRIC SUPPLY	9/30/2021	$418.74	LIGHTS FOR DPW
		Total Checks	$554,753.24	

CITY OF BERLIN

*Check Summary Register©

SEPTEMBER 30 2021

	Name	Check Date	Check Amt	
11161 UTILITY CASH - FNB				
Paid Chk# 015787	BANYON DATA SYSTEMS INC	9/3/2021	$1,880.00	FUND/PAYROLL SUPPORT
Paid Chk# 015788	BERLIN CITY TREASURER	9/3/2021	$1,049.95	UTILITY GAS & DIESEL
Paid Chk# 015789	CORPORATE NTWRK SOLUTION	9/3/2021	$1,350.00	PLANT COMPUTER- HP WORKSTATION
Paid Chk# 015790	FERGUSON WATER WORKS #14	9/3/2021	$455.22	6 X 12 ALL SS REP CLAMP
Paid Chk# 015791	GFL SOLID WASTE MIDWEST LL	9/3/2021	$234.36	TRASH/RECYCLE SERVICE
Paid Chk# 015792	JON LUNDT ELECTRIC, INC	9/3/2021	$202.50	QUARRY STREET LIFT LABOR
Paid Chk# 015793	MID-AMERICAN RESEARCH CHE	9/3/2021	$255.76	DEODORIZER
Paid Chk# 015794	RIDGE STONE PRODUCTS, INC	9/3/2021	$100.17	3/4" ROAD GRAVEL
Paid Chk# 015795	SPEEDY CLEAN DRAIN & SEWE	9/3/2021	$2,120.00	TELEVISE MULTIPLE SPOTS
Paid Chk# 015796	U S CELLULAR	9/3/2021	$167.52	PHONE SERVICE 08/16/21 - 09/15
Paid Chk# 015797	U S POST OFFICE - POSTMASTE	9/3/2021	$637.32	MONTHLY BILLS FOR SEPTEMEBER
Paid Chk# 015798	WALTCO INC	9/3/2021	$699.58	SAMPLE PICK UP
Paid Chk# 015799	CHIER LAW OFFICE LLC	9/10/2021	$59.00	LATERAL INSTALLATION QUESTIONS
Paid Chk# 015800	CRANE ENGINEERING SALES IN	9/10/2021	$862.65	SERVICE - CUMBERLAND LIFT STAT
Paid Chk# 015801	FASTENAL COMPANY	9/10/2021	$172.49	S/S FW - S/S FHN
Paid Chk# 015802	FERGUSON WATER WORKS #14	9/10/2021	$2,324.00	HDPE BLUE PIPE//PE30 WIRE BLUE
Paid Chk# 015803	INTERSTATE BATTERY	9/10/2021	$180.90	MTP-48/H6-SP-35
Paid Chk# 015804	JON LUNDT ELECTRIC, INC	9/10/2021	$67.50	QUARRY STREET LIFT STATION - L
Paid Chk# 015805	KUNKEL ENGINEERING GROUP	9/10/2021	$11,615.00	2021 STREET & UTILITY IMPROVEM
Paid Chk# 015806	MARTELLE WATER TREATMENT	9/10/2021	$99.00	HYDROCHLORIC ACID
Paid Chk# 015807	BADGER LABORATORIES INC	9/16/2021	$1,761.70	TOTAL COLIFORM BACTERIA
Paid Chk# 015808	BERLIN CITY TREASURER	9/16/2021	$23,499.73	SEPTEMBER 2021 PAYROLLS
Paid Chk# 015809	CENTURYLINK	9/16/2021	$57.61	SERVICES FROM 9/9/2021 - 10/08
Paid Chk# 015810	JOHN KRINGS & SONS WELDIN	9/16/2021	$569.00	SS TAPPED /TREADED BARS-SHOP T
Paid Chk# 015811	MARTELLE WATER TREATMENT	9/16/2021	$4,344.49	LIQUID ALUM
Paid Chk# 015812	MULCAHY/SHAW WATER INC	9/16/2021	$339.30	CAP - RELAY BOX/THERMAL OVERLO
Paid Chk# 015813	BADGER LABORATORIES INC	9/23/2021	$44.80	TOTLA COLIFORM BACTERIA
Paid Chk# 015814	BERLIN CITY TREASURER	9/23/2021	$577.84	SEPTEMBER 2021 CENTURYLINK BIL
Paid Chk# 015815	FARMERS & MERCHANTS BANK	9/23/2021	$60,222.00	CD #704872
Paid Chk# 015816	FASTENAL COMPANY	9/23/2021	$9.23	BOND SEAL
Paid Chk# 015817	SPEEDY CLEAN DRAIN & SEWE	9/23/2021	$1,325.00	TELEVISE SANITARY SEWER - LEFF
		Total Checks	$117,283.62	

Utility payables

DATE: October 1, 2021

TO: Committee of the Whole

FROM: Jodie Olson, City Administrator

RE: Redistricting

BACKGROUND: With the 2020 census complete, it is time to review the results and the impact on redistricting. The goal of redistricting is simply to divide Berlin's population evenly among the 6 aldermanic districts. The portion of Waushara County that is within the City of Berlin is considered Ward 7, but is ultimately combined with Ward 1 at elections.

You will find the following documents attached:

- Resolution Adopting the Ward Plan and Designating Polling Place
- Current Ward Map for City of Berlin. This includes Green Lake and Waushara County
- Draft Green Lake County Supervisory District Map
- City of Berlin-Green Lake County Proposed Supervisory/Ward Map
- GIS Scans showing proposed changes to Wards 1,2 4 & 5 in GL County
- Draft Waushara County Supervisory District Map
- City of Berlin-Waushara County Proposed Supervisory/Ward Map (Unchanged)

To avoid complication and confusion among districts, it is best to keep the aldermanic districts consistent with the County Supervisor districts. The enclosed maps from both counties show the tentative new boundaries for the aldermanic districts. Our wards need to have populations of less than 1,000, so some lines needed to be redrawn to redistribute the ward and district populations to get them as evenly populated as possible. There were population reallocations made from Ward 1 to Ward 2 and from Ward 5 to Ward 4.

The Common Council needs to approve and adopt the proposed plans by resolution before final county adoption. Once the county officially adopts the plan, we will need to update the ward boundaries via ordinance.

RECOMMENDATION: Recommend to Common Council to approve and adopt Resolution #21-15 to Adopt Ward Plan and to Designate Polling Place for City of Berlin in Green Lake and Waushara Counties.

Berlin
WISCONSIN
On the Fox

RESOLUTION # 21-15

RESOLUTION TO ADOPT WARD PLAN AND TO DESIGNATE POLLING PLACE FOR CITY OF BERLIN IN GREEN LAKE AND WAUSHARA COUNTIES

WHEREAS, the City of Berlin of Green Lake and Waushara Counties, Wisconsin, is required to establish wards in accordance with Section 5.15 of the Wisconsin Statutes; and

WHEREAS, Section 59.10(3)(b) of the Statues requires that each County Board adopt and transmit to each municipal governing body in the County a tentative County Supervisory District Plan, and the City of Berlin has received copies of said plans; and

WHEREAS, Wisconsin Statutes require that each municipality designate the various ward(s) to be created within the municipality.

NOW THEREFORE BE IT RESOLVED, that the City of Berlin Common Council does hereby create wards as follows:

Ward 1 – which shall be a portion of Green Lake County Board Supervisory District #17 with a population of 954. *Ward boundary map is attached.*

Ward 2 – which shall be a portion of Green Lake County Board Supervisory District #16 with a population of 969. *Ward boundary map is attached.*

Ward 3 – which shall be a portion of Green Lake County Board Supervisory District #15 with a population of 864. *Ward boundary map is attached.*

Ward 4 – which shall be a portion of Green Lake County Board Supervisory District #14 with a population of 947. *Ward boundary map is attached.*

Ward 5 – which shall be a portion of Green Lake County Board Supervisory District #19 with a population of 812. *Ward boundary map is attached.*

Ward 6 – which shall be a portion of Green Lake County Board Supervisory District #18 with a population of 938. *Ward boundary map is attached.*

Ward 7 – which shall be a portion of Waushara County Board Supervisory District #1 with a population of 87. *Ward boundary map is attached.*

BE IT FURTHER RESOLVED that the above ward boundaries are outlined and identified on the attached maps, which are incorporated herein by reference.

BE IT FURTHER RESOLVED that for all voting purposes, the above ward(s) will be combined, using one common polling place, which will be **147 Memorial Dr., Berlin, WI 54923** as located in Ward 1.

Adopted this 12th day of October, 2021.

ROLL CALL VOTE:

_____ AYES

_____ NAYS

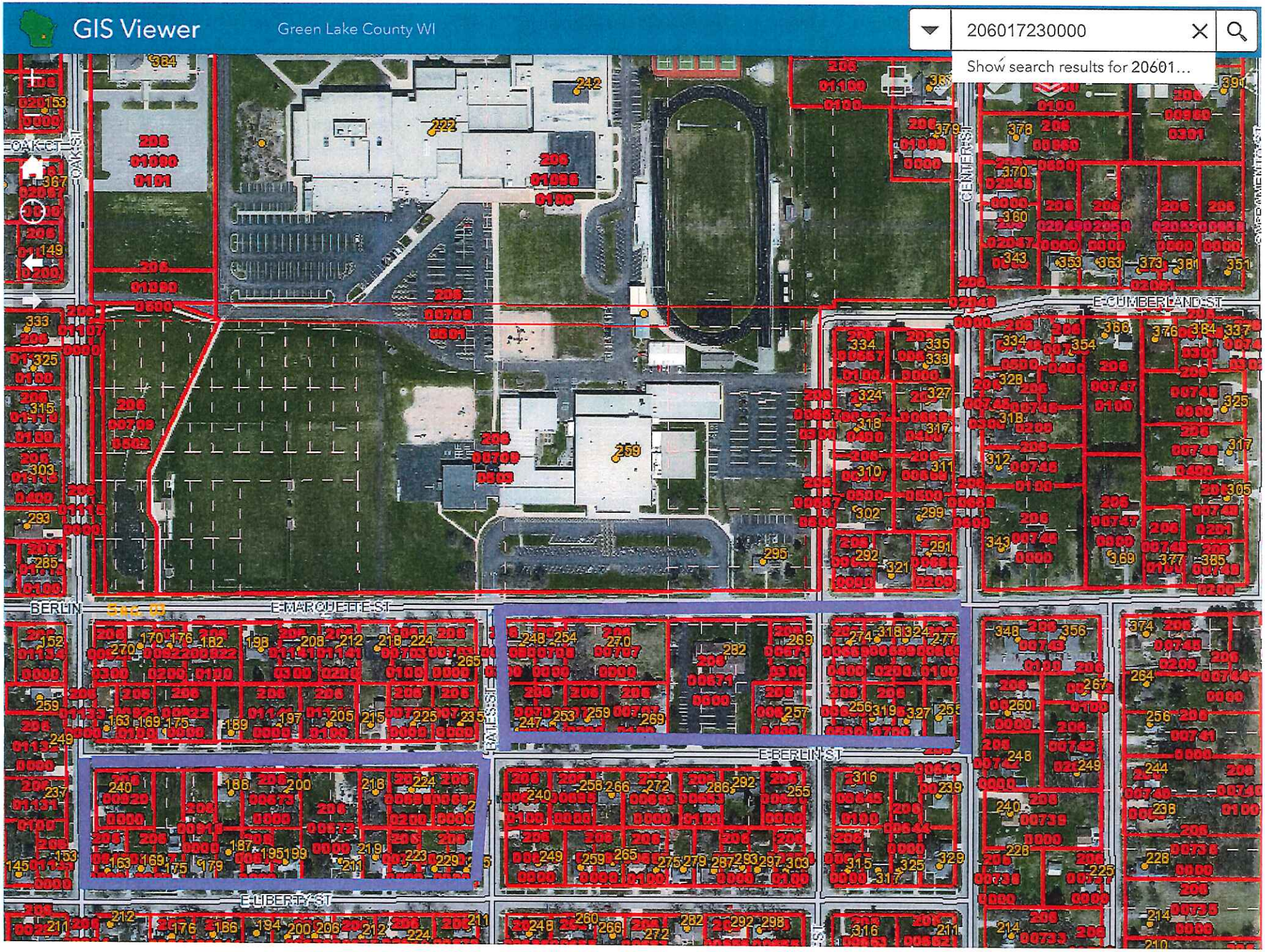
_____ ABSENT

CITY OF BERLIN

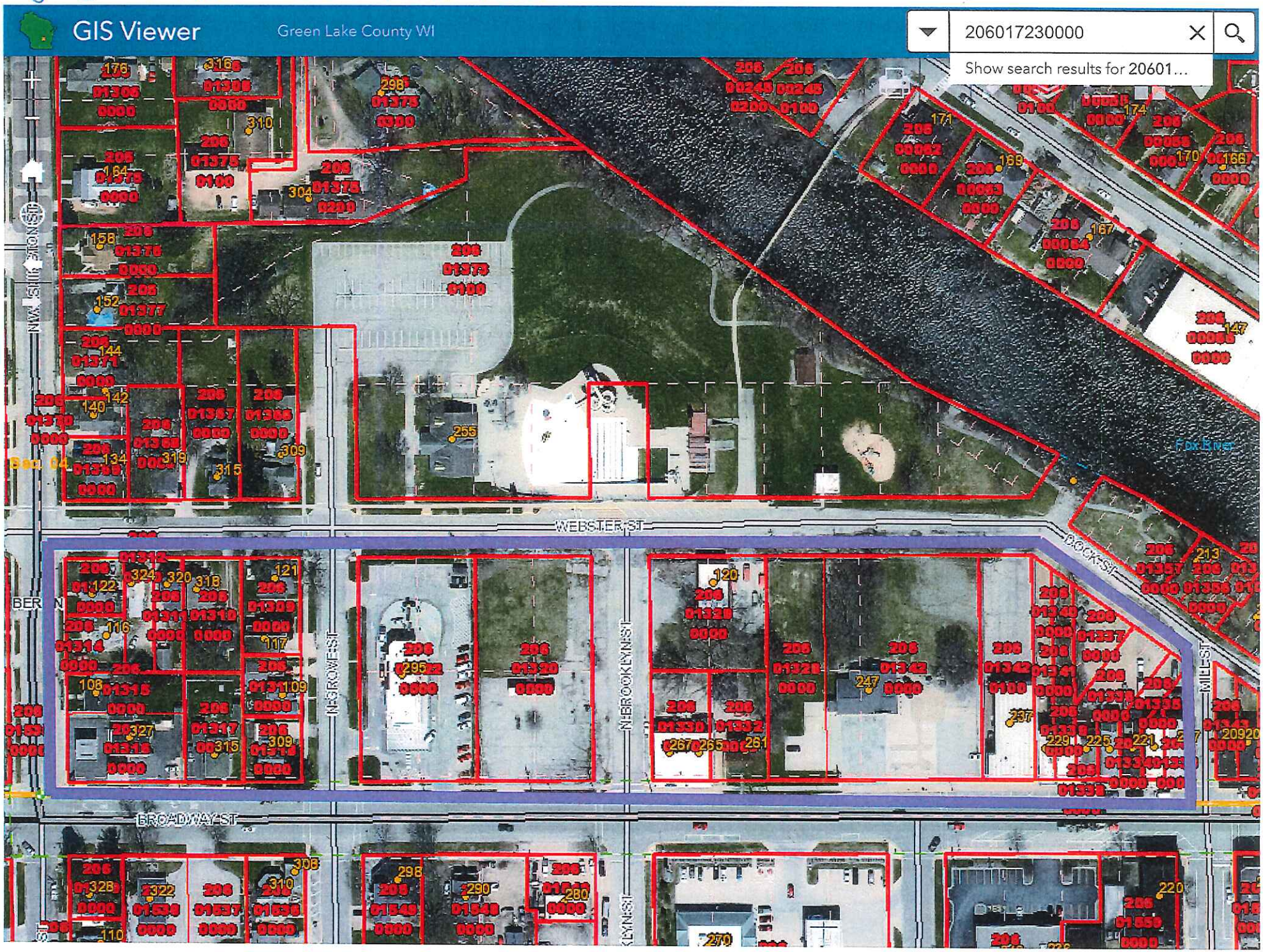
BY:_____
Joel Bruessel, Mayor

ATTEST:_____
Jodie Olson
Administrator, Clerk/Treasurer

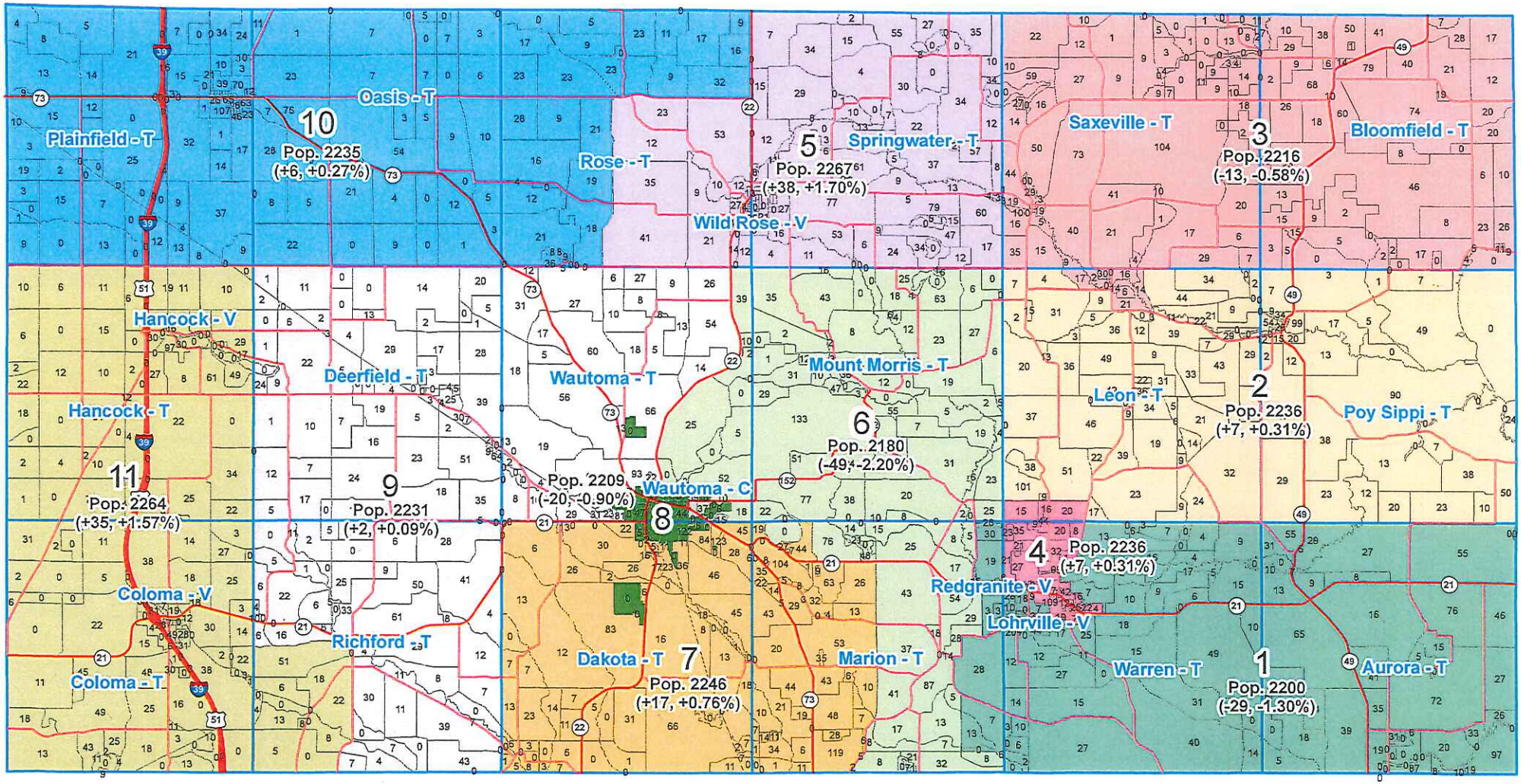
Highlighted Area Moved from Ward 1 → Ward 2



Highlighted Area moved from Ward 5 → Ward 4



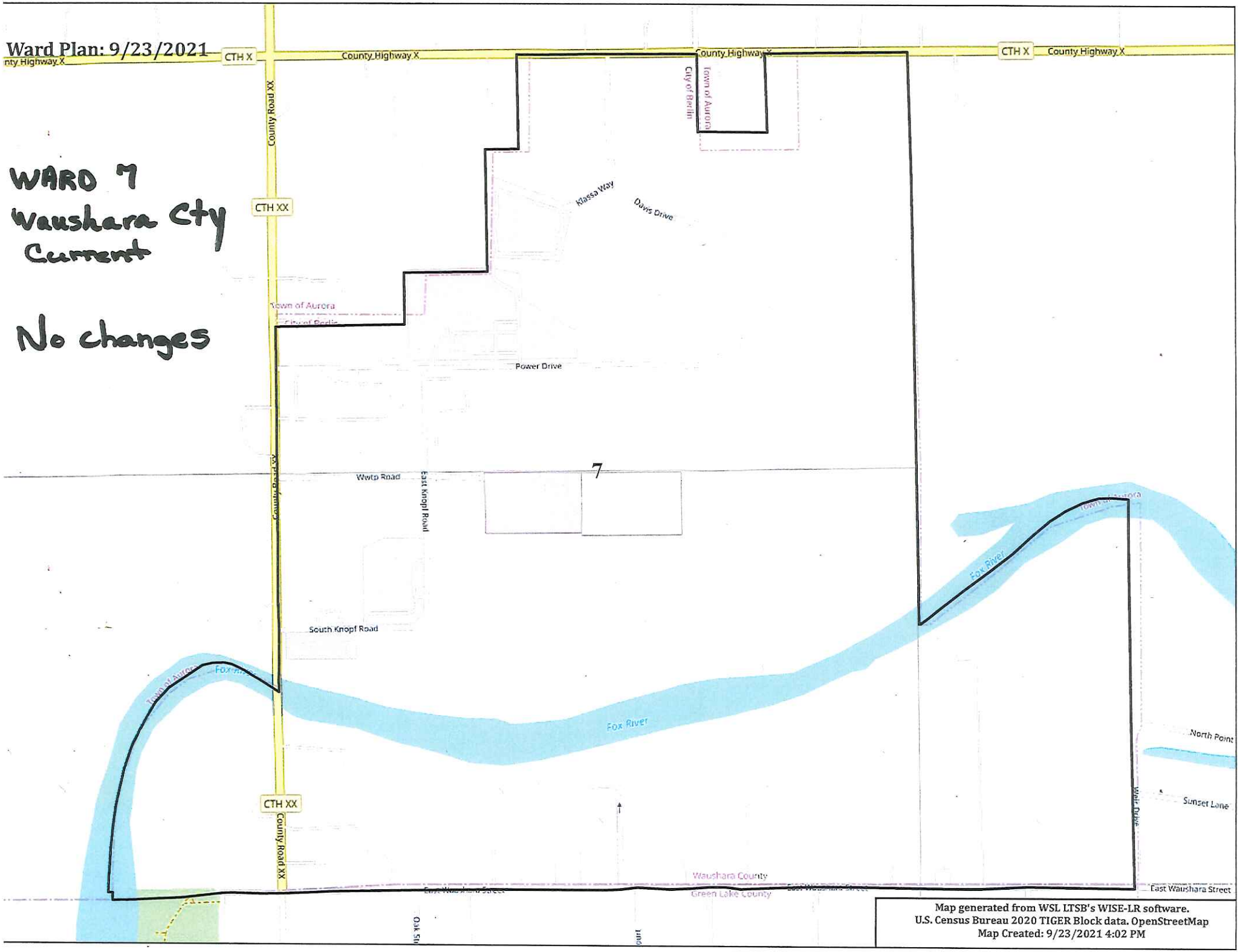
Waushara County Proposed Supervisory Districts Revised Plan 4
Target Population: 2229 per District; Target Deviation: less than 10%
3.90% Cumulative Deviation



Key

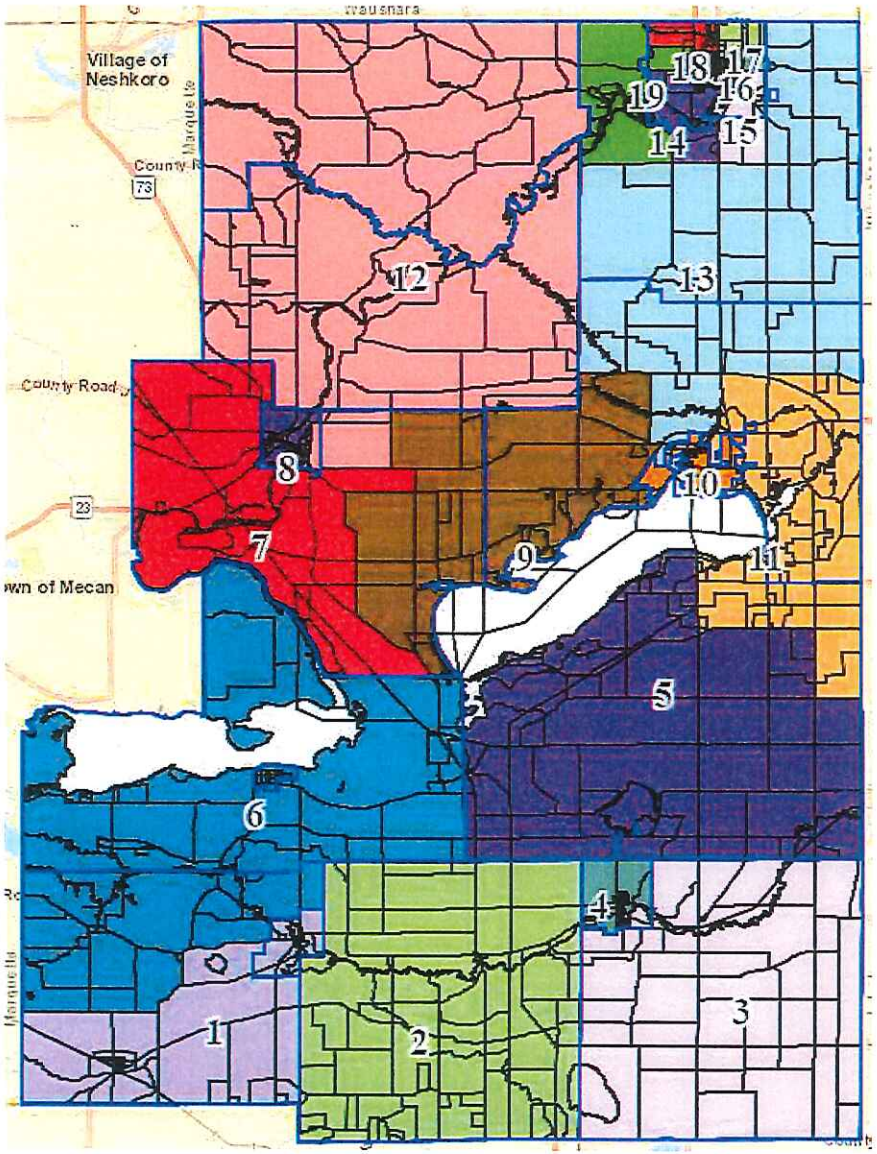
(+00, +0.00%): Proposed District increase/decrease, % deviation from target population

Supervisory District Plan: 9/9/2021


Ward Plan: 9/23/2021
WARD 7
Waushara Cty
Current
No changes
CTH X
County Highway X
County Road XX
CTH XX
City of Berlin
Town of Aurora
Klassa Way
Davis Drive
Power Drive
Wwtp Road
East Knopf Road
South Knopf Road
7
Fox River
North Point
Sunset Lane
Main Drive
Waushara County
Green Lake County
East Waushara Street
Map generated from WSL LTSB's WISE-LR software.
U.S. Census Bureau 2020 TIGER Block data. OpenStreetMap
Map Created: 9/23/2021 4:02 PM

GL County Proposed Supervisory District MAP

Draft - Overall 12.19%

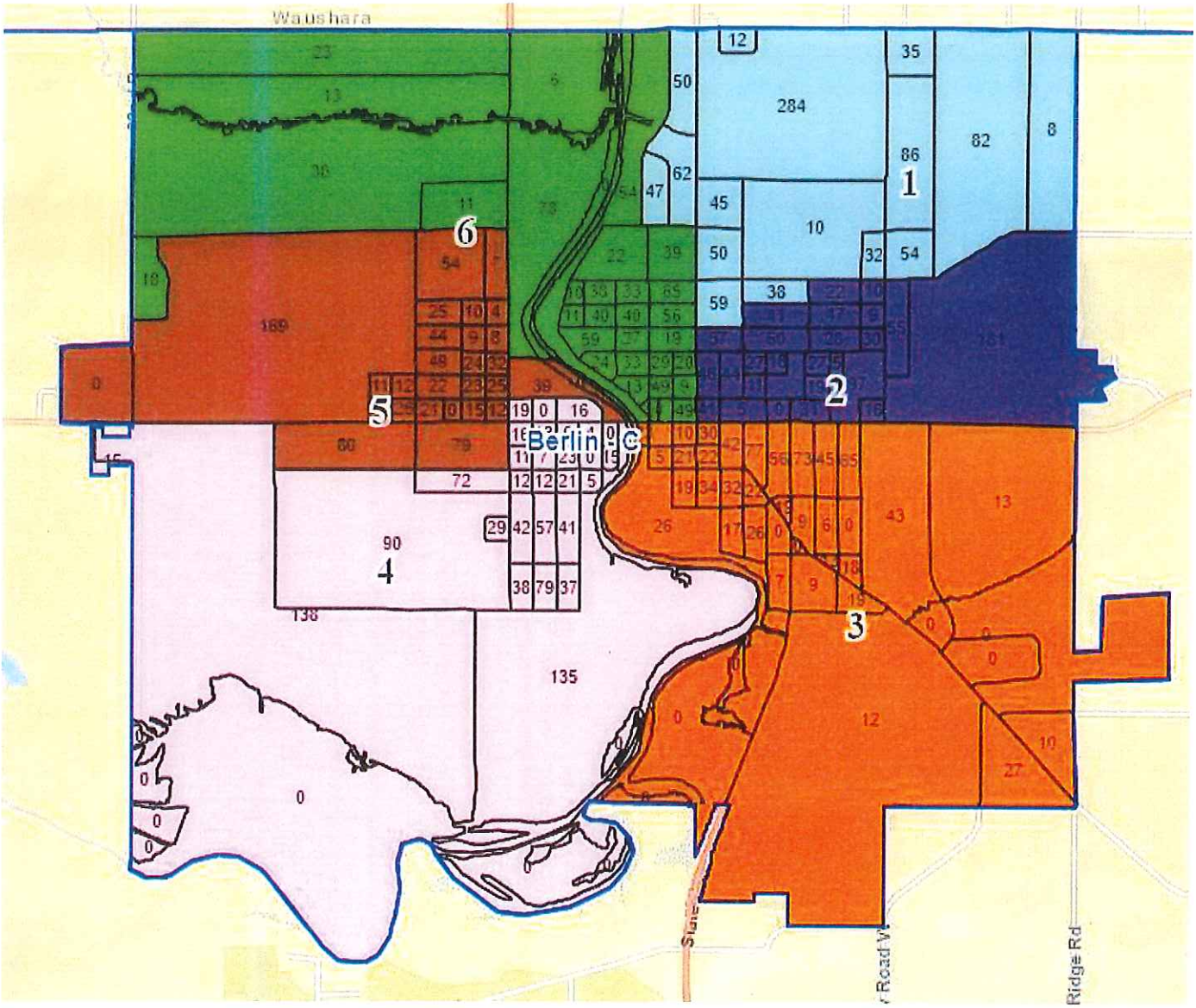


Color	District	Population	Deviation	% Deviation
	1	1,017	16	1.60%
	2	1,057	56	5.59%
	3	935	-66	-6.59%
	4	937	-64	-6.39%
	5	998	-3	-0.30%
	6	1,038	37	3.70%
	7	998	-3	-0.30%
	8	1,022	21	2.10%
	9	1,042	41	4.10%
	10	1,001	0	0.00%
	11	1,037	36	3.60%
	12	1,048	47	4.70%
	13	1,020	19	1.90%
	14	1,050	49	4.90%
	15	968	-33	-3.30%
	16	969	-32	-3.20%
	17	954	-47	-4.70%
	18	938	-63	-6.29%
	19	987	-14	-1.40%

GL County Proposed Supervisory/WARD MAP

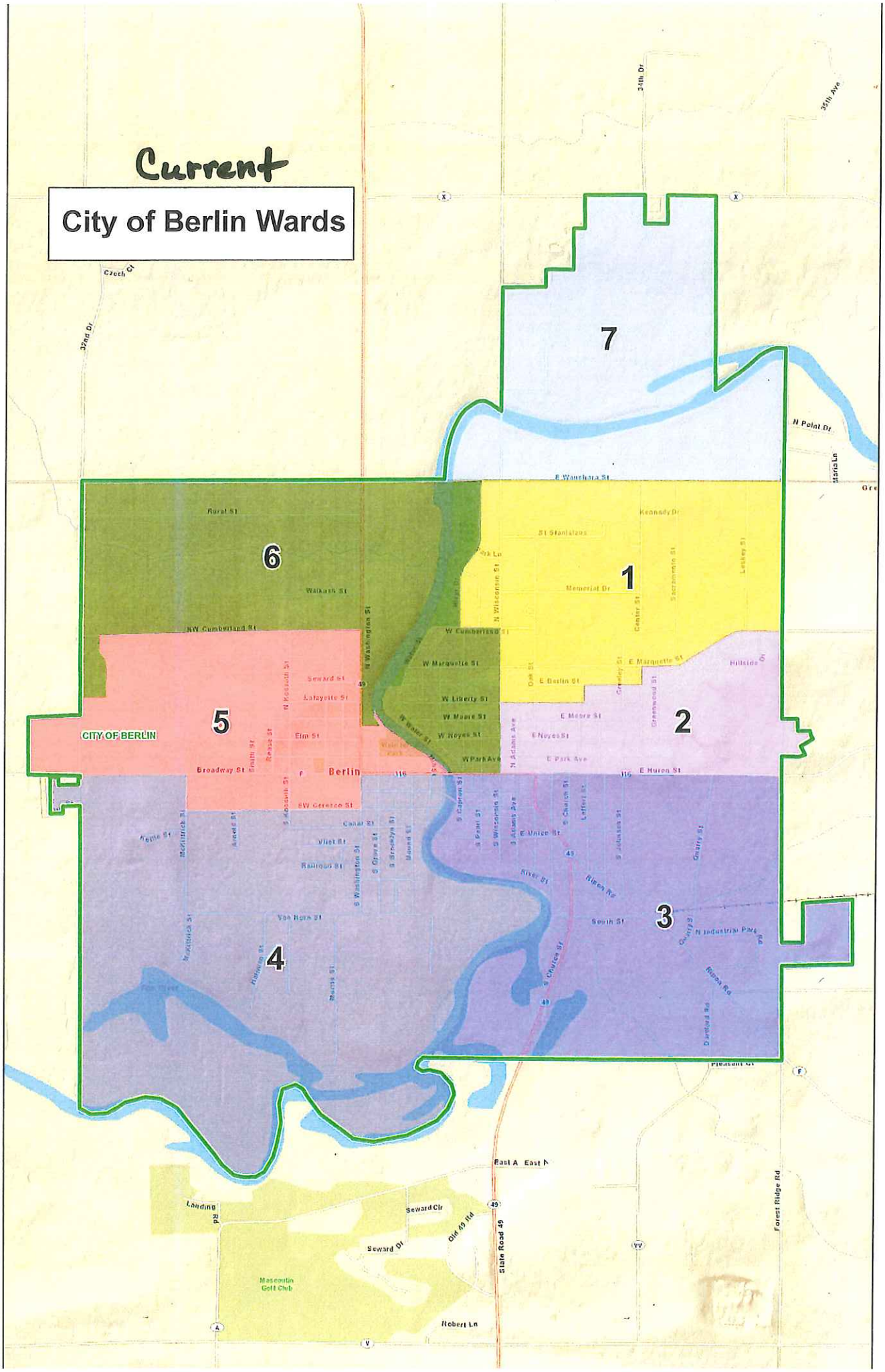
City of Berlin, 2020 Census Ward Redistricting

City of Berlin



Color	Ward	Population
	1	954
	2	969
	3	864
	4	947
	5	812
	6	938

2020 Census Total Population 5,484


Current
City of Berlin Wards
7
6
1
5
2
3
4
CITY OF BERLIN
Berlin
Czech Ct
32nd Dr
34th Dr
35th Ave
N Point Dr
E Waushara St
Rural St
Walkash St
NW Cumberland St
W Cumberland St
W Marquette St
W Liberty St
W Moore St
W Noyes St
W Park Ave
E Berlin St
E Marquette St
E Moore St
E Noyes St
E Park Ave
E Huron St
Seward St
Lafayette St
Elm St
Broadway St
SW Cerrezo St
Kennedy Dr
St Stanislaus
Memorial Dr
Hillside Dr
E Union St
South St
River St
Van Horn St
Canal St
Vliet St
Railroad St
Pleasant Ct
East A
East N
Landing Rd
Seward Cir
Seward Dr
Old 49 Rd
State Road 49
Forest Ridge Rd
Robert Ln
Mascoutin Golf Club

Berlin
WISCONSIN
On the Fox

RESOLUTION #21-16

A RESOLUTION AUTHORIZING 2021 BUDGET ADJUSTMENT FOR DEPARTMENT OF PUBLIC WORKS AND PARKS DEPARTMENT EQUIPMENT

WHEREAS the Department of Public Works is in need of two new paint stripers; and

WHEREAS the Parks Department is in need of a new wide-area lawn mower; and

WHEREAS funds are available in the 2021 budget to be reallocated for this purpose;

IT IS HEREBY RESOLVED that the following 2021 budgeted line items be adjusted as follows:

Paint Stripers

10-53-31200-340	Operating Supplies	($14,000) CR
10-53-31100-860	Capital Equipment	($ 5,000) CR
10-59-20500-395	Transfer to Fund 15	$19,000 DR
15-57-32400-861	Capital Outlay-Highway	$19,000 DR
15-49-20003	Transfer from General Fund	($19,000) CR

Wide-Area Mower

10-55-42002-340	Operating Supplies	($4,000) CR
10-55-42002-360	Other R&M	($9,000) CR
10-55-42002-380	Equipment & Structures	($12,000) CR
10-53-31200-340	Operating Supplies	($3,000) CR
10-59-90000-390	Contingency	($11,000) CR
10-59-20500-395	Transfer to Fund 15	$39,000 DR
15-57-62001-861	Capital Outlay-Parks	$39,000 DR
15-49-20003	Transfer from General Fund	($39,000) CR

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

ROLL CALL VOTE:

_____ AYES

_____ NAYS

_____ ABSENT

CITY OF BERLIN

BY:_____
Joel Bruessel, Mayor

APPROVED AS TO FORM:

_____
Matthew G. Chier
City Attorney

ATTEST:_____
Jodie Olson
Administrator, Clerk/Treasurer

DATE: October 7, 2021

TO: Common Council

FROM: Jodie Olson and Sara Rutkowski

RE: Police & Fire Commission Exercise of Optional Powers

BACKGROUND: The Mayor spoke at the Oct 6 Police & Fire Commission meeting about the potential for removal of the Commission's optional powers. The P&F Commission discussed the issue and unanimously agreed to recommend that a referendum be put in place to remove optional powers. The Mayor had asked staff to put together a comprehensive background outlining what optional powers are, what would be required to remove the optional powers, and what this means for the duties of the Police & Fire Commission (PFC). Here is the information:

Police & Fire Commission Main Duties/Powers
Under Wisconsin Statute 62.13, all Police & Fire Commissions have specific powers they must exercise. Commissions have the authority to:

- Appoint, suspend, or remove the chief of the police, fire, or combined protective services department.
- Approve all appointments made by the chief(s) including the promotion of subordinates.
- Approve and control competitive examinations used to judge suitability for appointment of subordinates.
- Approve each list of individuals determined to be eligible for appointment.
- Suspend the chief of a department or subordinates pending the filing and hearing of charges against them.
- Initiate charges against the chief of a department or any subordinate. Since the PFC hears and decides any charges, this should be avoided if possible, hear charges filed against the chief of a department or a subordinate, make findings and determinations, and impose discipline. Commissions only have the authority to suspend, demote, or terminate a sworn officer or firefighter. The Commission does not have disciplinary authority over non-sworn officers or fire department employees not engaged in fire suppression activities.

Optional Powers (Additional Duties)
Under Wisconsin 62.13(6), PFCs in cities and villages can be granted additional authority, usually referred to as "optional powers." Optional powers include authority to:

- Organize and supervise the department(s).
- Adopt rules governing the control and management of the department(s).
- Contract for and purchase all necessary apparatus and supplies for the use of the departments under their control, excluding erection and control of the departments' station buildings.
- Audit bills, claims, and department expenses before paid by the municipal treasurer.

An "optional powers" PFC assumes the administrative responsibilities normally exercised by a mayor or city/village manager in supervising the day-to-day management of a police, fire, or combined protective services department. The chief reports directly to the commission on all matters related to the management of their departments. Optional powers commissions do not have budgetary authority. Funding of the departments continues to be exercised by the common council or village board.

Are Police & Fire Commission optional powers common in Wisconsin?
No. Wisconsin has over 1,850 municipalities and only 16 municipalities are remaining with optional powers. Currently, three of the sixteen remaining are in the beginning stages of repealing the optional powers.

Does Berlin have optional powers?
Yes, Berlin still exercises optional powers. Authority for optional powers can only be granted following a referendum and approval by a majority of the electors voting at the election.

How are Optional Powers Granted?
Authority for optional powers can only be granted following a referendum and approval by a majority of the electors voting at the election.

How Are Optional Powers Repealed?
Optional Powers are removed via a referendum with a majority vote in favor of removal.
A petition must be filed proposing the removal of optional powers. To get the referendum on a ballot, 20% of the voters in the last gubernatorial election must sign a petition proposing the removal of the optional powers. In Berlin's last gubernatorial election there were 1884 votes; therefore, 377 signatures are required to be filed 70 days before the April 2022 election.

If Optional Powers were repealed, would the Police and Fire Commission go away?
No. The Police & Fire Commission would remain as it is today and still be the governing body for the Police Department. They would just not have the additional responsibilities granted under the optional power section of the statute.

What would occur if optional powers were repealed?
If the PFC optional powers were to be repealed, the PFC would still exist and would retain all of its existing authority as outlined above in "Main Duties/Powers". The big difference would be in the daily oversight of the department and approval of bills.

Granting optional powers to a police and fire commission changes the authority and exercise of responsibilities in managing the police department. An optional powers commission takes on the executive responsibilities normally exercised by a Mayor or City Manager as chief executive officer and statutory head of the police department. This can be difficult for the Commission to manage when meeting only once a month.

At this time, the PFC must approve all bills from purchases already made before the treasurer can pay them. The PFC also must oversee the day-to-day operations of the departments. If the optional powers were repealed, the day to day administrative duties of overseeing the department

would belong to the City Administrator. This is the same structure that applies to the other departments within the city. The commission would no longer have to audit and approve bills once a month; the city administrator would be able to do that on a more regular basis.

If the powers were repealed, the PFC would still have authority over hiring of sworn officers and firefighters and the discipline (suspension, demotion or termination) of non-probationary sworn police officers and fire department employees engaged in fire suppression activities. The Common Council and City Administrator will still have no authority in these areas.

Overall, removal of the optional powers has significant advantages:

- *Bill Processing:* Police Department bills get processed more timely. With a Commission meeting only once a month, discounts can be lost due to the longer time frame in processing the bills. Bills can be approved by the City Administrator prior to be submitted to the Commission for review. This is the process used for the other departments.
- *Day-to-Day Professional Oversight:* Day to day oversight and reporting line of command would be handled by the City Administrator. It is unrealistic to expect a five-member Commission that meets once a month to effectively oversee the daily operations of a Police Department. Commission members may at times lack the expertise or consistency for employment or employment policy issues. Personnel matters frequently need to be handled immediately which does not lend itself to an oversight model that meets once a month.
- *Consistency and Expertise:* Optional powers for Police and Fire Commissions came into place long before City Managers or City Administrators. With lead administrative officials, the need for the day-to-day managing of the department can be aligned with other municipal departments gaining consistency and expertise in municipal management. Handling of personnel matters short of suspension, demotion or termination can be handled in a manner consistent with the way such matters are handled throughout the City.
- *No Segregation:* Departmental segregation would go away negating any "island mentality" from forming. Policy, reporting and structure would be in line with all other departments without the PD being segregated. Conflicting policies and employment practices would be avoided.
- *Personnel/Discipline Handling:* The PFC would gain an administrative resource as the City Administrator would handle evaluations, personnel issues and discipline, except for suspension, demotion and termination would be retained by the PFC. The PFC would retain its decision to terminate the Chief or not. This does not change with optional powers.

DATE: October, 12th 2021

TO: Mayor and Common Council

FROM: Sara Rutkowski & Tim Ludolph

RE: Safeguard Site

BACKGROUND:

On 10/6/2021 City Employees had a meeting with the DNR and Sigma to discuss the current status of the Safeguard Site. Specifically, this was regarding the schedule and requirements to remediate the area with Vapor Intrusion mitigation. The consensus was the Vapor Intrusion mitigation must be completed before development may proceed. There may potentially be WEDC funding (the SAG Grant) to complete this mitigation.

The cost of the Vapor Intrusion mitigation, per Adam from Sigma, would include

- $335 for Coordination between City and the property owner
- $985 for First Site Visit- Consisting of sampling water from sump, sealing sump cover and lab fee
- $950 for Second Site Visit- Consisting of vapor sample from sump and lab fee
- $1230 for the Third Site Visit- Consisting of Vapor Sample from sump, water samples (if needed- per letter) and lab fees
- $1,125 for Data Tabulation and letter report

$4,625 = Total

RECOMMENDATION:

Request additional funding from WEDC- SAG Grant to complete Vapor Intrusion Testing as needed per the DNR.

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
Oshkosh Service Center
625 East County Road Y, STE. 700
Oshkosh, WI 54901-9731

Tony Evers, Governor
Preston D. Cole, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711

August 3, 2021

COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF BERLIN
ATTN: LINDSEY KEMNITZ
108 NORTH CAPRON STREET
BERLIN WI 57923

Sent via E-Copy Only – lkemnitz@cityofberlin.net

SUBJECT: Site Investigation Incomplete – Additional Investigation Required
Old Safeguard Property - LGU, 114 Pierce St & 119 Commercial St, Berlin, WI
WDNR BRRTS #: 02-24-563323

Dear Ms. Kemnitz:

On June 11, 2021, Wisconsin Department of Natural Resources (DNR) received a report titled, *Site Investigation Report*, dated June 8, 2021, which was submitted on your behalf by your consultant, The Sigma Group, Inc. The report was accompanied by a fee of $1050, which is required under Wisconsin Administrative Code (Wis. Admin. Code) § NR 749.04(1), for formal DNR review and response. Based on review of your submittal and all available site investigation documentation in the case file, DNR has determined that additional investigation is needed in order to comply with Wis. Admin. Code NR 716.

Completion of the Site Investigation

In accordance with § NR 716.11(3)(a) Wis. Admin. Code the degree and extent of contamination at the above-referenced site (Site) has not been adequately defined and documented. The findings and interpretations by DNR regarding the incomplete site investigation are summarized below:

Vapor

- A vapor intrusion investigation is needed at 120 Commercial Street due to the building being less than 100 ft from chlorinated volatile organic compound (CVOC) impacted soil, and having a basement foundation and sump pit potentially in contact with shallow CVOC impacted groundwater
    - One water sample should be collected from the sump pit and analyzed for CVOCs. A second round of sampling will be needed if there are any detections from the first round;
    - Two rounds of sealed headspace vapor samples should be collected from the sump pit and analyzed for CVOCs. One of these rounds should be collected during the heating season (i.e. winter). Sump should be covered with an airtight seal and allowed 24 hours to equilibrate prior to obtaining a sample. Refer to *Sub-Slab Vapor Sampling Procedures*, RR-986, enclosed.

Soil

- DNR concurs that site investigation into soil is complete with the following comments:
    - In future submittals, the maps identifying the extent of polycyclic aromatic hydrocarbon (PAH) and metal contamination in soil should have site-wide delineations since both suites of contaminants are linked to historic soil fill across the entire property;

- In future submittals, the map identifying the extent of metal contamination in soil should have a note that exceedances in the right-of-way (ROW) are linked to soil fill in the ROW, not historical site activities;

Groundwater

- DNR concurs that site investigation into groundwater is complete with the following comments:
  - Regular monitoring needs to continue for groundwater contaminant trend evaluation.
  - Sampling of MW-5 is needed to confirm contaminant concentrations continue to remain stable or decreasing;
  - The groundwater contamination map in future submittals should include iso-concentration lines for Preventative Action Limit (PAL) and Enforcement Standard (ES) exceedances;
  - Tetrachloroethylene (PCE) in MW-1 is considered an ES exceedance and should be included inside the ES iso-concentration line, unless concentrations decrease during additional groundwater monitoring;
  - In future submittals, on cross-section A-A' the ES iso-concentration line should include MW-1 unless concentrations decrease during additional groundwater monitoring.

Additional Notes

- Sampling for per- and polyfluoroalkyl substances (PFAS) is not required at the site;
- In future submittals figures should include a note that no buildings remain on site;
- In future submittals figures should include locations of all known utility mains and laterals.

Be aware that during your investigation, you are required to comply with Wis. Admin. Code chs. NR 700-754 and all other applicable statutes and administrative rules, including those pertaining to solid and hazardous waste management and/or wastewater discharges. Wis. Admin. Code ch. NR 716 details specific requirements for site investigations and for interpretation and presentation of your findings.

Once the additional work has been completed and documented your consultant should evaluate whether the site investigation is complete based on the results of the additional work, and a complete SIR should be submitted. Keep in mind that additional site investigation may be necessary if the degree and extent of contamination is not defined. You can request a formal review of the SIR and response by DNR by submitting the applicable form and fee.

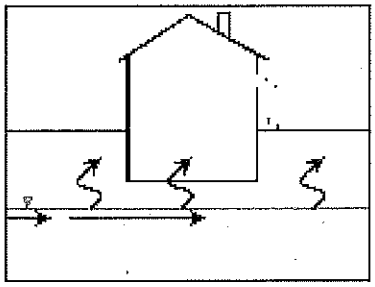
The DNR appreciates your efforts to investigate and remediate this property. If you have any questions or concerns, please feel free to contact me at (920) 510-4343 or via email at gwen.saliares@wisconsin.gov.

Sincerely,

Gwen Saliares

Gwen Saliares
Hydrogeologist
Remediation and Redevelopment

cc: Adam Roder, The Sigma Group, Inc. (aroder@thesigmagroup.com)



Sub-Slab Vapor Sampling Procedures

RR-986 July 2014

Table of Contents

Wisconsin Department of Natural Resources
P.O. Box 7921, Madison, WI 53707
dnr.wi.gov, search "brownfield"

I. Introduction

Collection of vapor samples in order to assess the vapor intrusion pathway has become a routine part of contaminated site investigations for environmental consultants in Wisconsin. When conditions indicate chemical vapors may be accumulating beneath a building, measuring the vapor concentrations is critical to understanding whether the building is at risk of vapor intrusion and to designing a vapor mitigation system, if one is needed. This guidance discusses installation of sub-slab vapor ports, leak testing of ports and the sample train, sample collection, sampling to rule out vapor intrusion and reporting results.

Prior to collecting vapor samples, a work plan should be prepared. Ch. NR 716.09(2)(f), Wis. Adm. Code, requires that the work plan document the sampling methods, parameters analyzed, procedures used to prevent cross-contamination, the quality control/quality assurance program used to collect environmental samples, along with other requirements.

For information on assessing the vapor intrusion pathway, soil vapor, indoor and outdoor air sampling, and many other topics, please see the Department's vapor intrusion website and guidance, Addressing Vapor Intrusion at Remediation & Redevelopment Sites in Wisconsin (RR-800).

II. Installing Sub-Slab Ports

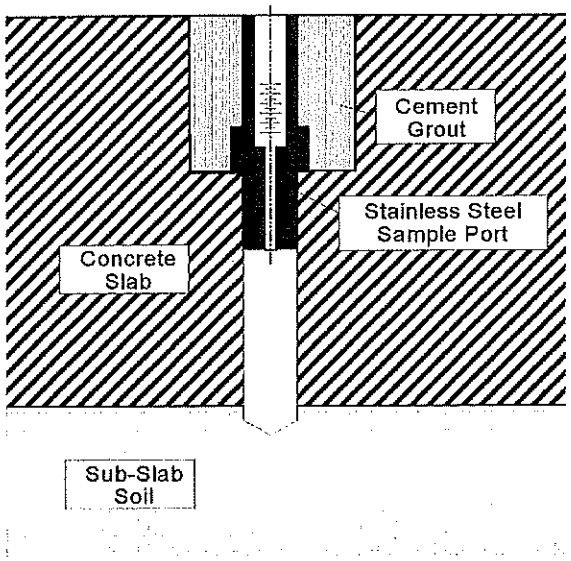
Sub-slab ports consist of drilling a small hole through a building foundation into the underlying soil. A brass or stainless steel probe is placed in the hole and an airtight seal is created around the metal probe. The sealing material can be cement grout or other non-chemical reacting sealing material. Probes with pre-manufactured silicon seals that are hammered into the probe hole are also acceptable. The goal is to allow collection of a sub-slab vapor sample while preventing any air leakage around the probe. Probes should be protected from any traffic that would dislodge the probe. In most cases, the probe should be constructed to allow for multiple samples over several months and securely sealed to prevent additional vapor intrusion. Flush mount covers or counter sunk caps are preferable.

Figure 1 is an illustration of a sub-slab probe. Installation involves drilling a small hole (~5/8" diameter) through the foundation into the sub-slab soil, then over drilling the pilot hole to create a 1" diameter hole about 1" to 2" deep into the foundation (the holes can be drilled in reverse order). This creates a ledge for the sampling probe and allows the concrete or other sealing material to be placed around the metal probe. The thickness of the foundation slab should be measured and recorded at each sub-slab sampling location to document site conditions.

It is important to vacuum the concrete dust out of the hole. A small amount of non-VOC putty is sometimes placed around the probe at the interface of the larger and smaller diameter holes to ensure that the cement does not seep below the probe and clog the pilot hole.

Vapor probes can be placed through poured or hollow-block basement walls in situations where volatile organic contaminants (VOCs) may move laterally toward the building rather than from beneath the building foundation.

Figure 1 – Illustration of Sub-slab Probe Design



Components of the sub-slab probe: 1) small diameter hole drilled through the concrete slab 2) larger diameter hole to place and seal probe; 3) stainless steel or brass probe through which sub-slab vapor will be collected 4) sealing material such as cement grout.

After installation allow adequate time for curing of the seal. Allow sub-slab vapors to equilibrate prior to sampling. This can be achieved by allowing the probe to "rest" one to two hours OR by purging the sub-slab probe and screening the sub-slab vapors until PID readings are stable. Probe construction and location must be documented to DNR when reporting test results.

A. Distribution of sub-slab sample probes

The DNR recommends the following distribution of sub-slab sample probes:

1. Single family homes – one sub-slab probe near the center of the foundation is usually acceptable. Two probes should be placed in homes with a building footprint greater than 1,500 ft^2.
2. Commercial and small industrial buildings – three sub-slab probes are recommended for a footprint of 5,000 ft^2 with one probe for each additional 2,000 ft^2.

3. Large buildings where this sample distribution is unworkable should consider using a high purge volume sampling procedure for collecting sub-slab vapor samples[1].

B. Permanent versus temporary sub-slab probes

Consultants often install sub-slab probes, collect a sub-slab sample, remove the probe point and fill the hole with cement in one mobilization. Because multiple sub-slab samples may be necessary (see Section IV below), DNR recommends that sampling probes be established as semi-permanent points. The sub-slab probes should be removed after it is determined whether further action is needed to mitigate vapor intrusion risk.

The DNR strongly recommends that plastic tubing NOT be used in place of brass or stainless steel vapor ports. It is difficult to create and maintain an airtight seal around the plastic tubing. (See Section 3 regarding leak testing.) Because the integrity of the tubing and seal cannot be maintained over time, vapor ports constructed with plastic tubing are only temporary installations and require abandonment after a single sampling event.

C. Tubing used in the sample train

Typically, tubing is used to connect the sub-slab probe and the collection container (usually a Summa canister). Inert, small diameter tubing, such as 1/8" or 1/4"OD rigid wall nylon, stainless steel, PEEK (polyetheretherketone) or Teflon is preferred. Tygon, LDPE (low density polyethylene), vinyl and copper tubing should be avoided.[2]

D. Abandoning sub-slab probes

Plans for abandoning sub-slab probes should be included in the sampling work plan. If an access agreement is needed to gain access to the building, attempt to secure access for multiple sample rounds and for future probe abandonment. Abandonment consists of removing the probe and permanently sealing the hole with neat cement or alternate material identified in the work plan and approved by DNR. The surface of the abandoned hole should be flush with the rest of the floor.

E. Sub-slab vapor samples collected from a sump pit

In some cases, contaminated groundwater exists immediately below the building foundation making it difficult to use sub-slab probes. Where it is not possible to install a sub-slab probe due to high groundwater conditions, sub-slab vapor samples can be collected from a sump pit. Sump pit vapor sampling should be avoided unless this is the only route for collecting a sub-slab vapor sample.

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[1] McAlary, T., et.al., High purge volume sampling – a new paradigm for subslab soil gas monitoring, Ground Water Monitoring & Remediation, v. 30, no. 2, Spring 2010, pp. 73 – 85.

[2] Ohio EPA, Sample Collection and Evaluation of Vapor Intrusion to Indoor Air, Appendix G, www.epa.ohio.gov/portals/30/rules/vapor%20intrusion%20to%20indoor%20air.pdf

The sump pump may need to be removed in order to collect a vapor sample. If an airtight cover exists over the sump pit, collect the vapor sample through an opening in the cover. Otherwise, the sump pit must be sealed airtight. A rigid material may be best for sealing the pit. The sealing adhesive and cover material must be VOC-free. A shop-vac or air pump (vented outside the building) must be attached to a sealed port through the sump cover. At least three to five volumes of air should be removed from the sump pit. The air inside the sump should be allowed to equilibrate for 24 hours. A Summa canister sample (attached through an airtight entry into the sump) can then be collected from the sump. A flow regulator is not needed when collecting a vapor sample from a sump – the Summa canister valve can be partially opened to allow the canister to fill.

Due to the configuration of the sump pit cover, it may or may not be possible to perform a leak test on the probe seal through the sump cover. A shut-in test should be performed to ensure that any compression fittings along the sample train are airtight. A water sample from the sump should also be collected and analyzed for the contaminants of concern.

If a sump pit is not available in situations where groundwater is in nearly direct contact with the foundation slab, groundwater samples should be collected from near the building and analyzed for the contaminants of concern. The consultant may also consider sampling basement sidewalls for vapor.

An unsealed sump pit presents a major entry way for vapor migration into a building (regardless of the method used to collect the sub-slab sample). The default attenuation factor of 0.1 for sub-slab to indoor air vapor concentrations for residential homes may not apply to homes with an unsealed sump pit. However, a properly sealed sump pit should provide adequate (0.1) attenuation of soil gas. Sub-slab soil gas and indoor air concentrations collected from homes with unsealed sump pits should be assessed to determine whether the default attenuation factor of 0.1 is protective of the pathway. The indoor air sample should be collected on the same level in the home where the sump pit is located.

III. Leak Testing Prior to Collecting a Sub-slab Sample

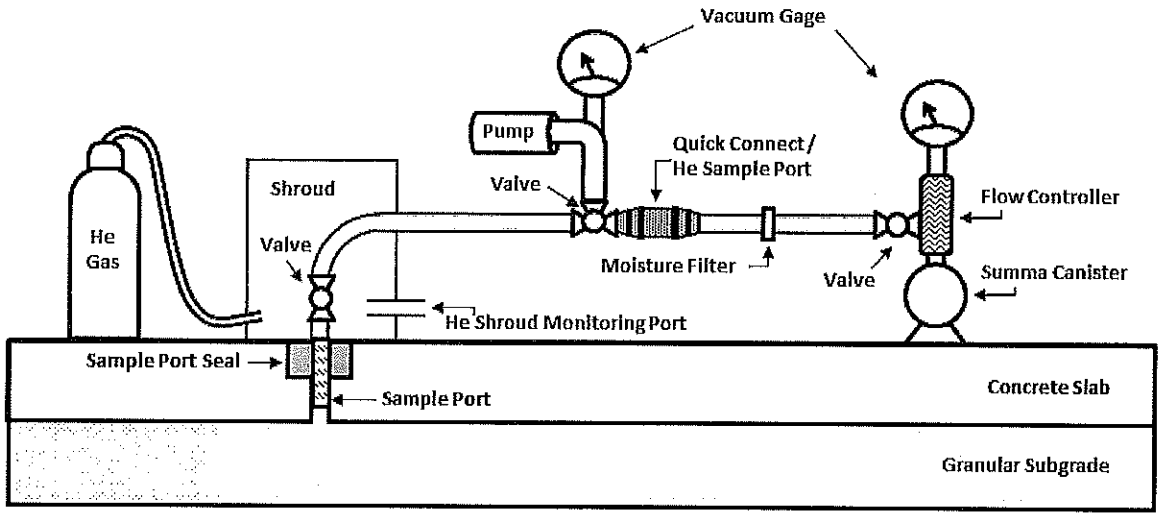
Two leak tests (one for the sampling train and one for the sample probe) should be conducted for every sub-slab vapor sample in order to establish air tightness. Fittings typically connect the tubing between the sub-slab probe and the collection container (usually a Summa canister). These fittings, along with the probe seal, must be airtight or ambient air can leak into the Summa canister and significantly bias the measured sub-slab vapor concentration results.

Leak detection methods are described below[3]. These tests allow the consultant to determine if leaks are present and to correct the condition creating the leak prior to collection of the sub-slab vapor sample.

[3] A discussion of leak detection techniques can be found in McAlary, T.A., P. Nicholson, H. Groenevelt, and D. Bertrand, 2009. A Case-Study of Soil Gas Sampling in Silt and Clay-rich (Low-Permeability) Materials, Groundwater Monitoring and Remediation, 29, no. 1/ Winter 2009/pages 144–152.

Consultants are free to choose the leak detection methods. Leak testing methods must be documented when reporting results to DNR. Sample results are likely to be rejected if quality control measures have not been performed or are not documented. **The DNR generally recommends the Helium shroud method for testing the probe seal along with the shut-in test for leak testing the fittings between the probe and sampling canister.** Collaborate with the assigned DNR project manager prior to using leak testing methods not outlined below. Additionally, non-disposable fittings may be used for assembly of sample train, shut-in testing, or sampling. However, document the fitting type (single use or multiple use fittings) and decontamination procedures applied for reused fittings that are not provided by the laboratory with the sample canisters.

Figure 2 - Example of Sub-slab Vapor Sample Train



Components of sample train: 1. Sealed sample port with connection to inert tubing; 2. Shroud with inlet opening to introduce helium gas and an opening for measuring helium concentration; 3. Hand or electric pump with vacuum gage to purge sample train and port and create vacuum on sample lines for shut-in test; 4. Quick connect valve allows access to the sample port to screen sub-slab vapor for helium, organic vapors, oxygen and carbon dioxide, etc. as well as connection to the Summa canister; 5. Summa canister (or sampling container) with flow controller and vacuum gage, moisture and particulate filters may also be attached.

A. Shut-in test

A shut-in test measures the airtightness of the fittings between the sample probe and the sample container. A vacuum gage should be connected to the sampling line between the sub-slab probe and the Summa canister. Valves to the probe and Summa canister are shut and air is removed (using a hand-pump or other device) from the sampling line, inducing a vacuum in the line of 50 to 100 inches of water. When all the external valves to the sampling line are shut, the vacuum gage should remain steady – indicating no leaks at any fitting – for at least one minute. Loss of vacuum indicates a leak and the fittings need to be adjusted until the line can hold a vacuum.

B. Helium shroud

Helium[4] is a non-toxic, readily available, easily field-screened gas that is absent from the subsurface environment. As with any pressurized gas, tanks must be carefully handled during transport and use. Prior to collecting the vapor sample, helium gas[5] is introduced to a concentration of 20% to 50% percent by volume into a shroud covering the sub-slab probe. The helium concentration inside the shroud is measured using a hand-held helium meter. A sub-slab vapor sample is withdrawn and screened with the helium detector. Helium concentration from the probe greater than 5% of the shroud concentration indicates the probe should be resealed and retested. Helium probe concentration less than 5% of the shroud concentration indicates that the probe is sealed and collection of the vapor sample can proceed.

Hand-held helium meters typically use a thermal conductivity detector (TCD) that is not specific to helium. To eliminate the most common interferences, a filter on the meter is required to remove water and hydrocarbons. If the consultant believes the helium meter is giving a false positive reading from the probe, helium can be added to the laboratory analysis of the Summa canister to confirm that the probe seal had leakage of 5% or less.

C. Other leak detection methods for probe seals

1. Non-Helium Tracers. Other leak detection methods exist. The most common is the use of tracer compounds other than helium gas, such as isopropyl alcohol (IPA) or 1,1-difluoroethane (DFE). This technique is fairly easy to use because towels soaked in IPA or shrouds with DFE (duster gas or "compressed air") can easily be placed over the sampling probe. If a leak occurs, the laboratory will detect the tracer gas in the Summa canister. If there is no leak, the tracer gas will be absent.

   Non-helium tracers have several disadvantages. The first and most important being that field screening methods are not typically available for these other tracers and leaks, if present, are not discovered until after the sampling is finished and the laboratory analysis received. If a leak is determined to be significant, remobilization and resampling may be required. Second, while the tracer gas may be identified in the Summa canister, it is very difficult or impossible to determine how big the leak was – that is, how much ambient air entered the Summa canister versus vapor from the sub-slab probe. Therefore the data quality can be significantly compromised. If a tracer gas besides helium is used, DNR recommends that a shroud be used to isolate the probe and that a Summa canister sample be collected within the shroud to measure the concentration of the tracer gas. Quantitation of leakage through the probe seal can then be calculated. In all cases a separate shut-in test should be conducted rather than relying on tracer soaked towels placed on valves or fittings.

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[4] Refer to ITRC's Vapor Intrusion Pathway: A Practical Guide", Appendix D.4.7 for more information on gaseous tracers used in leak detection.

[5] Technical grade helium (>99% purity) should be used for leak testing.

2. Water Dam Method. Another method used to establish airtightness of probe seals is a water dam. A small enclosure (a short section of a 2 inch PVC pipe, for instance) is sealed to the floor around the sub-slab vapor probe and filled with water. Alternatively, the vapor probe can be sunk below the grade of the floor, and the core-hole above the probe can be used as the casing to hold the water. If the water placed in the casing maintains a constant level, the test confirms that no leaks are present in the vapor sample probe. **The main disadvantage is that if the water leaks through the probe seal, a new vapor probe must be established and tested. Water can permanently damage a Summa canister so it is important to make sure that water does not enter the Summa canister.** In addition, not all foundations lend themselves to this method – the foundation material may be uneven or may be covered with carpet or other materials not conducive to standing water.

D. Sample collection after leak testing

After the probe leak test and shut-in test are successfully performed, purge at least three volumes of air from the sample train. The sub-slab vapor is then usually screened with a PID meter. It is also useful to screen the sub-slab vapor for O_2 and CO_2, especially if petroleum VOCs are suspected. After screening, a sub-slab vapor sample is drawn into the Summa canister. A flow controller on the Summa canister is necessary to ensure that an excessive vacuum is not placed on the sampling probe. Typically, 100 to 200 ml/min of flow is recommended for sub-slab sampling, which means that a 6 liter canister[6] will take 30 to 60 minutes to fill. A vacuum gage should be used to verify and record vacuum measurements of sampling canisters before and after sample collection. Canisters should not be used if the initial vacuum reading is less than 25 inches of mercury (in Hg). Because sub-slab vapor samples are collected while an investigator is present and only the flow rate is of concern the canister can be filled to ambient pressure. (This is not the case for 8 and 24 hour indoor air samples, where some vacuum should remain in the canister at the end of the sample period to ensure that the sample was collected over the full 8 or 24 hours.). Usual chain-of-custody procedures should be followed for tracking the sample container delivery to the laboratory.

Care should be taken to limit the release of purged sub-slab vapors into the indoor air space. Indoor samples should be collected before or after, not during, sub-slab vapor sampling.

[6] DNR prefers 6 L Summa canisters for indoor, outdoor and sub-slab samples. Smaller canisters may be used. The 6L canister is recommended in order to achieve detection limits (10 times less than VRSL or VAL preferred) and account for the possibility that more than one laboratory analysis may be necessary.

IV. Temporal Sub-Slab Sampling Considerations to Evaluate Vapor Intrusion Risk

U.S. EPA has conducted long-term, in-depth vapor intrusion studies on two homes in the U.S. An important finding of those studies is the significant variability of sub-slab and indoor air vapor concentrations over both time and space at residential buildings[7]. The Department recommends the following sampling guidelines for residential buildings:

1. Collect sub-slab and indoor air vapor samples during the winter months (snow cover and/or frozen ground conditions), **if possible**. Samples collected in the fall, winter and spring seasons are more likely to reveal the presence of vapors while samples collected in the summer are the least likely to reveal the presence of vapor.

2. If sub-slab vapor concentrations exceed the Department's vapor risk screening levels (VRSL)[8] in a residential setting[9], mitigation[10] of the vapor risk is recommended. Refer to RR-800, Addressing Vapor Intrusion at Remediation & Redevelopment Sites in Wisconsin (RR-800), for more information on responses to vapor concentrations that exceed screening levels.

3. If sub-slab vapor concentrations do not exceed VRSL, additional sub-slab samples should be collected to verify the initial sample results. The Department recommends three sub-slab sampling events be conducted to rule-out vapor intrusion, with at least one of the sampling event during the late fall/winter/early spring seasons. Sample intervals can be as short as 4 weeks or as long as 4 – 5 months, depending on the season of the year when the first sub-slab sample is collected. The actual number of sub-slab samples collected to rule-out vapor intrusion may be less than three. The investigator can recommend an alternate sampling plan for Department approval at specific residential properties based on site specific conditions such as:
   - vapor concentrations in the initial sub-slab and indoor air samples;
   - location of the residence in relationship to the contaminated soil and groundwater source;
   - sub-slab results from nearby residents or soil vapor probes;
   - season of the year when the first sub-slab sample is collected;
   - pattern of water table fluctuations, etc.

The need for repeated sub-slab sampling to rule out vapor intrusion at commercial/industrial properties will be based on the building use, sampling methodology, and other site specific considerations.

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[7] For further information on this research, see Holtan, C., et.al., Temporal Variability of Indoor Air Concentrations under Natural Conditions in a House Overlying a Dilute Chlorinated Solvent Groundwater Plume, ES&T, 2013, Vol. 47, pp. 13347 – 13354; and https://iavi.rti.org/WorkshopsAndConferences.cfm for studies by Paul Johnson and Brian Schumacher.

[8] See the following for VRSL: NR 700.03(66w); dnr.wi.gov/topic/brownfields/vapor.html

[9] Vapor mitigation is also usually recommended if sub-slab concentrations exceed VRSL in commercial and industrial settings.

[10] More information on mitigation of the VI pathway can be found in Indoor Air Vapor Intrusion Mitigation Approaches, U.S. EPA, 2008.

V. Reporting Results

In accordance with s. NR 716.14, laboratory results[11] from sub-slab sampling (as well as other environmental samples that may be collected) must be reported by the responsible party to the property owner, occupant and DNR within 10 business days of receipt. Ch. NR 716.14(2)(c) lists the information that must be provided in the notification, including:

1. Responsible party name, address, and phone number
2. Site name and source property address
3. Department BRRTS number
4. Department contact person name and phone number
5. Reason for sampling
6. Contaminant type
7. Sample type
8. A map showing sampling locations (can be hand drawn)
9. Collection date, specific contaminant levels for each collection location and a data table when multiple samples are collected
10. Copy of the laboratory results

The responsible party can send a letter with the above information or can use the Site Investigation Sample Results Notification (4400-249) form. Ch. NR 716.14(3) allows the Department to approve a different notification schedule on a case-by-case basis. Submit the request[12] prior to sampling, state the reasons for the different notification schedule and propose an alternate schedule. Health concerns should be specifically addressed in the request.

In addition to the above, the notification to the Department must include a preliminary analysis of the cause and significance of any contaminant concentrations observed. The investigator's understanding of the site will evolve as more data become available. It is expected that the preliminary analysis will also evolve over time. A new analysis is not necessary with the reporting of each sampling event if there is no change from the original preliminary analysis. A photograph of the sampling port and equipment may also be helpful as well as a short discussion of the quality control procedures used in collecting the sub-slab vapor samples.

Questions about this guidance can be referred to Alyssa Sellwood, 608-266-3084, alyssa.sellwood@wisconsin.gov.

[11] DNR does not certify or accredit air laboratories. The Department recommends that vapor and air samples be analyzed by a laboratory accredited by the National Environmental Laboratory Accreditation Program (NELAP)

[12] Chapter NR 749.04(1): Appropriate fees shall accompany all requests for specific Department assistance