

AGENDA  
COMMITTEE OF THE WHOLE MEETING  
CITY OF BERLIN  
TUESDAY, DECEMBER 7, 2021, 7:00 PM  
COMMON COUNCIL CHAMBERS  
<https://zoom.us/j/81317918993>  
Meeting ID: 813 1791 8993  
1 312 626 6799 US TOLL-FREE

1. Roll Call
2. Virtual Attendees Seated (if necessary)
3. General Public Comments. Registration card required (located at podium in Council Chambers).
4. Approval of Minutes. RECOMMENDATION: Approve the minutes from the November 2, 2021 Committee of the Whole meeting.
5. 2022 Standardized Special Assessment Schedule. RECOMMENDATION: Review and recommend to Common Council to accept the City Engineer recommendation on the updated 2022 Standardized Special Assessment Schedule.
6. 2022 Non-Union Employee Wage Adjustment Resolution. RECOMMENDATION: Recommend to Common Council to approve Resolution #21-18 Establishing Wage Adjustment for Non-Union Employees for 2022.
7. City Attorney Contract and Hour Review. RECOMMENDATION: Review and if necessary, discuss in closed session.
8. Motion to convene into closed session 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. *(1) 107 W. Huron Street Raze or Repair Order and 2) Discussion on Union Negotiations and 3) City Attorney Contract and hours review*); 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 *(1) EMS Employee Leave of Absence Request*.
9. Reconvene into open session and action as appropriate from closed session discussion.
10. 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.*

DATE: December 2, 2021

TO: Committee of the Whole

FROM: Jodie Olson and Sara Rutkowski

**RE: 2022 Standardized Special Assessment Schedule**

BACKGROUND: Kunkel Engineering has reviewed and provided the annual update to the Standardized Special Assessment Schedule based on what actual expenditures have been. They are recommending a slight increase, which is consistent on what actual costs have increased.

RECOMMENDATION: Recommend to Common Council to approve and adopt the 2022 Standardized Special Assessment Rate schedule as recommended by the City Engineers.

Standardized Special Assessment 2013

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>A. STREETS</b>															
1. Category I City pays all costs															
2. Category II City pays 50% of street Street "opening" charge	\$86.07 per foot	\$90.98 per foot	\$98.50 per foot	\$104.41 per foot	\$107.54 per foot	\$108.15 per foot	\$108.70 per foot	\$109.25 per foot	\$110.25 per foot	\$110.90 per foot	\$111.35 per foot	\$111.90 per foot	\$112.40 per foot	\$112.90 per foot	\$113.40 per foot
3. Category III See Land Development Fee - Sect. C															
<b>B. WATER AND SEWER</b>															
1. Category I Utility/City pays all costs															
2. Category II Water Main, any size	\$42.00 per foot	\$48.01 per foot	\$51.10 per foot	\$53.66 per foot	\$55.27 per foot	\$56.10 per foot	\$56.30 per foot	\$56.59 per foot	\$56.89 per foot	\$57.03 per foot	\$57.19 per foot	\$57.49 per foot	\$57.95 per foot	\$58.40 per foot	\$58.85 per foot
Water Main, any size	\$45.00 per foot	\$51.62 per foot	\$53.80 per foot	\$55.45 per foot	\$56.18 per foot	\$56.05 per foot	\$56.25 per foot	\$56.50 per foot	\$56.80 per foot	\$57.19 per foot	\$57.47 per foot	\$57.75 per foot	\$58.05 per foot	\$58.35 per foot	\$58.65 per foot
Water Lateral to lot line	\$ 1,515.00	\$ 1,695.00	\$ 1,895.00	\$ 1,945.00	\$ 1,945.10	\$ 1,946.00	\$ 1,946.36	\$ 1,946.87	\$ 1,948.88	\$ 1,952.90	\$ 1,958.88	\$ 1,966.91	\$ 1,975.91	\$ 1,985.00	\$ 1,994.00
Sewer Lateral to lot line	\$ 1,325.00	\$ 1,485.00	\$ 1,610.00	\$ 1,708.60	\$ 1,740.73	\$ 1,775.54	\$ 1,814.40	\$ 1,857.70	\$ 1,905.40	\$ 1,957.40	\$ 2,013.70	\$ 2,074.30	\$ 2,139.30	\$ 2,208.70	\$ 2,282.50
Comb water/sewer laterals to lot line with curb boxes	\$ 2,330.00	\$ 2,840.00	\$ 3,075.00	\$ 3,286.53	\$ 3,352.26	\$ 3,415.31	\$ 3,476.40	\$ 3,534.60	\$ 3,590.00	\$ 3,642.60	\$ 3,692.40	\$ 3,739.40	\$ 3,783.60	\$ 3,825.00	\$ 3,863.60
Reconnection Fee (if existing sanitary lateral is found to be PVC and/or water lateral is copper or poly)	\$300.00 per lateral	\$300.00 per lateral	\$300.00 per lateral	\$300.00 per lateral	\$300.00 per lateral	\$300.00 per lateral	\$300.00 per lateral	\$300.00 per lateral	\$300.00 per lateral	\$300.00 per lateral	\$300.00 per lateral	\$300.00 per lateral	\$300.00 per lateral	\$300.00 per lateral	\$300.00 per lateral
<b>C. LAND DEVELOPMENT FEE (LDF)</b> Total LDF broken down as follows															
1. Streets Pilot sponsor to provide all roadway within 10' to 35' width, including all grading & base course. Cost assessed if City agrees to install improvements on behalf of developer. Cost assumes an urban street built to City specifications.	\$ 231.23	\$ 243.03	\$ 268.09	\$ 283.14	\$ 290.84	\$ 295.20	\$ 297.80	\$ 299.29	\$ 300.79	\$ 302.29	\$ 303.65	\$ 305.90	\$ 308.65	\$ 311.90	\$ 315.60
2. Water & Sewer See Section B.2 above, Category II Water and Sewer Note: Lateral charge not included LDF	\$ 65.92	\$ 68.63	\$ 75.30	\$ 79.92	\$ 81.42	\$ 82.64	\$ 83.05	\$ 83.47	\$ 83.89	\$ 84.31	\$ 84.73	\$ 85.15	\$ 85.57	\$ 85.99	\$ 86.41
3. Storm Sewer Storm sewer/facilities constructed to City specifications. If City agrees to construct improvements on behalf of developer at a later time, fee paid will be escrowed for future improvements. Pilot sponsor will not be subject to other drainage assessments in the future.	\$58.64 per foot	\$60.13 per foot	\$65.09 per foot	\$69.00 per foot	\$71.07 per foot	\$72.2 per foot	\$73.60 per foot	\$74.34 per foot	\$75.08 per foot	\$75.83 per foot	\$76.58 per foot	\$77.33 per foot	\$78.08 per foot	\$78.83 per foot	\$79.58 per foot
4. Curb and Gutter Amount set aside for future installation.	\$20.07 per foot	\$21.09 per foot	\$22.80 per foot	\$24.17 per foot	\$24.90 per foot	\$25.40 per foot	\$25.55 per foot	\$25.81 per foot	\$26.07 per foot	\$26.33 per foot	\$26.60 per foot	\$26.87 per foot	\$27.14 per foot	\$27.41 per foot	\$27.68 per foot
5. Engineering Review Engineering Review for City installed improvements are included in above fees. For improvements installed by developer, an engineering review equal to 5% of the respective assessment shown above will apply.	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%

Above fees do not include the paving charges, which are not assessable under this policy or sidewalk costs which are not part of this policy.



RESOLUTION #21-18

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF BERLIN, WISCONSIN  
ESTABLISHING WAGE ADJUSTMENT  
FOR  
NON-UNION EMPLOYEES FOR 2022

WHEREAS, the Common Council of the City of Berlin did approve a 2.0% wage increase for all qualified non-union personnel with a full-time or part-time status with the 2022 budget; and

NOW, THEREFORE BE IT RESOLVED, that the salaries for all affected positions budgeted for accordingly, be increased by 2.0% for 2022.

PASSED, ADOPTED, AND APPROVED, this 14<sup>th</sup> day of December 2021.

Roll Call Vote:

\_\_\_Ayes \_\_\_Nays \_\_\_Absent

CITY OF BERLIN

Approved as to form:

\_\_\_\_\_  
Joel Bruessel, Mayor

\_\_\_\_\_  
City Attorney

Attest:

\_\_\_\_\_  
Jodie Olson, City Clerk

DATE: December 2, 2021

TO: Common Council

FROM: Sara Rutkowski & Jodie Olson

**RE: 2021-2022 Contract Year Legal Expenses**

BACKGROUND: The City Attorney contract for 2021-2022 (May 1-April 30) calls for 600 hours of legal services from Chier Law LLC. The City therefore budgets for 600 hours annually for City Attorney salaries (plus expenses).

Total hours for the contract year currently are at 526.6 as of October 31<sup>st</sup> 2021.

The following pages have a breakdown of the total hours spent on each item addressed for this contract year, as well as a day break down for September and October of this year.

## CITY OF BERLIN MONTHLY HOURS TABLE

**MAY 1, 2021-APRIL 30, 2022**

<b>2021</b>									
<b>MAY</b>		80.1							
<b>JUNE</b>		68.1							
<b>JULY</b>		84.5							
<b>AUG</b>		103.7							
<b>SEPT</b>		91.8							
<b>OCT</b>		98.4							
<b>NOV</b>									
<b>DEC</b>									
		<b>526.6</b>							
<b>2022</b>									
<b>JAN</b>									
<b>FEB</b>									
<b>MAR</b>									
<b>APR</b>									
		<b>0</b>							
<b>GRAND TOTAL</b>		<b>526.6</b>							