

AGENDA
COMMON COUNCIL MEETING
TUESDAY, JANUARY 12, 2022 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/84343482161>
Meeting ID: 843 4348 2161
1 312 626 6799 US TOLL-FREE

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 14th Common Council Meeting and December 17th, 2021 Special Common Council Meeting. RECOMMENDATION: Approve the minutes.
1. 2022-2024 Auditing Contract Renewal. RECOMMENDATION: Accept the Committee of the Whole recommendation to waive the formal bidding requirements for the 2022-2024 auditing renewal contract and accept the renewal quote and Memorandum of Understanding with Hawkins, Ash, Baptie & Co.
2. Child Safety Zone Exception for Ashley Valadez at 204 Ripon Road. RECOMMENDATION: Accept the Committee of the Whole recommendation to grant the Child Safety Zone Exception waiver to Ashley Valadez.
3. Employee Residency Requirements. RECOMMENDATION: Accept the Committee of the Whole recommendation to relax the 15 mile residency requirement for the Police Department to 50 miles.
4. Monarch City USA presentation from Mayor Bruessel. RECOMMENDATION: Accept the Committee of the Whole recommendation to join Monarch City USA for a lifetime fee of \$50.00.
5. Bills List. RECOMMENDATION: Approve the list of bills for payment.

END OF CONSENT AGENDA

6. Himgiri LLC Liquor License Application. RECOMMENDATION: Approve the Class “A” Beer and “Class A” Liquor License Application from Himgiri LLC for license year 2021-2022 for location at 703 Broadway St, contingent upon passing the required health, fire, police and building inspections and upon Berlin Oil Products, Inc. relinquishing their Liquor License.
7. Resignation from Planning Commission. RECOMMENDATION: Accept the resignation of David Secora from Planning Commission effective immediately.
8. Resignation from Parks & Recreation Commission. RECOMMENDATION: Accept the resignation of David Secora from Parks & Recreation Commission effective immediately.
9. Bank Account Signer Change. RECOMMENDATION: 1) Waive Committee of the Whole Discussion on this item. 2) Approve request to remove Jodie Olson from all City of Berlin related bank accounts and add Sara Rutkowski to accounts as City Administrator.
10. 271 McKittrick Street Raze or Repair Order. RECOMMENDATION: Listen to presentation and action if appropriate.
11. 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.)
12. New Business (To be used to request items of new business be put on a future agenda)
13. Public Appearances.
14. Motion to convene into closed session pursuant to WI §19.85(1)(e) 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 St; 2) City Attorney Contract)
15. Reconvene into open session and take appropriate action as a result of closed session discussion.
16. 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.

[illegible]

Month-End Balance to Bank Statement							
	General City	Capital Project Bonding	EIMS Account	Utility	Tax	ERF	SEWER B&I
City's Beginning Balance	1,699,060.84						
Deposits	324,469.73	244,689.29	28,672.29	845,299.11	309.86	171,114.55	-
Deposit In Transit	-	34.41	41,146.34	1,027,215.29	2,222,313.97	20.16	-
Payroll	(153,703.19)			(23,812.07)			0.00
A/P Payables	(1,300,256.24)			(456,814.72)	(6,820.73)		0.00
Other Payments	(189,299.67)	0.00	(35.00)	(16,171.55)		(16,394.84)	0.00
TOTAL PAYMENTS	(1,643,259.10)	0.00	(35.00)	(485,796.34)	(6,820.73)	(16,394.84)	0.00
Outstanding Checks:							
Misc/Bank Error							
Voided Check							
Payroll	2,221.49			461.74			0.00
A/P	21,216.46			19,920.93	5,280.84		0.00
TOTAL OUTSTANDING CHECKS	23,437.95	-		20,382.67	5,280.84		
Balance	403,709.42	244,723.70	69,683.63	1,397,096.73	2,221,083.94	154,739.89	-
Ending Bank Balance	403,709.42	244,723.70	69,683.63	1,397,096.73	2,221,083.94	154,739.89	-
	-	-	-	-	-	-	-
DEPT OF JUSTICE POLICE TRAINING							
SHARE REVENUE							
SHARE REVENUE							
Brook H.L.S.A. Returned	237.00						
Merchant Bankcard police	288.00						
EZ DEPOSIT/TRIP DEPOSIT			16,542.34				
Refund service charge							
Monthly City Deposits	311,683.80			925,628.70	2,222,208.10		
St of Wt Clean water wire transfer				33,750.00			
Merchant Bankcard deposit					106.87		
Customer ACH pmis							
Point & Pay							
US HHS STIMULUS PAYMENT			24,604.00				
NGS/ACH CLAIM PAYMENTS	12,121.36						
Tfr Between Accounts	4.00						
Accrued Checking Acct. Interest	135.55	34.41		16,394.84		20.16	0.00
Payments:	324,469.73	34.41	41,146.34	145.51	2,222,313.97	20.16	-
Federal Payroll Tax Payments((RS)	63,259.41						
Wt Payroll Tax Payments	12,139.04						
Northshore							
Great West/Wells Fargo	5,225.80						
WI TAX PAYMENT							
WIRE TRANSFER SCHMITT TITLE							
WRF Loan Int 31-58-29000-390							
Merchant Bankcard police							
Service Charge-stop payment	28.00			198.95			
Direct Deposit Service Fee (ACH)	10.00		35.00	4.00			
Retailer	5,276.92						
Health Premium	37,729.33						
Returned checks							
WRS Employee Trust Fund	32,168.87					16,394.84	
Fund Tfr							
Credit Card Payment-Elan US Bank	10,971.15			1329.41			
EMC INSURANCE CO INSURANCE							
Error Fireman Payroll							
Positive Pay	30.00						
Health Savings Acct EMPLOYER	2,593.75			875.00			
Health Savings Acct EMPLOYEE	4,595.00						
Alliant-Credit Card Payment	13,792.32			12764.19			
US Cellular	760.08						
Fleetcor - Condon							
	189,299.67		35.00	15,171.55	-	16,394.84	-

CITY OF BERLIN -- OFFICE OF THE TREASURER

CITY TREASURER REPORT PERIOD ENDING 12/31/2021

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FUNDS	BEGINNING BALANCE	ADJ/ VOIDS	RECEIPTS	DISBURSEMENTS	OUTSTANDING CHECKS	BANK BALANCE	INVESTMENTS	TOTAL W/ INVESTMENTS	
GENERAL CITY	\$ 1,699,060.84		\$ 324,469.73	\$ (1,643,258.10)	\$ 23,437.95	\$ 403,709.42	\$ 3,100,000.00	\$ 3,503,709.42	10-11300
TAX COLLECTION ACCOUNT	\$ 309.86		\$ 2,222,313.97	\$ (6,820.73)	\$ 5,280.84	\$ 2,221,083.94	\$ -	\$ 2,221,083.94	FNB100028
CAPITAL PROJECT BORROWING	\$ 244,689.29		\$ 34.41	\$ -	\$ -	\$ 244,723.70	\$ -	\$ 244,723.70	FNB131924
EMS ACCOUNT	\$ 28,572.29		\$ 41,146.34	\$ (35.00)		\$ 69,683.63	\$ -	\$ 69,683.63	*2913
WATER & SEWER CHECKING	\$ 845,299.11		\$ 1,027,215.29	\$ (495,798.34)	\$ 20,382.87	\$ 1,397,098.73		\$ 1,397,098.73	
SEWER EQUIP REPLACEMENT FUND	\$ 171,114.55		\$ 20.18	\$ (16,394.84)		\$ 154,739.89	\$ 1,255,000.00	\$ 1,409,739.89	61-11362
WATER UTILITY							\$ 3,115,438.44	\$ 3,115,438.44	62-11366
SEWER UTILITY							\$ 1,171,968.19	\$ 1,171,968.19	61-11361
TOTAL OF ALL FUNDS	\$ 2,989,045.94	\$ -	\$ 3,615,199.92	\$ (2,162,308.01)	\$ 49,101.46	\$ 4,491,039.31	\$ 8,642,406.63	\$ 13,133,445.94	

SUBMITTED BY: SUSAN THOM, DEPUTY CLERK/TREASURER

CITY OF BERLIN BUILDING REPORT DECEMBER 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	7	\$1,310,100.00	\$5,092.63	3	\$987,000.00	\$3,004.39
Multi-Family Residence				0	\$0.00	\$0.00	2	\$540,000.00	\$2,973.20
Residential Alteration	3	\$34,711.00	\$212.50	66	\$817,733.35	\$5,471.50	6	\$105,530.00	\$904.40
Residential Addition	0	\$0.00	\$0.00	5	\$106,308.00	\$807.50	3	\$74,400.00	\$230.00
Residential Garage				3	\$105,000.00	\$567.50	111	\$1,121,163.01	\$8,542.21
Residential Garage Alteration				0	\$0.00	\$0.00	1	\$4,250,000.00	\$2,567.00
Commercial Building				0	\$0.00	\$0.00	6	\$166,400.42	\$1,286.70
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		11	\$115,589.00	\$2,635.08	11	\$89,039.00	\$1,452.66
Miscellaneous	2	\$5,380.00	\$100.00	18	\$61,222.00	\$1,250.00	31	\$56,574.00	\$1,625.00
Demolition				5	\$24,382.00	\$825.00	5	\$10,000.00	\$650.00
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	0	\$0.00	\$0.00	11	\$194,700.00	\$585.00	13	\$54,600.00	\$590.00
Trailer Homes				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Total Building Permits	5	\$40,091.00	\$312.50	131	\$3,435,713.35	\$21,649.65	192	\$7,454,706.43	\$23,825.56
Commercial Plan Approval									
Plumbing Permits	1	\$3,000.00	\$50.00	30	\$737,532.00	\$3,125.40	32	\$272,703.00	\$2,640.69
Electrical Permits	2	\$4,080.00	\$100.00	34	\$284,166.00	\$3,335.42	38	\$159,621.00	\$2,610.51
Heating Permits	0	\$0.00	\$0.00	16	\$120,715.00	\$1,540.53	32	\$280,677.00	\$4,171.66
Total Permit Fees	8	\$47,171.00	\$462.50	211	\$4,578,126.35	\$29,651.00	294	\$8,167,707.43	\$33,248.42

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DECEMBER 31 2021

Name	Check Date	Check Amt	
11100 Cash in Bank m FNB			
66606 AL SCHMUDE ELECTRIC LLC	12/1/2021	\$3,698.12	NEW WIRING FOR GAS AND DIESEL PUMP
66607 BERLIN JOURNAL NEWSPAPER	12/1/2021	\$1,302.00	SHOP SMALL ADVERTISEMENTS
66608 BOARDMANCLARK	12/1/2021	\$442.00	O.P. REVISION WORK
66609 CONCENTRA MED COMPLIANCE	12/1/2021	\$60.00	2021 - OCTOBER - BUNDLE FEE - T. LUDOL
66610 CORPORATE NTRWK SOLUTION	12/1/2021	\$195.00	BACKUP UNIT FOR JODIE'S PC
66611 GARZA, MARIA TERESA	12/1/2021	\$59.50	INTERPRETATION SERVICES CASE 21BPD
66612 GFL SOLID WASTE MIDWEST LL	12/1/2021	\$535.00	2021 - TRASH/RECYCLE SERVICE AT BERLI
66613 ITU ABSORBTECH, INC.	12/1/2021	\$90.30	2021 - NOVEMBER - UNIFORM SERVICE
66614 PACKER CITY INT'L TRUCKS, IN	12/1/2021	\$243.66	PARTS FOR DPW
66615 STRAHAN, SCOTT	12/1/2021	\$261.68	L.P.O TRAINING IN KENOSHA, WI
66616 SUN LIFE FINANCIAL	12/1/2021	\$195.70	2021 - DECEMBER - EMPLOYEE LIFE INSUR
66617 UNITED STATES POSTAL SERVI	12/1/2021	\$105.00	2022 - 1/2 YEAR POST OFFICE BOX SERVIC
66618 VIKING ELECTRIC SUPPLY	12/1/2021	\$327.18	LIGHTS FOR DPW
66619 WEDA	12/1/2021	\$45.00	WEBINAR - MEMBERSHIP DUES MEMBER 4
66620 WISCONSIN PROFESSIONAL PO	12/1/2021	\$294.00	2021 - NOVEMBER - POLICE UNION DUES
66623 CHARTER COMMUNICATION	12/7/2021	\$255.62	2021 - DECEMBER - INTERNET AT BERLIN F
66624 CVIKOTA COMPANY INC	12/7/2021	\$3,209.87	2021 - NOVEMBER - EMS COLLECTIONS
66625 DON E. PARKER EXCAVATING, I	12/7/2021	\$370,876.32	2021 STREET & UTILITY PROJECT
66626 FIRE INSPECTION SERVICES IN	12/7/2021	\$1,501.42	2021 - NOVEMBER - FIRE INSPECTION SER
66627 FIVE ALARM FIRE & SFTY EQ, LL	12/7/2021	\$10,542.41	ANNUAL FLOW TESTING OF MASKS AND S
66628 KUNKEL ENGINEERING GROUP	12/7/2021	\$27,293.93	JOB KU20.1061.00 2021 STREET & UTILITY I
66629 LANDMARK SERVICES COOPER	12/7/2021	\$5,363.83	2021 - NOVEMBER - GAS AND DIESEL FUEL
66630 SEAMAN, MIDGE	12/7/2021	\$9.52	TRAVEL TO GREEN LAKE FOR TAX MEETIN
66631 TRI AIR TESTING, INC	12/7/2021	\$542.04	NFPA 1989 2019 EDITION AIR ANALYSIS
66633 SONDALLE FORD LINCOLN MER	12/7/2021	\$2,319.41	TIRE MOUNTING AND BALANCE 2015 FORD
66635 TOP PACK DEFENSE LLC	12/7/2021	\$116.00	UNIFORM SERVICE - KRAUSE
66636 WAUKESHA CTY TECHNICAL CO	12/7/2021	\$65.00	KNETZGER TUITION - PATROL RESP DRUG
66638 THEDACARE LABORATORIES	12/7/2021	\$127.50	LEGAL BLOOD DRAWS PATIENT 60305, 608
66639 AMAZON CAPITAL SERVICES, IN	12/16/2021	\$36.42	RADIO HOLDER
66640 APPLETON FINANCE DEPARTME	12/16/2021	\$461.50	2021 - DECEMBER - WEIGHTS AND MEASU
66641 BERLIN WATER & SEWER UTILI	12/16/2021	\$750,899.99	UTILITY REPAYMENT TO CLOSE RLF ACCO
66642 CEC	12/16/2021	\$375.00	FIRE ALARM MONITORING - CITY HALL
66643 CENTURYLINK	12/16/2021	\$81.52	2021 - NOVEMBER - LONG DISTANCE PHON
66644 CHARTER COMMUNICATION	12/16/2021	\$169.98	2021 - DECEMBER - INTERNET SERVICE AT
66645 CITY OF GREEN LAKE	12/16/2021	\$209.96	2021 - SEPT & OCT - SPECTRUM FOR AMB
66646 COMPLETE OFFICE OF WI	12/16/2021	\$319.17	PAPERTOWELS FOR CITY HALL
66647 DTN, LLC	12/16/2021	\$522.00	2021 - DECEMBER - RADAR CONTROL
66648 EMC INSURANCE COMPANIES	12/16/2021	\$17,771.56	2021 - DECEMBER - LIABILITY INSURANCE
66649 EMERGENCY MEDICAL PRODUC	12/16/2021	\$1,544.53	MEDICAL SUPPLIES
66650 FIRE INSPECTION SERVICES IN	12/16/2021	\$1,501.42	2021 - DECEMBER - FIRE INSPECTION SER
66651 GREAT LAKES ROOFING	12/16/2021	\$4,096.78	WORK PERFORMED AT BERLIN PUBLIC LIB
66652 HAWKINS /ASH CPAs	12/16/2021	\$2,600.00	TID #9 TERMINATION AND AUDITORS REP
66653 HYLER SEPTIC SERVICE, LLC	12/16/2021	\$260.00	GREASE TRAP PUMPING AT THE BERLIN S
66654 INTERSTATE BATTERY	12/16/2021	\$276.80	BATTERIES FOR DPW
66655 KRIETE GROUP	12/16/2021	\$93.01	FOOT BRAKE VALVE FOR DPW
66656 KUNKEL ENGINEERING GROUP	12/16/2021	\$135.00	JOB 2003.K045 CONST CONTRACT 2020 ST
66657 LEAGUE OF WI MUNICIPALITIES	12/16/2021	\$1,560.57	2022 MEMBERSHIP DUES
66658 MGD INDUSTRIAL CORP	12/16/2021	\$50.46	PARTS FOR DPW
66659 MUNICIPAL CODE CORP	12/16/2021	\$275.00	2022 ADMINISTRATIVE SUPPORT FEE
66660 NEUMAN, KAREN	12/16/2021	\$102.14	2021 - DECEMBER - HEALTH BILL REIMBUR
66661 RUNNING INC. TRANSIT SERVIC	12/16/2021	\$21,100.06	2021 - NOVEMBER - SHARED RIDE TAXI SE
66662 SCHROEDER, JESSICA	12/16/2021	\$291.62	CRISIS NEGOTIATIONS TRAINING
66663 SECURIAN FINANCIAL GROUP	12/16/2021	\$799.97	2021 - JANUARY - CITY CONTRIBUTION LIF
66664 THEDACARE AT WORK	12/16/2021	\$39.00	PRE-EMPLOY DRUG SCREEN D. CZEKALSK

CITY OF BERLIN

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DECEMBER 31 2021

	Name	Check Date	Check Amt	
11161	UTILITY CASH - FNB			
15901	FERGUSON WATER WORKS #14	12/3/2021	\$4,258.89	LF 5/8X3/4 T10 MTR
15902	GFL SOLID WASTE MIDWEST LL	12/3/2021	\$261.40	TRASH/RECYCLE SERVICE
15903	LINCOLN CONTR SUPPLY INC	12/3/2021	\$40.36	2.5" X 3.5" BLUE STAKE FLAGS
15904	THE EXPEDITERS INC	12/3/2021	\$4,189.74	TELEVISION 7,481'LF & 150'LF
15905	U S CELLULAR	12/3/2021	\$167.52	MONTHLY SERVICE 11/16/21 - 12/15/21
15906	U S POST OFFICE - POSTMASTE	12/3/2021	\$637.45	POSTAGE FOR DECEMBER MONTHLY BILL
15907	USA BLUEBOOK	12/3/2021	\$774.65	STEEL PROBE 4"/SHUTOFF ROD/BUFFER S
15908	WALTCO INC	12/3/2021	\$771.85	SAMPLE PICK UPS
15909	WISCONSIN RURAL WATER ASS	12/3/2021	\$455.00	SYSTEM MEMBERSHIP RENEWAL
15910	BERLIN CITY TREASURER	12/10/2021	\$140.98	RED STAMP INK
15911	CASSIDY, JORDAN	12/10/2021	\$150.00	CDL TEST
15912	DIGGERS HOTLINE	12/10/2021	\$46.40	PREPAID EMAIL FEES FOR NOVEMBER
15913	DON E. PARKER EXCAVATING, I	12/10/2021	\$133,095.79	STREET PROJECT 2021
15914	HAMILTON'S SHOES	12/10/2021	\$144.95	KNEE HIGH RUBBER BOOTS - OJ
15915	KUNKEL ENGINEERING GROUP	12/10/2021	\$1,937.50	2021 STREET & UTILITY IMPROVEMENTS
15916	SWIDERSKI EQUIP/WAUPACA T	12/10/2021	\$34.20	TRACTOR FILTER - ENG J1101
15917	TNEMEC COMPANY, INC	12/10/2021	\$370.34	HB TNEME-GLOSS GRAY-ANSI 61
15918	BADGER LABORATORIES INC	12/17/2021	\$1,732.10	BOD/SS/TOTAL PHOSPHORUS
15919	BERLIN CITY TREASURER	12/17/2021	\$587.77	UTILITY GAS & DIESEL BILL FOR NOVEMBER
15920	BERLIN CITY TREASURER	12/17/2021	\$251,944.50	INS/TAXES/RENT/COPPIES/CITY ADMIN/MI
15921	CENTURYLINK	12/17/2021	\$57.28	LOCAL SERVICE FROM 12/9/21 - 01/08/2022
15922	CINTAS	12/17/2021	\$268.52	MOP FRAME/MOP/HANDLES/MATS
15923	CYPRESS FARMS LLC	12/17/2021	\$1,750.00	UTILITY LANDSPREADING EASEMENT AGR
15924	FERGUSON WATER WORKS #14	12/17/2021	\$246.54	10 SC VLV BX TOP DOM
15925	JON LUNDT ELECTRIC, INC	12/17/2021	\$2,470.96	DIGESTER BUILDING SUMP PUMP
15926	NORTH CENTRAL LABORATORI	12/17/2021	\$169.12	PHOSPHORUS TEST N'TUBE
15927	PACKER CITY INT'L TRUCKS, IN	12/17/2021	\$397.88	STARTER MOTOR STARTING 12V DE
15928	BADGER LABORATORIES INC	12/22/2021	\$67.20	TOTAL COLIFORM BACTERIA
15929	BERLIN CITY TREASURER	12/22/2021	\$588.06	CENTURYLINK DECEMBER BILLING
15930	CASSIDY, JORDAN	12/22/2021	\$32.64	CDL FEE FOR DMV
15931	EGBERT EXCAVATING INC	12/22/2021	\$13,216.00	WATER SERVICE REPLACEMENT: E PARK A
15932	HAWKINS /ASH CPAs	12/22/2021	\$3,200.00	PROGRESS BILL FOR AUDIT ENDING 12-31-
15933	KONECRANES INC	12/22/2021	\$650.00	NOV 2021 MAINMAN ASSESSMENT W/ ROU
15934	U S POST OFFICE - POSTMASTE	12/22/2021	\$275.00	500 REGULAR STAMPS
15935	WATER TOWER CLEAN & COAT	12/22/2021	\$1,500.00	DIVE INSPECTION OF CONCRETE RESERV
15936	BERLIN CITY TREASURER	12/29/2021	\$25,946.51	DECEMBER PAYROLL
15937	FIRST SUPPLY	12/29/2021	\$1,853.62	BEARING ASSY LF B&G
15938	HAMILTON'S SHOES	12/29/2021	\$149.00	RUBBER BOOTS FOR JORDAN CASSIDY
15939	SPEEDY CLEAN DRAIN & SEWE	12/29/2021	\$2,120.00	TEL/LOC N. ADAMS/TEL MAINLINE 465"
15940	U S POST OFFICE - POSTMASTE	12/29/2021	\$15.00	REMAINDER DUE FOR 500 REG. STAMPS
15941	WI DEPT OF NATURAL RESOUR	12/29/2021	\$100.00	ORIN HUFF - WWTP CERTIFICATION
Total Checks			\$456,814.72	

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	Name	Check Date	Check Amt	
66665	VIVIAL	12/16/2021	\$49.20	2021 - DECEMBER - CENTURYLINK ADVERT
66666	WASTE MANAGEMENT	12/16/2021	\$24,617.16	2021 - DECEMBER - RESIDENTIAL TRASH S
66667	BERLIN JOURNAL NEWSPAPER	12/21/2021	\$76.00	AD FOR HOLIDAY HOURS AT CITY HALL
66668	BERLIN WATER & SEWER UTILI	12/21/2021	\$21,983.01	2021 - NOVEMBER - WATER/SEWER SERVI
66669	CEC	12/21/2021	\$525.30	2021 - ANNUAL FIRE ALARM INSPECTION
66670	CENTURYLINK	12/21/2021	\$1,967.35	2021 - NOVEMBER - PHONE SERVICE - CIT
66671	CORPORATE NTWRK SOLUTION	12/21/2021	\$100.00	GO DADDY SSL - 1 YEAR SERVICE
66672	ED'S TRACTOR REPAIR, LLC	12/21/2021	\$63.07	PARTS FOR BERLIN PUBLIC WORKS
66673	MGD INDUSTRIAL CORP	12/21/2021	\$141.84	PARTS FOR DPW
66674	PLANTZ, DENNIS W	12/21/2021	\$330.40	2021 - DECEMBER - PLANTZ HEALTH INSU
66675	RED POWER DIESEL SERVICE	12/21/2021	\$2,152.51	2001 INTERNATIONAL FIRE TRUCK MAINTEN
66676	SUPERHEAT AND COOLING	12/21/2021	\$185.00	REPAIRED PUMP ISSUE AT CITY HALL
66677	TIME VALUE SOFTWARE	12/21/2021	\$105.00	3 TVALUE DESKTOP MAINTENANCE
66678	TRI AIR TESTING, INC	12/21/2021	\$542.04	2021 - NFPA 1989-2019 EDITION AIR ANALY
66679	UBS FINANCIAL SERVICES INC	12/21/2021	\$4,403.00	2021 SERVICE AWARD BFD
66680	vonBRIESEN & ROPER, s.c.	12/21/2021	\$2,271.50	2022 POLICE NEGOTIATIONS
66681	WISCONSIN PROFESSIONAL PO	12/21/2021	\$336.00	2021 - DECEMBER - MONTHLY UNION DUE
66682	BAKER & TAYLOR	12/22/2021	\$1,805.09	49 UNITS FOR CUSTOMERS
66683	BREWER HEATING INC	12/22/2021	\$1,805.00	JOB#151144 REDO DRAIN LINE & FALL MAI
66684	CINTAS	12/22/2021	\$117.47	PAPER PRODUCTS FOR BPL
66685	GREEN LAKE LAWN & SNOW IN	12/22/2021	\$115.89	BED MAINTENANCE AND FALL BED PREP
66686	KRASNY, SAMUEL	12/22/2021	\$44.76	REIMBURSE WALMART PURCHASE OF HAI
66687	LISA OBRIST	12/22/2021	\$588.75	2021 - NOVEMBER - LIBRARY CLEANING
66688	OSHKOSH OFFICE SYSTEMS	12/22/2021	\$55.17	2021 - NOVEMBER - COPIER USE #7293
66689	WINNEFOX COOPERATIVE TEC	12/22/2021	\$225.26	BOOKS FROM BLUE CLOUD
	Total Checks		\$1,300,256.24	

CITY OF BERLIN						
PAYROLL FOR DECEMBER - 2021						
NET PAYROLL						
	PAYDATE	Payroll #	PAYROLL TITLE	GENERAL CITY	UTILITY	
	12/10/2021	25	General City	66,567.91		
	12/10/2021	25	Utility		11,237.26	
	12/10/2021	25.01	Fireman pay	692.62		
	12/10/2021	25.02	Helwig pay	1,770.29		
	12/15/2021	25.01	Utility uniform		1,365.22	
	12/24/2021	26	Utility		11,209.59	
	12/24/2021	26	General City	70,906.23		
	12/24/2021	25.03	Fireman 4th quarter	10983.58		
	12/24/2021	26.01	EMS meeting	2035.77		
	12/24/2021	26.02	Police uniform	746.79		
			TOTAL MONTHLY PAYROLL	\$153,703.19	\$23,812.07	

CITY OF BERLIN
MEMORANDUM OF UNDERSTANDING
FOR THE YEARS ENDING
DECEMBER 31, 2022, 2023 AND 2024



MEMORANDUM OF UNDERSTANDING

1. AGREEMENT

This agreement is entered into on January 5, 2022, between the City of Berlin, hereafter referred to as the City, and Hawkins Ash CPAs, LLP, hereafter referred to as the Auditor. The parties agree as follows:

2. SCOPE OF WORK

A) The Auditor shall perform an audit of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the City as of, and for the years ended December 31, 2022, 2023 and 2024. The purpose of our audits is to enable us to express our opinion on the basic financial statements. We will conduct our audits in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*.

No audit can give absolute assurance that errors and irregularities will be detected. If conditions are discovered that lead us to believe that material errors, defalcations, or other irregularities may exist, or if any other circumstances are encountered that require extended services, we will promptly inform management.

B) The Auditor will compile the Wisconsin Department of Revenue Financial Report and the Annual Report to the Public Service Commission.

3. REPORTS

The Auditor shall submit to the City the following reports:

- (a) Independent Auditors' Report on the basic financial statements
- (b) Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
- (c) Independent Auditors' Report on Communication With Those Charged With Governance
- (d) Independent Auditors' Report on Management Advisory Comments (if applicable)
- (e) Independent Accountants' Compilation Report on the Wisconsin Department of Revenue (WDOR) Financial Report
- (f) Independent Accountants' Compilation Report on the Annual Report to the Public Service Commission of Wisconsin (PSC)
- (g) Irregularities and illegal acts (if applicable)
- (h) Audit exit conference on last day of field work to review preliminary audit results
- (i) City Council presentation

4. COMPENSATION AND TERMS OF PAYMENT

The fees for the services as described above will be:

<u>2022</u>	
City	\$ 20,580
Water	6,565
Sewer	6,565
WDOR Financial Report	840
Annual PSC Report	2,320
	<u>\$ 36,870</u>

TID Compliance Audit (if required)	\$ 2,680
Single Audit (if required)	\$ 3,100

<u>2023</u>	
City	\$ 21,200
Water	6,760
Sewer	6,760
WDOR Financial Report	870
Annual PSC Report	2,390
	<u>\$ 37,980</u>

TID Compliance Audit (if required)	\$ 2,760
Single Audit (if required)	\$ 3,190

<u>2024</u>	
City	\$ 21,840
Water	6,965
Sewer	6,965
WDOR Financial Report	900
Annual PSC Report	2,460
	<u>\$ 39,130</u>

TID Compliance Audit (if required)	\$ 2,840
Single Audit (if required)	\$ 3,290

The Auditor will submit bills as work progresses and as expenses are incurred.

5. PARTNER IN CHARGE

A partner of the Firm, all of whom are Certified Public Accountants, will be in charge of all work performed and is responsible for all aspects of this engagement.

Sincerely,
HAWKINS ASH CPAS, LLP
Randall L. Miller, CPA
Randall L. Miller, Partner

RESPONSE:

The City of Berlin accepts your Memorandum of Understanding for the three year engagement.

Name

Title

Date

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 07/01/2021 ending: 6/30/2022
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of Berlin

County of Green Lake Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number <u>4561030865128-04</u>	
FEIN Number <u>87-3969751</u>	
TYPE OF LICENSE REQUESTED	FEE
<input checked="" type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
HIMGIRI LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name <u>Subedi</u>	(First) <u>Buddi</u>	(Middle Name) <u>S.</u>	Home Address (Street, City or Post Office, & Zip Code) <u>3041 Swinini Peg st menasha WI 54452</u>
Vice President / Member Last Name <u>Shrestha</u>	(First) <u>Gobinda</u>	(Middle Name) <u>P.</u>	Home Address (Street, City or Post Office, & Zip Code) <u>9128 W Terrace dr Niles IL 60714</u>
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Berlin Oil Business Phone Number 920 809 1210
2. Address of Premises 703 Broadway St. Post Office & Zip Code Berlin, WI 54923

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Inside the Single story Store.

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No

(b) If yes, under what name was license issued? Berlin Oil Products, INC

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain ☒ Yes ☒ No

7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.

8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain ☐ Yes ☒ No

9. (a) Corporate/limited liability company applicants only: Insert state WI and date 12/14/2021 of registration.

- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain ☐ Yes ☒ No

- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☒ Yes ☐ No
If yes, explain.

Fish Tail LLC, BSS Corporation and GB Minnema LLC
515 8th St Hilbert WI 54129 3401 Richmond St Appleton WI 54911 335 N. Military Rd Stockbridge WI 53098

10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No

11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No

12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <u>SHRESTHA GOBINDA P.</u>	Title/Member <u>member</u>	Date <u>12/22/2021</u>
Signature <u>[Signature]</u>	Phone Number <u>404-313-0337</u>	Email Address <u>gobind.shrestha@gmail.com</u>

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>12/22/2021</u>	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	



tax

[< Home](#)

Wisconsin Tax Account Lookup

✓
Lookup>
Results

Legal Name

HIMGIRI LLC

Account Type

Sales & Use

Account Number

456-1030865128-04

Filing Frequency

Monthly

Permit Status

Valid

[Cancel](#)[< Previous](#)

For your security, this application times out after 15 minutes. All unsaved information will be lost.

[DOR](#) [Common Questions](#) [Forms](#) [Publications](#) [Training](#) [Contact Us](#)

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Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name) <u>Subedi</u>		(first name) <u>Buddi</u>		(middle name) <u>S.</u>	
Home Address (street/route) <u>3045 Winnipeg St.</u>		Post Office <u>Menasha</u>	City <u>Menasha</u>	State <u>WI</u>	Zip Code <u>54952</u>
Home Phone Number <u>920 8091210</u>		Age <u>52</u>	Date of Birth <u>12/22/1969</u>	Place of Birth <u>Nepal</u>	

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.

☒ Member of Himgan LLC
(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? 17 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. Fishtail LLC, GBminimart LLC, BSS Corp, Class A Beer, Class A Liquor
in Appleton, Starke and Hillsboro WI
(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 <u>Fishtail LLC</u>	Employer's Address <u>209 Racine St, Menasha WI</u>	Employed From <u>2005</u>	To <u>Till, Self employed</u>
Employer's Name <u>GBminimart LLC</u>	Employer's Address <u>335 N. Military Rd. Starke WI</u>	Employed From <u>2011</u>	To <u>Till self employed</u>

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.


(Signature of Named Individual)

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name) SHRESTHA		(first name) GOBINDA		(middle name) PRASAD	
Home Address (street/route) 9128W. Terrace Drive		Post Office		City Niles	State IL Zip Code 60714
Home Phone Number 404-313-0337		Age 55	Date of Birth 05-11-1966		Place of Birth Nepal

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.
- ☒ Member of Himsiri LLC
(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:

- How long have you continuously resided in Wisconsin prior to this date? 2 months
- 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.)
- 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.
- 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)
- 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)
- Named individual must list in chronological order last two employers.

Employer's Name WFG World Finance Corp	Employer's Address 11315 John Creek Pkwy, GA 30097	Employed From 3/2016	To 12/2021
Employer's Name Roadway Inn & Suites	Employer's Address 2375 Delta Road, Marshall, GA 30067	Employed From 3/2012	To 3/2016

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.

Shrestha
(Signature of Named Individual)

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town ☐ Village of Berlin County of Green lake
☒ City

The undersigned duly authorized officer/member/manager of Himgiri LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

Berlin Oil
(Trade Name)

located at 703 Broadway St, Berlin, WI

appoints Buddi S. Subedi
(Name of Appointed Agent)

3045 Winnipeg St Menasha WI 54952
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☒ Yes ☐ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).
Fishkill LLC GBminimax LLC BSS Corporation

Is applicant agent subject to completion of the responsible beverage server training course? ☐ Yes ☒ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 17 years

Place of residence last year 3045 Winnipeg St Menasha WI 54952

For: Himgiri LLC
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]
(Signature of Officer / Member / Manager)

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

ACCEPTANCE BY AGENT

I, Buddi S. Subedi, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 12/22/2021 Agent's age 52
(Signature of Agent) (Date)

3045 Winnipeg St Menasha WI 54952 Date of birth 12/22/1969
(Home Address of Agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Application for Cigarette and Tobacco Products Retail License

Submit to municipal clerk.

MUNICIPAL USE ONLY

Applicant's Wisconsin 15-digit Sales Tax Account Number

456-1030865128-04

← This must be issued in the same Legal Name of the licensee below.

License Number
Period Covered
Date of Issuance

Legal Name (corporation, limited liability company, partnership or sole proprietorship) HIMGIRI LLC		Federal Employer Identification No. (FEIN) 87-3969751	
Trade or Business Name (if different than Legal Name) Berlin Oil		Telephone Number (920) 8091210	
Business Address (License Location) 703 Broadway St.		Business Telephone (920) 8091210	
Municipality Menasha	State WI	Zip Code 54952	County Green Lake
Mailing Address (if different than Business Address) 3045 Winni Peg St		Municipality Menasha	

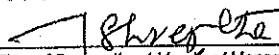
Organization (check one)

- ☐ Sole Proprietor ☐ Wisconsin Corporation – Enter date incorporated: _____
- ☐ Partnership ☐ Out-of-State Corporation – Are you registered to do business in Wisconsin? ☐ Yes ☐ No
- ☒ Other (describe) **LLC**

- ☒ Yes ☐ No 1. Does the applicant understand that they must purchase cigarettes and tobacco products only from distributors, jobbers, or subjobbers, who hold a permit with the Wisconsin Department of Revenue?
- ☒ Yes ☐ No 2. Does the applicant understand that they must obtain a Tobacco Products Distributor permit if purchasing untaxed tobacco products from an out-of-state company? (Tobacco Products Distributor permit is available from the Wisconsin Department of Revenue at 608-266-6701. See application form CTP-129, revenue.wi.gov/dor/forms/ctp-129.pdf.)
- ☒ Yes ☐ No 3. Does the applicant understand that they cannot purchase/exchange cigarettes or tobacco products from another retailer, including transferring existing stock to a new owner?
- ☒ Yes ☐ No 4. Does the applicant understand that they must provide employees with tobacco sales training approved by the Wisconsin Department of Health Services? (<https://witobaccocheck.org>)
- ☒ Yes ☐ No 5. Does the applicant understand that they may not sell, give or otherwise provide cigarettes/tobacco products and nicotine products to minors (including electronic cigarettes containing nicotine)?
- ☒ Yes ☐ No 6. Does the applicant understand that they may not sell single cigarettes?
- ☒ Yes ☐ No 7. Does the applicant understand that cigarette and tobacco products invoices must be kept on the licensed premises for two years from the date of the invoice and be available for inspection by the Wisconsin Department of Revenue/law enforcement and that failure to comply can result in criminal penalties, including loss of cigarettes/tobacco products?
- ☒ Yes ☐ No 8. Does the applicant understand that only cigarettes and roll-your-own (RYO) tobacco products listed on the Wisconsin Department of Justice's website labeled "Directory of Certified Tobacco Manufacturers and Brands" at www.doj.state.wi.us/dls/tobacco-directory may be sold in Wisconsin?

Cigarettes / Tobacco will be sold ☒ over counter ☐ through vending machine ☐ both

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the applicant. Applicant agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.


(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations in effect as of September 19, 2019: Sections 134.65, 134.66, 139.321, 139.79, 139.76, 995.10, and 995.12, Wis. Stats.

Berlin Oil Products, Inc.
713 Broadway
Berlin, WI 54923

1/3/2022

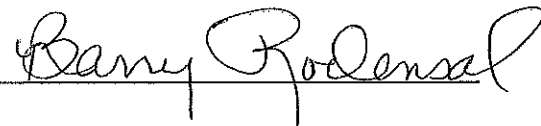
To the City of Berlin

We are in process of selling our business. The deal is not done yet. We understand you need a letter from us relinquishing our Liquor License.

We are willing to relinquish our Liquor License when and if the sale that is pending is finalized.

Barry Rodensal Owner Berlin Oil Products, Inc.

Signature

A handwritten signature in cursive script, reading "Barry Rodensal", written over a horizontal line.

December 14, 2021

470 Broadway Street

Berlin, WI 54923

Mayor Joel Bruessel

Berlin City Hall

108 N. Capron Street

Berlin, WI 54923

Dear Mayor,

Please accept my resignation from the Planning and Parks & Recreation commissions effective December 31, 2021. In January of 2022 I will no longer be a Berlin resident and thus unable to continue serving on these commissions. I hope that while on these commissions I have been of service to the City of Berlin and especially to its residents.

Sincerely,



David N. Secora



City of Berlin - Department of Planning and Development
108 North Capron St • P.O. Box 272 • Berlin, Wisconsin 54923-0272
(920) 361-5400 • Fax: (920) 361-5454

MEMO

TO: Common Council
FROM: Timothy Ludolph, Planning & Development Director
RE: Raze or Repair Inquiry- 271 McKittrick St.
DATE: January 11, 2022

Background

The City of Berlin has recognized this property as a recurring nuisance property with violations occurring in 2017, 2019, 2020 and 2021. As a result three assessment letters were issued during the first three quarters of the year, with little response.

At the previous Common Council meeting, neighbors reported on the lack of progress being made on the property and of debris blowing around the front yard and onto neighbor's properties. Council requested the homeowner clean up the outside debris on the property and present a written schedule of repairs to be completed on the property in the future.

Discussion

On December 20, 2021 exterior inspections and communication was made to Jerry Newton at 271 McKittrick Street. On this date, substantial debris was present in both the front and rear yards and the only completed modification have been re-roofing of the existing structure. The following day, the Police Department informed me the debris had been cleaned up in the front yard and none remained except those related to the impending construction in the rear yard. It appears there will be a foundation installed of poured concrete at 4 feet of depth below ground and 8 inches wide. All rotting areas of frame and structure have been ordered to be replaced. All broken windows and their respective framing still need to be removed and replaced. There is still evidence in the breezeway of bird access. The Owner was not able to provide access for an interior inspection, alleging he had lost the key to the front door. The Jerry Newton communicated there will be a follow up inspection with the Building Inspector Monday January 10th.

Building Assessment Progress.

The roof of the homes original construction is steel which appears to be weather tight, but has areas of deterioration which require repair or replacement. – Appears to be fully replaced from outside?

The roof of the addition and the garage is of asphalt shingles and severely deteriorated and requires removal and replacement. – Appears to be fully replaced from outside?

The roof wall junctures are improperly flashed and must be correctly repaired, with all deteriorated and rotten materials removed and replaced. - Appears to be fully repaired from outside?

All deteriorated roof framing members (rafters) and sheathing must be replaced. – *Appears to be **fully replaced** from outside, Interior Inspection should grant view of framing stability or lack thereof?*

No gutters installed on the home and attached garage have caused severe deterioration to the foundation and supporting structure at its perimeter. All rotten and deteriorated, structural and nonstructural components and or materials are to be removed and replaced. – *Through discussion this is been communicated to be a priority after the kitchen is rebuilt, because drainage is pertinent to the long term integrity of the new structure. However, **Not Started**.*

Deterioration of structural and nonstructural components have caused uneven settling and damage. All deteriorated and damaged components must be repaired and or replaced. i.e. foundation walls, floor joist, sill and sole plates, studs, wall sheathing, siding, soffit and fascia, all require repair, removal, and or replacement. – ***In progress**, work started on foundation to removed portion and load bearing of connecting points.*

Deteriorated, damaged and broken window and door trim, frames, sashes and panels must be removed and replaced. Windows and doors are currently allowing birds and rodents to enter and nest. – ***Not Started**. Communicated to be determined spring pending selecting contractors and other workers assistance.*

Vegetation in contact with the roof structures must be removed. – **Done**

Vegetation and soil within 8" of structural and or wood components must be removed. – ***In Progress**- at least in addition area, cleared compared to 2020 pictures.*

The chimney is improperly flashed and secured and must be corrected – **Chimney Removed**

There has been substantial improvement of this property from the original ordered repairs, an addition by subtraction of sorts, where the preponderance of the deficient structure, including roof, wall, foundation, and chimney has been removed and the brush/debris on the house and in the yard has been removed. The only exception is the area adjacent to the kitchen section being reconstructed.

Recommendation

Due to the improvements the homeowner has completed over the last month, including the cleaning up of the outside debris, and removing hazardous structures, staff recommends allowing two months for the homeowner to continue his progress on the property, with a status report requested in March.