

AGENDA
CITY OF BERLIN
COMMITTEE OF THE WHOLE MEETING
TUESDAY, APRIL 6, 2022, 7:00 PM
COMMON COUNCIL CHAMBERS
<https://us02web.zoom.us/j/89319308907>
Meeting ID: 893 1930 8907
Password: 123456
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 February 1st 2022 Committee of the Whole meeting.
5. Quarterly Taxi Report from Running Inc. RECOMMENDATION: Listen to staff presentation.
6. Lead Services Lines Update. RECOMMENDATION: Listen to staff presentation.
7. Downtown Mural Project. RECOMMENDATION: Listen to Staff presentation with discussion and action as appropriate.
8. New Business Marketing Project. RECOMMENDATION: Listen to Staff presentation with discussion and action as appropriate.
9. If necessary, motion to convene into closed session pursuant to pursuant to Wis. Stat §19.85(1)(g) Conferring 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. (*115 W Ceresco Raze & Repair*).
10. Reconvene into open session and action as appropriate from closed session discussion.
11. 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.

To: Committee of the Whole

From: Sara Rutkowski

Date: 03/31/2022

RE: Quarterly Taxi Report

Recently, the DOT audited our share-ride taxi service. This usually occurs once every five years. As soon as the audit document is completed, I will be presenting it to Council.

One of their immediate suggestions was to have more oversight of the taxi service by Council. The auditors recommended having a Quarterly Report presented that shows revenues and expenditures. I have attached two reports for the fourth quarter in 2021. 2022 first quarter reports will be available in May.

The first report outlines the revenues for the taxi service. Under Actual it lists fare revenue at \$10,159.50 with the total for the year at \$38,285.25.

The second report outlines the expenses and other data you may find relevant.

Recommendation: Listen to staff presentation.

Quarterly Expenses Report

Print

Reporting Period

Year Period Status Completed

Statement

2021 4 Approved I certify that the cash disbursements shown have been made for the period indicated and that payment is due and has not been previously requested. Checking the report as complete will disable your ability to make edits to the data entered. Please only check this box if you are certain you have no remaining changes to make.

Operating Budget Report

Budget Project: City of Berlin - 2021 - Operating

Revenues

Expenses

Line Number	Line Item Name	Budget	Remaining Balance	Actual	YTD
400 - Passenger Fares					
401.01	FULL ADULT FARES	\$8,500.00	(\$2,228.25)	\$2,756.50	\$10,728.25
401.02	Senior Fare	\$15,500.00	\$1,447.00	\$2,920.00	\$14,053.00
401.03	OTHER REDUCED FARES (include comment)	\$0.00	\$0.00	\$0.00	\$0.00
401.04	Child Fares (include comment)	\$10,000.00	\$4,369.00	\$1,589.00	\$5,631.00
401.05	Individual With a Disability Rider Fares	\$5,500.00	(\$2,373.00)	\$2,894.00	\$7,873.00
401.99	Other Primary Ride Fares (i.e. Agency Fares)	\$25,000.00	\$25,000.00	\$0.00	\$0.00
Group Total		\$64,500.00	\$26,214.75	\$10,159.50	\$38,285.25
403 - School Bus Service Revenue					
403.01	Passenger Fares from School Bus Service	\$0.00	\$0.00	\$0.00	\$0.00
Group Total		\$0.00	\$0.00	\$0.00	\$0.00

Line Number	Line Item Name	Budget	Remaining Balance	Actual	YTD
404 - Freight Tariffs					
404.01	Package Delivery Revenue	\$0.00	\$0.00	\$0.00	\$0.00
	Group Total	\$0.00	\$0.00	\$0.00	\$0.00
405 - Charter Service Revenue					
405.01	Revenue from Charter Contracts	\$0.00	\$0.00	\$0.00	\$0.00
	Group Total	\$0.00	\$0.00	\$0.00	\$0.00
406 - Auxiliary Transportation Revenues					
406.01	Station Concessions	\$0.00	\$0.00	\$0.00	\$0.00
406.02	Vehicle Concessions	\$0.00	\$0.00	\$0.00	\$0.00
406.03	Advertising Services Revenue	\$0.00	\$0.00	\$0.00	\$0.00
406.04	Automotive Vehicle Ferriage	\$0.00	\$0.00	\$0.00	\$0.00
406.99	Auxiliary Transportation Revenues (include comment)	\$0.00	\$0.00	\$0.00	\$0.00
	Group Total	\$0.00	\$0.00	\$0.00	\$0.00
407 - Non-Transportation Revenues					
407.01	SALE OF MAINTENANCE SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
407.02	Rental of Revenue Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
407.03	RENTAL OF BUILDINGS & OTHER PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00
407.04	INVESTMENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00
407.99	Other Non-Transportation	\$0.00	\$0.00	\$0.00	\$0.00
	Group Total	\$0.00	\$0.00	\$0.00	\$0.00
450 - Other Revenue					
450.01	WETAP Projects	\$0.00	\$0.00	\$0.00	\$0.00
450.02	CMAQ Projects	\$0.00	\$0.00	\$0.00	\$0.00
	Group Total	\$0.00	\$0.00	\$0.00	\$0.00
Total		\$64,500.00	\$26,214.75	\$10,159.50	\$38,285.25

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- [Reporting](#)
- [Certification](#)
- [COVID Reporting](#)

Organization Information

City of Berlin
 108 N. Capron Street • PO Box 272, Berlin, WI 54923 Main Contact: Susan
 Main: (920) 361-5400 Fax: (920) 361-5454 Email: sthom@cityofb
 Website: www.cityofb







Report

Please complete each report below. When a report is complete, please c
 to indicate that a report is done. Once all reports have green checkboxes

Report Name	Period	Year
<input checked="" type="checkbox"/> Public Transit Taxi Operations	4	2021

Reporting Documents

Document Name:
 Select Document: No file chosen

	Document Name
Edit ✕  	DECEMBER 2021
Edit ✕  	NOVEMBER 2021
Edit ✕  	OCTOBER 2021

Reporting History Log

Status	Comments
Review Pending	
Created	

Passenger Trips	
Passenger Trips	4,554.00
Agency Fare Trips	38.00
Total Trips (Passenger Trips + Agency Fare)	4,592

Vehicle Miles	
Vehicle Miles	17,537.00

Vehicle Hours	
Vehicle Hours	2,305.86

Revenue	
Passenger Revenue:	10,159.50
Agency Fare Revenue:	0.00
Other Revenue	0.00
Total Revenue	\$10,159.50

Safety	
Number of Reportable Events:	0.00
Total Number of Injuries:	0.00
Total Number of Fatalities:	0.00
Total	\$0.00

Expenses	
Service Hours:	2,305.86
Hourly Rate:	32.35
Administrative Costs:	0.00
Total Expense:	74584.57
Contra Expense:	
Net Expenses	\$64,435.07

Other	
Gallons of Fuel (total)	1,501.39
General Comments	

To: Committee of the Whole

From: Sara Rutkowski

RE: Lead Service Lines

We have been awarded the grant from the DNR for Private Lead Service Line Replacements for the calendar year of 2022 in the amount of \$1,125,000. We are in the process of working with Kunkle Engineering to go to bid.

We hope to follow the timeline below, with permission from the DNR:

Early April:	Finish Citywide Environmental Assessment with DNR
Mid-April:	Go out to Bid for Contractors, Publish in Paper
Early May:	Begin accepting Bids
May 9 th :	Last day for Bids
May 10 (6pm):	Sewer & Water Commission Special Meeting to award Bid
May 10 (7pm):	Common Council accepts Sewer & Water Recommendation for Bid

Our Utility staff are still working through records and going into homes to try and confirm where all known lead lines are. We are hoping to have numbers finalized so we can map out exactly where we want the Contractor to go in a few weeks.

CY 2022 Private Lead Service Line Replacement Program Funding List

Priority Score	Municipality	Project Number	Project Manager *	Award Allocation
105	Shawano, City	5124-08	Leja-Brennan	\$488,400
103	Menasha, City	4845-20	Atkinson	\$285,000
101	Juneau, City	4824-04	Leja-Brennan	\$555,000
99	Green Bay, City	5331-30	tbd	\$1,586,950
95	Milwaukee, City	4851-40	Balگوoyen	\$4,517,063
94	Ashland, City	4759-19	Olson	\$263,250
92	Kiel, City	5121-07	Cassidy	\$448,245
92	Berlin, City	5466-09	Mitchell	\$1,125,000
92	Racine, City	4887-15	tbd	\$1,104,000
90	Hartford, City	4814-03	Leja-Brennan	\$786,000
90	Manitowoc, City	5191-15	Olson	\$1,200,000
89	Two Rivers, City	4920-44	Atkinson	\$207,500
87	Fond du Lac, City	5142-13	tbd	\$312,000
83	Sun Prairie, City	5576-05	Brietzman	\$572,694
82	Mayville, City	5443-08	Surillo	\$712,801
82	Columbus, City	5188-04	tbd	\$160,000
82	Watertown, City	5439-05	Brietzman	\$2,500,000
81	Mount Horeb, Village	5618-02	Leja-Brennan	\$1,566,000
81	Baraboo, City	4762-04	Atkinson	\$162,500
81	Wausau, City	4930-11	Brietzman	\$577,718
81	Oshkosh, City	4874-14	tbd	\$382,500
80	Schofield, City	5565-03	tbd	\$67,500
80	Ripon, City	5289-14	Leja-Brennan	\$150,000
80	Neenah, City	4856-03	Leja-Brennan	\$1,000,000
80	Kenosha, City	4825-06	Brietzman	\$2,154,125
79	Viroqua, City	5168-10	Surillo	\$202,500
79	Beloit, City	5471-04	Leja-Brennan	\$600,000
79	Eau Claire, City	5449-07	Surillo	\$650,000
78	Platteville, City	4881-09	Surillo	\$94,102
77	Hilbert, Village	4987-03	Leja-Brennan	\$87,500
77	Edgerton, City	4800-06	Surillo	\$651,000
75	Osseo, City	4875-06	tbd	\$261,500
75	Elkhorn, City	5525-04	Mitchell	\$560,000
74	Beaver Dam, City	4764-03	Surillo	\$300,000
74	Appleton, City	4755-04	Cassidy	\$505,000
73	New Holstein, City	5366-05	tbd	\$919,890
73	Antigo, City	4754-12	Brietzman	\$357,500
73	Marshfield, City	5364-05	tbd	\$675,000
73	Janesville, City	5119-07	Leja-Brennan	\$3,240,000
72	Waterloo, City	4962-06	tbd	\$194,982
71	Boscobel, City	4771-03	Cassidy	\$36,500
71	Mosinee, City	5536-05	Surillo	\$62,500
71	Oregon, Village	4873-03	Mitchell	\$925,000
70	St. Croix Falls, City	5430-11	Cassidy	\$85,000

To: Committee of the Whole

From: Sara Rutkowski

Date: 03/31/2022

RE: Downtown Mural Project

We have two distinct murals in our Downtown area. Unfortunately, both are in disrepair. With permission, I would like to reach out to the owners of the buildings that have the murals and offer an incentive to repair/repaint them.

The strictest option is to send the business owners a letter informing them their property is in disrepair and needs to be cleaned up, but this may come across as too negative.

Instead I would suggest a gentler approach of working together. I would recommend a 50/50 cost split for the repairs, with the City having a say if the mural is to be changed in design. We could also potentially use the downtown TID funds to help offset costs.

To: Committee of the Whole

From: Sara Rutkowski

Date: 03/31/2022

RE: New Business Marketing

We have several new businesses that have opened up in our community. Unfortunately, when I reached out to the Berlin Journal asking why there were no articles in the paper introducing these new businesses to the community, I received the following response:

“Business features need to be okayed by our ad sales people. It didn't always used to be that way, but we cannot afford to give free advertising to businesses in the form of editorial content.

The long answer is that unfortunately too often, we've put in the time and effort to do business features, and then when we try to secure any sort of advertising, too many business tell us they are just going to use Facebook to get the word out. And it's not just our time; it's the space we dedicate for such content in our papers as well. And that's not just in Berlin, that's throughout our entire coverage area. And it's not like we're looking for businesses to take out full page spreads every week or anything. But when a business won't even take out a \$35 ad on a sponsorship page for an upcoming event, and then they expect us to do everything we do to promote their business for free? It's kind of a slap in the face when businesses tell us we're not supporting them and the community, but then they're not showing us any of that support in return. We do as much as we can for each community, but without advertising revenue, there'd be no Berlin Journal Newspapers.

What we DO do is work with our local chambers, or in Berlin's case, CommUNITY, to do ribbon cuttings and at least get a picture in the paper. Is it the ideal situation? No, but like I said, we're a business like everyone else, and we've got to be able to keep our doors open too. That's one of the really sad things about the chamber failing, since CommUNITY is based mostly in downtown, if there's other businesses opening that CommUNITY isn't reaching than that's a shame.”

I would like to present two options for assisting new businesses in our community:

- 1) Using Marketing funds from the Planning and Development Director's budget line to purchase ad space for new businesses.
- 2) Work with the Travel & Tourism Commission to use Room Tax funds to purchase ad space and marketing materials for new businesses in the community, not just non-profits.