

COMMON COUNCIL MEETING AGENDA
TUESDAY, MAY 10, 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/85905140084>
Meeting ID: 859 0514 0084 Passcode: 123456
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 April 12th and 19th Common Council Meeting. RECOMMENDATION: Approve the minutes.
7. Bills List. RECOMMENDATION: Approve the list of bills for payment.
8. Title VI Update. RECOMMENDATION: Accept the recommendation from Committee of the Whole to approve the Title VI update for shared taxi services.
9. Dollar Tree/Family Dollar Comfort Letter. RECOMMENDATION: Accept the recommendation from Committee of the Whole to authorize staff to sign comfort letter.

END OF CONSENT AGENDA

10. Presentation of 2021 Audit. RECOMMENDATION: Listen to auditor presentation of 2021 audit, accept audit and place on file.
11. Oakwood Cemetery Board Appointment. RECOMMENDATION: Accept the mayoral appointment of Jane Waalkes to the Oakwood Cemetery Board for term expiring April 30th, 2025.
12. Sewer & Water Commission Appointment. RECOMMENDATION: Accept the mayoral appointment of Michael Ottman to the Water & Sewer Commission for term expiring October 1st, 2027.

13. Lead Service Line Removal Bid. RECOMMENDATION: Accept the recommendation from Sewer & Water Commission as to the bid for Lead Service Lines Removal for the year 2022.
14. Pool Daily Admission Fee Increase Proposal. RECOMMENDATION: Accept the recommendation from Parks & Recreation Commission to increase the pool admission fees as presented.
15. May 10th 2022 Kindness Day Proclamation. RECOMMENDATION: Reading of the Mayoral Proclamation declaring May 10th 2022 Kindness Day.
16. Walker Agency 114 N Wisconsin St. Parcel #206-00104-0000 Re-zone request.
RECOMMENDATION: Accept Recommendation from Planning Commission to rezone Parcel #206-00104-0000 from B-1 to R-2.
17. Ripon Award Jackets Parcel # 206-00824-0000 Re-zone request. RECOMMENDATION: Accept Recommendation from Planning Commission to rezone Parcel # 206-00824-0000 from M-2 to M-1.
18. 115 W. Ceresco St. Raze and Repair Order Update. RECOMMENDATION: Listen to presentation with discussion and action as appropriate.
19. 107 W. Huron St. Raze and Repair Order Update. RECOMMENDATION: Listen to presentation with discussion and action as appropriate.
20. 271 McKittrick St. Raze and Repair Order Update. RECOMMENDATION: Listen to presentation with discussion and action as appropriate.
21. 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.)
22. New Business (To be used to request items of new business be put on a future agenda)
23. Public Appearances.
24. 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, 107 W. Huron, 271 McKittrick*).
25. Reconvene into open session and action as appropriate from closed session discussion.
26. 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.

April 30, 2022

Month-End Balance to Bank Statement

	General City	Capital Project Bonding	EMS Account	Utility	Tax	Sewer Equ. Replacement
City's Beginning Balance	1,895,271.75	-	199,588.19	1,493,279.91	95.08	154,797.13
Deposits	568,507.66	-	38,977.16	262,130.87	-	78,021.65
Deposit In Transit						
Payroll	(242,871.64)			(31,534.43)		
A/P Payables / Ck Summary	(189,108.16)			(125,288.64)		
Other Payments	(225,971.37)	0.00	(200,035.00)	(95,704.08)	0.00	-
TOTAL PAYMENTS	(657,951.17)	0.00	(200,035.00)	(252,527.15)	0.00	-
Outstanding Checks:						
Misc/Bank Error						
Voided Check						
Payroll	4,875.69					
A/P	31,573.03			15,408.55	196.28	
TOTAL OUTSTANDING CHECKS	36,448.72	-	-	15,408.55	196.28	-
Balance	1,842,276.96	-	38,530.35	1,488,292.18	291.36	232,818.78
Ending Bank Balance	1,842,276.96	-	38,530.35	1,488,292.18	291.36	232,818.78
	-	-	-	-	-	-
WI PS ACH			3,447.00			
STATE OF WI	9,480.55					
STATE OF WI	69,255.10					
TRANSFER	0.00					
GREEN LAKE CO LOTTERY CR	90,040.02					
Fund Tran. From Water & Sewer	6.00					
Merchant Bank. Dep.	325.00					
Monthly City Deposits	187,576.25			214,219.87		
ACH RETURN HAHN	-			0.00		
Med B NGS HCCLAIM pmts	10,063.31		16,732.69			
City Dec. Pay/ EZ Dep.	-		18,797.47	24,382.80		
Payment Serv.				23,353.90		
REFUND SERVICE CHARGE				0.00		
36 TREAS 310 MISC PAY	1,534.40					
Tfr Between Accounts	200,000.00					78,000.00
Accrued Checking Acct. Interest	227.03			174.30	-	21.65
	568,507.66	-	38,977.16	262,130.87	-	78,021.65
Payments:						
Federal Payroll Tax Payments (IRS)	98,789.05					
WI Payroll Tax Payments (Revenue)	11,111.79					
Northshore	1,080.00					
Great West/Wells Fargo	5,471.92					
WI TAX PAYMENT						
STATE OF WI TIF PAYMENT	-					
Service Charge-stop payment				109.95		
Direct Deposit Service Fee (ACH)	10.00		35.00	-		
Retainer	5,276.92					
Health Premium	32919.31					
Returned checks / ACH				144.76		
WRS Employee Trust Fund	33,850.15			78,000.00		
Fund Tfr	-		200,000.00	6.00		
Credit Card Payment-Elan US Bank	9,212.53			735.02		
EMC INSURANCE CO INSURANCE						
Miscellaneous	395.00					
Positive Pay	30.00					
Health Savings Acct EMPLOYER	2,718.75			750.00		
Health Savings Acct EMPLOYEE	9,665.50					
Alliant-Credit Card Payment	14,677.87			15958.35		
US Cellular	762.58					
Fleetcor - Condon						
	225,971.37	93,704.08	200,035.00	95,704.08	-	-

CITY OF BERLIN -- OFFICE OF THE TREASURER

**CITY TREASURER REPORT
PERIOD ENDING 04/30/2022**

#REF!

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<u>FUNDS</u>	<u>BEGINNING BALANCE</u>	<u>ADJ/ VOIDS</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>OUTSTANDING CHECKS</u>	<u>BANK BALANCE</u>	<u>INVESTMENTS</u>	<u>TOTAL W/ INVESTMENTS</u>		
GENERAL CITY	\$ 1,895,271.75	\$ -	\$ 568,507.66	\$ (657,951.17)	\$ 36,448.72	\$ 1,842,276.96	\$ 3,100,000.00	\$ 4,942,276.96	10-11300	FNB100028
TAX COLLECTION ACCOUNT	\$ 95.08		\$ -	\$ -	\$ 196.28	\$ 291.36	\$ -	\$ 291.36		FNB131924
CAPITAL PROJECT BORROWING	\$ 244,753.87		\$ -	\$ -	\$ -	\$ 244,753.87	\$ -	\$ 244,753.87		*2193
EMS ACCOUNT	\$ 199,588.19		\$ 38,977.16	\$ (200,035.00)	\$ -	\$ 38,530.35	\$ -	\$ 38,530.35		
WATER & SEWER CHECKING	\$ 1,463,279.91		\$ 262,130.87	\$ (252,527.15)	\$ 15,408.55	\$ 1,488,292.18		\$ 1,488,292.18		
SEWER EQUIP REPLACEMENT FUND	\$ 154,797.13		\$ 78,021.65			\$ 232,818.78	\$ 1,255,000.00	\$ 1,487,818.78	61-11362	
WATER UTILITY							\$ 3,115,438.44	\$ 3,115,438.44	62-11361	62-11366
SEWER UTILITY							\$ 1,171,968.19	\$ 1,171,968.19		61-11361
TOTAL OF ALL FUNDS	\$ 3,957,785.93	\$ -	\$ 947,637.34	\$ (1,110,513.32)	\$ 52,053.55	\$ 3,846,963.50	\$ 8,642,406.63	\$ 12,489,370.13		

SUBMITTED BY: SUSAN THOM & Caitlin Hilgart, DEPUTY CLERK/TREASURER

CITY OF BERLIN BUILDING REPORT April 2022

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	0	\$0.00	\$0.00	1	315,000.00	836.54
Multi-Family Residence				0	\$0.00	\$0.00	0	0.00	0.00
Residential Alteration	6	\$64,139.00	\$412.44	12	\$157,918.00	\$998.30	8	125,952.35	643.88
Residential Addition	0	\$0.00	\$0.00	0	\$0.00	\$0.00	0	0.00	0.00
Residential Garage	1	\$10,500.00	\$125.00	1	\$10,500.00	\$125.00	0	0.00	0.00
Residential Garage Alteration				0	\$0.00	\$0.00	0	0.00	0.00
Commercial Building				0	\$0.00	\$0.00	0	0.00	0.00
Commercial Alteration				0	\$0.00	\$0.00	4	637,191.00	3,917.05
Commercial Addition				0	\$0.00	\$0.00	0	0.00	0.00
Signs	1	\$10,000.00	\$98.00	3	\$30,000.00	\$258.00	5	73,150.00	1,329.66
Miscellaneous	2	\$9,000.00	\$125.00	7	\$29,400.00	\$335.00	1	0.00	100.00
Demolition				0	\$0.00	\$0.00	3	4,382.00	400.00
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	0	\$0.00	\$0.00	0	0.00	0.00
Trailer Homes				0	\$0.00	\$0.00	0	0.00	0.00
Total Building Permits	10	\$93,639.00	\$760.44	23	\$227,818.00	\$1,716.30	22	1,155,675.35	7,227.13
				0	\$0.00	\$0.00	0	0.00	0.00
Commercial Plan Approval				0	\$0.00	\$0.00	0	0.00	0.00
Plumbing Permits	1	\$11,927.00	\$50.00	5	\$21,470.00	\$235.00	6	86,367.00	706.84
Electrical Permits	3	\$419,500.00	\$746.04	7	\$440,552.00	\$947.95	7	107,304.00	1,116.33
Heating Permits	3	\$13,301.00	\$150.00	8	\$159,776.00	\$1,285.00	6	35,212.00	468.97
				0	\$0.00	\$0.00	0	0.00	0.00
Total Permit Fees	17	\$538,367.00	\$1,706.48	43	\$849,616.00	\$4,184.25	41	1,384,558.35	9,519.27

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***Check Summary Register©**

APRIL 30 2022

Name		Check Date	Check Amt	
11100	Cash in Bank m FNB			
67005	TRI-CITY GLASS & DOOR INC	3/24/2022	(\$241.80)	AUTOGLASS AND MISC SUPPLIES FOR DP
67008	ALCIVIA	4/1/2022	\$10,816.09	2022 - MARCH - GAS AND DIESEL
67009	BALLWEG IMPLEMENT CO	4/1/2022	\$121.43	OIL BREAK IN FOR DPW
67010	BERLIN JOURNAL NEWSPAPER	4/1/2022	\$1,946.75	DEPUTY CLERK JOB POSTING
67011	CCP INDUSTRIES INC.	4/1/2022	\$386.83	PARKS PPE
67012	CHARTER COMMUNICATION	4/1/2022	\$79.99	03.24-04.23 INTERNET SERVICE AT FIRE D
67013	CHIER LAW OFFICE LLC	4/1/2022	\$27,028.00	2021-22 CONTRACT OVER RETAINER
67014	COMMAND CENTRAL, LLC	4/1/2022	\$80.65	INK AND PAPER FOR ICE MACHINE FOR EL
67015	DAVE'S AUTO BODY	4/1/2022	\$248.77	VAN REPAIR FOR SENIOR CENTER 2008 C
67016	FARRELL EQUIPMENT & SUPPL	4/1/2022	\$842.74	SHOVELS FOR DPW
67017	FINISHLINE STUDIOS	4/1/2022	\$120.00	1ST QUARTER WEBHOSTING
67018	GCS SOFTWARE	4/1/2022	\$341.25	MUNICIPAL PROPERTY TAX COLLECTIONS
67019	GFL SOLID WASTE MIDWEST LL	4/1/2022	\$499.60	2022 - MARCH - TRASH AND RECYCLE AT C
67020	GREEN LAKE CO REG OF DEED	4/1/2022	\$30.00	LEIN SATISFACTION FOR TOM VANDERPL
67021	J. F. AHERN COMPANY	4/1/2022	\$896.85	2022 - MARCH FIRE EQUIPMENT INSPECTI
67022	MACQUEEN EQUIPMENT	4/1/2022	\$1,922.88	PARTS FOR DPW
67023	MGD INDUSTRIAL CORP	4/1/2022	\$238.38	PARTS FOR DPW
67024	ODB COMPANY	4/1/2022	\$1,403.20	MEDIUM DUTY HOSE FOR DPW
67025	OSHKOSH OFFICE SYSTEMS	4/1/2022	\$278.23	2022 - MARCH - 6111 COPIER USE AT CITY
67026	PIONEER MANUFACTURING CO	4/1/2022	\$613.60	QUIK STRIPE ARCTIC WHITE 12/CS
67027	TAPCO SAFE TRAVELS	4/1/2022	\$175.85	BASE ALUMINUM SQUIRE PEDESTAL FOR
67028	THE LADYBUG FLORAL & GIFTS	4/1/2022	\$50.00	PLANT FOR DICK KUNDE'S FUNERAL - BPL
67029	THEDACARE AT WORK	4/1/2022	\$41.00	NON DOT DRUG SCREEN - HARTLEY
67030	VIKING ELECTRIC SUPPLY	4/1/2022	\$334.00	LIGHT BULBS FOR DPW
67031	DANA ROSSOW	4/8/2022	\$2,725.37	SQ 62-REPAIR DAMAGE FROM DEER
67032	BERLIN JOURNAL NEWSPAPER	4/8/2022	\$86.00	250 TRANSMITTAL MEMO
67033	SONDALLE FORD LINCOLN MER	4/8/2022	\$332.95	SQ60 OIL CHANGE/REPLACE AIR FILTER
67034	THEDACARE LABORATORIES	4/8/2022	\$127.50	LEGAL BLOOD DRAWS 63651,63696,63956
67035	TOP PACK DEFENSE LLC	4/8/2022	\$378.46	ALEX-1 SS, 1 LS, 1 PANT & HEMMING
67036	VERIZON WIRELESS - VSAT	4/8/2022	\$100.00	OPEN RECORDS REQUESTED
67037	WISCONSIN DEPARTMENT JUST	4/8/2022	\$1,230.00	TIME ACCESS & OFFICER SUPPORT ANNU
67038	ACCURATE ALIGNMENT	4/13/2022	\$1,155.65	FRONT END REPAIR ON EMS VEHICLE 91
67039	AMAZON CAPITAL SERVICES, IN	4/13/2022	\$26.56	BADGE HOLDER FOR EMS
67040	APPLETON FINANCE DEPARTM	4/13/2022	\$483.25	2022 - APRIL - WEIGHTS AND MEASURES
67041	BELLA BY DESIGN	4/13/2022	\$86.00	2022 - NAME PLATES-STOBBE & DRETSKE,
67042	BERLIN AREA SCHOOL DISTRIC	4/13/2022	\$104.91	2019 MOBILE HOME TAXES
67043	BERLIN WATER & SEWER UTILI	4/13/2022	\$22,086.75	2022 - APRIL - WATER & SEWER SERVICE
67044	CASSIDY, JORDAN	4/13/2022	\$118.02	REIMBURSEMENT FOR FOX VALLEY TECH
67045	CCP INDUSTRIES INC.	4/13/2022	\$119.64	DRIVERS GLOVES
67046	CHARTER COMMUNICATION	4/13/2022	\$357.30	2022 - APRIL - TV/INTERNET AT SENIOR CE
67047	CHRISTENSEN, DOUGLAS A	4/13/2022	\$395.21	2022 - MAY - HEALTH INSURANCE REIMBU
67048	CIGNA	4/13/2022	\$682.08	REIMBURSE DUPLICATE PAYMENT PAID B
67049	CITY OF GREEN LAKE	4/13/2022	\$209.96	2022 - JAN & FEB - INTERNET/TV FOR EMS
67050	CONCENTRA MED COMPLIANCE	4/13/2022	\$240.00	2022 - BUNDLE FEE @4 DOT
67051	DREXEL BUILDING SUPPLY, INC.	4/13/2022	\$117.09	TREATED PLYWOOD FOR DPW
67052	DTN, LLC	4/13/2022	\$492.00	2022 - APRIL - RADAR CONTROL
67053	EMC INSURANCE COMPANIES	4/13/2022	\$17,771.30	2022 - APRIL - LIABILITY INSURANCE
67054	EMERGENCY MEDICAL PRODUC	4/13/2022	\$1,032.40	MEDICAL SUPPLIES FOR EMS
67055	FARRELL EQUIPMENT & SUPPL	4/13/2022	\$1,058.66	L.E.D. BARRICADE FOR DPW
67056	FIRE INSPECTION SERVICES IN	4/13/2022	\$1,543.67	2022 - MARCH - FIRE INSPECTIONS
67057	GRAY'S, INC	4/13/2022	\$143.00	DPW SUPPLIES
67058	GREEN LAKE CHAMBER OF CO	4/13/2022	\$25.00	HIRE ME NOW BOOTH - PARK/REC
67059	GREEN LAKE COUNTY TREASU	4/13/2022	\$1,510.00	2021 TAX STATEMENTS/POSTAGE/ENVELO
67060	GREEN LAKE TITLE & ABSTRAC	4/13/2022	\$75.00	TITLE REPORT BROWN WILCOX TRUSTEE

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APRIL 30 2022

Name	Check Date	Check Amt	
67061	HAWKINS /ASH CPAs	4/13/2022	\$2,835.43 PROFESSIONAL SERVICES THROUGH 4/4/2
67062	KUNKEL ENGINEERING GROUP	4/13/2022	\$1,101.15 2003.K045 CITY LAND DEVELOPMENT AND
67063	PACKERLAND PORTABLES	4/13/2022	\$250.00 2022 - APRIL - 2 PORTABLES CAMPGROUN
67064	RED POWER DIESEL SERVICE	4/13/2022	\$754.66 1990 FORD E-350 FIRE TRUCK BRAKE WOR
67065	RUNNING INC. TRANSIT SERVIC	4/13/2022	\$23,295.40 2022 - MARCH - SHARED RIDE TAXI SERVIC
67066	SECURIAN FINANCIAL GROUP	4/13/2022	\$823.42 2022 - MAY - EMPLOYER LIFE INSURANCE
67067	SONDALLE FORD LINCOLN MER	4/13/2022	\$895.16 TIRES FOR 91
67068	STERNBERGLIGHTING	4/13/2022	\$800.00 4 ACORN-DR CLEAR ACRYLIC LIGHTS
67069	SUPERIOR CHEMICAL CORP	4/13/2022	\$147.34 AQUA KLEEN PARTS WASH
67070	TASC	4/13/2022	\$64.00 21 COVERED LIVES - COBRA
67071	THEDACARE AT WORK	4/13/2022	\$416.50 04/01/22 EAP CONTRACT
67072	VIERBICHER ASSOCIATES	4/13/2022	\$4,970.00 ECONOMIC DEVELOPMENT PLAN
67073	W.S. DARLEY & CO	4/13/2022	\$215.99 HOOK 32" CLOSET FIRE STATION
67074	WASTE MANAGEMENT	4/13/2022	\$17,363.80 2022 - MARCH - RESIDENTIAL GARBAGE S
67075	WEA INSURANCE CORPORATIO	4/13/2022	\$1,046.00 REIMBURSEMENT FOR DUPLICATE AMBUL
67076	WEDA	4/13/2022	\$35.00 WEDA ACADEMY: TIMOTHY LUDOLPH
67077	WISCONSIN PROFESSIONAL PO	4/13/2022	\$297.50 2022 - APRIL - POLICE UNION DUES
67078	BAKER & TAYLOR	4/20/2022	\$2,555.26 57 UNITS FOR CUSTOMERS
67079	CINTAS	4/20/2022	\$102.70 JANITORIAL SUPPLIES FOR LIBRARY
67080	ENHANCED VISION	4/20/2022	\$3,930.00 DAVINCI PRO MAGNIFIER
67081	LISA OBRIST	4/20/2022	\$577.50 2022-MARCH-LIBRARY CLEANING
67082	MARTIN SYSTEMS, INC.	4/20/2022	\$939.40 SERVICE CALL LOCATE MOTION DETECTO
67083	MIDWEST TAPE	4/20/2022	\$420.44 2022-MARCH-DIGITAL MEDIA
67084	MR. STEVE PRODUCTIONS	4/20/2022	\$100.00 DOWNPAYMENT FOR KIDS SRP
67085	OSHKOSH OFFICE SYSTEMS	4/20/2022	\$84.28 2022-MARCH-COPIER USE BERLIN LIBRAR
67086	Otis Elevator Company	4/20/2022	\$884.00 ANNUAL SAFETY TESTING BERLIN LIBRAR
67087	PLASTICARDS, INC DBA RAINBO	4/20/2022	\$706.00 LIBRARY PATRON SIDE KEY TAG COMBOS
67088	SUPERIOR CHEMICAL CORP	4/20/2022	\$40.08 PRESERVE SINGLE-FOLD WHITE TWLCS
67089	UNIQUE MANAGEMENT SERVIC	4/20/2022	\$23.30 2022-MARCH-PLACEMENTS AT BPL
67090	WARDIUS, KENNETH W	4/20/2022	\$150.00 ADULT SUMMER READING PROGRAM
67091	WINNEFOX LIBRARY SERVICES	4/20/2022	\$134.03 2022-FEBRUARY-UNIQUE MANAGEMENT S
67092	WINNEFOX LIBRARY SYSTEM	4/20/2022	\$1,066.29 SWANK MOVIE LICENSE 4/1/22-3/31/23
67093	AMAZON CAPITAL SERVICES, IN	4/26/2022	\$849.95 KEYBOARD, MOUSE, MONITOR AND SHRE
67094	ARING EQUIPMENT COMPANY, I	4/26/2022	\$936.14 REPAIR ON WM L90 - SOLENOID ISSUE
67095	BERLIN JOURNAL NEWSPAPER	4/26/2022	\$3,211.35 7' BJ BOARD OF REVIEW AD
67096	BLOCK, KEVIN J	4/26/2022	\$1,559.84 2022 - MEDICAL BILL REIMBURSEMENT FR
67097	CENTURYLINK	4/26/2022	\$1,960.74 2022 - MARCH - PHONE BILL - CITY HALL
67098	CENTURYLINK	4/26/2022	\$47.54 2022 - MARCH - LONG DISTANCE BILL - CIT
67099	CITY OF GREEN LAKE	4/26/2022	\$105.94 2022 - MARCH - TV INVOICE FOR BEMS
67100	CONCENTRA MED COMPLIANCE	4/26/2022	\$240.00 BUNDLE FEE - HARTLEY, HOFFMAN, ORAN
67101	CONVERGENT SOLUTIONS, INC	4/26/2022	\$707.10 REMOTE LABOR - SPEED DIALS
67102	CORPORATE NTRWK SOLUTION	4/26/2022	\$550.00 MICROSOFT AUTHORIZED REFURBISHED
67103	EMERGENCY MEDICAL PRODUC	4/26/2022	\$2,175.95 MEDICAL SUPPLIES
67104	HAWKINS /ASH CPAs	4/26/2022	\$4,730.00 PROGRESS BILL FOR 12/31/21 AUDIT
67105	INTERSTATE BATTERY	4/26/2022	\$108.95 BATTERIES FOR DPW
67106	ITU ABSORBTECH, INC.	4/26/2022	\$90.30 SUPPLIES FOR DPW
67107	JON LUNDT ELECTRIC, INC	4/26/2022	\$302.36 2 RECEPTACLE SURGE PROTECTOR W/LA
67108	MGD INDUSTRIAL CORP	4/26/2022	\$188.37 PARTS FOR DPW
67109	MODERN OVERHEAD DOOR CO	4/26/2022	\$503.70 COMMERCIAL SERVICE CALL - CHANGE SP
67110	PODOLL, GARY V	4/26/2022	\$50.31 TRAVEL TO PICKUP RESCUE 68 FROM RED
67111	RACHEL VAN DEN HOUT PHOTO	4/26/2022	\$155.00 BUSINESS PORTRAIT SESSION - COUNCIL
67112	SUN LIFE FINANCIAL	4/26/2022	\$377.97 2022 - MAY - LIFE INSURANCE BENEFIT
67113	THEDACARE AT WORK	4/26/2022	\$164.00 DRUG SCREEN T DOMKE
Total Checks			\$189,108.16

CITY OF BERLIN

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Page 1

*Check Summary Register©

APRIL 30 2022

Name	Check Date	Check Amt	
11161 UTILITY CASH - FNB			
16074 CASPERS' TRUCK EQUIPMENT	4/4/2022	\$17,751.00	KNAPHEIDE SERVICE BODY INSTALL - 202
16075 WEST SIDE GARAGE	4/4/2022	\$33,929.00	2022 CHEVROLET SILVERADO
16076 BERLIN CITY TREASURER	4/5/2022	\$591.96	CENTURYLINK MARCH 2022 BILLING
16077 CRANE ENGINEERING SALES IN	4/5/2022	\$152.98	STANDARD LEVER FUW 3" & 4" PLUG VALV
16078 MARTELLE WATER TREATMENT	4/5/2022	\$5,716.08	LIQUID ALUMINUM SULFATE
16079 MULCAHY/SHAW WATER INC	4/5/2022	\$394.15	MODEL 934 NI/CD BATTERY
16080 U S CELLULAR	4/5/2022	\$168.77	MONTHLY CHARGES 3/16/22 -4/15/22
16081 U S POST OFFICE - POSTMASTE	4/5/2022	\$638.05	POSTAGE FOR APRIL 2022 BILLS
16082 WALTCO INC	4/5/2022	\$865.25	PICK UP SAMPLES FOR BADGER LABS
16086 BERLIN CITY TREASURER	4/7/2022	\$1,161.57	WATER & SEWER STAMPERS
16087 BERLIN JOURNAL NEWSPAPER	4/7/2022	\$217.80	UTILITY OPERATOR AD
16088 CINTAS	4/7/2022	\$268.52	DUST MOP/BLACK MATS
16089 J. F. AHERN COMPANY	4/7/2022	\$1,551.85	ANNUAL FIRE INSPECTIONS
16090 JON LUNDT ELECTRIC, INC	4/7/2022	\$3,164.86	THICKENER BUILDING
16091 SUPERIOR CHEMICAL CORP	4/7/2022	\$17.45	BREEZE URINAL DISCS
16092 U S POST OFFICE - POSTMASTE	4/7/2022	\$275.00	FOREVER STAMPS
16093 ROGERS , CHRISTOPHER	4/12/2022	\$103.00	000001321500
16094 BERLIN CITY TREASURER	4/13/2022	\$110.89	PRINTER TONER
16095 BERLIN JOURNAL NEWSPAPER	4/13/2022	\$110.80	FLUSHING ADS
16096 CCP INDUSTRIES INC.	4/13/2022	\$299.67	GLOVES/SAFETY VEST/WICKING SHIRT
16097 CRANE ENGINEERING SALES IN	4/13/2022	\$1,287.39	SERVICE -BOM
16098 HAWKINS /ASH CPAs	4/13/2022	\$165.07	PROFESSIONAL SERVICES THROUGH 3/3
16099 LINCOLN CONTR SUPPLY INC	4/13/2022	\$3,650.00	HI-E DRY DEHUMIDIMAX
16100 NORTH CENTRAL LABORATORI	4/13/2022	\$124.46	AMMONIA CYANURATE/SALICYLATE
16101 PACKER CITY INT'L TRUCKS, IN	4/13/2022	\$97.95	SPRING HOOD ASSIST/SINGLE H
16102 RWI PIPE FABRICATORS, INC	4/13/2022	\$590.00	6"FLG 90 W/ 1" NPT/FLG GASKETS
16103 SJE INC	4/13/2022	\$270.00	ELEC SENIOR SERVICE
16104 TOTAL OVERHEAD DOOR SYST	4/13/2022	\$1,198.00	SERVICE C
16105 USA BLUEBOOK	4/13/2022	\$198.21	CPVC SOCKETS/NIPPLE/STEEL BALL VALV
16106 PACKER CITY INT'L TRUCKS, IN	4/21/2022	\$5,000.00	GASKET HYDRAULIC PUMP/OIL LEAK/AIR L
16107 SMITH ECOLOGICAL SYSTEMS I	4/21/2022	\$814.15	VACUUM TUBE FITTING/VALVE GASKET KI
16108 B.C. AUTO BODY	4/29/2022	\$400.00	BEDLINE CABINETS
16109 BADGER LABORATORIES INC	4/29/2022	\$1,801.60	TOTAL COLIFORM BACTERIA
16110 BERLIN CITY TREASURER	4/29/2022	\$29,080.34	APRIL 2022 PAYROLLS
16111 BERLIN JOURNAL NEWSPAPER	4/29/2022	\$66.00	CCR
16112 CCP INDUSTRIES INC.	4/29/2022	\$48.36	TWO TONE VESTS
16113 CENTURYLINK	4/29/2022	\$57.03	
16114 FIRST SUPPLY LLC - OSHKOSH	4/29/2022	\$293.62	GRAY PE PIPE
16115 GRAPHIC SIGN & LETTER CO, IN	4/29/2022	\$100.40	VINYL LETTERING FOR NEW TRUCK
16116 HAWKINS /ASH CPAs	4/29/2022	\$4,720.00	PROGRESS BILL FOR AUDIT 2021
16117 LINCOLN CONTR SUPPLY INC	4/29/2022	\$327.84	CHECK FILTER FOR FORCE 8 MASK
16118 NORTH CENTRAL LABORATORI	4/29/2022	\$235.48	BROTH/DERMA GEL CLEAR-HAND SANITIZ
16119 U S CELLULAR	4/29/2022	\$208.01	MALNORY/SOBIESKI/VAN/DUTY/HAHN
16120 USA BLUEBOOK	4/29/2022	\$218.88	LIQUID FILL GAUGE
16121 XYLEM WATER SOLUTIONS USA	4/29/2022	\$6,847.20	PUMP FOR JOHNSON STREET LIFT STATIO
Total Checks		\$125,288.64	

CITY OF BERLIN

PAYROLL FOR APRIL - 2022

Net Payroll

	PAYDATE	Payroll #	PAYROLL TITLE	GENERAL CITY	AMBULANCE	UTILITY	
	4/1/2022	7	Ambulance		23,001.56		
	4/1/2022	6.01	Library backpay	7,588.16			
	4/1/2022	7	General City	47,413.71			
	4/1/2022	7.01	Stobbe & Weiss Uniforms	461.74			
	4/1/2022	7.02	Schroeder	408.08			
	4/1/2022	7.03	Schroeder vac	3,145.30			
	4/1/2022	7	Utility			10312.02	
	4/8/2022	7.04	Fireman 1 qtr	5,088.74			
	4/8/2022	7.05	Election workers	2,502.25			
	4/15/2022	8	General City	48,362.07			
	4/15/2022	8.01	Wallner Uniform	179.51			
	4/15/2022	8	Ambulance		23,462.13		
	4/15/2022	8	Utility			10611.87	
	4/29/2022	9	General City	54,372.82			
	4/29/2022	9.01	Wendt	306.61			
	4/29/2022	9	Utility			10610.54	
	4/29/2022	9	Ambulance		26,578.96		
			TOTAL MONTHLY PAYROLL	169,828.99	73,042.65	31,534.43	

CITY OF BERLIN, WISCONSIN

**SUMMARY FINANCIAL REPORT
WITH INDEPENDENT AUDITORS'
REPORT**

DECEMBER 31, 2021

CITY OF BERLIN, WISCONSIN
SUMMARY FINANCIAL REPORT
TABLE OF CONTENTS
DECEMBER 31, 2021

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2-3	Independent Auditors' Report
4	Combined Balance Sheet
	General Fund
5	Revenue
6	Expenditures
7	Statement of Revenue, Expenses and Changes in Net Position - Sewer and Water Utility
8	Statement of Revenue, Expenses and Changes in Fund Balance - Other Funds
9	Other Financial Information



INDEPENDENT AUDITORS' REPORT

To the City Council
City of Berlin, Wisconsin

Opinion

The summary financial statements of the City of Berlin, as of and for the years ended December 31, 2021 and 2020, and the related notes, as listed in the table of contents, are derived from the audited financial statements of governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Berlin, as of and for the years ended December 31, 2021 and 2020, and the related notes, which collectively comprise the City of Berlin's basic financial statements. We expressed an unmodified audit opinion on those audited financial statements in our reports dated April 26, 2022 and April 14, 2021. The audited financial statements, and the summary financial statements derived therefrom, do not reflect the effects of events, if any, which occurred subsequent to the date of our report on the audited financial statements.

In our opinion, the accompanying summary financial statements of the City of Berlin as of and for the years ended December 31, 2021 and 2020 referred to above are consistent, in all material respects, with the audited financial statements from which they have been derived, on the basis described in the notes.

Summary Financial Statements

The summary financial statements do not contain all the disclosures required by accounting principles generally accepted in the United States of America. Reading the summary financial statements and the auditors' report thereon, therefore, is not a substitute for reading the audited financial statements and the auditors' report thereon. The summary financial statements and the audited financial statements do not reflect the effects of events that occurred subsequent to the date of our report on the audited financial statements.

Responsibilities of Management for the Summary Financial Statements

Management is responsible for the preparation of the summary financial statements on the same basis of accounting as the fund financial statements of the audited financial statements.

Auditors' Responsibility

Our responsibility is to express an opinion about whether the summary financial statements are consistent, in all material respects, with the audited financial statements based on our procedures, which were conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing standards*, issued by the Comptroller General of the United States. The procedures consisted principally of comparing the summary financial statements with the related information in the audited financial statements from which the summary financial statements have been derived and evaluating whether the summary financial statements are prepared in accordance with the basis described above. We did not perform any audit procedures regarding the audited financial statements after the date of our report on those financial statements.

HAWKINS ASH CPAS, LLP

Hawkins Ash CPAs, LLP

Manitowoc, Wisconsin

April 26, 2022

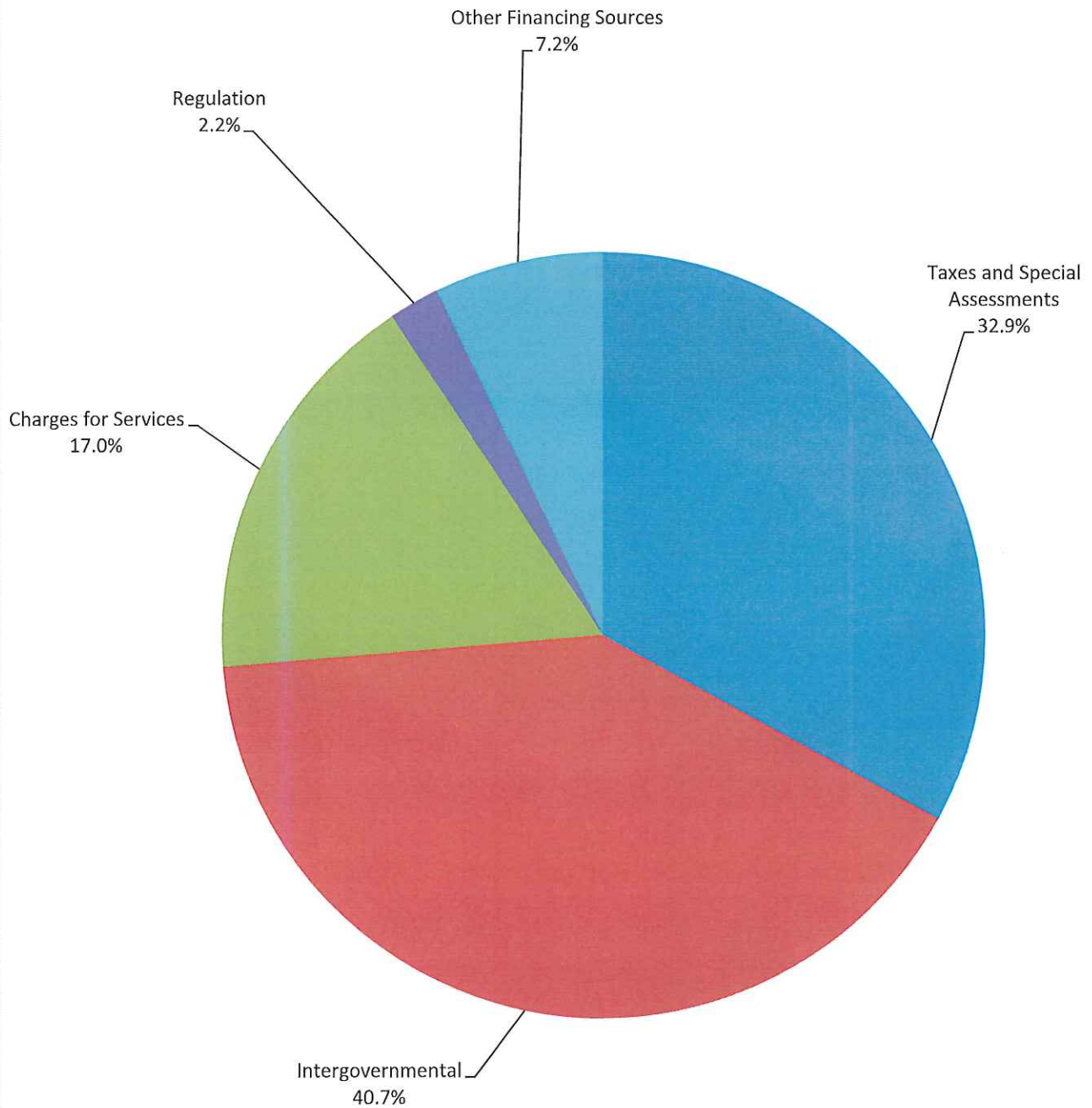
CITY OF BERLIN, WISCONSIN
COMBINED BALANCE SHEET
DECEMBER 31, 2021

	DECEMBER 31,	
	2021	2020
ASSETS		
Cash and cash equivalents	\$ 6,449,644	\$ 6,999,034
Investments	9,314,337	10,374,972
Receivables		
Taxes	5,330,025	4,692,160
Accounts and other	887,470	761,926
Special assessments	134,457	172,580
Loan	1,512,066	1,915,647
Due from other funds	263,303	159,770
Due from other governments	560,746	60,189
Inventories	34,458	33,121
Restricted assets		
Cash and investments	1,558,750	1,475,018
Accrued interest	1,749	2,988
Advances to other funds	672,047	938,247
Wisconsin Retirement System net pension	140,940	85,637
Capital assets, less accumulated depreciation	<u>13,781,706</u>	<u>11,763,965</u>
TOTAL ASSETS	40,641,698	39,435,254
 DEFERRED OUTFLOWS OF RESOURCES		
Wisconsin Retirement System pension	<u>244,218</u>	<u>205,842</u>
 TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	 <u>40,885,916</u>	 <u>39,641,096</u>
 LIABILITIES		
Accounts payable	1,007,571	465,654
Accrued liabilities		
Payroll	180,143	136,242
Due to other funds	263,303	159,770
Due to other governments	1,565,099	1,628,614
Deposit payable	300	700
Unearned revenue - other	1,812,057	1,924,169
Advances from other funds	672,047	938,247
Payable from restricted assets		
Accrued revenue bond interest	3,061	3,097
Current portion of long-term debt	224,915	220,321
Noncurrent portion of long-term debt	<u>566,549</u>	<u>619,903</u>
TOTAL LIABILITIES	<u>6,295,045</u>	<u>6,096,717</u>
 DEFERRED INFLOWS OF RESOURCES		
Taxes levied for subsequent year	5,948,248	5,436,136
Unavailable revenue - special assessments	73,880	77,145
Wisconsin Retirement System pension	<u>314,461</u>	<u>261,556</u>
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>6,336,589</u>	<u>5,774,837</u>
 EQUITY		
Net position	20,313,333	19,709,688
General fund	4,006,547	3,966,491
Other funds	<u>3,934,402</u>	<u>4,093,363</u>
TOTAL EQUITY	<u>28,254,282</u>	<u>27,769,542</u>
 TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND EQUITY	 <u>\$ 40,885,916</u>	 <u>\$ 39,641,096</u>

CITY OF BERLIN, WISCONSIN
GENERAL FUND REVENUE
YEAR ENDED DECEMBER 31, 2021

	<u>2021</u>		<u>2020</u>	<u>CHANGE FROM PRIOR YEAR</u>	
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ACTUAL</u>		
REVENUE					
Taxes	\$ 2,154,411	\$ 2,150,596	\$ 2,108,464	\$ 42,132	2%
Special assessments	-	2,188	-	2,188	N/A
Intergovernmental					
Federal, state and local government	2,504,059	2,662,815	2,685,448	(22,633)	-1%
Regulation					
Licenses and permits	90,317	78,703	91,721	(13,018)	-14%
Fines, forfeits, and penalties	67,600	62,099	56,013	6,086	11%
Charges for services					
Public charges for services	690,300	735,142	537,224	197,918	37%
Intergovernmental charges for services	320,052	374,948	271,083	103,865	38%
Miscellaneous	204,149	281,787	232,205	49,582	21%
Other Financing Sources					
Transfers in	190,000	186,162	187,005	(843)	0%
Sale of capital assets	-	1,600	21,373	(19,773)	-93%
TOTAL REVENUE AND OTHER FINANCING SOURCES	<u>\$ 6,220,888</u>	<u>\$ 6,536,040</u>	<u>\$ 6,190,536</u>	<u>\$ 345,504</u>	6%

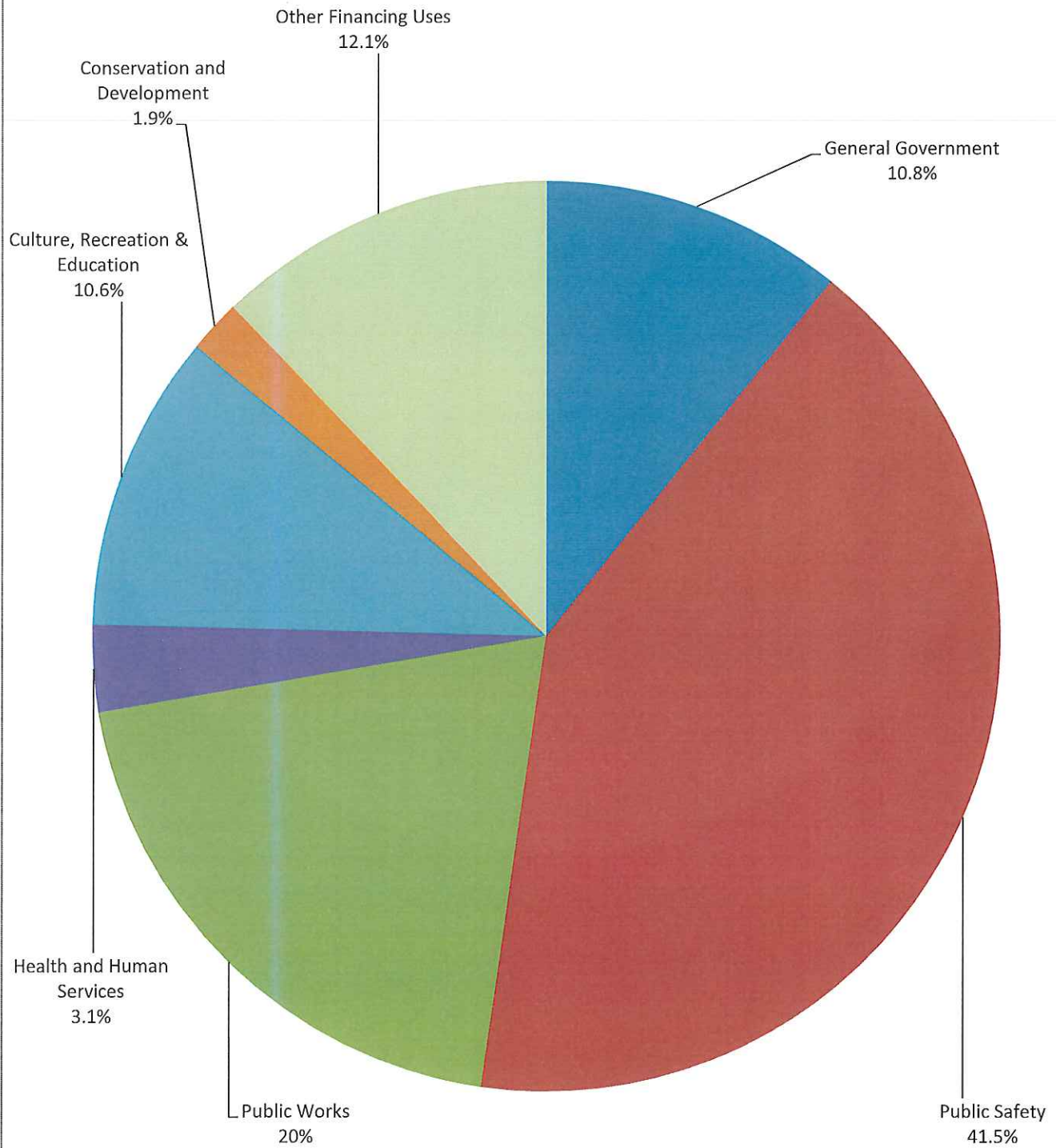
**CITY OF BERLIN, WISCONSIN
2021 GENERAL FUND REVENUE**



CITY OF BERLIN, WISCONSIN
GENERAL FUND EXPENDITURES
YEAR ENDED DECEMBER 31, 2021

	<u>2021</u>		<u>2020</u>	<u>CHANGE FROM PRIOR YEAR</u>	
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ACTUAL</u>		
EXPENDITURES					
General Government	\$ 711,261	\$ 698,440	\$ 720,317	\$ (21,877)	-3%
Public Safety	2,594,664	2,696,839	2,366,004	330,835	14%
Public Works	1,246,339	1,301,731	1,227,817	73,914	6%
Health and Human Services	222,155	201,230	172,424	28,806	17%
Culture, Recreation and Education	761,957	686,922	570,827	116,095	20%
Conservation and Development	100,295	123,023	86,241	36,782	43%
Other financing uses					
Transfer out	<u>738,752</u>	<u>787,800</u>	<u>740,397</u>	<u>47,403</u>	6%
TOTAL EXPENDITURES AND OTHER FINANCING USES	<u>\$ 6,375,423</u>	<u>\$ 6,495,985</u>	<u>\$ 5,884,027</u>	<u>\$ 611,958</u>	10%

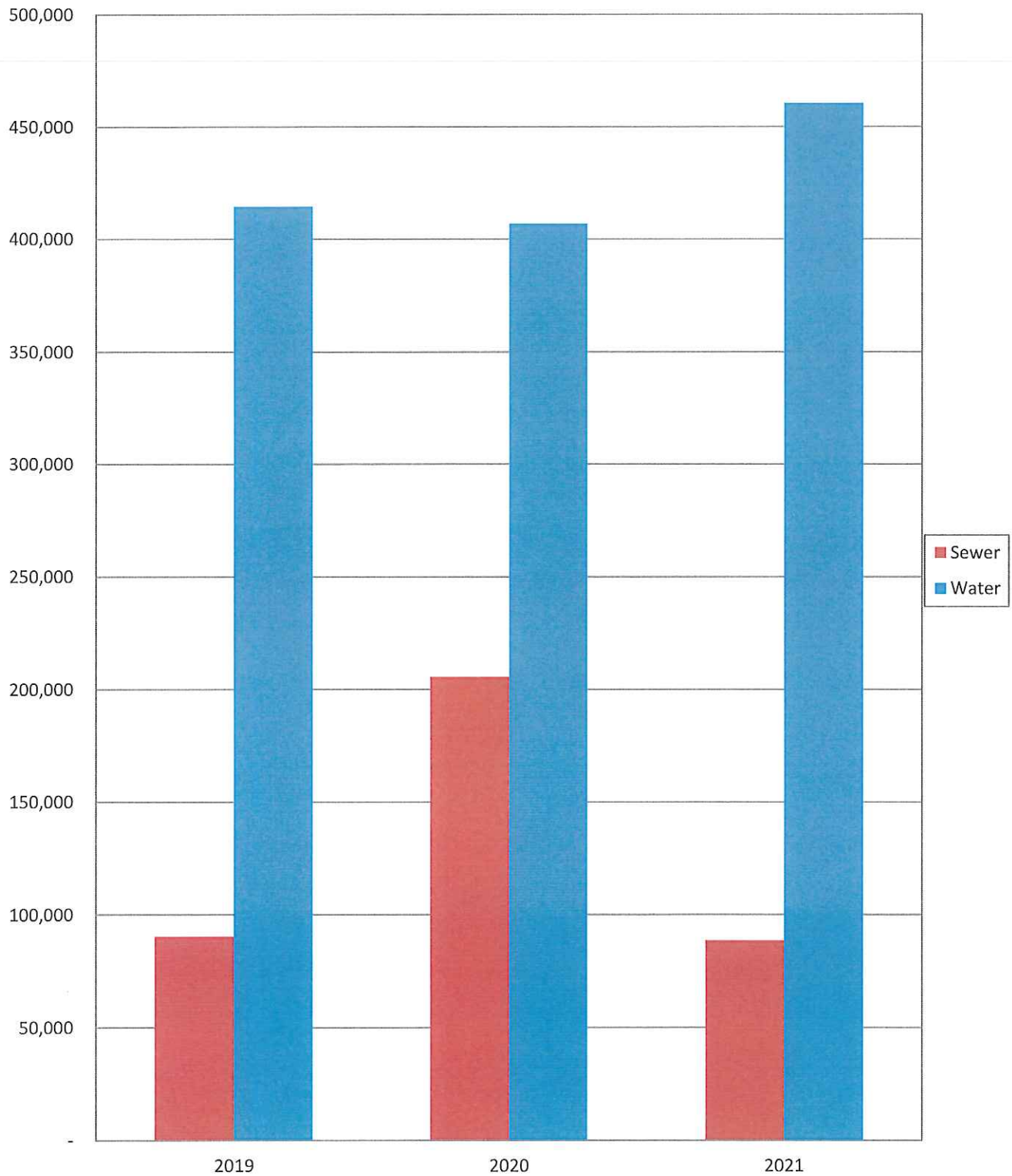
**CITY OF BERLIN, WISCONSIN
2021 GENERAL FUND EXPENDITURES**



CITY OF BERLIN, WISCONSIN
STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION
SEWER AND WATER UTILITY

	YEAR ENDED DECEMBER 31,							
	SEWER				WATER			
	2021	2020	CHANGE FROM PRIOR YEAR		2021	2020	CHANGE FROM PRIOR YEAR	
OPERATING REVENUE								
Charges for services	\$ 1,318,564	\$ 1,350,700	\$ (32,136)	-2%	\$ 1,251,863	\$ 1,238,217	\$ 13,646	1%
OPERATING EXPENSES								
Operations and maintenance	544,331	481,253	63,078	13%	278,735	327,224	(48,489)	-15%
General and administrative	230,363	223,164	7,199	3%	176,162	180,632	(4,470)	-2%
Depreciation	437,116	422,395	14,721	3%	323,234	310,043	13,191	4%
Taxes	18,234	18,457	(223)	-1%	13,334	13,740	(406)	-3%
TOTAL OPERATING EXPENSES	1,230,044	1,145,269	84,775	7%	791,465	831,639	(40,174)	-5%
OPERATING INCOME	88,520	205,431	(116,911)	-57%	460,398	406,578	53,820	13%
NONOPERATING REVENUE (EXPENSES)								
Interest income	32,250	99,468	(67,218)	-68%	30,074	85,772	(55,698)	-65%
Miscellaneous revenue	-	-	-	N/A	4,637	48	4,589	9560%
Interest expense	-	-	-	N/A	(13,693)	(14,676)	983	7%
TOTAL NONOPERATING REVENUE (EXPENSES)	32,250	99,468	(67,218)	-68%	21,018	71,144	(50,126)	-70%
INCOME BEFORE TRANSFERS AND CONTRIBUTIONS	120,770	304,899	(184,129)	-60%	481,416	477,722	3,694	1%
Transfers in	-	-	-	N/A	375,450	-	375,450	N/A
Transfers out	(378,000)	(2,642)	(375,358)	-14207%	(934,512)	(184,363)	(750,149)	-407%
Capital contributions	452,385	55,845	396,540	710%	486,136	2,880	483,256	16780%
CHANGE IN NET POSITION	195,155	358,102	(162,947)	-46%	408,490	296,239	112,251	38%
NET POSITION AT BEGINNING OF YEAR	8,109,664	7,751,562	358,102	5%	11,600,024	11,303,785	296,239	3%
NET POSITION AT END OF YEAR	\$ 8,304,819	\$ 8,109,664	\$ 195,155	2%	\$ 12,008,514	\$ 11,600,024	\$ 408,490	4%
Operating rate of return on average capital assets and inventory	1.84%	5.03%			5.75%	5.41%		
Public Service Commission return on rate base	N/A	N/A			4.69%	4.51%		

**CITY OF BERLIN, WISCONSIN
2019-2021 WATER AND SEWER UTILITY
OPERATING INCOME**

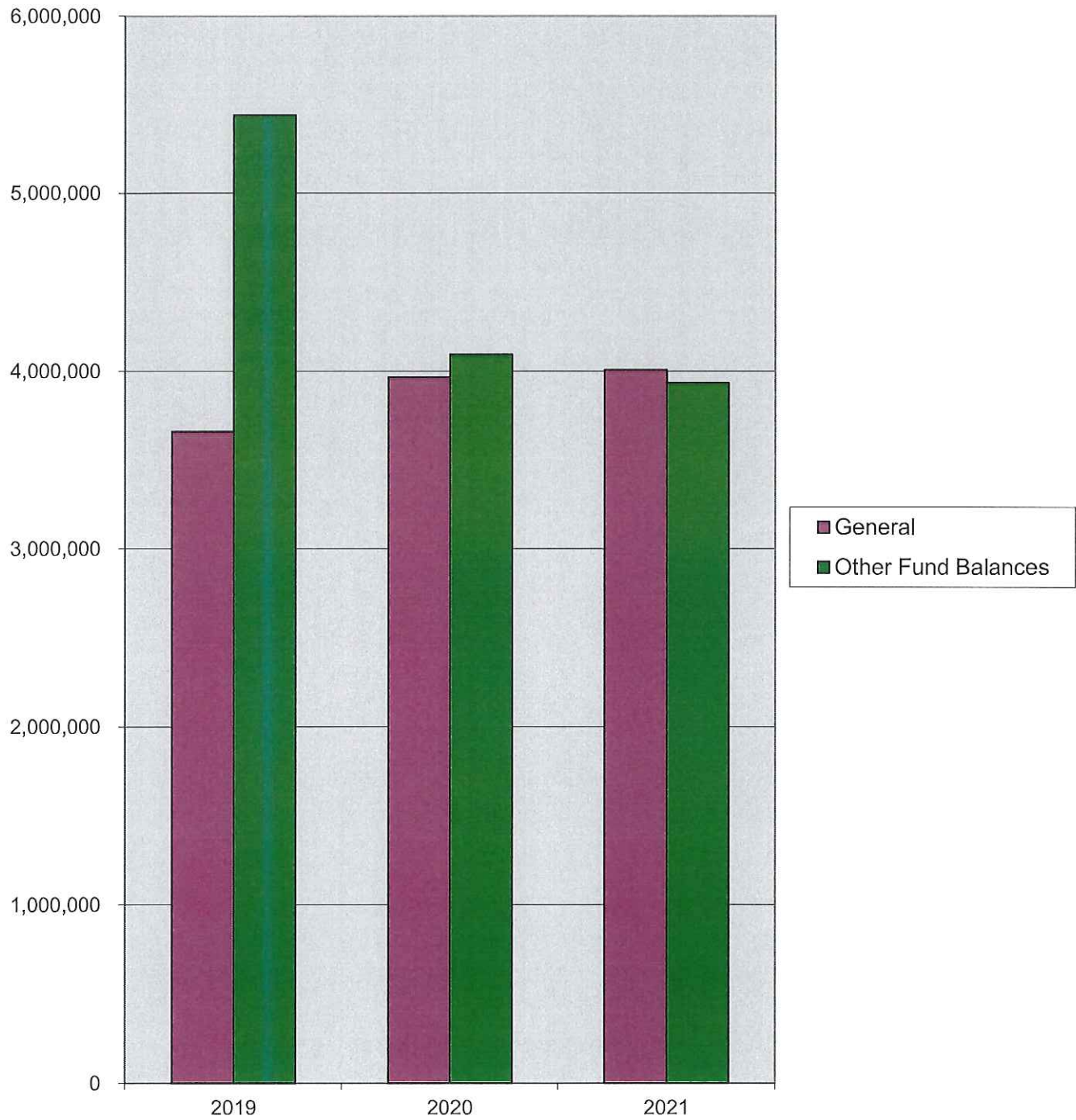


CITY OF BERLIN, WISCONSIN

STATEMENT OF REVENUE, EXPENSES AND CHANGES IN FUND BALANCE - OTHER FUNDS

	BALANCE JANUARY 1, 2021	REVENUE	EXPENDITURES	BALANCE DECEMBER 31, 2021
CDBG Housing Grant	\$ 149,916	\$ 60,761	\$ 201,492	\$ 9,185
Revolving Loan	485,913	1,075,271	1,236,613	324,571
Debt Service	187,316	609,065	601,177	195,204
American Rescue	-	-	-	-
Senior Special Account	50,196	77,831	82,999	45,028
Cemetery Expendable Trust	510,154	8,649	13,742	505,061
Library Expendable Trust	1,147,769	413,948	8,558	1,553,159
Capital Projects	1,794,742	1,431,425	1,944,977	1,281,190
TID #9 - North River Block	(94,260)	82,020	2,762	(15,002)
TID #10 - North Industrial Park	(819,449)	193,307	8,126	(634,268)
TID #01E - RAJ	(24,538)	11,551	9,790	(22,777)
TID #02E - David White Property	60	19,144	18,963	241
TID #14 - East Side Apartment Complex	60,953	74,479	135,432	-
TID #15 - Downtown	191,902	78,520	30,003	240,419
Custodial Fund	-	4,588,383	4,588,383	-
Library Endowment Principal	57,630	1,556	1,556	57,630
Internal Service	395,060	464,080	464,379	394,761
TOTAL	\$ 4,093,364	\$ 9,189,990	\$ 9,348,952	\$ 3,934,402

**CITY OF BERLIN, WISCONSIN
2019-2021 FUND EQUITY**



CITY OF BERLIN, WISCONSIN
OTHER FINANCIAL INFORMATION
DECEMBER 31, 2021

Independent Auditors' Report - An unmodified "clean" auditors' opinion was issued on the City's financial statements. Our opinion states that we found your statements present fairly, in all material respects, the financial activity of the City.

Cash and Investments - The City's cash and investments decreased \$1,526,293.

Fixed Assets - The City spent \$2,656,157 on general fixed assets and \$2,779,951 on sewer and water fixed assets.

Long-Term Debt - At year end, \$4,785,405 was outstanding of general obligation debt which is below the City's state statute debt limit of \$16,270,465. There was also \$597,567 of water debt and \$787,214 of employee benefits outstanding.

Auditors' Reports on Compliance and Internal Control Over Financial Reporting - These reports conclude that the City's internal controls appear adequate for a City of your size.

Communications With Those Charged With Governance - This report discusses the scope and limitations of a financial audit and communicates any problems we had during the audit process. No significant problems were identified.

CITY OF BERLIN FEE, COMMISSION & C APPLICATION FORM

Name: Jane C. Waalkes

Address: 485 Hillside Drive Berlin, WI 54923

Phone: Day 414 861-1854 Evening 414 861-1854

E-mail address: jane.waalkes@icloud.com

City residency is required for appointment to a City board, committee or commission. Other eligibility requirements may also exist.

Area of Interest:

<input type="checkbox"/> Board of Review	<input checked="" type="checkbox"/> Oakwood Cemetery Board
<input type="checkbox"/> Parks & Recreation Commission	<input type="checkbox"/> Committee On Aging
<input type="checkbox"/> Plan Commission	<input type="checkbox"/> Common Council Vacancy, Ward # <input type="text"/>
<input type="checkbox"/> Police & Fire Commission	<input type="checkbox"/> Community Development Authority
<input type="checkbox"/> Water & Sewer Commission	<input type="checkbox"/> Housing Task Force
<input type="checkbox"/> Zoning Board of Appeals	<input type="checkbox"/> Library Board
<input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> Tourism Commission

Applicant Questions (attach additional sheets if necessary)

1. Do you have any issues with attending meetings at the specified times? (See Meeting Schedule)

NO

2. Please indicate why you are interested in serving on any of the above Board, Committee or Commission: I am new to Berlin and I would like to

get involved and help make a positive impact.

3. What knowledge, experience, or abilities do you have that would make you an effective board member: I was active on various committees when

my daughter was in school. I have worked on management teams in my professional career.

4. Please provide any additional information for consideration: _____

1000

CITY OF BERLIN
BOARD, COMMITTEE, COMMISSION & COMMON COUNCIL
APPLICATION FORM

Name: Michael Offman
Address: 397 Sacramento St
Phone: Day 926-279-5726 Evening 926-279-5726
E-mail address: offman@charter.net

City residency is required for appointment to a City board, committee or commission. Other eligibility requirements may also exist.

Area of Interest:

<input type="checkbox"/> Board of Review	<input type="checkbox"/> Oakwood Cemetery Board
<input type="checkbox"/> Parks & Recreation Commission	<input type="checkbox"/> Committee On Aging
<input type="checkbox"/> Plan Commission	<input type="checkbox"/> Common Council Vacancy, Ward #___
<input type="checkbox"/> Police & Fire Commission	<input type="checkbox"/> Community Development Authority
<input checked="" type="checkbox"/> Water & Sewer Commission	<input type="checkbox"/> Housing Task Force
<input type="checkbox"/> Zoning Board of Appeals	<input type="checkbox"/> Library Board
<input type="checkbox"/> Other _____	<input type="checkbox"/> Tourism Commission

Applicant Questions (attach additional sheets if necessary)

1. Do you have any issues with attending meetings at the specified times? (See Meeting Schedule)

ND

2. Please indicate why you are interested in serving on any of the above Board, Committee or Commission:

Dave Youngbauer asked me, I would be happy to help my community.

3. What knowledge, experience, or abilities do you have that would make you an effective board member:

age, common sense, interest in city items.

4. Please provide any additional information for consideration: NOXIE

To: Common Council

From: Sara Rutkowski

Date: May 10th 2022

Re: Lead Service Line Removal Bid

Kunkel Engineering has been collecting bids to complete the Lead Service Line Removals for 2022. They are due Monday, May 9th. Kunkel will first present the bids to the Sewer & Water Commission on May 10th for a contractor to recommend to Council.

Staff will present more information that evening concerning the bids.

Recommendation: Approve a bid to replace lead service lines for 2022.

2022 BAC Daily Admission Proposal

- Daily Admission:

⇒ 2021

- ⇒ Under 4 = free
- ⇒ 4-17 = \$2.50
- ⇒ 18-61 = \$3.50
- ⇒ Over 61 = \$2.50
- ⇒ After 5pm, family of up to 5 people = \$5

⇒ 2022

- ⇒ Under 4 = free
- ⇒ 4-17 = \$3.00
- ⇒ 18-61 = \$4.00
- ⇒ Over 61 = \$3.00
- ⇒ After 6pm, family of up to 5 people = \$5

- Reasons

- ⇒ Increase revenue
- ⇒ Eliminate quarters

- Surrounding Pools

- ⇒ These prices would match those of Omro.
- ⇒ These would remain significantly lower than Winneconne which charges \$7 per person no matter the age.

- This proposal has the support of both the Director of the Parks and Recreation and the City Administrator.



PROCLAMATION DECLARING KINDNESS DAY

WHEREAS, on behalf of the citizens of the City of Berlin, it is the pleasure of the City of Berlin's Common Council and Mayor to recognize the importance of treating each other with kindness; and

WHEREAS, The Berlin High School KIND Committee and Thrivent Financial are coordinating the 2nd Annual Community KINDNESS Day where they will be recognizing KIND members of the community and taking part in various kind activities throughout the city; and

WHEREAS, the many daily acts of kindness that occur in our community are largely inconspicuous and unobtrusive, and

WHEREAS, by recognizing these acts of kindness, all members of our community will be made aware of the importance of being kind to others throughout the year; and

WHEREAS, the purpose of KINDNESS Day is to remember the simple day-today acts of kindness that enable our community to be a kinder, safer, and more secure place to live, work, and play; and

WHEREAS, The City of Berlin's Common Council and Mayor will celebrate this day with this special proclamation in recognition of all of the kind acts performed on Tuesday, May 10th 2022;

NOW THEREFORE, BE IT RESOLVED, that the Common Council and Mayor of the City of Berlin, do hereby proclaim the tenth of May of 2022 as Kindness Day and urge all citizens to recognize and participate in its observance.

Dated this 10th day of May, 2022

Joel Bruessel, Mayor



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
SUBJECTS: Rezone Request for Parcel # 206-00104-0000 from B-1 to R-2.
DATE: May 10th 2022

Background

The Commission accepted the Zoning Administrator's recommendation to accept the request for the rezoning on the basis. The proposed development is consistent with the future land use recommendations contained in the comprehensive plan and shown on the future land use map, the proposed development is generally consistent with the vision, goals, objectives and policies contained in the comprehensive plan, and would likely transform a vacant use into a viable one.

Discussion

On March 29th 2022 Commissioner Harvath Motioned and Kubiak Seconded the motion to approve the rezone request for # 206-00104-0000 from B-1 to R-2 and recommendation the decision to Common Council.

Recommendation

Ratify the recommendations to approve rezoning request.



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MEMO

TO: Common Council
FROM: Timothy Ludolph, Planning & Development Director
SUBJECTS: Rezone Request for Parcel # 206-00824-0000 from M-2 to M-1
DATE: May 10th 2022

Background

The Commission accepted the Zoning Administrator's recommendation to accept the request for the rezoning on the basis. The proposed development is consistent with the future land use recommendations contained in the comprehensive plan and shown on the future land use map, the proposed development is generally consistent with the vision, goals, objectives and policies contained in the comprehensive plan, and would likely transform a vacant use into a viable one.

Discussion

On April 26th 2022 Commissioner Harvath Motioned and Marks Seconded to approve the rezoning M-2 to M-1 and send the decision to Common Council.

Recommendation

Ratify the recommendation to approve the rezoning request.

Raze and Repair Orders/ Nuisance Complaints

Address of Property: 115 W. Ceresco St.

Property Owner Name: Randall Francisco (owner) & Renee Krohn (fiancée)

Basic Information:

Parcel Number:	206-00226-0000
Assessed Property Value:	\$21,100.00
Est. Fair Market Value	\$24,300.00
Occupancy?	Yes, Owner
Taxes paid?	No, 2021, 2020, and ½ of 2019 owing
Construction in Progress?	TBD

Neighbor complaints:

- One complaint in May of 2021 about debris and garbage outside the house.

Contact with Owner:

- On 02/25/22, Randall Francisco was served with Raze/Repair order. Certificate of service on 02/28/22 and Order recorded on 03/02/22. 30 day waiting period up on 03/27/22.
- Renee Krohn attended COTW on 04/05/2022 and presented information concerning insurance and roof repairs completed.
- Randy Francisco and Renee Krohn attended 04/12/22 CC and explained the lack of previous response, summarized their recent repair efforts, and tentatively outlined future repairs.

Extent of repairs needed vs completed (outside visibility vs inside):

- Roof on upper portion repaired in March of 2022. Refer to Building Inspector report for needed repairs.

Inspections:

- On May 28, 2021, the exterior was inspected, and raze/repair order recommended.
- On July 26, 2021 a second exterior inspection was completed with no changes recorded.
- On April 4, 2022 an informal exterior inspection noted the new roof and vinyl siding was being placed over rotten materials (not up to code).
- On April 18, 2022 Building Inspector completed a full interior and exterior inspection. See attached.

Permits pulled:

- Roof permit was purchased on April 11th for roof work completed previously.

Council Motions:

- At September 2021 CC, Council motioned to direct City Attorney Chier to proceed with Raze/Repair Order. This was put on hold due to Matt going over hours.
- April 5, 2022 COTW meeting, owners were ordered to pull building permits for repairs on property.
- April 12, 2022 CC meeting, motion was made to delay Raze/Repair order until next CC meeting with the requirement all needed building permits are pulled and a timeline of future repairs presented.

Additional Relevant Information:

- Water was turned off in May of 2021. As of May 3rd, 2022, the Utility Department has confirmed the water is still turned off after two attempts in March of 2022 to turn it back on.
- According to owner, son of owner lived in property for two years and allowed it to fall into such disrepair. Owner moved back in after Thanksgiving of 2021.
- Police Interactions

115 W. Ceresco St.

Date	Note:
5/3/2021	Complaint about debris and garbage outside the property.
5/12/2021	Water department informed Community Development there was no running water at the house.
5/28/2021	First exterior inspection was performed by building inspector and raze order recommended. Declared unsafe for occupancy because the water had been shut-off.
7/26/2021	Second exterior inspection performed with no changes made to property condition.
9/14/2021	CC motioned for City Attorney to go forward with Raze/Repair order.
2022	
2/25/2022	Randall Francisco served a raze or repair order.
2/28/2022	Certificate of service received by City Attorney.
3/2/2022	City attorney received the recorded Raze or Repair order.
3/27/2022	30 day waiting period completed.
3/31/2022	Property owners paid water bill balance and had water turned back on. Access was not granted to water department. PDD called by Renee Krohn who claimed the roof was replaced and work to begin on siding.
4/1/2022	Owners requested water shut back off.
4/4/2022	Building inspector performed an informal exterior inspection and validated the roof had been installed and some vinyl siding was being placed over the previously deemed rotten materials, this would not be up to code.
4/5/2022	Renee Krohn at Committee of the Whole. Presented Insurance and Roofing paperwork and given a week to obtain all necessary Building Permits and schedule all required inspections.
4/12/2022	Property was discussed at Common Council, given a month extension to get all permits.
4/18/2022	Building Inspector performed a complete inspection. Findings counter with the discussion at Common Council 4-12-2022; recommendation proceed with raze and should not be occupied.
5/3/2022	Property to be discussed at Committee of the Whole



Re: Building Assessment: 04/25/2022

Location: 115 W Ceresco Street
Berlin, WI. 54923
Parcel: 206-00226-0000

Owner: Randall J. Francisco
115 W Ceresco Street
Berlin, WI. 54923

An interior inspection was completed on the property located at 115 W Cresco Street on 04/25/2022. The majority of the floor and wall surfaces were not visible due to the amount of household items stored throughout the home, from floor to ceiling, access to and throughout the rooms was limited to a narrow walking path.

The following conditions were noted on the interior and exterior of the home:

- Residential structures are not designed to support or withstand the additional loads and forces being applied by the storage of excessive household items from floor to ceiling. The amount of sag or deflection in the floors and ceilings were unable to be determined due to the amount of clutter.
- The homes required second exit at the rear of the home was blocked.
- The kitchen range was not in working order although a functioning microwave was placed on top.
- The refrigerator was not working; access was blocked by a storage shelving unit.
- The kitchen sink and small counter area was cluttered with unwashed kitchen and eating utensils.
- The bathroom tub/shower and sink were not useable due to items being stored in and on top of them. The tub surround was not adequately sealed to prevent leaking with evidence of mold growth. The floor covering was not impervious to moisture.
- The kitchen and bathroom areas are unsanitary.
- Unable to access the room on the east side of the home between bathroom and kitchen. From the exterior a door or window appeared to be boarded up. The room is considered uninhabitable due to the lack of a window or door providing eight percent daylight (glass) of the rooms floor area and four and a half percent ventilation.
- Stairs to the second-floor bedroom are hazardous due to inadequate headroom clearance, no handrails, riser heights and tread depths not being uniform, riser height exceeding eight inches and tread depths less than nine inches.
- Emergency response personal will be unable to adequately access the home in the event of an emergency.



City of Berlin, Wisconsin

108 N Capron St., Berlin, WI 54923

Planning and Development Office

Building Inspection

Ph: 920-361-5156

Fax: 920-361-5405

www.cityofberlin.net

- West side rear covered screen porch is filled with clutter and has an interior rated freezer on it due to the lack of space inside.
- Small basement area accessed through a trap door located on the west side rear covered screen porch has water damaged stored items, water damaged insulated duct work that's disconnected.
- Severe rot and deterioration on all aspects of the home's exterior and entrances.
- Junk and debris throughout the property.

The property has an improvement value of \$14,000 per the 2021 Green Lake County Tax Assessment Data and in my opinion the exterior conditions alone cannot be adequately repaired for \$7,000 which is fifty percent (50%) of its improved value and thus recommend the Raze Order.

In its present condition the home should not be occupied.

Respectfully,

Randal E Backhaus

Randal E. Backhaus

Raze and Repair Orders/ Nuisance Complaints

Address of Property: 107 W Huron St.

Property Owner Name: Israel Barraza

Basic Information:

Parcel Number:	206-01758-0000
Assessed Property Value:	\$74,600.00
Est. Fair Market Value	\$95,900.00
Occupancy?	No, Two Apartments and one Retail Space
Taxes paid?	No, 2021 has \$ 2,197.74 owed
Construction in Progress?	TBD

Neighbor complaints:

- On July 2016 Initial complaint to Community Development Director with report of extensive water damage to the interior of the property.
- November-December 2021 numerous complaints to Planning and Development Director from neighbors.

Contact with Owner:

-Previous-

- On August 25th 2016 a Letter was sent to property owner at the time, GARANA LLC, requesting entry to inspect property.
- Between March of 2018 and January 2020 Ramon Velez Aleman acquired the property and began repair of the rear roof as well as completing a new roof over the front 2/3 of the building. The Raze Order was terminated on May 2nd 2018 and he intended to have the work completed by summer 2020.
- December 14th 2020 John Ovalle was mailed a letter communicating the need for an inspection and determining this property uninhabitable.
- During December 2021 the Building Inspector and Planning & Development Director tried to talk John Ovalle into permitting an inspection and discussing plans for the property, these talks yielded nothing from him.
- From January 2022 through March 2022 John Ovalle was called monthly to inquire about his plans, of which he reiterated each time the intent to sell by the end of the contract on March 31st 2022.

-Current-

- On April 26 2022 the new owner contacted the Planning and Development Director to discuss permitting.

Extent of repairs needed vs completed (outside visibility vs inside):

- On all respective inspections below the Building Inspector communicated the necessity of repairing the structure and rear roof portion as well as removing the back porch.

Inspections:

- April 30 2021 the Building Inspector performed a complete inspection and drafted the progress report.
- July 28 2021 the Building Inspector performed an inspection finding no progress.
- November-December 2021 Planning and Development Director performed exterior inspections.
- On December 31 2021 the Building Inspector executed the special inspection and examined the entirety of the structure.

Permits pulled:

- None- There had been discussion with Planning and Development Director by Santiago Barraza over the last month. He has indicated clear understanding of the scope of work required and he is presently negotiating with the contractor Hands-On Enterprise LLC out of Ripon.

Council Motions:

- From 2016-2018 Council motioned to ultimately record a raze order until agreeing to dismiss the raze order in March of 2018. Council had asked for periodic updates including October 2018 and January 2019.
- On December 7th 2021 COW instructed staff to do what it takes to get access for an inspection.
- On December 14th 2021 Council motioned to issue citations upon witnessing public nuisances.
- On January 11th 2022 Council updated their motion to recommend daily citations.

Additional Relevant Information:

- Ramon Valez-Aleman sold the property around April 2020 before completing repairs. He had health issues and reached an impasse with fixing the property.
- Ramon Valez-Aleman had expressed interest in buying back the property multiple times between April 2020 and April 2022.
- On April 19th 2022 Green Lake County received a quit claim deed with Israel Barraza as the recipient of 107 W Huron.
- As of May 6th 2022, there has not been a permit pulled for the work to be done at this property.

107 W. Huron

Date	Note:
7/5/2016	Initial complaint to Community Development Director with report of extensive water damage to the interior of the property.
8/25/2016	Letter sent to property owner at the time, GARANA LLC, requesting entry to inspect property.
10/31/2016	Special Inspection Warrant filed to Green Lake County Circuit Court; endorsed 12-1-2016.
12/7/2016	Building Inspector Inspected property and noted substantial roof structure problems and water damage.
-	
1/9/2020	Building inspector performed a roof inspection and found the front 2/3 complete though the rear still needed further repairs.
4/1/2020	Property sold and new owner instructed to continue work of previous owner or a Raze order would be considered.
12/14/2020	Property sold to John Ovalle who was mailed a request for inspection and informed of outstanding work for occupancy.
-	
4/30/2021	First interior inspection by Building Inspector
7/28/2021	Second Interior Inspection by Building Inspector
10/1/2021	Raze or Repair Order filed with Register of Deeds.
12/3/2021	PDD called owner of record who would not provide access or pledge action.
12/6/2021	Building Inspector discussed the need for an inspection with the Owner of record.
12/7/2021	PDD reached realtor who was unable to provide access. Owner of record would not provide access.
12/7/2021	COW motioned to recommend citations and pursuing the Special Inspection Warrant.
12/14/2021	Request for Special Inspection Warrant Filed
	Council motioned to issue citations upon witnessing public nuisances.
12/31/2021	Special Inspection executed with findings recorded.
-	
1/11/2022	Council given update of the Inspection performed on 12-31-2022.
1/18/2022	PDD received a call from two prospective buyers inquiring about condition of roof.
1/27/2022	Building Inspector discussed property with a prospective buyer- not the same as the previous one.
2/9/2022	Default judgement based on evidence from Special Inspection Warrant from 12-31-21 and daily citations.
2/14/2022	Notification of default judgement and daily citation from City Attorney's office.
3/1/2022	Owner of Record stated property would be deeded over by end of month.
4/1/2022	Owner of Record had not deeded over the property.
4/4/2022	Purchaser discussed violations at property with PDD and explained effort to purchase property.
4/19/2022	Green Lake County received a quit claim deed with Israel Barraza as the recipient of 107 W Huron.
4/26/2022	New owner contacted Planning and Development Director to discuss permitting.

INSPECTION REPORT AND NOTICE OF NONCOMPLIANCE

Report Date:	Inspection Date 1/31/2021	Permit No.:	State Seal #	Parcel No:
Project Address <div style="text-align: center;">107 E Huron St</div>		Subdivision		Lot No.: Block No.:

Inspection Type(s):
 ☐ Footing
 ☐ Erosion Control
 ☐ Foundation
 ☐ Bsmt Drain Tile
 ☐ Underslab Plbg
 ☐ Rough HVAC
☐ Rough Plumbing
 ☐ Rough Electrical
 ☐ Construction
 ☐ Insulation/Energy
 ☐ Final
 ☐ Other:

Area Inspected, if Partial Inspection: _____
 If Final Inspection, Occupancy May:
 ☐ Take Place Now
 ☐ Take Place Temporarily for 30 days
☐ Not Take Place Until The Items Below Are Corrected and Inspected
☐ Other: _____

Owner: <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	Contractor: <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
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AN INSPECTION OF THE ABOVE PREMISES HAS DISCLOSED THE FOLLOWING NONCOMPLIANCES: ☐ None Noted

ORDER NO.	CODE SECTION	FINDINGS AND REQUIREMENTS
		Here is an updated review of the condition of the interior of 107 W Huron St. The roof at the rear of the building, lower level, has two issues. First the roof drain is not hooked up and is draining to the interior. The other thing is the roofing supports or horizontal rafters are split in the middle, or they used two short pieces to serve as a rafter/ceiling joist with no beam supporting it. This is allowing the roof to sag in the center and will eventually collapse. The semi enclosed porch at the rear also has no floor or windows, so the weather can enter the building and leak into the interior. The general interior is water damaged plaster and drywall that is in a dryer condition than my last visit. Tongue and groove flooring is split and buckled, ceiling plaster is falling and everything needs to be removed to the framing members before we can assess how to proceed.

IMPORTANT: Please report when violations are corrected. AVOID DELAY

NOTICE OF NONCOMPLIANCE: All cited violations shall be corrected within 30 days after written notification unless an extension of time is granted. Each day that the violation continues after notice shall constitute a separate offense and is subject to remedies and penalties by the authority having jurisdiction. Appeals per ch. 68, WI Stats. and s. Comm 20.21.

Enforcing Jurisdiction: City of Berlin	County: Green Lake	Bldg Location Muni # 24 -- 206	Authority By Municipal Ordinance Section: 14.01
Inspector's Name: John Lust	Violations Explained To:		Compliance Date:
Inspector's Address:	Office Hours:		Telephone No:
Orders Referred for Followup Legal Action To:	Date	Noncompliances Verified to Still Exist? (If needed, notate orders above.) <input type="checkbox"/> Yes <input type="checkbox"/> No	Additional Fees Collected(+)/Refunded(-) By State-Contracted Agency \$ Since Original Permit Issuance:

Distribution: Ply 1 – Contractor Ply 2 – Inspector/State Ply 3 - Owner Ply 4 - File

Raze and Repair Orders/ Nuisance Complaints

Address of Property: 271 McKittrick St.

Property Owner Name: Jerry G Newton

Basic Information:

Parcel Number:	206-01758-0000
Assessed Property Value:	\$27,900.00
Est. Fair Market Value	\$35,800.00
Occupancy?	No, Single Family Rental
Taxes paid?	No, 2021 has \$51.01 owed
Construction in Progress?	Yes

Neighbor complaints:

- Complaint April 2017 about exterior nuisances observed.
- August 2019 regarding condition of house and vacancy.
- July 2020 from a neighbor about the foreclosure status and visible neglect.
- February 2021 a follow-up complaint about the observed ongoing neglect.
- December 2021 neighbors present to communicate complaints at Common Council also reached out to city staff around this time.
- January 2022 neighbors present to communicate complaints at Common Council also reached out to city staff around this time.
- February 2022 neighbors present to communicate complaints at Common Council also reached out to city staff around this time.
- April 2022 neighbors present to communicate complaints at Common Council also reached out to city staff around this time.

Contact with Owner:

- On 05/19/17, the Jerry Newton was sent the nuisance violation letter.
- Planning and Development Director in regular contact with Jerry Newton from November 2021 through February 2022 urging repairs made.
- Jerry Newton called into Common Council on 01/22 CC.
- Jerry Newton attended 04/12/22 CC and summarized his to-date repair efforts, and tentatively outlined future repairs.
- Jerry Newton has been in contact with city staff while working on the kitchen re-construction over April-May 2022.

Extent of repairs needed vs completed (outside visibility vs inside):

- Roof repaired in December of 2021.
- Kitchen Demolished in January 2022. Re-construction in progress. Refer to Building Inspector report for needed repairs.

Inspections:

- On April 9, 2021, the exterior was inspected, and raze/repair order recommended.
- On August 30, 2021 a second exterior inspection was completed with no changes recorded.
- On September 13, 2021 a third exterior inspection was completed with no changes recorded.
- On December 20, 2021 a forth exterior inspection was completed.
- On January 14, 2022 a complete interior and exterior inspection was completed. See attached.
- On May 2, 2022 the Building Inspector completed a second interior and exterior inspection. See attached.

Permits pulled:

- Roof permit was purchased on August 9th 2021 for re-roofing and repair of the back wall of the house.
- This was amended April 27th 2022 to include the reroofing of the attached garage, adding footing and frost wall for exterior kitchen wall, rebuilding the kitchen floor, exterior walls, ceiling, and roof framing and insulation.

Council Motions:

- At May 2021 CC, Council motioned to direct City Attorney Chier to proceed with Raze/Repair Order.
- January 11, 2022 COTW meeting, owners were ordered to have property occupancy permit obtained within 90 days.
- April 12, 2022 CC meeting, motion was made to proceed with decision to raze.

Additional Relevant Information:

- The property was in tax foreclosure in July 2020 and back taxes were paid allowing Jerry Newton to retain the property.
- Police Interactions

271 McKittick

<u>Date</u>	<u>Note:</u>
4/25/2017	Property was slated to go to Sheriff Sale due to having back taxes for 3 years. Complaints about brush needing to be cleaned up and vehicle having to be removed.
5/19/2017	Nuisance violation letter sent to owner in regards to clean up required due to findings of 4/25/17 complaint.
-	
8/13/2019	Complaint received by Community Development Director regarding condition of the house and property was determined to be vacant.
-	
11/10/2020	A letter (first) was ordered to be sent to the property owner (originally 10-2020) to the Building Inspector and question posed if this is eligible for raze order.
-	
2/9/2021	Complaint from neighbor, received by Community Development Director, prompting 'first assessment' letter with violations.
4/9/2021	Building Inspector performed inspection Assessment Letter #1- findings recommended raze or repair order.
5/6/2021	Background and Inspection sent for Common Council's Review and decision to consider Raze or Repair.
8/9/2021	Permit obtained for reroofing.
8/30/2021	Building Inspector performed inspection and produced Assessment Letter #2
9/13/2021	Building Inspector performed inspection and produced Assessment Letter #3
12/20/2021	Exterior inspection and hour conversation 10:35 thru 11:35 between Home Owner and Building Inspector.
	Owner was unable/unwilling to permit inside access because he allegedly lost key.
12/28/2021	Police reported the work on the foundation had become well under way and all Nuisance had been abated.
-	
1/5/2022	Interior Inspection was scheduled for 1-10-2021 around 10 AM
1/10/2022	Property owner not present at presumed inspection date and time, rescheduled for the following Friday.
1/11/2022	Council ordered occupancy must be obtained within 90 days or property would be raised.
1/12/2022	Planning and Development director and a Alderperson performed the interior inspection.
1/14/2022	Building Inspector performed full inspection of property and prepared findings for Common Council.
4/4/2022	Building Inspector observed no work has taken place since 1-14-2022.
4/11/2022	90 days for occupancy deadline.
4/12/2022	Common Council proceeded with decision to raze.
4/27/2022	Permit amended to include the entire scope required by the raze or repair order.
5/2/2022	Building Inspector performed a progress update- Interior Inspection and found progress with the formed kitchen structure.
5/10/2022	Common Council to review progress update.
8/9/2022	Roofing permit expires



Re: Building Assessment (Progress Update / Interior Inspection)

05/02/2022

Location: 271 McKittrick Street

Berlin, WI. 54923

Parcel: 206-01758-0000

Owner: Jerry G Newton
Hillcrest Drive
Oregon, WI 53575

The property located at 271 McKittrick Street was vacant at the time of inspection. (05/02/2022)

Substantial progress has been made to the rebuilding of the deteriorated kitchen area

The following conditions were noted.

- The foundation has been poured and backfilled, the rough framing for the floor system, exterior walls and roof has been completed.
- Electrical Roughin is underway.
- 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. (Completed)
- All deteriorated roof framing members (rafters) and sheathing must be replaced. (Completed)
- Foundation issues have been addressed. Rotted components of the addition have been removed and structural repairs made – excavation for new footing and wall is complete, footing concrete has been placed and a new wall formed and concrete placed. (Completed)
- Vegetation in contact with the roof structures must be removed. (Completed)
- Vegetation and soil within 8” of structural and or wood components must be removed. (House Completed / Attached Garage Not Completed).
- The roof wall juctures are improperly flashed and must be correctly repaired, with all deteriorated and rotten materials removed and replaced. (Partially Completed)
- The chimney is improperly flashed and secured Tuck pointing and brick replacement required. (Partially Completed)
- The roof of the addition and the garage is of asphalt shingles and severely deteriorated and requires removal and replacement. (Not Completed)
- Gutters have not been installed as they are generally one of the last repairs to be made. (Not Completed)
- Structural repairs to the supporting structure of the garage has not been addressed. (Not Completed)
- The siding, soffit and fascia, still quire rapair, removal, and or replacement. (Not Completed)



City of Berlin, Wisconsin

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- 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 Completed)

In conclusion the progress of the work performed on this structure has increased and progress is being made in the right direction.

Respectfully,

Randal E. Backhaus

Randal E. Backhaus