

COMMON COUNCIL MEETING AGENDA  
TUESDAY, JUNE 14, 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 May 10<sup>th</sup> and May 31<sup>st</sup> Common Council Meeting.  
RECOMMENDATION: Approve the minutes.
7. Bills List. RECOMMENDATION: Approve the list of bills for payment.
8. Bank Account Signer Change. RECOMMENDATION: Accept the recommendation from Committee of the Whole to approve adding Caitlin Hilgart to all required City Bank Accounts.
9. Oakwood Cemetery Chapel Repairs. RECOMMENDATION: Accept the recommendation from Committee of the Whole to award the bid from Knock Out Restoration for the interior chapel repairs and exterior sealing for a cost of \$22, 400.00 and the pillar repairs for a cost of \$3200.00 for a total of \$25,600.00 in repairs.
10. Utilities Compliance Maintenance Annual Report & Resolution #22-03.  
RECOMMENDATION: Accept the recommendation from Committee of the Whole to approve Resolution #22-03.

11. Staff Wages. RECOMMENDATION: Accept the recommendation from Committee of the Whole to approve staff wages as presented.

END OF CONSENT AGENDA

12. Park & Recreation Commission Removal. RECOMMENDATION: Remove Andrew Barton from Parks & Recreation Commission due to not following attendance requirements.
13. Parks & Recreation Commission Appointment. RECOMMENDATION: Accept the mayoral appointment of Brooke A. Dollevoet to the Park & Recreation Commission for term expiring May 1<sup>st</sup>, 2024.
14. Liquor Licenses Requests. RECOMMENDATION: Accept Liquor License Applications with exceptions as presented.
15. Nuisance Properties Process. RECOMMENDATION: Listen to Staff Presentation.
16. TID Downtown Façade and Building Improvement Program. RECOMMENDATION: Listen to presentation with discussion and action as appropriate.
17. 422 Lafayette St Clean Up Request. RECOMMENDATION: Listen to presentation with discussion and action as appropriate.
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 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, 422 Lafayette St).*

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.*

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## \*Check Summary Register©

MAY 31 2022

Name	Check Date	Check Amt	
11100 Cash in Bank m FNB			
63038 KRAHL, MARCIA	6/12/2019	(\$15.00)	STATEMENT SENT IN ERROR. BALANCE S
67114 ADVANTAGE POLICE SUPPLY IN	5/6/2022	\$1,889.44	Custom to Ballistic carrier Luke
67115 BELLA BY DESIGN	5/6/2022	\$35.00	Plaque for Mark
67116 CORPORATE NTRWK SOLUTION	5/6/2022	\$100.00	Go Daddy Certificate Renewal
67117 CUSTOM SERVICE INFORMATIO	5/6/2022	\$500.00	Final Payment on policie
67118 SONDALLE FORD LINCOLN MER	5/6/2022	\$87.90	SQ 62 Oil Change & Leak in tire
67121 ALCIVIA	5/11/2022	\$5,037.36	2022 - APRIL - GAS & DIESEL FUEL
67122 APPLETON FINANCE DEPARTM	5/11/2022	\$483.25	2022 - APRIL - WEIGHTS AND MEASURES
67123 BELLA BY DESIGN	5/11/2022	\$10.00	NAME PLATE FOR CAITLIN HILGART
67124 BERLIN JOURNAL NEWSPAPER	5/11/2022	\$132.00	SUMMER REC ADV
67125 CENTURYLINK	5/11/2022	\$49.43	2022 - APRIL - PHONE USE - CITY HALL
67126 CHARTER COMMUNICATION	5/11/2022	\$437.29	2022 - MAY - PHONE/TV SENIOR CENTER
67127 CULLIGAN WATER	5/11/2022	\$30.50	2022 - MAY - SOLAR SALT DELIVERY - SR C
67128 CVIKOTA COMPANY INC	5/11/2022	\$6,232.03	2022 - MARCH - AMBULANCE BILLING
67129 EMC INSURANCE COMPANIES	5/11/2022	\$17,895.39	2022 - MAY - LIABILITY INSURANCE
67130 FARRELL EQUIPMENT & SUPPL	5/11/2022	\$493.25	2022 - GREEN PARKA JACKET
67131 GARZA, MARIA TERESA	5/11/2022	\$95.58	INTERPRETOR SERVICE FOR BPD
67132 GEAR CLEANING SOLUTIONS, L	5/11/2022	\$722.08	CITROSQUEEZE PPE GEAR CLEANER
67133 GFL SOLID WASTE MIDWEST LL	5/11/2022	\$499.60	2022 - APRIL - GARBAGE AND RECYCLING -
67134 IMAGETREND, INC	5/11/2022	\$900.00	ELITE FIELD BRIDGE QTY 3 FOR EMS
67135 J. F. AHERN COMPANY	5/11/2022	\$688.15	2022 - FIRE EXTINGUISHERS FOR BFD
67136 KUNKEL ENGINEERING GROUP	5/11/2022	\$1,561.29	JOB KU17.1019.00 2022 - MARCH - INSPECT
67137 MILLER, ERIC J	5/11/2022	\$2,969.40	2022 E CYCLE FEE
67138 OSHKOSH OFFICE SYSTEMS	5/11/2022	\$277.29	2022 - APRIL - 7040 COPIES
67139 Otis Elevator Company	5/11/2022	\$731.64	MAINTENANCE SERVICE 05/22-04/23
67140 PENFLEX ACTUARIAL SERVICES	5/11/2022	\$105.00	SERVICE AWARD PAYMENT FOR PAUGELS
67141 POMP'S TIRE SERVICE, INC.	5/11/2022	\$245.00	TIRES FOR DPW
67142 RUNNING INC. TRANSIT SERVIC	5/11/2022	\$18,749.55	2022 - APRIL - SHARED RIDE TAXI SERVICE
67143 SECURIAN FINANCIAL GROUP	5/11/2022	\$657.29	2022 - JUNE - EMPLOYER GROUP LIFE
67144 TASC	5/11/2022	\$64.00	2022 - APRIL - 19 LIVES COVERED COBRA
67145 THEDACARE AT WORK	5/11/2022	\$82.00	NON DOT DRUG SCREENS - HILGART
67146 UNITED COOPERATIVE	5/11/2022	\$3,321.24	WEED AND FEED FOR BERLIN PARKS
67147 VIERBICHER ASSOCIATES	5/11/2022	\$6,670.00	ECONOMIC DEVELOPMENT PLAN AND CDB
67148 vonBRIESEN & ROPER, s.c.	5/11/2022	\$1,678.60	AMBULANCE MATTER
67149 W.S. DARLEY & CO	5/11/2022	\$2,836.62	HOSE REPLACEMENT FOR WM FIRE
67150 WASTE MANAGEMENT	5/11/2022	\$25,363.80	2022 - APRIL - RESIDENTIAL RECYCLE
67151 WI DEPT OF NAT RESOURCES	5/11/2022	\$1,615.77	GRANT ORDER FOR BERLIN FIRE DEPART
67152 WISCONSIN PROFESSIONAL PO	5/11/2022	\$297.50	2022 - APRIL - POLICE UNION DUES 7 OFFI
67153 WASTE MANAGEMENT	5/11/2022	\$8,000.00	2022 - MARCH - RECYCLE - ADDITIONAL PA
67154 ABC, INC	5/19/2022	\$700.00	4th (3rd) OF JULY CELEBRATION AT RIVER
67155 AMAZON CAPITAL SERVICES, IN	5/19/2022	\$831.05	EMS SUPPLIES
67156 DANA ROSSOW	5/19/2022	\$772.56	DEER VS POLICE CAR
67157 BALLWEG IMPLEMENT CO	5/19/2022	\$274.48	2 WHEELS- DPW
67158 BELLA BY DESIGN	5/19/2022	\$5.00	MAYOR NAME TAG
67159 BERLIN FEED SERVICE, INC	5/19/2022	\$115.50	MADISON PARK FOR PUBLIC WORKS
67160 BERLIN JOURNAL NEWSPAPER	5/19/2022	\$804.62	AD FOR CHAPEL REPAIR BIDS AT OAKWO
67161 BERLIN WATER & SEWER UTILI	5/19/2022	\$22,107.65	2022 - APRIL - WATER & SEWER USE
67162 CENTURYLINK	5/19/2022	\$1,980.74	2022 - MAY - PHONE BILL
67163 CHARTER COMMUNICATION	5/19/2022	\$164.44	2022 - JUNE - BUNDLED SERVICES
67164 CHRISTENSEN, DOUGLAS A	5/19/2022	\$395.21	2022 - JUNE - RETIREE BENEFIT
67165 COMPLETE OFFICE OF WI	5/19/2022	\$7.86	GENERAL OFFICE SUPPLIES
67166 CONCENTRA MED COMPLIANCE	5/19/2022	\$120.00	PRE-EMPLOYMENT DRUG SCREEN - HILGA
67167 CONVERGENT SOLUTIONS, INC	5/19/2022	\$2,031.75	TELEPHONE WORD AT CITY HALL
67168 DTN, LLC	5/19/2022	\$492.00	2022 - MAY - RADAR CONTROL

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**\*Check Summary Register©**

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	Name	Check Date	Check Amt	
67169	HAWKINS /ASH CPAs	5/19/2022	\$1,070.00	2022 - FINAL BILL - AUDIT 2021
67170	INTERSTATE BATTERY	5/19/2022	\$13.95	BATTERIES FOR DPW
67171	ITU ABSORBTECH, INC.	5/19/2022	\$90.30	2022 - MAY - UNIFORM SERVICE
67172	KRAHL, MARCIA	5/19/2022	\$15.00	RE-ISSUE OF STALE DATED CHECK #63038
67173	TAPCO SAFE TRAVELS	5/19/2022	\$176.39	BASE ALUMINUM SQUARE PEDESTAL
67174	TBIRD AIRCRAFT LLC	5/19/2022	\$700.00	TRAVEL AND TOURISM GRANT
67175	THATCHER POOLS & SPAS	5/19/2022	\$3,267.80	DURAFLEX 16" DIVING BOARD
67176	THEDACARE AT WORK	5/19/2022	\$41.00	NON - DOT PRE-EMPLOYMENT DRUG SCR
67177	TRI-COUNTY CONSORTIA	5/19/2022	\$816.00	ID 138 SYOG-7QS2TX PARK/CAMPGROUND
67178	ULINE, INC.	5/19/2022	\$2,660.26	PLASTIC BINS, MINI PARKING STOP
67179	vonBRIESEN & ROPER, s.c.	5/19/2022	\$308.00	SPECIAL PROSECUTOR ASSIGNMENT
67180	WENDT, ALLISON	5/19/2022	\$415.00	POOL START UP FUND
67181	WURTZ LAW OFFICE	5/19/2022	\$337.50	SPECIAL PROSECUTOR APPT - McCARTHY
67182	BAKER & TAYLOR	5/23/2022	\$1,753.53	36 UNITS FOR CUSTOMERS
67183	CINTAS	5/23/2022	\$59.77	2022 - APRIL - JANITORIAL SUPPLIES FOR L
67184	LISA OBRIST	5/23/2022	\$547.50	2022 - APRIL - LIBRARY CLEANING
67185	MIDWEST TAPE	5/23/2022	\$401.32	2022 - APRIL - DIGITAL MEDIA
67186	OSHKOSH OFFICE SYSTEMS	5/23/2022	\$82.07	2022 - APRIL - COPIES FOR THE LIBRARY
67187	UNIQUE MANAGEMENT SERVIC	5/23/2022	\$23.30	2022 - APRIL - PLACEMENTS
67188	WINNEFOX LIBRARY SYSTEM	5/23/2022	\$183.53	BOOKS FROM BLUE CLOUD
67189	ALL FLAGS, LLC	5/26/2022	\$660.51	OUTDOOR FLAGS FOR DPW
67190	BERLIN JOURNAL NEWSPAPER	5/26/2022	\$367.00	APRIL 12 COUNCIL MEETING
67191	BERLIN WATER & SEWER UTILI	5/26/2022	\$28.60	REIMBURSEMENT FOR DOOR HANGERS
67192	COMPLETE OFFICE OF WI	5/26/2022	\$70.38	MAILING ADDRESS LABELS - GENERAL OF
67193	CONVERGENT SOLUTIONS, INC	5/26/2022	\$64.50	NEW STEPS TO UPGRADE VOICEMAIL
67194	FIRE INSPECTION SERVICES IN	5/26/2022	\$1,543.67	2022 - APRIL - FIRE INSPECTION SERVICES
67195	KRAEMER NORTH AMERICA	5/26/2022	\$16,275.00	PAYMENT #2 FINAL PEDESTRIAN BRIDGE
67196	KRAUSE, CHAD R	5/26/2022	\$31.59	PIT TRAINING AT FVTC
67197	MAHUTA, DEVIN	5/26/2022	\$5.00	WITNESS FEES DANIEL H. PEER
67198	MGD INDUSTRIAL CORP	5/26/2022	\$100.65	PARTS FOR DPW
67199	MILADNOVIC, SNEZANA	5/26/2022	\$6.00	WITNESS FEES DANIEL H. PEER
67200	MODERN RENTALS INC	5/26/2022	\$233.20	TRENCH2 RENTAL
67201	SCHROEDER, JESSICA	5/26/2022	\$6.00	WITNESS FEES DANIEL H. PEER
67202	SUN LIFE FINANCIAL	5/26/2022	\$29.25	LIFE INSURANCE ADJUSTMENT - CITY OLS
67203	SYN-TECH SYSTEMS, INC	5/26/2022	\$84.00	SOFTWARE INSTALL
67204	TETZKE, EUGENE	5/26/2022	\$6.00	WITNESS FEES: DANIEL H. PEER
67205	THEDACARE AT WORK	5/26/2022	\$246.00	DOT DRUG SCREENS-HENRICKSEN, STOB
67206	THEDACARE BERLIN	5/26/2022	\$6.00	WITNESS FEES - DANIEL H. PEER
67207	US PETROLEUM EQUIPMENT	5/26/2022	\$363.85	1/2 HP CW MOTOR, 56 FR, USED
67208	W.S. DARLEY & CO	5/26/2022	\$295.80	1.75" X 50' BLUE ATTACK FIRE HOSE
534860e	General City ACH	5/13/2022	\$47,585.94	
534866e	General City ACH	5/3/2022	\$536.84	
534871e	General City ACH	5/27/2022	\$480.02	
Total Checks			\$224,320.12	

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MAY 31 2022

Name	Check Date	Check Amt	
<b>11161 UTILITY CASH - FNB</b>			
16122 BELLA BY DESIGN	5/5/2022	\$10.00	CHAMBER NAME PLATE: CHARLIE BEARD
16123 BERLIN CITY TREASURER	5/5/2022	\$570.57	CENTURYLINK USAGE FOR MARCH
16124 GFL SOLID WASTE MIDWEST LL	5/5/2022	\$261.40	TRASH/RECYCLE SERVICE FOR MAY
16125 U S POST OFFICE - POSTMASTE	5/5/2022	\$645.02	MAY MONTHLY BILLING
16126 WALTCO INC	5/5/2022	\$858.14	SAMPLE PICK UPS
16127 WISCONSIN RURAL WATER ASS	5/5/2022	\$50.00	LEAD/COPPER RULES TRANING- BRIAN MA
16128 ROGERS , CHRISTOPHER	5/10/2022	\$50.00	Utility Billing Credit Refund
16129 BERLIN CITY TREASURER	5/12/2022	\$20.34	ENVELOPES
16130 BERLIN JOURNAL NEWSPAPER	5/12/2022	\$824.50	LEAD LINE REPLACEMENT AD
16131 CCP INDUSTRIES INC.	5/12/2022	\$18.94	TWO TONE VEST ZIP 2 POCKETS
16132 CINTAS	5/12/2022	\$268.52	MOP SUPPLIES/MATS
16133 DORNER COMPANY	5/12/2022	\$122.00	BY301240200/VALVE/BODY/SEAT
16134 KUNKEL ENGINEERING GROUP	5/12/2022	\$1,737.50	MISCELLANEOUS ENGINEERING
16135 LINCOLN CONTR SUPPLY INC	5/12/2022	\$796.98	SPARK PLUGS/FILTERS/VALVE/GASKETS/
16136 MARTELLE WATER TREATMENT	5/12/2022	\$5,692.96	LIQUID ALUMINUM SULFATE
16137 NOVAK EXCAVATING INC	5/12/2022	\$961.25	REPLACE WATERLINE LOT 13 - HUNTERS
16138 PACKER CITY INT'L TRUCKS, IN	5/12/2022	\$3,443.47	JET TRUCK R103024367:01
16139 SUPERIOR CHEMICAL CORP	5/12/2022	\$220.10	BUG REPELLANT/TUF GEL
16140 UNITED COOPERATIVE	5/12/2022	\$260.00	STRIKE 3
16141 BADGER STATE WASTE LLC	5/25/2022	\$7,936.11	BIOSOLIDS HAULING
16142 BELLA BY DESIGN	5/25/2022	\$10.00	CHAMBER NAME PLATE - OTTMAN
16143 CENTURYLINK	5/25/2022	\$61.03	MONTHLY CHARGES 05/09 -06/08/2022
16144 CRANE ENGINEERING SALES IN	5/25/2022	\$86,897.33	CHAINS/SPROCKETS - PRIMARY CLARIFIE
16145 HAWKINS /ASH CPAs	5/25/2022	\$680.00	FINAL BILL FOR AUDIT ENDING 12/31/21
16146 MULCAHY/SHAW WATER INC	5/25/2022	\$394.15	MODEL 934 NI/CD BATTERY
16147 STRAND ASSOCIATES, INC	5/25/2022	\$1,352.24	DIGESTER MIXING AND PIPING STUDY PR
16148 THEDACARE AT WORK	5/25/2022	\$41.00	JOE MARKOWSKI- DRUG SCREEN
16149 BERLIN CITY TREASURER	5/31/2022	\$23,452.61	MAY 2022 PAYROLLS
<b>Total Checks</b>		<b>\$137,636.16</b>	

## CITY OF BERLIN

PAYROLL FOR MAY - 2022	
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**NET PAYROLL**

	PAYDATE	Payroll #	PAYROLL TITLE	GENERAL CITY	UTILITY	AMBULANCE	
	5/13/2022	10	General City	48,743.11			
	5/13/2022	10	Utility		11,009.16		
	5/13/2022	10	Ambulance	0.00		26,578.96	
	5/13/2022	10.01	Todd Uniform	230.87			
	5/27/2022	10.02	Josh Heider Payroll	480.02			
	5/27/2022	10.03	Josh Heider Vacation & Uniform	518.99			
	5/27/2022	11	General City	52343.44			
	5/27/202	11	Utility		11,160.35		
	5/27/2022	11	Ambulance		0.00	34890.71	
	5/27/2022	11.01	Rebecca Bays Payroll Part 2	665.68			
			TOTAL MONTHLY PAYROLL	\$102,982.11	\$22,169.51	\$61,469.67	

RESOLUTION 22-03

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COMPLIANCE MAINTENANCE RESOLUTION

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WHEREAS, the Department of Natural Resources through its Municipal Wastewater Section, Bureau of Wastewater Management, requires that a Compliance Maintenance Annual Report be filed annually by the City of Berlin Water & Sewer Utility, and

WHEREAS, it is required that the governing body of the City of Berlin review the said report and inform the Department of Natural Resources by resolution that it accomplished the review;

NOW, THEREFORE, BE IT RESOLVED:

That the City of Berlin, Wisconsin informs the Department of Natural Resources that the Common Council has reviewed and approved the Compliance Maintenance Annual report which is attached to this Resolution on June 14, 2022.

PASSED, APPROVED, AND ADOPTED, THIS 14<sup>TH</sup> DAY OF JUNE, 2022.

Approved as to form:

CITY OF BERLIN:

\_\_\_\_\_  
Matthew G. Chier, City Attorney

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

BY \_\_\_\_\_

Roll Call Vote:

\_\_\_\_\_ Ayes  
\_\_\_\_\_ Nays  
\_\_\_\_\_ Absent

Attest:

\_\_\_\_\_  
Sara Rutkowski, City Clerk





To: Common Council

From: Midge Seaman, Deputy Clerk

Re: Annual Liquor License Application Approvals/Denials

Date: June 14, 2022

Requesting Approvals for the 2022 – 2023 Liquor License Applications (next page) with the Following Exceptions;

Bijak's Culinary Café, 219 Broadway Street, Nicolas Bijak, Agent, – Zero (0) of Four required Inspections have taken place. Nicolas Bijak has stated he is not ready for inspections at this time. If approved, this will be contingent upon payment of Annual Liquor License Permit, Publication and passing required Inspections.

Boeck's Rentals, LLC, dba, Driftwood, 209 Broadway, Frank Boeck Agent, - Building Inspector Unable to access this establishment – Approval is contingent upon Building Inspection.

The Triple Belt Corporation, dba City Inn, 689 Broadway, Lucinda Kujawa Agent – Building Inspector did not pass the initial inspection. A reinspection is required. – Approval is contingent upon passing the reinspection by Building Inspector.

Kyle Alt, Health Inspector, Tri-County Environmental Health Consortium, Waushara, Green Lake and Marquette Counties, was unable to inspect Driftwood and The Art Bar. – Approval is contingent upon the listed establishments passing the Health Inspection.

Establishments having no exceptions specified above, have met all required Inspections.

Licenses will not be distributed until payment for all Licenses and Permits are made at City hall.

**2022 - 2023 CLASS "A" & CLASS "B" BEER  
"CLASS A" & "CLASS B" INTOXICATING LIQUOR LICENSE AND "CLASS C" WINE  
LICENSES**

Notice is hereby given that the following applications for licenses to deal in intoxicating liquor have been filed with the City Clerk of the City of Berlin, Wisconsin for the year ending June 30, 2023:

Condon Oil Company, Kraig Bauman, 434 Stonehedge Court, Ripon, Agent for Berlin BP, 247 Ripon Road, Class "A" beer license and "Class A" liquor (Cider only) license

Kwik Trip, Inc., Andrew J. Tessaro, 274 N Hunter St, Berlin Agent for Kwik Trip #777, 270 Broadway, Class "A" beer license and "Class A" liquor license

Cheema & Cheema LLC, Inderjeet Cheema, 538 Ann Court, Berlin, Agent for Malchetske on Broadway, 265 Broadway, Class "A" beer and "Class A" liquor license

Dolgencorp, LLC, 289 S Church St. Berlin, WI, Kelli Van Bendegon, Agent for Dollar General #6966, Class "A" Beer license and "Class A" Liquor license

HIMGIRI LLC, dba Berlin Oil, Buddi Subedi, 3045 Winnipeg St, Menasha, WI 54952, Agent for Berlin Oil, 703 Broadway, Class "A" beer license and "Class A" liquor license

Wal-Mart Stores East, LP, Todd Janzen, 479 Center Street, Berlin, Agent for Wal-Mart #1727, 861 County Rd F, Berlin Class "A" beer and "Class A" liquor license

Berlin Lanes LLC, Eric Berndt, 119 N Pearl St, Berlin, Agent for Berlin Lanes LLC, 119-123 N Pearl Street, Berlin, Class "B" beer and "Class B" liquor license

Bijak's Culinary Café, LLC, Nicholas Bijak, 567 E Marquette St, Berlin, Agent for Bijak's Culinary Café, LLC, Class "B" Beer and "Class C" Wine license

Buckys Bar LLC, Stacy Zietlow, W1162 Cty Rd X, Berlin, Agent for Buckys Bar LLC, 115 W Huron Street, Berlin, Class "B" beer and "Class B" liquor license

Boomba's LTD, Benjamin J. Bombinski, 225 Broadway, Berlin, Agent for Boomba's LTD dba Clem's Bar, 223 Broadway, Berlin, Class "B" beer and "Class B" liquor license

Boeck's Rentals LLC, Frank H. Boeck, W2110 Puchyan Rd. Berlin, Agent for Driftwood, 209 Broadway, Berlin, Class "B" beer and "Class B" liquor license

Hoot N' Hollar LLC, Ajshe Jecevicus, N470 County Road XX, Berlin, Agent for Hoot 'Nannys, 122 E Huron Street, Class "B" beer and "Class B" liquor license

Izzy's Dockside Diner, Inc., Ajshe Jecevicus, N470 County Road XX, Berlin, Agent for Izzy's Dockside Diner, 186 Broadway, Berlin, Class "B" beer and "Class B" liquor license

Jeff's on the Square, L.L.C., Jeffery M. Bending, 535 Van Horn Street, Berlin, Agent for Jeff's on the Square L.L.C., 116 N Capron Street, Berlin, Class "B" beer and "Class B" liquor license

Lopez Restaurants LLC dba Las Brasas Mexican Restaurant, Aidee Lopez, 312 Ripon Rd, Berlin, Agent for Las Brasas Mexican Restaurant, 215 Ripon Road, Class "B" beer and "Class B" liquor license

Patricia D. Day, 9041 Timberlane Rd, Woodruff, Agent for Misty Inn, 221 Broadway, Class "B" beer and "Class B" liquor license

Mark R. Vandre, 114A North Capron Street, Berlin, Agent for The Rendezvous, 114 N Capron Street, Class "B" beer and "Class B" liquor license

The Art Bar, LLC, Michelle Ann Omichinski, 136 Pierce St, Berlin, Agent for The Art Bar & Boutique, 114 W Huron St, Class "B" beer and "Class B" liquor license

The Triple Belt Corporation, Lucinda Kujawa, 622 Van Horn Street, Berlin, Agent for City Inn, 689 Broadway, Berlin, Class "B" beer and "Class B" liquor license

Wells-Krause Post No. 2925 of the Veterans of Foreign Wars of the United States, Department of Wisconsin, Richard Bartol, W769 Klondike Rd, Berlin, Agent for Wells-Krause VFW Post 2925, 420 N Wisconsin Street, Class "B" beer and "Class B" liquor license

**Amusement device Licenses for July 1, 2022-June 30,2023**

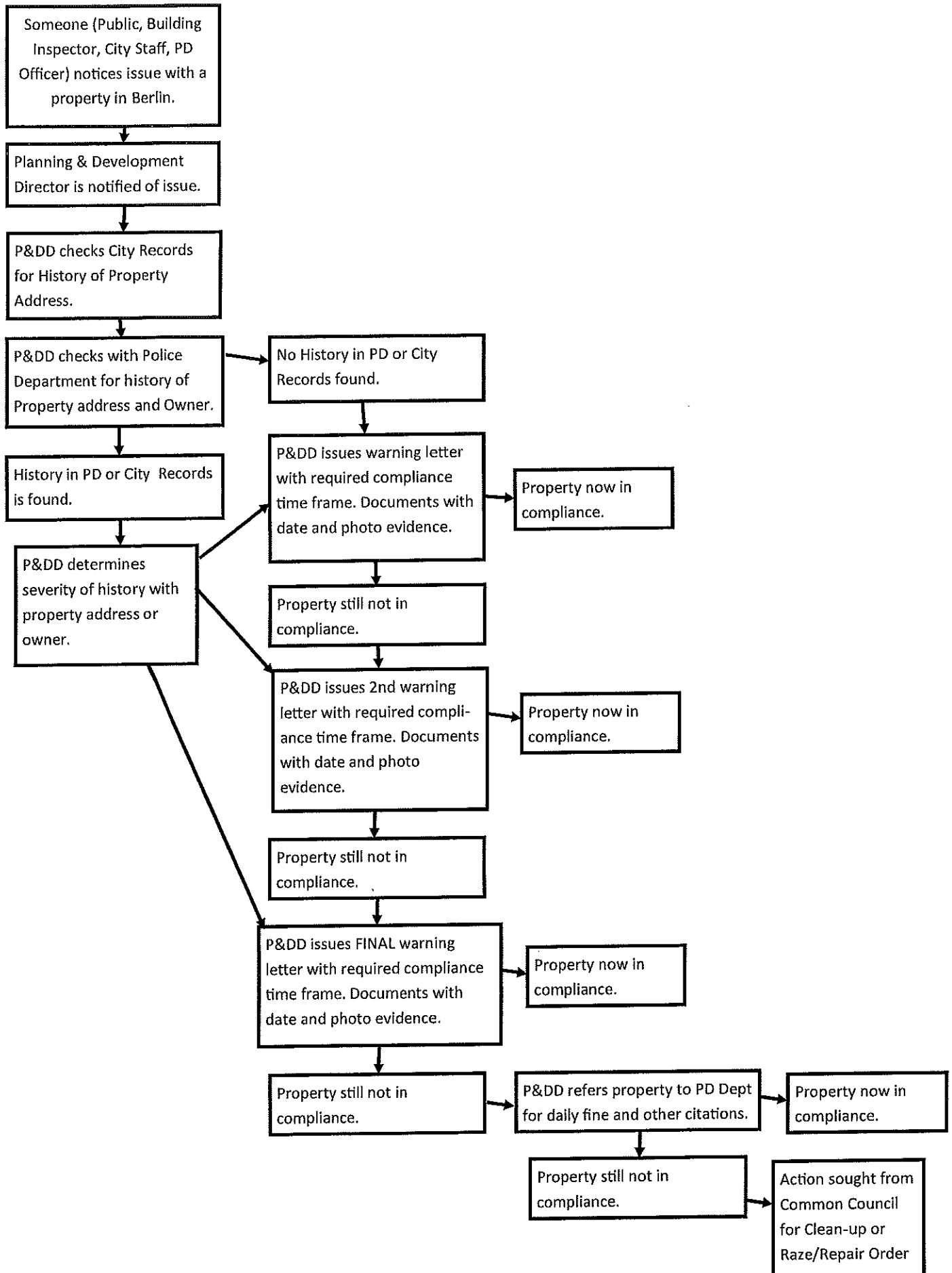
1. Berlin Lanes LLC, Eric Berndt,119-123 N Pearl St
2. Boeck's Rentals LLC, dba Driftwood, Frank Boeck, 209 Broadway
3. Boomba's LTD, dba Clem's Bar, Benjamin Bombinski,223 Broadway
4. Bucky's Bar LLC, Stacy Zietlow, 115 W Huron St
5. Hoot N' Hollar LLC, dba Hoot "Nanny's, Ajshe Jecevicus, 122 E Huron St
6. Izzy's Dockside Diner, Inc, Ajshe Jecevicus, 186 Broadway
7. Lopez Restaurants LLC, dba Las Brasas, Aidee Lopez, 215 Ripon Rd
8. Misty Inn, Patricia Day, 221 Broadway
9. Rendezvous, Mark Vandre, 114 N Capron St

**Tobacco License Appliations for July 1, 2022-June 30,2023**

1. Condon Oil Company, dba, Berlin BP, Kraig Bauman, 247 Ripon Road
2. Himgiri LLC, dba Berlin Oil, Buddi Subedi, 703 Broadway
3. Dolgencorp LLC, dba, Dollar General #6966, Kelli Van Bandegon, 289 S Church St
4. Kwik Tip, Inc., dba, Kwik Trip #777, Andrew Tessaro, 270 Broadway
5. Cheema & Cheema LLC, dba, Malchetske on Broadway, 265 Broadway
6. Wal-Mart Stores East, LP, dba Walmart #1727, Todd Janzen, 861 County Road F

**Outdoor Activity Permit for July 1, 2022-June 30, 2023**

1. Izzy's Dockside Diner Inc, Ajshe Jecevicus, 286 Broadway
2. Rendezvous, Mark Vandre, 114 N Capron St
3. The Art Bar, LLC, Michelle Omichinski, 114 W Huron St
4. The Triple Belt Corporation, Lucinda Kujawa, 689 Broadway
5. Wells-Krause Post No. 2925 of the Veterans of Foreign Wars of the United States, Department of Wisconsin, Richard Bartol, 420 N Wisconsin St



To: Common Council

From: Sara Rutkowski, City Administrator

RE: TID Façade Improvement Program & Building Improvement Program

Date: June 08, 2022

Staff has been approached by several businesses in the community about assistance for their buildings downtown. All of these businesses are located in the Downtown TID. Their needs range from roof repairs, to new signs, to awning replacements, to fresh paint and so forth.

In the past, Berlin's Business Improvement District (BID) had a Façade improvement program that assisted over 22 businesses in our community. With the BID now terminated, if we want to have a Façade improvement program to assist our businesses, we must find alternative financing.

The Downtown TID (#15) does allow for the creation of both a Façade Improvement program and a Building Improvement Program as listed within the TID Project Plan. I have put together a draft TID Façade Improvement Program and Building Improvement Program by pulling from the BID Façade program in Berlin's past, as well as improvement programs from other communities.

My recommendation and drafts are based off of what the TID currently has available in terms of funding, as well as what businesses have shared for needs. These programs are not meant to be the only option available for businesses. Staff will continue to work with businesses in Berlin to make sure all financing options and alternatives available are being utilized, included grant programs through the Wisconsin Economic Development Corporation, Historical Tax Credit Program, Berlin Community Development Corporation Revolving Loan Fund and more.

The following documents have been included:

- TID Façade Improvement Program
- TID Building Improvement Program
- TID 15 Map
- TID 15 Financials



## TID Façade Improvement Program

### **Introduction:**

The City of Berlin created a downtown TID (#15) in October of 2008. The purpose of creating a Blight Elimination Tax Increment Finance District was to promote redevelopment and investment from local property owners, both within and outside of the district. The creation of the TID allowed the City to provide needed infrastructure, as well as funding, to local stakeholders through incentives and grants, and to encourage property owners and business owners to proactively participate in revitalization.

The following guidelines have been created and adopted by the City of Berlin to help direct and evaluate requests for financial assistance through TID # 15 for façade improvements.

### **Purpose:**

- Promote Blight Elimination
- Promote Redevelopment of area
- Prevent Further Deterioration

### **Façade Improvement Program:**

Property owners in conjunction with businesses within the Downtown TID #15 District of the City of Berlin are eligible for up to \$5,000 in matching grant funds for improvements to the exterior of their building and improvements visible from the exterior of the building. As a matching funds program, the City of Berlin TID Program will reimburse the property owner for up to 50% of the expense to a maximum grant amount of \$5,000 on a case-by-case basis. All grants will be rewarded to eligible applicants while funds are available. Applicants are eligible for only one grant award per property in a 24-month period, unless otherwise approved by the City of Berlin Common Council. For larger projects demonstrating a significant positive impact on the downtown, the Common Council may approve funding awards which exceed the stated program cap.

### **Eligible/Ineligible Applicants:**

The Façade Improvement Program is available to any property owner lying within TID #15 boundaries. The program is also available to business tenants of such buildings given the

property owner's written consent. Properties whose primary use is residential or are listed as tax-exempt are not eligible. Projects which are not visible from the public right of way are ineligible.

### **Program Guidelines:**

No application will be reviewed or presented to the Common Council for consideration on behalf of an applicant if the property is delinquent with their City of Berlin Property Taxes or Berlin Utility Bills on any property located within the City.

All improvements, including signage, awning, lighting and structural work must meet the requirements of the Zoning code and design standards identified in the City of Berlin Municipal Code. All proper Building permits must be obtained.

Each applicant should demonstrate sufficient need for financial assistance. The burden is on the requesting party to prove that the proposed project would not be feasible without TID funds assistance.

### **Eligible Activities:**

Eligible activities include design and construction costs directly related to visible façade improvements including signage, awnings, exterior lighting, painting, windows, doors, exterior walls, siding, chimneys, masonry repair, and other architectural elements.

### **Process:**

Applicants should submit the following documentation if interested in participating in the façade improvement program:

1. Complete Façade Improvement Program Application
2. Complete Release of Information
3. Submit contractor estimates for proposed project

After application materials are received, City Staff will review applications. Complete applications will be presented to Common Council for approval.

Notification of approval/denial will be provided to the applicant by City Staff within ten (10) days following the Council meeting. Note that the project must be approved prior to any of the work taking place. Failure to have prior approval may result in a denial of the funding request for the qualifying project. All projects must be underway within 120 days of program funding approval.

Appropriate documentation, such as invoices, must be submitted to the City Clerk for the fund reimbursement upon completion of the project. All reimbursable expenses must be within 180 days of the program approval. If the projects are not completed in accordance with the requirements and time schedule identified, then the applicant must reappear to request approval for an extension.



**Design Guidelines:**

- Context: The façade is designed in a manner that is mindful of and complementary to the existing building and natural environment.
- Harmony: The façade uses materials, forms and colors that serve as unifying elements with the surrounding buildings and natural environment.
- Compatibility: The façade should be compatible with nearby building architectural scale, color, rhythm and proportions.
- Building Design: All buildings shall be designed with attention and sensitivity to the historical, architectural and physical context in which they are located.
- Colors: Color selections of exterior surfaces, materials and equipment should not detract from the surrounding area.
- Historic Preservation: Preservation of unique historic or architectural landmarks is encouraged.



## City of Berlin TID # 15

# Façade Improvement Program Application

### Applicant Information:

Name(s): \_\_\_\_\_

Phone # (cell): \_\_\_\_\_ (home): \_\_\_\_\_ (work): \_\_\_\_\_

Residential Address (street, city, state, zip): \_\_\_\_\_

Email: \_\_\_\_\_

### Business Information:

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Check One: \_\_\_\_\_ Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation

Name of Partners/Corporate Officers: \_\_\_\_\_

### Property Owner:

☐ Check if the same as Applicant

Name(s): \_\_\_\_\_

Phone # (cell): \_\_\_\_\_ (home): \_\_\_\_\_ (work): \_\_\_\_\_

Residential Address (street, city, state, zip): \_\_\_\_\_

Email: \_\_\_\_\_

**Project Information:**

Description of proposed project (attach photographs, project plans or drawings):

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How does this project meet the purpose/mission of the Façade Improvement Project:

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Estimated start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

**Project Budget:**

Total Cost:

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Total Cost requesting from façade program:

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Source of other funding:

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**Applicant(s) signature(s):**

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**Date:**

.....**For Office Use Only**.....

Date received in Clerk’s Office: \_\_\_\_\_

Received by: \_\_\_\_\_

Date of Next CC meeting: \_\_\_\_\_



## TID Building Improvement Program

### **Introduction:**

The City of Berlin created a downtown TID (#15) in October of 2008. The purpose of creating a Blight Elimination Tax Increment Finance District was to promote redevelopment and investment from local property owners, both within and outside of the district. The creation of the TID allowed the City to provide needed infrastructure, as well as funding, to local stakeholders through incentives and grants, and to encourage property owners and business owners to proactively participate in revitalization.

The following guidelines have been created and adopted by the City of Berlin to help direct and evaluate requests for financial assistance through TID # 15 for building structural improvements.

### **Purpose:**

- Promote Blight Elimination
- Promote Redevelopment of area
- Prevent Further Deterioration

### **Building Improvement Program:**

Property owners in conjunction with businesses within the Downtown TID #15 District of the City of Berlin are eligible for up to \$15,000 in matching grant funds for improvements to the interior of their building. As a matching funds program, the City of Berlin TID Program will reimburse the property owner for up to 50% of the expense to a maximum grant amount of \$15,000 on a case-by-case basis. All grants will be rewarded to eligible applicants while funds are available. Applicants are eligible for only one grant award per property in a 24-month period, unless otherwise approved by the City of Berlin Common Council. For larger projects demonstrating a significant positive impact on the downtown, the Common Council may approve funding awards which exceed the stated program cap.

### **Eligible/Ineligible Applicants:**

The Building Improvement Program is available to any property owner lying within TID #15 boundaries. The program is also available to business tenants of such buildings given the property owner's written consent. Properties whose primary use is residential or are listed as tax-exempt are not eligible.

**Program Guidelines:**

No application will be reviewed or presented to the Common Council for consideration on behalf of an applicant if the property is delinquent with their City of Berlin Property Taxes or Berlin Utility Bills on any property located within the City.

All improvements must meet the requirements of the Zoning code identified in the City of Berlin Municipal Code. All proper Building permits must be obtained.

Each applicant should demonstrate sufficient need for financial assistance. The burden is on the requesting party to prove that the proposed project would not be feasible without TID funds assistance.

**Eligible Activities:**

Eligible activities include interior and exterior improvements including roof, HVAC, electrical, plumbing, insulation, structural and ADA related improvements. Projects which do not directly improve the longevity of the building, or equipment expenses are not eligible activities.

**Process:**

Applicants should submit the following documentation if interested in participating in the façade improvement program:

1. Complete Building Improvement Program Application
2. Complete Release of Information
3. Submit contractor estimates for proposed project

After application materials are received, City Staff will review applications. Complete applications will be presented to Common Council for approval.

Notification of approval/denial will be provided to the applicant by City Staff within ten (10) days following the Council meeting. Note that the project must be approved prior to any of the work taking place. Failure to have prior approval may result in a denial of the funding request for the qualifying project. All projects must be underway within 120 days of program funding approval.

Appropriate documentation, such as invoices, must be submitted to the City Clerk for the fund reimbursement upon completion of the project. All reimbursable expenses must be within 180 days of the program approval. If the projects are not completed in accordance with the requirements and time schedule identified, then the applicant must reappear to request approval for an extension.



## City of Berlin TID # 15

### Building Improvement Program Application

**Applicant Information:**

Name(s): \_\_\_\_\_

Phone # (cell): \_\_\_\_\_ (home): \_\_\_\_\_ (work): \_\_\_\_\_

Residential Address (street, city, state, zip): \_\_\_\_\_

Email: \_\_\_\_\_

**Business Information:**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Check One: \_\_\_\_\_ Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation

Name of Partners/Corporate Officers: \_\_\_\_\_

**Property Owner:**

☐ Check if the same as Applicant

Name(s): \_\_\_\_\_

Phone # (cell): \_\_\_\_\_ (home): \_\_\_\_\_ (work): \_\_\_\_\_

Residential Address (street, city, state, zip): \_\_\_\_\_

Email: \_\_\_\_\_

**Project Information:**

Description of proposed project (attach photographs, quotes, project plans or drawings):

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How does this project meet the purpose/mission of the Building Improvement Project:

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Estimated start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

**Project Budget:**

Total Cost:

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Total Cost requesting from building program:

---

Source of other funding:

---

**Applicant(s) signature(s):**

---

---

**Date:**

.....**For Office Use Only**.....

Date received in Clerk's Office: \_\_\_\_\_

Received by: \_\_\_\_\_

Date of Next CC meeting: \_\_\_\_\_

City of Berlin TID # 15  
Façade Improvement Program  
Building Improvement Program  
Release of Information Letter

Date: \_\_\_\_\_

To:  
City of Berlin  
City Clerk  
108 North Capron St.  
PO Box 272  
Berlin, WI 54923

To Whom It May Concern:

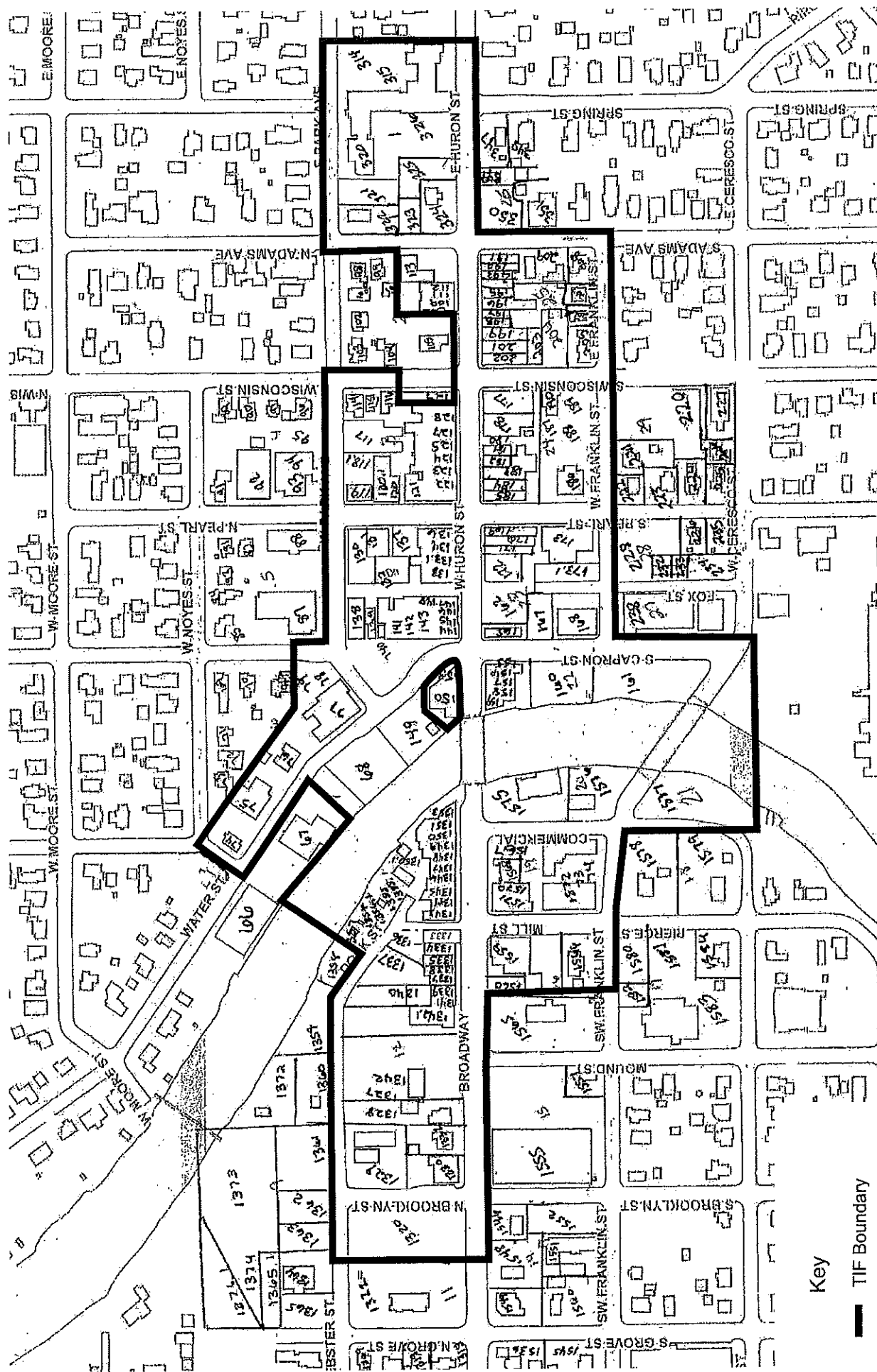
I hereby authorize the City of Berlin Common Council permission to share all application materials with all Council Alderpersons who will be reviewing my application. I acknowledge that information provided to the Common Council may be released upon request in compliance with the open record requirements and in accordance with the freedom of information act. I acknowledge that I am to attend the Common Council meeting in which this request will be reviewed and that the City of Berlin will notify me of that meeting.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





Key  
 — TIF Boundary

# City of Berlin

WISCONSIN



## **Raze and Repair Orders/ Nuisance Complaints**

**Address of Property:** 422 Lafayette St

**Property Owner Name:** Jonathan D. Sahotsky & Theresa . Sahotsky

### **Basic Information:**

Parcel Number:	206-01385-0000
Assessed Property Value:	\$66,800.00
Est. Fair Market Value	\$85,800.00
Occupancy?	Yes, Single Family Home
Taxes paid?	Yes
Construction in Progress?	N/A

### **Neighbor complaints:**

- There were complaints from neighbors going back to 2011. Please refer to Officer Krause's report.

### **Contact with Owner:**

- The Police initiated the current public nuisance case 22BPD0646 for the offences of breeding places for vermin, accumulation of excessive personal property, junk vehicles and appliances, and accumulation of refuse. Jonathan Sahotsky has received a citation for each of the violations and has pleaded not guilty. There has been contact with the owner from the police throughout this process.

### **Extent of abatement needed vs completed (outside visibility vs inside):**

- The property at 422 Lafayette St. remains in ill repair and in violation of the above-named ordinance violations and Officer Krause has requested the court issued a continuation of violation assessment for each day the violation goes uncorrected.
- At this time Jonathan owes \$1500. He has 2 citations for \$313 each that are set to be sent to SDC on 5/27/2022 by Lakeside Municipal Court.
- Note the costs for the most recent abatement exercise was in excess of \$5000.00.

### **Inspections:**

- Police completed on several occasions. None completed by the Building Inspector as of today.

### **Permits pulled:**

- Not relevant except for dumpster/raze.

### **Council Motions:**

- N/A

### **Additional Information:**

**422 Lafayette St.  
Berlin, WI 54923**

Jonathan D. Sahotsky & Theresa . Sahotsky

## **BACKGROUND**

Since 2011 the City of Berlin Police Department has investigated eleven different cases of public nuisance or ordinance violations. These investigations have included ordinance violations to include burning violations, excessive personal property, accumulation of refuse, junk vehicles, breeding places for vermin and odor violations. The case numbers for the previous investigations are as follows;

Jonathan

11BPD1133 – Ordinance violation

15BPD0018 - Misc

16BPD0375 – Ordinance violation

17BPD1585 – Public Nuisance

17BPD2016 – Public Nuisance

17BPD2158 – Public Nuisance

20BPD2086 – Ordinance Violation

21BPD1480 – Public Nuisance – citations issued. No contest plea on accumulation of excessive personal property 3<sup>rd</sup>+, No contest pleas on breeding places for vermin 3<sup>rd</sup>+, Dismissed Noxious Odors. These citations are still outstanding with the court.

Theresa

18BPD1871 – Ordinance Violation, burning

20BPD1083 – Public Nuisance

## **CURRENT STATUS**

22BPD0646 initiated a public nuisance case based on additional complaints of several ordinance violations on the property. Current violations include breeding places for vermin, accumulation of excessive personal property, junk vehicles and appliances, and accumulation of refuse. Jonathan Sahotsky has received a citation for each of the violations and has pleaded not guilty in court. This case remains in the court process. The property at 422 Lafayette St. remains in ill repair and in violation of the above named ordinance violations and Officer Krause has requested the court issued a continuation of violation assessment for each day the violation goes uncorrected. At this time Jonathan owes \$1500. He has 2 citations for \$313 each that are set to be sent to SDC on 5/27/2022 by Lakeside Municipal Court.

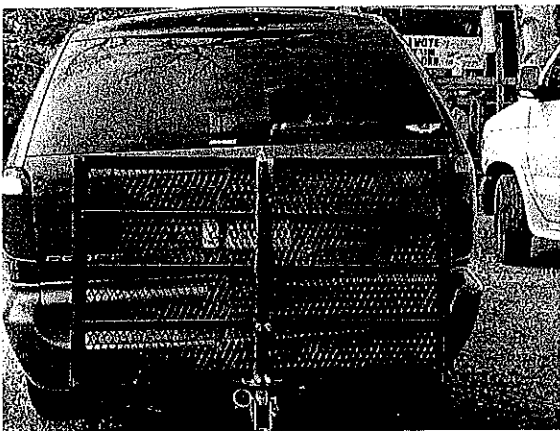
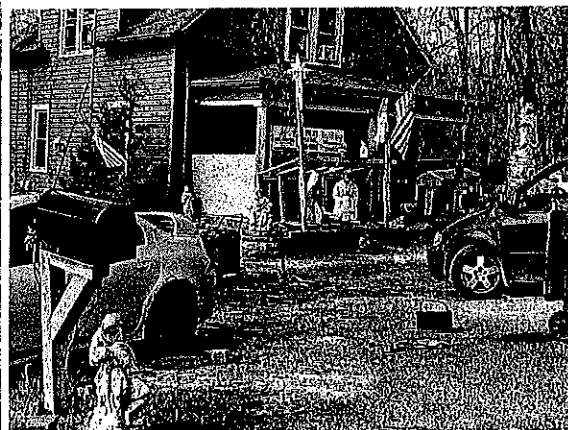
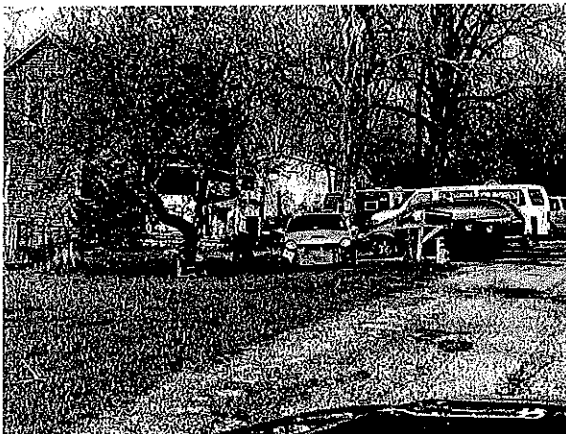
## **RECOMMENDATION**

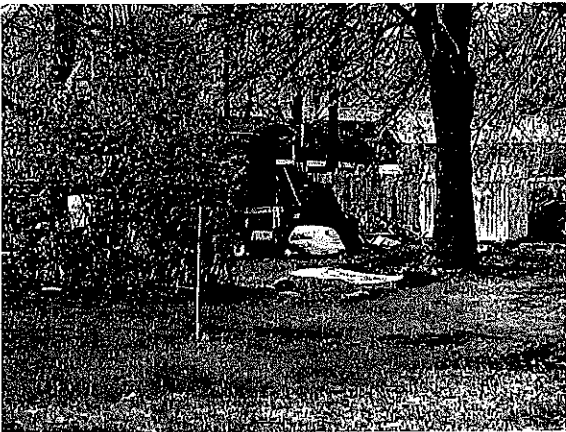
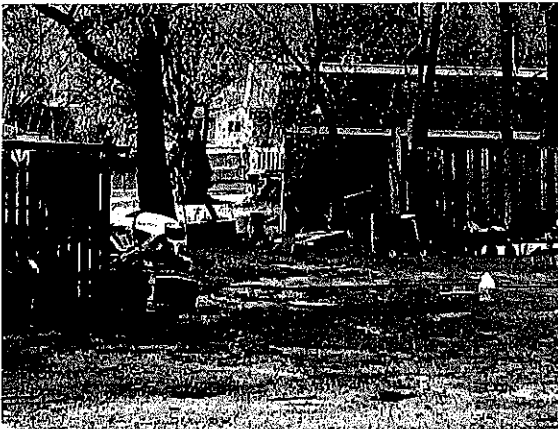
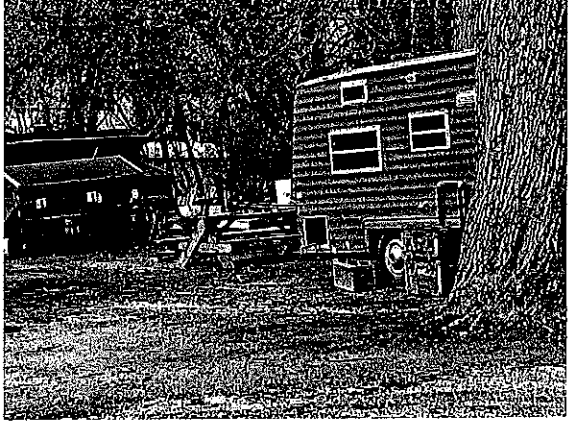
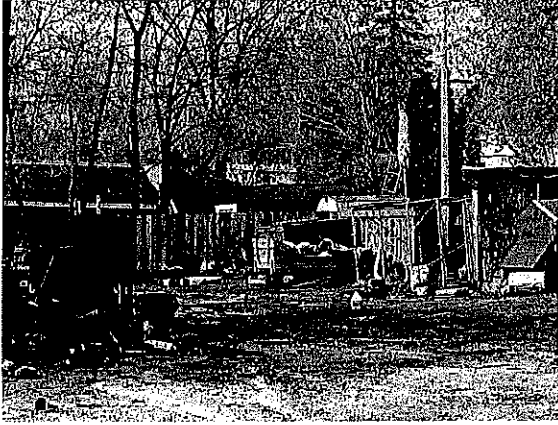


At this point, it is the recommendation of this Officer to have the City Attorney complete a long form complaint on this property, moving the matter to Circuit Court, to have the City of Berlin clean the property meeting the requirements of city ordinance.

KRAUSE #243

Crk 05-23-22





## **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 11<sup>th</sup> for roof work completed previously.
- Contract from Area Waterproofing & Concrete LLC to fix flooding issue.

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.
- May 10, 2022 CC motion was made to direct staff to proceed with raze and repair order on 115 W. Ceresco.

Additional Relevant Information:

- 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.
- Water was turned off in May of 2021. Water was turned back on in late May of 2022. County has been monitoring water, noticing it is on but the usage is alarmingly low. County suspects owners have had water turned on to prevent eviction but are turning it off internally themselves to prevent flooding. County is investigating this currently.



## **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.
- On May 10<sup>th</sup> 2022 Council motioned to give 107 W Huron St until the next common council meeting to pull the necessary permits as well as give a timeline to Common Council.

#### 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 6<sup>th</sup> 2022, there has not been a permit pulled for the work to be done at this property.
- As of June 6<sup>th</sup> 2022 the contact has indicated a permit would be acquired as soon as possible and took issue with the motion from council. Owners plan on be present for Common Council meeting.

## **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 owner 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.
- On May 2, 2022 the Building Inspector completed a second interior and exterior inspection.
- On June 9, 2022 the Building Inspector completed an exterior inspection.

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.
- May 10<sup>th</sup> 2022 Council made the motion to suspend the decision to continue with Raze and Repair order on this property until the next Common Council Meeting

Additional Relevant Information:

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

Progress made since last meeting:

- According to the new Building Inspector, he feels there has been good progress made on the roof. There remained one area that was still tar paper, but the rest was completed.