

COMMON COUNCIL MEETING AGENDA  
TUESDAY, NOVEMBER 8<sup>th</sup>, 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 October 11<sup>th</sup> Common Council Meeting and October 26<sup>th</sup> Special Common Council Meeting. RECOMMENDATION: Approve the minutes.
7. Bills List. RECOMMENDATION: Approve the list of bills for payment.
8. 3<sup>rd</sup> Quarter Shared Taxi Report. RECOMMENDATION: Receive and place on file.
9. Weights & Measures 3<sup>rd</sup> Quarter Report. RECOMMENDATION: Receive and place on file.
10. Weights & Measure Fee Schedule. RECOMMENDATION: Accept the recommendation from Committee of the Whole to accept the Sealer of Weights and Measures fee schedule changes for 2023 as presented.
11. Berlin Community Development Economic Development Assistant Job Description.  
RECOMMENDATION: Accept the recommendation from Berlin Community Development Corporation and Committee of the Whole to accept the job descriptions as presented.

12. BCDC Interest Rate. RECOMMENDATION: Accept the recommendation from Berlin Community Development Corporation to set the guideline interest rate for the City of Berlin Revolving Loan Fund.
13. BCDC Northern Express Covenant Extension. RECOMMENDATION: Accept the recommendation from Berlin Community Development Corporation to approve the two-year extension of the restrictive covenant deadline for Northern Express Bus Service to February 28<sup>th</sup>, 2025 with a condition requiring Northern Express Bus Service to be responsible for all expenses accumulated as a result of the extension.

#### END OF CONSENT AGENDA

14. Resignation from Committee on Aging. RECOMMENDATION: Accept the resignation of Chuck Fehl from Committee on Aging effective immediately.
15. TID Building Improvement & Façade Improvement Program Application from Mama's Deli, LLC. RECOMMENDATION: Listen to presentation with discussion and action as appropriate.
16. TID Building Improvement & Façade Improvement Program Application from The Pie Shack, LLC. RECOMMENDATION: Listen to presentation with discussion and action as appropriate.
17. 2023 Shared-Ride Taxi Grant Application. RECOMMENDATION: 1) Waive Committee of the Whole discussion on this item; and 2) Authorize Staff to apply for the 2023 WisDOT Public Transit Assistance Program (PTAP) and DOT Capital Expenditures Grant and authorize any needed signatures.
18. 107 W. Huron St Raze and Repair Order Update. RECOMMENDATION: Listen to presentation with discussion and action as appropriate.
19. UTV/ATV Ordinance 03-22 Amendment to Ordinance Establishing New Regulations for All-Terrain Vehicles and Off-Road Motor Vehicle Operation. RECOMMENDATION: Accept recommendation from Committee of the Whole to approve Ordinance 03-22 Amendment to Ordinance Establishing New Regulations for All-Terrain Vehicles and Off-Road Motor Vehicle Operation.
20. 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.)
21. New Business (To be used to request items of new business be put on a future agenda)
22. 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. (107 W Huron St).

23. Reconvene into open session and action as appropriate from closed session discussion.

24. 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.*

August 31, 2022

Month-End Balance to Bank Statement

	General City	Capital Project Bonding	EMS Account	Utility	Tax	ERF	SEWER B&I
City's Beginning Balance	1,579,038.36	-	75,276.27	1,227,262.81	291.36	232,905.86	-
Deposits Auto fill	731,236.60	-	33,590.06	301,762.70	-	18.86	-
Deposit In Transit							
Payroll Yellow sheet add GC & EMS	(186,715.54)			(24,382.09)			0.00
A/P Payables Check Summary Print off	(233,477.07)			(46,059.24)			
Other Payments Pre Fill	(210,002.63)	0.00	(35.00)	(14,039.74)	0.00	(103,198.42)	0.00
TOTAL PAYMENTS	(630,195.24)	0.00	(35.00)	(84,481.07)	0.00	(103,198.42)	0.00
Outstanding Checks:							
Misc/Bank Error							
Voided Check							
Payroll	2,468.75			-		-	0.00
A/P CK recon. Not Cleared Back Page	18,729.02			463.74	-	-	0.00
TOTAL OUTSTANDING CHECKS	21,197.77	-		463.74	-		
Balance	1,701,277.49	-	108,831.33	1,445,008.18	291.36	129,726.30	-
Ending Bank Balance	1,701,277.49	-	108,831.33	1,445,008.18	291.36	129,726.30	-
	-	-	-	-	-	-	-
ARPA FUNDS 1ST INST	-						
State of WI ACH			1,223.00				
TRANSFER EMS FUNDS							
WI DOT - TAXI GRANT							
GREEN LAKE CO LOTTERY CR							
Pool Concessions	4,594.36						
Pool Aquatic	6,089.19						
Monthly City Deposits	174,356.68			143,960.35			
015 TREAS 310 MISC PAY	839.61						
Green Lake Co Aug. Set	542,493.19						
ACH RETURN Christensen H S A	31.25						
Med B NGS HCCLAIM pmts	2,454.31		12,282.24				
Customer ACH pmts Direct Pay			20,084.82	27,475.95			
pymnt Svc Netwr				26,942.18			
Merchant Bank Deposit	20.00						
36 TREAS 310 MISC PAY	136.44						
Tfr Between Accounts	4.00			103,198.42			
Accrued Checking Acct. Interest	217.57			185.80	-	18.86	0.00
	731,236.60	-	33,590.06	301,762.70	-	18.86	-
Payments:							
Federal Payroll Tax Payments(IRS)	74,036.81						
WI Payroll Tax Payments							
Northshore	720.00						
Great West/Wells Fargo	3,149.76						
WI TAX PAYMENT	11,521.01						
Cobra - Olson	1,606.03						
Marlin Bank	1,023.19						
WRF Loan payment							
Service Charge-stop payment				184.95			
Direct Deposit Service Fee (ACH)	10.00		35.00	4.00			
Retainer	11,400.00						
Health Premium	39,785.28						
Returned checks							
Employee Trust Fund WRS	36,508.41						
Fund Tfr							
Credit Card Payment-Elan US Bank	6,983.36			456.28		103,198.42	
EMC INSURANCE CO INSURANCE							
Miscellaneous - Merchant Bank Deposit							
Positive Pay	30.00						
Health Savings Acct EMPLOYER	3,062.50			750.00			
Health Savings Acct EMPLOYEE	4,824.88						
Alliant-Credit Card Payment	14,578.82			12644.51			
US Cellular	762.58						
Fleetcor - Condon							
	210,002.63	-	35.00	14,039.74	-	103,198.42	-

# CITY OF BERLIN -- OFFICE OF THE TREASURER

## CITY TREASURER REPORT PERIOD ENDING 08/31/2022

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FUNDS	BEGINNING BALANCE	ADJ/ VOIDS	RECEIPTS (Deposits)	DISBURSEMENTS (total)	OUTSTANDING CHECKS	BANK BALANCE	INVESTMENTS	TOTAL W/ INVESTMENTS		
GENERAL CITY	\$ 1,579,038.36	\$ -	\$ 731,236.60	\$ (630,195.24)	\$ 21,197.77	\$ 1,701,277.49	\$ 3,100,000.00	\$ 4,801,277.49	10-11300	FNB100028
TAX COLLECTION ACCOUNT	\$ 291.36		\$ -	\$ -	\$ -	\$ 291.36	\$ -	\$ 291.36		FNB131924
CAPITAL PROJECT BORROWING	\$ 244,753.87		\$ -	\$ -	\$ -	\$ 244,753.87	\$ -	\$ 244,753.87		*2193
EMS ACCOUNT	\$ 75,276.27		\$ 33,590.06	\$ (35.00)		\$ 108,831.33	\$ -	\$ 108,831.33		
WATER & SEWER CHECKING	\$ 1,227,262.81		\$ 301,762.70	\$ (84,481.07)	\$ 463.74	\$ 1,445,008.18		\$ 1,445,008.18		
SEWER EQUIP REPLACEMENT FUND	\$ 232,905.86		\$ 18.86	\$ (103,198.42)		\$ 129,726.30	\$ 1,255,000.00	\$ 1,384,726.30	61-11362	
WATER UTILITY							\$ 3,615,438.44	\$ 3,615,438.44	62-11361	62-11366
SEWER UTILITY							\$ 1,171,968.19	\$ 1,171,968.19		61-11361
TOTAL OF ALL FUNDS	\$ 3,359,528.53	\$ -	\$ 1,066,608.22	\$ (817,909.73)	\$ 21,661.51	\$ 3,629,888.53	\$ 9,142,406.63	\$ 12,772,295.16		

SUBMITTED BY: Caitlin Hilgart, DEPUTY CLERK

**CITY OF BERLIN BUILDING REPORT October 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	3	\$800,000.00	\$1,484.93	7	1,310,100.00	5,092.63
Multi-Family Residence				0	\$0.00	\$0.00	0	0.00	0.00
Residential Alteration	3	\$12,000.00	\$150.00	41	\$667,997.52	\$3,960.06	56	725,400.35	4,761.39
Residential Addition	0	\$0.00	\$0.00	6	\$24,935.00	\$320.00	5	106,308.00	807.50
Residential Garage	1	\$13,860.00	\$140.47	2	\$24,360.00	\$265.47	2	65,000.00	380.50
Residential Garage Alteration				0	\$0.00	\$0.00	0	0.00	0.00
Commercial Building	0	\$0.00	\$0.00	1	\$250,000.00	\$1,488.98	0	0.00	0.00
Commercial Alteration	0			0	\$0.00	\$0.00	5	700,679.00	4,415.44
Commercial Addition	1	\$9,500.00	\$105.00	1	\$9,500.00	\$105.00	0	0.00	0.00
Signs	0	\$0.00	\$0.00	4	\$34,000.00	\$330.50	10	115,139.00	2,569.08
Miscellaneous	1	\$3,000.00	\$100.00	16	\$47,600.00	\$860.00	15	55,242.00	1,100.00
Demolition	0		\$0.00	1	\$0.00	\$150.00	5	24,382.00	825.00
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	1	\$3,000.00	\$50.00	6	\$38,902.00	\$200.00	10	190,700.00	535.00
Trailer Homes				0	\$0.00	\$0.00	0	0.00	0.00
<b>Total Building Permits</b>	<b>7</b>	<b>\$41,360.00</b>	<b>\$545.47</b>	<b>81</b>	<b>\$1,897,294.52</b>	<b>\$9,164.94</b>	<b>115</b>	<b>3,292,950.35</b>	<b>20,486.54</b>
				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	4	\$244,349.00	\$821.16	23	\$359,844.00	\$1,882.70	26	714,532.00	2,925.40
Electrical Permits	5	\$212,035.00	\$1,578.00	28	\$805,355.00	\$3,865.84	30	272,086.00	3,135.42
Heating Permits	3	\$24,593.00	\$300.00	21	\$813,436.00	\$3,120.17	15	117,475.00	1,490.53
				0	\$0.00	\$0.00	0	0.00	0.00
<b>Total Permit Fees</b>	<b>19</b>	<b>\$522,337.00</b>	<b>\$3,244.63</b>	<b>153</b>	<b>\$3,875,929.52</b>	<b>\$18,033.65</b>	<b>186</b>	<b>4,397,043.35</b>	<b>28,037.89</b>

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## \*Check Summary Register©

OCTOBER 31 2022

	Name	Check Date	Check Amt	
11161	UTILITY CASH - FNB			
16292	BERLIN CITY TREASURER	10/5/2022	\$2,768.49	UTILITY GAS & DIESEL FOR JULY 31
16293	CERTIFIED SCALE	10/5/2022	\$133.00	ANNUAL CALIBRATION OF ALL SCALES
16294	FERGUSON WATER WORKS #14	10/5/2022	\$6,800.00	BLUETOOTH BELT CLIP
16295	GENERAL ENGINEERING COMP	10/5/2022	\$18,000.00	CROSS CONNECTION SERVICES
16296	GFL SOLID WASTE MIDWEST LL	10/5/2022	\$261.40	TRASH/RECYCLE SERVICE
16297	JOHN KRINGS & SONS WELDIN	10/5/2022	\$548.71	40 FEET OF SCHEDULED GALVANIZED PIP
16298	PUBLIC SERVICE COMM OF WIS	10/5/2022	\$1,203.64	REMAINDER ASSESSMENT
16299	U S POST OFFICE - POSTMASTE	10/5/2022	\$707.96	OCTOBER MONTHLY BILLING
16300	WALTCO INC	10/5/2022	\$836.26	PICK-UP SAMPLES
16301	ALCIVIA	10/13/2022	\$697.41	QWIKLIFT- WATER TREATMENT PLANT
16302	DIGGERS HOTLINE	10/13/2022	\$209.60	PREPAID EMAIL FEES FOR SEPT 2022
16303	DON E. PARKER EXCAVATING, I	10/13/2022	\$179,172.02	MOUND STREET SEWER PROJECT
16304	FASTENAL COMPANY	10/13/2022	\$50.75	S/S FW 3/4X1-3/4 OD
16305	KUNKEL ENGINEERING GROUP	10/13/2022	\$472.50	LEAD SERVICE LINE REPLACEMENT
16306	MARTELLE WATER TREATMENT	10/13/2022	\$1,514.31	AQUA MAG BULK
16307	U S POST OFFICE - POSTMASTE	10/13/2022	\$300.00	500 FOREVER STAMPS
16308	USA BLUEBOOK	10/13/2022	\$112.75	PART B 4"NPT(M) COUPLER
16309	WI ENVIRONMENTAL IMPROVE	10/13/2022	\$5,978.39	LOAN PAYMENT- INTEREST
16310	WISCONSIN RURAL WATER ASS	10/13/2022	\$50.00	BRIAN MALNORY - NUTRIENT REMOVAL- T
16311	BADGER LABORATORIES INC	10/21/2022	\$1,573.20	TOTAL COLIFORM BACTERIA
16312	BERLIN CITY TREASURER	10/21/2022	\$328.20	SEPTEMBER-OCTOBER CENTURYLINK
16313	BERLIN JOURNAL NEWSPAPER	10/21/2022	\$176.00	FLUSHING HYDRANTS/WATER MAINS
16314	Brightspeed	10/21/2022	\$61.41	
16315	CINTAS	10/21/2022	\$365.43	DUST MOP/BLACK MAT
16316	GAUGETEC LLC	10/21/2022	\$113.70	BACKFLOW TEST KIT RECALIBRATION
16317	JOHN KRINGS & SONS WELDIN	10/21/2022	\$220.00	REPAIR STAINLESS STEEL MANIFOLD
16318	JON LUNDT ELECTRIC, INC	10/21/2022	\$373.72	JOHNSON STREET STATION
16319	MACQUEEN EQUIPMENT	10/21/2022	\$731.29	DEBRIS HOSE/HOSE END
16320	FUSEK, HEATHER	10/25/2022	\$152.99	OVERPAYMENT ON 328 BROADWAY
16321	MARKS, BRANDY	10/25/2022	\$16.10	OVERPAYMENT ON 175 MOUND ST
16322	BADGER LABORATORIES INC	10/31/2022	\$89.60	TOTAL COLIFORM BACTERIA
16323	BERLIN CITY TREASURER	10/31/2022	\$26,877.85	OCTOBER 2022 PAYROLLS
16324	COMPASS MINERALS	10/31/2022	\$5,285.39	COARSE SOLAR SALT
16325	MARTELLE WATER TREATMENT	10/31/2022	\$5,737.84	LIQUID ALUM SULFATE
16326	NORTH CENTRAL LABORATORI	10/31/2022	\$379.67	PHOSPHORUS TEST TUBE/PIPET TIPS
16327	SUPERIOR CHEMICAL CORP	10/31/2022	\$250.81	DISINFECTANT/FAST BRAKE SAFE CLEANER
16328	U S CELLULAR	10/31/2022	\$202.40	MALNORY/SOBIESKI/VAN/DUTY/HAHN
16329	USA BLUEBOOK	10/31/2022	\$45.51	HANGING CABLE ASSEMBLY
535866e	Utility ACH	10/14/2022	\$12,135.12	
536010e	Utility ACH	10/28/2022	\$12,189.96	
Total Checks			\$287,123.38	

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OCTOBER 31 2022

Name	Check Date	Check Amt	
<b>11100 Cash in Bank m FNB</b>			
66389 TRANSCENDENT TECHNOLOGIE	9/16/2021	(\$1,011.00)	ANNUAL SOFTWARE MAINTENANCE - TAX
67707 BLOCK, KEVIN J	10/5/2022	\$2,380.52	2022 - OCTOBER - RETIREE HEALTH ACCO
67708 CHARTER COMMUNICATION	10/5/2022	\$267.31	2022 - OCTOBER - INTERNET SERVICE AT
67709 CVIKOTA COMPANY INC	10/5/2022	\$5,654.93	2022 - SEPTEMBER - AMBULANCE BILLING
67710 GFL SOLID WASTE MIDWEST LL	10/5/2022	\$552.50	2022 - OCTOBER - TRASH SERVICE - PARK
67711 RUTKOWSKI, SARA	10/5/2022	\$18.03	REIMBURSEMENT FOR POSTAGE
67712 VANDERLEEST, MARIAH	10/5/2022	\$200.00	REIMBURSEMENT FOR UNIFORM PURCHA
67713 APPLETON FINANCE DEPARTM	10/6/2022	\$483.25	2022 - OCTOBER - WEIGHTS AND MEASUR
67714 ARING EQUIPMENT COMPANY, I	10/6/2022	\$189.48	FLASHER UNIT FOR DPW
67715 EMC INSURANCE COMPANIES	10/6/2022	\$17,666.73	2022 - OCTOBER - GENERAL LIABILITY INS
67716 RYAN JONES	10/6/2022	\$5,000.00	2022 - BRICK WORK ON CITY HALL PMT 2
67717 PRINCETON UTILITIES	10/6/2022	\$202.82	2022 - SEPTEMBER - UTILITES PRINCETON
67718 RUNNING INC. TRANSIT SERVIC	10/6/2022	\$17,808.14	2022 - SEPTEMBER - SHARED RIDE TAXI S
67719 WISCONSIN PROFESSIONAL PO	10/6/2022	\$297.50	2022 - OCTOBER - POLICE UNION DUES
67720 CHARTER COMMUNICATION	10/12/2022	\$169.98	2022 - OCTOBER - INTERNET SERVICE AT
67721 CRACK FILLING SERVICE CORP	10/12/2022	\$15,000.00	2022 - CRACK SEALING CITY STREETS
67722 DREXEL BUILDING SUPPLY, INC.	10/12/2022	\$217.34	4X4 SQUARE GRAVEL PATH TRANSENDS D
67723 LAYTON, ROBERT	10/12/2022	\$100.00	REFUND OF DEPOSIT ON BERLIN RIVERSI
67724 LUDOLPH, TIM	10/12/2022	\$333.88	WEDC - STATE SUMMIT AND MAIN STREET
67725 SECURIAN FINANCIAL GROUP	10/12/2022	\$796.32	2022 - NOVEMBER - LIFE INSURANCE BENE
67726 THOM, SUSAN	10/12/2022	\$1,955.93	2022 - OCTOBER - RETIREE HEALTH REIM
67727 WASTE MANAGEMENT	10/12/2022	\$25,363.80	2022 - OCTOBER - RESIDENTIAL GARBAGE
67729 BELLA BY DESIGN	10/12/2022	\$35.00	Mayor Car Club Trophy
67730 GREAT LAKES ROOFING	10/12/2022	\$21,666.66	1/3 of ROOFING CONTRACT
67731 ADVANTAGE POLICE SUPPLY IN	10/12/2022	\$909.00	BACK W/ BLACK CARRIER
67732 FOX VALLEY TECHNICAL COLLE	10/12/2022	\$1,590.00	EVIDENCE TECH SCHOOL - MCDOWELL
67733 SONDALLE FORD LINCOLN MER	10/12/2022	\$325.23	2019 FORD EXPL MAINTENANCE
67734 TACTICAL SOLUTIONS	10/12/2022	\$214.00	4 CERTIFICATION OF RADAR UNITS 1 CER
67736 THEDACARE LABORATORIES	10/12/2022	\$170.00	LEGAL BLOOD DRAWS; 68154,68249,68310,
67737 ALCIVIA	10/19/2022	\$15,897.63	2022 - SEPTEMBER - GAS AND DIESEL
67738 APPAREL ART EMBROIDERY, LL	10/19/2022	\$2,604.00	CARHART RAIN DEFENDER HOODED SWE
67739 ASSOCIATED BANK GREEN BAY	10/19/2022	\$475.00	2022-2023 ANNUAL STANDARD FEES
67740 BERLIN JOURNAL NEWSPAPER	10/19/2022	\$112.00	TRICK OR TREAT AD
67741 BERLIN WATER & SEWER UTILI	10/19/2022	\$22,379.12	2022 - OCTOBER - WATER & SEWER BILLS
67742 Brightspeed	10/19/2022	\$545.99	2022 - OCTOBER - PHONE SERVICE - CITY
67743 CenturyLink	10/19/2022	\$0.00	2022 - OCTOBER - LONG DISTANCE PHONE
67744 CITY OF GREEN LAKE	10/19/2022	\$105.94	2022 - SEPTEMBER - TV SERVICE AT GRE
67745 CORPORATE NTWRK SOLUTION	10/19/2022	\$1,225.00	LENOVO THINK BOOK FOR BERLIN EMERG
67746 FINISHLINE STUDIOS	10/19/2022	\$120.00	2022 - QUARTER 3 WEB HOSTING
67747 FIRE INSPECTION SERVICES IN	10/19/2022	\$1,540.00	2022 - SEPTEMBER - FIRE INSPECTIONS C
67748 GREEN LAKE TITLE & ABSTRAC	10/19/2022	\$75.00	TITLE REPORT TO DETERMINE RECORDED
67749 INTERSTATE BATTERY	10/19/2022	\$58.95	BATTERIES FOR DPW
67750 ITU ABSORBTECH, INC.	10/19/2022	\$93.01	2022 - SEPTEMBER - DPW SUPPLIES
67751 J. F. AHERN COMPANY	10/19/2022	\$200.73	ANNUAL HYDRO RECHARGE
67752 OSHKOSH OFFICE SYSTEMS	10/19/2022	\$158.34	2022 - SEPTEMBER - COPIES 6111
67753 PLANTZ, DENNIS W	10/19/2022	\$242.06	2022 - OCTOBER - HEALTH REIMBURSEME
67754 SUPERIOR CHEMICAL CORP	10/19/2022	\$149.14	ASPHALT RELEASE AGENT
67755 TELECOM FITNESS	10/19/2022	\$1,752.30	PHASE 3 OF PHONE SAVINGS
67756 VIKING ELECTRIC SUPPLY	10/19/2022	\$174.72	LIGHTS FOR DPW
67757 WE ENERGIES	10/19/2022	\$22.78	PRINCETON GAS SERVICE
67758 BAKER & TAYLOR	10/19/2022	\$423.40	10 UNITS FOR CUSTOMERS
67759 BREWER HEATING INC	10/19/2022	\$1,498.00	FURNACE CHECK PER MAINTENANCE AGR
67760 LISA OBRIST	10/19/2022	\$566.25	2022 - SEPTEMBER - LIBRARY CLEANING
67761 MARTIN SYSTEMS, INC.	10/19/2022	\$319.00	REPLACE FAULTY 2ND FLOOR MOTION DE



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## \*Check Summary Register©

OCTOBER 31 2022

	Name	Check Date	Check Amt	
67762	MIDWEST TAPE	10/19/2022	\$385.94	2022 - SEPTEMBER - DIGITAL MEDIA
67763	OSHKOSH OFFICE SYSTEMS	10/19/2022	\$87.10	2022 - SEPTEMBER - PHOTO COPIES #7293
67764	SCHROEDER, DANIELL	10/19/2022	\$400.00	INCREDIBLE BATS PROGRAM REIMBURSE
67765	SUPERIOR CHEMICAL CORP	10/19/2022	\$108.54	CHEMICAL PURCHASE FOR BPL
67766	UNIQUE MANAGEMENT SERVIC	10/19/2022	\$46.60	2022 - SEPTEMBER - PLACEMENTS AT BPL
67767	WINNEFOX LIBRARY SERVICES	10/19/2022	\$33.12	2022 - AUGUST - UNIQUE MANAGEMENT S
67768	WINNEFOX LIBRARY SYSTEM	10/19/2022	\$102.17	SUPPLIES FROM DEMCO
67770	ABC, INC	10/28/2022	\$1,000.00	TOURISM GRANT-HOLIDAY PARADE/LIGHTI
67771	AMAZON CAPITAL SERVICES, IN	10/28/2022	\$2,302.17	TACTICAL PARKAS FOR BERLIN AMBULAN
67772	APPAREL ART EMBROIDERY, LL	10/28/2022	\$1,017.50	UNIFORM ALLOWANCE - BEMS
67773	AUGUST WINTER & SONS, INC.	10/28/2022	\$79,681.50	REPLACE BOILER AT CITY HALL
67774	BERLIN JOURNAL NEWSPAPER	10/28/2022	\$1,521.37	Oct 25 Hearing 478 S Industrial Drive
67775	BFAM, INC	10/28/2022	\$1,000.00	TOURISM GRANT-HOLIDAY PARADE/LIGHTI
67776	BIJAKS CULINARY CAFE LLC	10/28/2022	\$20,000.00	FAÇADE IMPROVEMENT PROGRAM
67777	BMI GENERAL LICENSING	10/28/2022	\$391.00	2023 - ANNUAL LICENSING FEES
67778	BOUND TREE MEDICAL, LLC	10/28/2022	\$1,507.34	MEDICAL SUPPLIES
67779	BREWER HEATING INC	10/28/2022	\$747.89	CLEANED AND CHECKED OVER FOUR FUR
67780	CENTURYLINK	10/28/2022	\$7.83	2022 - OCTOBER - LONG DISTANCE
67781	CHRISTENSEN, DOUGLAS A	10/28/2022	\$395.21	2022 - NOVEMBER - RETIREE HEALTH BEN
67782	CIVICPLUS, LLC	10/28/2022	\$275.00	MUNICODE ADMINISTRATIVE SUPPORT FE
67783	COMMAND CENTRAL, LLC	10/28/2022	\$76.05	VOTING MACHINE PAPER
67784	CORPORATE NTRWK SOLUTION	10/28/2022	\$50.00	WINDOWS 11 UPGRADE
67785	CULLIGAN WATER	10/28/2022	\$90.50	SOFTNER SALT AT BERLIN EMS HOUSE
67786	DTN, LLC	10/28/2022	\$492.00	2022 - OCTOBER - RADAR CONTROL
67787	EMERGENCY MEDICAL PRODUC	10/28/2022	\$953.18	MEDICAL SUPPLIES FOR BEMS
67788	KUNKEL ENGINEERING GROUP	10/28/2022	\$5,535.85	2022 - SEPTEMBER - BUILDING INSPECTIO
67789	Otis Elevator Company	10/28/2022	\$884.00	STATE TESTING ON CITY HALL ELEVATOR
67790	PACKER CITY INT'L TRUCKS, IN	10/28/2022	\$134.76	PARTS FOR DPW
67791	PACKERLAND PORTABLES	10/28/2022	\$348.40	2022 -OCTOBER - 2 PORTABLE UNITS AT RI
67792	ROGERS, ALEXANDRIA	10/28/2022	\$100.00	2022 - REFUND FOR SHELTER HOUSE DEP
67793	SIGMA ENVIRONMENTAL SERVI	10/28/2022	\$5,182.90	SUPPLETMENTAL SITE INSPECTION - SAF
67794	SOBIESKI, CLAIRE	10/28/2022	\$75.00	LIFEGUARD CERTIFICATION COURSE 1/2 R
67795	SONDALLE FORD LINCOLN MER	10/28/2022	\$381.50	2008 CHEV UPLANDER - REPLACE LEFT FR
67796	SUN LIFE FINANCIAL	10/28/2022	\$203.05	2022 - NOVEMBER - LIFE INSURANCE BENE
67797	SUPERHEAT AND COOLING	10/28/2022	\$150.00	LEAKY VALVE REPAIR
67798	SUPERIOR CHEMICAL CORP	10/28/2022	\$305.76	BIO SOLV ASPHALT CHEM FOR DPW
67799	TAPCO SAFE TRAVELS	10/28/2022	\$1,196.24	HANDICAP PARKING AND YEILD SIGNAGE
67800	TASC	10/28/2022	\$128.00	2022 - JULY - COBRA ADMIN - CITY
67801	THEDACAR	10/28/2022	\$539.50	PRE EMPLOYMENT DRUG SCREEN - AMBU
67802	TRANSCENDENT TECHNOLOGIE	10/28/2022	\$813.00	REPLACE ORIGINAL CHECK 66389 FROM 0
67803	VIERTEL, CYNTHIA	10/28/2022	\$500.00	2022 - CLOCK TOWER LEASE
67804	WE ENERGIES	10/28/2022	\$47.83	2022 - PRINCETON EMS
67805	WI DOR	10/28/2022	\$1,350.81	MANUFACTURING PROPERTY ASSESSME
67806	WISCONSIN PROFESSIONAL PO	10/28/2022	\$297.50	2022 - SEPTEMBER - POLICE UNION CONT
67807	ZOLL MEDICAL CORP	10/28/2022	\$241.90	SPO2 CABLE FOR EMS
535836e	General City ACH	10/6/2022	\$7,009.83	
535857e	Ambulance ACH	10/14/2022	\$33,825.46	
535913e	General City ACH	10/14/2022	\$46,684.19	
535934e	Ambulance ACH	10/28/2022	\$34,390.11	
536001e	General City ACH	10/28/2022	\$53,669.45	
Total Checks			\$475,962.76	

## CITY OF BERLIN

## PAYROLL FOR OCTOBER - 2022

## NET PAYROLL

PAYDATE	Payroll #	PAYROLL TITLE	GENERAL CITY	UTILITY	Ambulance
10/14/2022	21	Ambulance			33825.46
10/14/2022	21	General City	46,927.92		
10/14/2022	21	Utility		12,135.12	
10/6/2022	20.1	3rd Qtr Fireman	7,431.05		
10/15/2021	22	General City	53,696.25		
10/15/2021	22	Utility		12,189.96	
10/29/2021	22	Ambulance			34390.11
		TOTAL MONTHLY PAYROLL	\$108,055.22	\$24,325.08	68215.57

CITY OF BERLIN COMMON COUNCIL MEETING MINUTES  
TUESDAY OCTOBER 11, 2022 AT 7:00 PM  
COUNCIL CHAMBERS, BERLIN CITY HALL, 2<sup>ND</sup> FLOOR

Mayor Bruessel called the October 11, 2022 Common Council meeting to order at 7:00 pm. Roll call present: Ald. Boeck, Burgess, Dretske, Erdmann, Nigbor and Stobbe. Staff present: Sara Rutkowski, Gary Podoll, Chris Kalupa, Rebecca Bays, Tim Ludolph, Brian Pulvermacher, Scott Zabel and Midge Seaman

There were no virtual attendees. One Public Comment card – Individual not present for meeting

The following items were listed on the Consent agenda for approval and adoption: 4) Waive the reading of all ordinances and resolutions adopted at this meeting; 5) Receive and place on file the written reports from the City Clerk, Treasurer and Building Inspector; 6) Approve the minutes from the September 13, 2022 Common Council Meeting 7) Approve the list of bills. 8) Accept the Recommendation from Committee of the Whole to Approve Ordinance #02-22 Amending section 1-19 of the code of City of Berlin Establishing a Municipal Court for the Cities of Fond du Lac and Ripon, Towns of Auburn, Calumet, Empire, Fond du Lac, Friendship, Oakfield, Osceola, Ripon and Taycheedah in Fond du Lac County and Wilson in Sheboygan County, and the Villages of Brandon, Campbellsport, Fairwater, N. Fond du Lac, Oakfield and St. Cloud, in Fond du Lac County and the City of Berlin in Green Lake and Waushara Counties, the Cities of Green Lake, Markesan and Princeton in Green Lake County. 9) Accept the Recommendation from Committee of the Whole to approve the Intergovernmental Agreement for North Fond du Lac to Provide Municipal Court Services to the Cities of Fond du Lac and Ripon, Towns of Auburn, Calumet, Empire, Fond du Lac, Friendship, Oakfield, Osceola, Ripon and Taycheedah in Fond du Lac County and Wilson in Sheboygan County, and the Villages of Brandon, Campbellsport, Fairwater, N. Fond du Lac, Oakfield and St. Cloud, in Fond du Lac County, and the City of Berlin in Green Lake and Waushara Counties, the Cities of Green Lake, Markesan and Princeton in Green Lake County to commence on December 1<sup>st</sup>, 2022 and authorize the required signatures. 10) Accept the Committee of the Whole Recommendation 10) Accept the recommendation from Committee of the Whole to authorize signatures on Completion of Work Agreement for Virtual Equipment. 11) Accept the recommendation from Committee of the Whole to approve Resolution #22-07 resolution for Inclusion under the Income Continuation Insurance Plan and Authorize staff to sign all necessary documents and 12) Accept the recommendation from Committee of the Whole to accept the bid from Hunter Security for the purchase of security cameras using ARPA funds totaling \$65,484.46. Stobbe asked for #11 to be removed from the consent agenda. Boeck made a motion to accept the consent agenda with #11 removed. Nigbor seconded the motion. A roll call vote resulted in 6 Ayes 0 Opposed.

The Mayor brought back item # 11 that was removed from consent agenda, the State of Wisconsin Income Continuation Insurance. Stobbe requested a roll call vote. Burgess made a motion to accept the Recommendation from Committee of the Whole to approve Resolution #22-07 Resolution for Inclusion under the Income Continuation Insurance Plan and authorize staff to sign all necessary documents. Burgess seconded the motion. A Roll Call Vote resulted in 5 (five) Ayes and 1 (one) Abstain (Stobbe) the motion passed.

Item 13 on the Agenda was the TID Building Improvement Program Application from Riverside Coffee Company. Benjamin Cloyd owner of Riverside Coffee, residing at N619 24<sup>th</sup> Avenue, Neshkoro, Wisconsin 54960, requested funds to fix his roof damage caused by wind damage and not repairable but

to be replaced all together. Nigbor made a motion to approve the application for Riverside Coffee Company as presented. Burgess seconded the motion which passed on a voice vote.

Item 14 was a TID Building Improvement Program & Façade Improvement Application from Bijak's Culinary Café. Nicholas Bijak, reside at 567 E Marquette St in Berlin, the business is the business previously known as Knutson's Flooring. Bijak gave a background on the hardship he has been enduring to turn a flooring store into a restaurant during a pandemic. Funds will be used for signing and HVAC work and plumbing work. Burgess made a motion to approve both the interior and Façade improvement applications for a combined total of \$20K. Dretske seconded the motion which passed on a voice vote.

Item 15 is an adjusted TID Building Improvement Program application from the Pet Puddle. Rutkowski explained we approved this at a previous meeting but their contractor did not show. They sought out a new contractor which requires an adjust amount of \$4750.00, original \$4485.00. Erdmann made a motion to accept the adjusted estimate and amount for the Pet Puddle. Motion was seconded by Boeck and passed on a voice vote.

Nigbor exited the meeting momentarily due to his business TID request coming up on the agenda next.

The Mayor brought forward item #16 on the agenda which was a TID Building Improvement Program & Façade Improvement Application from Idlewild Holdings LLC. Presenting as agent for the business was Scott Schweigert, of 498 E Marquette St in Berlin. Schweigert stated they are seeking funds for the building formerly known as the Masonic Lodge on the SW corner of E. Huron and S. Adams Ave. He stated they had a leaking roof and new air conditioning unit. The total amount is \$34,200.00. Looking at a \$15K matching grant. Stobbe stated she is having a problem handing out large sums of money to business that are not open yet and do not have a date of opening scheduled. Stobbe made a motion to approve the \$15K for the TID application with the stipulation they are not open within a year, they are liable to pay back the City. Dretske seconded for the sake of discussion. Burgess asked follow up questions. Discussion ensued. Erdmann made a statement that we approved the Biak's Culinary Café and he is not yet open and even though he gave a date, it does not mean he is going to open on that date, but no stipulations were discussed or made for him. Dretske did not agree with the comparison of Bijak's and Idlewild therefore, he moved to amend the original motion to only include half the cost for the roof to \$12,100.00 and remove the stipulation of having an opening. Burgess seconded the motion. The amended motion moved to a roll call vote. The vote Resulted in three (3) Ayes and 2 (two) Nays (Boeck, Burgess), amended motion passed. The Mayor then brought forward the original item forward but removing the air conditioning. There were 4 (four) ayes and 1 (one) nay, motion passed.

Dretske made a motion to seat Nigbor back into the meeting. Boeck seconded the motion. Passed on a voice vote.

The Mayor brought forward Item #17 which was staff Budget Presentations. Each Staff member came to the podium and gave a brief presentation with the exception of the director of Ambulance. Sara gave an update on the Ambulance service. A reoccurring item being brought forward by staff members was the health care increase for either new or existing employees opting in for health insurance.

The Mayor brought forward #18, asking for a motion to bypass Committee of the Whole discussion on Resolution #22-08 Budget Adjustment. Erdmann made the recommendation to bypass Committee of the Whole discussion and Nigbor seconded the motion, which passed on a voice vote. Then the Mayor

asked for an approval on Resolution #22-08 authorizing 2022 Budget Adjustment for legal expenses exceeding city attorney retainer for contract year 2021-22. This motion was made by Stobbe. Erdmann seconded the motion which passed on a roll call vote of 6 (six) Ayes and 0 (zero) Nays.

Item 19, Ludolph gave a presentation on the status of the Raze and Repair Order for 107 W Huron St. The Building Inspector has a date to allow him to enter the property to do an inspection. The owner stated to Ludolph that progress has been made and necessary items were staged to do the work on items needing to be complete before winter.

Rutkowski handed out a letter that Inspector Lust put together on the house located at 164 Jefferson St. Lust recommended this property be added on the Raze and Repair list. The owner is a company out of California. Rutkowski also shared photos with the members of Council. The city officials believe the property is currently unoccupied. Stobbe motioned to have the City Attorney go forward with a Raze and Repair notification to the owner for 164 Jefferson St. Nigbor seconded the motion. Motion carries on a voice vote.

The next item was a 2023 Budget discussion & Revenue Options. Rutkowski gave examples and showed council how there is nothing left to cut away from the budget due to the cuts made in previous years. Rutkowski went over many scenarios with the Common Council as well as actual budget lines. All other major adjustments were already discussed by department heads. She explained this is a living document currently. Next Rutkowski covered ways we are able to bring in more revenue to offset budget shortfalls. She stated, obviously if I did not feel this is something that we have to do to survive going forward, I would not be suggesting or even talking about putting this burden on our residents. If this is not something you want to do, then we can look at cutting services. To which Burgess asked, What services would we then cut? Rutkowski responded that would be a very difficult discussion. In closing this portion of the discussion, Rutkowski stated the only thing we could do to affect the 2023 budget would be a wheel tax. The other three options would not be able to be accomplished in 2023 but suggested we do one or more going forward. Rutkowski asked the Council Members to decide on what if any road projects they would like to move forward on. Stobbe made a motion to move forward with Lafayette Street Project for 2023 subject to borrowing. Nigbor seconded the motion which carried on a voice vote.

Dretske made a motion to wave the formal bidding process for the City Hall Roof and move to approve ARPA to replace the City Hall Roof. Stobbe seconded the motion which passed on a voice vote.

Dretske made a statement that he is not opposed to making cuts for budget and he will be making motions to that in a month or so.

Under Old Business, Burgess asked for a status update on the ATV/UTV ordinance next month.

At 9:12pm Burgess made a motion to adjourn the meeting. Nigbor seconded the motion which carried on a voice vote.

Midge Seaman, Deputy Clerk

CITY OF BERLIN SPECIAL COMMON COUNCIL MEETING MINUTES  
WEDNESDAY OCTOBER 26 ,2022  
HIGH SCHOOL AUDITORIUM, 5:00 PM

Mayor Bruessel called the October 26th 2022 Special Common Council meeting to order at 5:00 pm.  
Roll call present: Ald. Erdmann, Burgess, Nigbor, and Boeck. Alderman Stobbe was present via Zoom.  
Staff present: Sara Rutkowski, Scott Zabel, Rebecca Bays and Brian Pulvermacher.

Boeck made a motion to virtually seat Alderperson Stobbe, second by Nighbor. Motion carried via voice vote.

There were roughly 30 people in attendance in the audience and ten people attending virtually.  
Rutkowski presented on the 2023 Budget and Wheel Tax. Public Comments were heard from Brian Kivi, Dorene Raabe, Victoria Hill, Ed Kirchhoff, Bob Young, Larry Hall, and Daniel Hoppa. Discussion continued.

Alderperson Burgess left at 5:50 pm.

Discussion continued.

Nigbor made a motion to adjourn, seconded by Erdmann, carried by voice vote. Meeting was adjourned at 5:57 pm.

*Sara Rutkowski, City Clerk*

## Berlin Shared Taxi 3<sup>rd</sup> Quarter Report

### Revenues:

Line Number	Line Item Name	Budget	Remaining Balance	Actual	YTD
<b>400 - Passenger Fares</b>					
401.01	FULL ADULT FARES	\$11,000.00	\$1,449.00	\$3,271.25	\$9,551.00
401.02	Senior Fare	\$15,000.00	\$5,819.00	\$3,037.00	\$9,181.00
401.03	OTHER REDUCED FARES (include comment)	\$0.00	\$0.00	\$0.00	\$0.00
401.04	Child Fares (include comment)	\$5,500.00	\$731.00	\$1,285.00	\$4,769.00
401.05	Individual With a Disability Rider Fares	\$7,000.00	(\$2,657.00)	\$3,593.00	\$9,657.00
401.99	Other Primary Ride Fares (i.e. Agency Fares)	\$0.00	(\$9,720.00)	\$2,970.00	\$9,720.00
	<b>Group Total</b>	<b>\$38,500.00</b>	<b>(\$4,378.00)</b>	<b>\$14,156.25</b>	<b>\$42,878.00</b>

### Expenditures:

<b>508 - Purchased Transportation</b>					
508.01.000	Purchase Transportation Services (excluding ADA paratransit)	\$297,650.00	\$67,160.52	\$74,534.86	\$230,489.48
508.01.001	Purchased ADA Paratransit	\$0.00	\$0.00	\$0.00	\$0.00
508.01.002	Non-ADA Paratransit	\$0.00	\$0.00	\$0.00	\$0.00
508.02.003	Other Purchased Transportation (include comment)	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Group Total</b>	<b>\$297,650.00</b>	<b>\$67,160.52</b>	<b>\$74,534.86</b>	<b>\$230,489.48</b>

# STATISTICS REPORT BERLIN SHARED TAXI 3<sup>RD</sup> QUARTER

Passenger Trips

Passenger Trips

4583.00

Agency Fare Trips

66.00

**Total Trips (Passenger Trips + Agency Fare)**

4,649

Vehicle Miles

Vehicle Miles

18156.00

Vehicle Hours

Vehicle Hours

2188.34

Revenue

Passenger Revenue:

11187.25

Agency Fare Revenue:

2970.00

Other Revenue

**Total Revenue**

\$14,157.25

Safety

Number of Reportable Events:

0.00

Total Number of Injuries:

0.00

Total Number of Fatalities:

0.00

**Total**

\$0.00

Expenses

Service Hours:

2188.34

Hourly Rate:

34.06

Administrative Costs:

0.00

Total Expense:

Contra Expense:

1.00

**Net Expenses**

\$60,376.61

Other

Gallons of Fuel (total)

1458.32



**Establishments Inspected**

Food and convenience stores, restaurants  
bakery and candy stores, dairy plants and  
stores, drug stores, hardware stores,  
variety stores, gas stations, salvage and  
recyclers, pet shops, and garden centers,  
industrial manufacturing plants, concrete  
and asphalt plants

	Quarter	Year to Date	Last Year to Date
Total number inspected	16	35	35

Total Inspected 3rd Quarter:	65	Total Not In Compliance 3rd Quarter:	9
Total Inspected YTD:	192	Total Not In Compliance YTD:	23
Total Inspected LYTD:	195	Total Not In Compliance LYTD:	0

**Equipment and Devices Examined**

	Inspected			Number Not in Compliance		
	Quarter	Year to Date	Last Year to Date	Quarter	Year to Date	Last Year to Date
Scales and Balances	2	62	64	0	0	0
Measures (Includes gas pumps and fuel oil truck meters)	63	130	131	9	23	0
Weights	0	0	0	0	0	0

## Commodity Report

	Quarter	Year to Date	Last Year to Date
Total Units of Product Investigated	7149	14310	8987
Random Sample Size	742	1630	993
Total Products/Units Found Short Weight	7	199	24
Total Products/Units Found Mislabeled	0	0	0

## Price Scanning Inspections

	Quarter	Year to Date	Last Year to Date
Number of Inspections	6	13	13
Number of Items Scanned	225	475	450
Pricing Errors Found	1	3	16

<b>Consumer Complaints</b>	Total Received 3rd Quarter:	2	0 d Quarter:	0
	Total Received YTD:	4	0 lions YTD:	0
	Total Received LYTD:	1	0 ons LYTD:	0

	Number Received			Number of Violations Found		
	Quarter	Year to Date	Last Year to Date	Quarter	Year to Date	Last Year to Date
Foods	0	0	0	0	0	0
Liquid Foods	0	0	0	0	0	0
Non-food Products	0	0	0	0	0	0
Heating Oil and LP Gas	0	0	0	0	0	0
Firewood	0	0	0	0	0	0
Gas Station Pumps	1	1	1	0	0	0
Gas Station Service Console	0	0	0	0	0	0
Gas Station Price Signage	0	0	0	0	0	0
Gas Station Gasoline Quality	0	2	0	0	0	0
Scales: food	0	0	0	0	0	0
Scales: scap metal	0	0	0	0	0	0
Scales: other	0	0	0	0	0	0
Scanning	1	1	0	0	0	0
Trade Practices	0	0	0	0	0	0
Advertising	0	0	0	0	0	0
Going Out of Business Sales	0	0	0	0	0	0
Temporary Sales	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0



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

**MEMO**

TO: Common Council  
FROM: Timothy Ludolph, Planning & Development Director  
RE: The Interest Rate Guideline- Being Set to Two Below Prime  
DATE: November 08, 2022

**Background**

In the past the Berlin Community Development Corporation (BCDC) has had a history of Lending to area businesses with policies reflecting those of the CDBG-RLF and RDBG-RLF programs where 2% was the historic interest rate.

With the changing rate environment in the last year and a need for more involved administration of the Revolving Loan Fund programming, the BCDC has discussed creating a more proactive policy to facilitate future lending.

**Discussion**

On Tuesday October 25<sup>th</sup>. The Berlin Community Development Corporation (BCDC) met to discuss the Interest Rate policy, to communicate to prospective applicants interested in the Revolving Loan Program. The discussion narrowed in on strategically setting the guideline for the best practice to have an advantageous policy for Interest Rates, adjustable to changing environments.

**Recommendation**

As a result of this discussion, the Berlin Community Development Corporation recommends to have a regular interest rate set for Revolving Loans to be at 2% below prime with the flexibility to adjust this on a case by case basis, analogous to how the local banks calculate based on risk. This would be for both the City of Berlin Revolving Loan Fund account and the BCDC's own account.



**City of Berlin - Department of Planning and Development**  
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**MEMO**

TO: Common Council  
FROM: Timothy Ludolph, Planning & Development Director  
RE: The Northern Express Bus Service Two-Year extension to the Special Covenant  
DATE: November 08, 2022

**Background**

On January 2 2020, Northern Express Bus Service was offered to purchase the property #206-03423-0621 from the City of Berlin with a special deed covenant imposed to build one or more industrial buildings with an interior floor area totaling of at least 4,500 square feet and acquire fee simple ownership of 167 Power Dr. by February 28, 2023.

**Discussion**

On Tuesday October 25<sup>th</sup>. The Berlin Community Development Corporation (BCDC) met with Jeff Walker of Northern Express Bus Service to discuss the progress on the special covenant obligations.

**Recommendation**

As a result of this discussion, the Berlin Community Development Corporation recommends to Common Council. Approval of an extension of the Restrictive Covenant deadline by two years- to February 28<sup>th</sup> 2025 with a condition to require Northern Express Bus Service, LLC to be responsible to pay all expenses accumulated as a result of the extension.

To: Sara Rutkowski

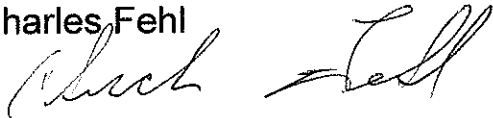
From: Charles FehI

Subject: Resignation from Berlin Committee on Aging

Date: October 31, 2022

As president of The Friends of the Berlin Senior Center, I feel that I have a conflict of interest in serving on the Committee on Aging. Therefore, effective with this letter, I am submitting my resignation as a member of the Committee on Aging.

Respectively,  
Charles FehI

A handwritten signature in cursive script, appearing to read "Charles FehI", written in black ink.



## City of Berlin TID # 15

### Façade Improvement Program Application

#### Applicant Information:

Name(s): Karla S and Jay G Wakeley

Phone # (cell): 920 203 5333 <sup>cell</sup> (home): 920 203 7774 (work): \_\_\_\_\_

Residential Address (street, city, state, zip): 133 W. Huron

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

#### Business Information:

Business Name: Mama's Deli, LLC

Business Address: 133 W. Huron

Business Phone #: 920 203-5533

Type of Business: Deli

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

Name of Partners/Corporate Officers: Karla S Wakeley and Jay G Wakeley

#### 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):

Replace two front store windows with new, including ~~of~~ wrapping of window frames. Replace main entrance with one full view entry door including handles with deadbolt.

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

Replacement of front entrance door and window, while maintaining the historical value of the building. The door will remain customize to replicate the original design.

Estimated start date: \_\_\_\_\_ Estimated completion date: October 2022

**Project Budget:**

Total Cost: \$17,948.<sup>00</sup>

Total Cost requesting from façade program:

\$5000.<sup>00</sup>

Source of other funding:

personal funds for down payment (\$2,000) Green Sky finance for remaining amount

Applicant(s) signature(s):

Karla S. Wakeley

Date: 10-17-22

.....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 Application

#### Applicant Information:

Name(s): Karla and Jay Wakeley

Phone # (cell): 920 203 5533 (home): \_\_\_\_\_ (work): 920 203 7774

Residential Address (street, city, state, zip): 131 W. Huron St Berlin, WI 54923

Email: kwakeley85@gmail.com

#### Business Information:

Business Name: The Pie Shack LLC

Business Address: 131 W. Huron Berlin WI 54923

Business Phone #: 920 290 3020

Type of Business: Restaurant

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

Name of Partners/Corporate Officers: Karla S Wakeley Jay G Wakeley

#### 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):

Replace three front store windows with new, including wrapping of window frames. Replace main entrance with one full new entry doors including handles with deadbolts in Antique brass.

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

This project will replace front part of the building, while still keeping the historic value and design of the building. It meets the Wisconsin historic qualifications for replacements.

Estimated start date:

Estimated completion date:

October, 2022

**Project Budget:**

Total Costs:

\$17,948

Total Cost requesting from façade program:

\$5,000

Source of other funding:

personal funds for down payment (\$2,000) Green Sky Finance for remaining amount.

Applicant(s) signature(s):

Karla S. Wakeley K.S. Wakeley

Date:

10-17-22

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

Date received in Clerk's Office:

Received by:

Date of Next CC meeting:

## Styles:



The following units shall be furnished and installed by Mad City Home Improvement, LLC as specified below. No verbal agreements will be recognized.

[illegible]

### Custom Installation Package:

- ☒ Remove existing windows
- ☒ Secure new units in openings
- ☒ Insulate around new units
- ☒ Custom trim exteriors using trim coil - **color: white**
- ☒ Seal using premium-grade silicone caulk
- ☒ Complete clean up of debris
- ☒ Full workmanship warranty

Total Window Units:	24
Total Door Units:	3

### Entry Doors, Storm Doors and Patio Doors:

Qty.	Door Type	Style Code	Product Line	Interior Color	Exterior Color	Glass Pkg (p/b per day)	Size	Handle side from inside name	Options
1	1/2 Lite	CB201		White	—	—		Right	Custom Size
2	Full	U200	Enterprise	White	—	—		Right	Custom Size
1	Handicapped	U1	Deadbolt	—	—	—		—	Antique Brass

Any interior trim that is installed by contractor will not be responsible for any staining or painting needed as a result of the work performed. Customer understands and agrees that the windows are replacement windows that are inserted into existing frame unless otherwise noted as full frame tear-outs. Rough measurements are taken from the inside of unit & are approximate for pricing purposes.

Other Work	URAP - KAN SOM windows above
Fixed units	

Mad City Home Improvement, LLC shall commence work on or before 8 weeks from date of contract, or on a start date mutually agreed upon. Completion shall occur on or before 5 business days thereafter, subject to the terms of this agreement.

Total Price	\$35,948
<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Finance	Down Payment \$ <u>4,000.00</u> Balance \$ <u>31,948</u>
<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <input type="checkbox"/> Credit Card	check # <u>2299</u>

It is agreed and understood by and between the parties that this agreement, front and back, constitutes the entire understanding between the parties, and there are no verbal agreements changing or modifying any of the terms of this agreement. The Buyers have read the front and reverse of this agreement and have received a complete, signed and dated copy of this agreement on the date first written above.

This agreement may be canceled unilaterally by the Buyers by notifying Mad City Home Improvement, LLC in writing within (3) business days after signing this agreement. Buyer acknowledges receipt of two (2) copies of "Buyer's Right to Cancel".

\_\_\_\_\_ Mad City Home Improvement, LLC Representative  
Peter Simons

\_\_\_\_\_  
(Please Print)

\_\_\_\_\_ Buyer Signature  
Kathleen H. H. H.

\_\_\_\_\_ Buyer Signature  
Kathleen S. H. H.

\_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
Buyer Signature



## City of Berlin TID # 15

### Building Improvement Program Application

#### Applicant Information:

Name(s): Karla S and Jay G Wakelcy

Phone # (cell): 920 203 5533 <sup>cell</sup> (home): 920 203 7774 (work): \_\_\_\_\_

Residential Address (street, city, state, zip): 131 W. Huron St Berlin, WI 54923

Email: Thepiestackllc@gmail.com

#### Business Information:

Business Name: The Pie Shack, LLC

Business Address: 131 W. Huron St Berlin, WI 54923

Business Phone #: 290 - 3020

Type of Business: Restaurant

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

Name of Partners/Corporate Officers: Karla S and Jay G Wakelcy

#### 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):

Removal and disposal of old roof.  
Replace rotten wood and add insulation  
Install new roof.

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

Estimated start date: Summer 2023 Estimated completion date: Summer 2023

**Project Budget:**

Total Cost:

\$ 41,825

Total Cost requesting from building program:

\$15,000.00

Source of other funding:

personal savings for 10% down (\$4000) and BEDC  
or bank loan

Applicant(s) signature(s):

Karla Silabeley

Date: 10-17-22

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

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

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

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



## City of Berlin TID # 15

### Building Improvement Program Application

#### Applicant Information:

Name(s): Karla S Wakeley and Jay G Wakeley

Phone # (cell): 920 203 5533 (home): 920 203 7774 (work): \_\_\_\_\_

Residential Address (street, city, state, zip): 131 W. Huron St Berlin, WI 54923

Email: Karla.wakeley66@gmail.com

#### Business Information:

Business Name: Mama's Deli

Business Address: 133 W. Huron St Berlin, WI 54923

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

Type of Business: Deli

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

Name of Partners/Corporate Officers: Karla S and Jay G Wakeley

#### 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):

Removal and disposal of old roof.  
Replacing rotten wood and adding insulation.  
Installing new roof.

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

By replacing existing leaking roof,  
it will preserve and add value  
back to the historic building while  
keeping original look.

Estimated start date: Summer 2023 Estimated completion date: Summer 2023

**Project Budget:**

Total Cost:

\$ 41,825

Total Cost requesting from building program:

\$ 15,000.00

Source of other funding:

personal savings for 10% down (\$4000) and BDC or bank loan

Applicant(s) signature(s):

Karla S Wakely

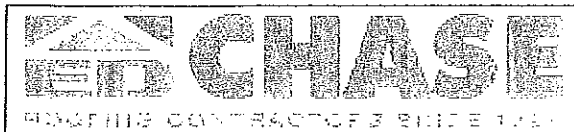
Date: 10-17-22

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

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

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

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



Page No. 1 of 1 Pages

5001 Green Valley Road  
Oshkosh, WI 54904

Phone (920) 235-5220  
Fax (920) 235-8330

Date: 9/14/2022  
Email- mniemczyk@edchase.com

PROPOSAL SUBMITTED TO:

Jay Wakeley

PROJECT DESCRIPTION:

133 West Huron  
Berlin Wisconsin

Our proposal is as follows:

1. Remove and dispose of off-site asphalt built-up roof and flashing materials.
2. Replace any rotten wood deck based on time and material.
3. Mechanically fasten 1.5 polyisocyanurate insulation board.
4. Install RTS strip at perimeter.
5. Install retro-fit drains where needed.
6. Install 60 MIL EPDM membrane over the insulation board set in bonding adhesive.
7. Flash all walls, curbs and pipe penetrations with like material.
8. Install new 14 inch turbine vents.
9. Install metal cap counter flashing and goosenecks (for AC lines) where needed.

*The price for the above portion of work is \$83,650.00.00 Dollars*

\*\*\*NOTES\*\*\*

- All permits and fees included with price.
- Materials may take up to 12 months depending on time of order.
- Price of materials may/could change upon delivery.
- If new roof hatch is wanted. Add \$1,000.00 dollars.

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance. E. D. Chase reserves lien rights for unpaid balances. Late charges of 18% annually will be applied to overdue balances.

Authorized \_\_\_\_\_  
Signature Mike Niemczyk

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of proposal-The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance:

Signature \_\_\_\_\_

Signature \_\_\_\_\_



Date: November 3, 2022

TO: Common Council

FROM: Sara Rutkowski, City Administrator

**RE: 2023 Shared Taxi PTAP Application & Capital Expenditures Application**

BACKGROUND: In order to continue receiving grant funds for our Shared Taxi program, we must apply every year for the program funds and to purchase a taxi as needed. This year we will be applying for both operating funds and a taxi.

RECOMMENDATION: 1) Waive Committee of the Whole discussion on this item; and 2) Authorize Staff to apply for the 2023 WisDOT Public Transit Assistance Program and DOT Capital Expenditures Grant and authorize any needed signatures.

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.
	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.
5/10/2022	
	Contact (owner's father) has indicated a permit would be acquired as soon as possible and took issue with the motion from council.
6/6/2022	
6/15/2022	Handson Enterprises LLC pulled permit #22-83-0613 for Installation of Rubber Roof.
7/1/2022	Santiago Barraza stated they expect to be able to address the walls, flooring, ceilings and porch within the next year.
	Israel Barraza intends to have the building secure and safe as soon as possible; to facilitate a desirable income generating apartment
7/1/2022	
	Israel Barraza intends to have a second phase for the interior alterations needed to allow the storefront to be developed following the completion of the apartment.
7/1/2022	
	COW motioned to have the building inspector track the progress completed based off the last building inspection report as of 12/31/2021 at 107 W Huron St and have a written report presented once a month at common council meetings going forward.
7/5/2022	
7/25/2022	Planning and Development Director then Building Inspector discuss with Santiago Barraza the order from Council. He would not provide possible dates to obtain permit for remainder of work and did not answer the request for access. This may require another special inspection permit to accomplish.
8/9/2022	The owner stated to Council the roof is priority before working on any other places in the building. They have a contract ready to go for the windows in the back room. Expected completion time was 3.5 weeks.
8/9/2022	On August 9th 2022 Council made a motion that the owners report on any progress made to Council at next month's Council meeting. Added keeping open communication with Council is important.
9/7/2022	PDD called Santiago Barraza to discuss any updates. Santiago stated the sealing of the roof to mitigate future damage has been completed and he intends to follow up this with structural work, repair of the back porch including windows, electrical and heat with forthcoming permit (s).
10/10/2022	Santiago Barraza stated they are in the process of delivering the parts to install new drywall, flooring, ceilings, and windows this week. If all goes well, the work on these should commence over the next month with priority given to the windows and shoring of the back porch. The water infiltration of the roof has been mitigated with PVC tubing.
11/2/2022	A full inspection is scheduled for 10:30 A.M.
6/15/2023	Roofing Permit Expires

Date: November 3, 2022

TO: Common Council

FROM: Sara Rutkowski, City Administrator

**RE: Adjusted UTV/ATV Ordinance**

BACKGROUND: City Attorney Chier corrected the Ordinance based on what was passed at Committee of the Whole. He has recommended sending it back to the DOT to make sure they approve of the changes. I have not received a response from the DOT at this time. If the DOT does respond before Tuesday's meeting, I will bring those remarks to Council on Tuesday.

RECOMMENDATION (if response received in time): Approve Ordinance #03-22 Amendment to Ordinance Establishing New Regulations for All-Terrain Vehicles and Off-Road Motor Vehicle Operation.

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**AN AMENDMENT TO ORDINANCE ESTABLISHING NEW REGULATIONS FOR  
ALL-TERRAIN VEHICLES AND OFF-ROAD MOTOR VEHICLE OPERATION**

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The Common Council of the City of Berlin do ordain as follows:

Sec. 70-64 of the Code of Ordinances of the City of Berlin (the most recent version of which was as adopted as part of Ordinance # 01-22) is hereby amended as follows:

**Sec. 70-64. – Designation of ATV and UTV Routes**

No person shall operate an off-road vehicle on any City-maintained street, alley, park or parking lot, on any public lands or parking lots held open to the public, except as provided below:

- (a) In accordance with Wis Stats. § 23.33(8)(b)2 of the Wisconsin Statutes and unless otherwise posted, all City-maintained streets, roads and public alleys within the City are designated ATV and UTV routes, including all state trunk and county trunk highways or connecting highways within City boundaries where the posted speed limit is 35 mph or less, if the Wisconsin Department of Transportation approves such a designation as required pursuant to Wis Stats. § 23.33(8)(b)3.
- (b) In accordance with Wis. Stats. § 23.33(11)(am)(4), the City authorizes the operation of ATVs and UTVs on all approved ATV and UTV routes within the City as identified in the above-subsection.
- (c) The City or its designee reserves the right to close or modify ATV and UTV routes within its jurisdiction at any time.
- (d) All ATV and UTV routes shall be signed in accordance with Wis. Stats. § 23.33(8)(e) and Wis. Admin. Code NR § 64.12 and NR § 64.12(7)(c). The City or its designee shall maintain all ATV and UTV route signs within the City, including without limitation, on state trunk highways within the City which have been approved as routes by the Wisconsin Department of Transportation pursuant to Wis Stat. § 23.33(8)(b)3.

This ordinance shall take effect the day after publication.

The numeric section numbers and headings of any portions of the Code of Ordinances affected by this Ordinance shall be subject to modification in the discretion of the codifier, and the approval of the City Attorney, during codification into the City's current Code of Ordinances.

Passed, approved and adopted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ROLL CALL VOTE:

CITY OF BERLIN

\_\_\_\_ AYES  
\_\_\_\_ NAYS  
\_\_\_\_ ABSENT

BY:

\_\_\_\_\_  
Joel E. Bruessel, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Sara L. Rutkowski,  
City Administrator/City Clerk

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

DRAFT 11-2-2022