

COMMON COUNCIL MEETING AGENDA  
TUESDAY, APRIL 11<sup>TH</sup>, 2023 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 March 14<sup>th</sup> Common Council Meeting. RECOMMENDATION: Approve the minutes.
7. Bills List. RECOMMENDATION: Approve the list of bills for payment.
8. Delta 8 / Vaping Ordinance #02-23 RECOMMENDATION: Accept recommendation from Committee of the Whole to approve Ordinance # 02-23.
9. Planning Commission Recommendation to facilitate E-Cycling Drop Off as a Conditional Use in Business Districts. RECOMMENDATION: Accept the recommendation from Planning Commission to have Attorney Chier draft options for facilitating E-Cycling Drop Off as a Conditional Use in Business Districts.
10. Committee on Aging Recommendation to modify Senior Center Driver Job Description to add after hours transportation option. RECOMMENDATION: Accept the recommendation from Committee on Aging to modify the Senior Center Driver Job Description as presented.

11. Fund 15 Police Department Request RECOMMENDATION: Accept the recommendation from Police and Fire Commission to expend funds from PD Equipment Fund 15 Account to purchase new pistols and holsters.
12. Berlin Youth Baseball & Softball Storage Shed Donation Agreement  
RECOMMENDATION: Accept the recommendation from Parks & Recreation Commission to accept the Berlin Youth Baseball & Softball Storage Shed Donation Agreement.

END OF CONSENT AGENDA

13. Waste Management Spring Bulk Pickup RECOMMENDATION: Listen to Waste Management and Staff presentation with action as appropriate.
14. Proclamation Commemorating Roberta Erdmann RECOMMENDATION: Listen to Mayoral reading of Proclamation.
15. Board of Appeals Appointment. RECOMMENDATION: Accept the mayoral appointment of Roberta Erdmann to the Board of Appeals for term expiring Nov 1<sup>st</sup>, 2025.
16. Board of Appeals Appointment. RECOMMENDATION: Accept the mayoral appointment of Zeb Pirkey to the Board of Appeals for term expiring Nov 1<sup>st</sup>, 2025.
17. Parks & Recreation Commission Appointment. RECOMMENDATION: Accept the mayoral appointment of Zeb Pirkey to Parks & Recreation Commission for term expiring May 1<sup>st</sup>, 2024.
18. Parks & Recreation Commission Appointment. RECOMMENDATION: Accept the mayoral appointment of Roberta Erdmann to Parks & Recreation Commission for term expiring May 1<sup>st</sup>, 2024.
19. 107 W Huron Raze & Repair Property. RECOMMENDATION: Listen to presentation with action as appropriate.
20. No Mow May Resolution #23-03. RECOMMENDATION: Approve Resolution #23-03 designating May 2023 as No Mow May.
21. Parking Ordinance Changes. RECOMMENDATION: Approve recommended Ordinances Changes to Sections 70-459, 70-456, 70-457, & 70-458 and authorize City Attorney to draft changed Ordinances.
22. North Industrial Park. RECOMMENDATION: Discussion and action as appropriate.
23. ARPA Funds Department Wish List Requests RECOMMENDATION: Discussion and action as appropriate.

24. 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.)

25. New Business (To be used to request items of new business be put on a future agenda)

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.*

# CITY OF BERLIN BUILDING REPORT March 2023

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	1	\$265,000.00	\$622.92	1	265000	623	0	\$0.00	\$0.00
Multi-Family Residence				0	0	0	0	\$0.00	\$0.00
Residential Alteration	1	\$9,335.00	\$50.00	4	60150	277	6	\$93,779.00	\$585.86
Residential Addition	0	\$0.00	\$0.00	0	0	0	0	\$0.00	\$0.00
Residential Garage	0	\$0.00	\$0.00	0	0	0	0	\$0.00	\$0.00
Residential Garage Alteration				0	0	0	0	\$0.00	\$0.00
Commercial Building	0	\$0.00	\$0.00	0	0	0	0	\$0.00	\$0.00
Commercial Alteration	5	\$280,100.00	\$1,708.60	6	1137980	6856	0	\$0.00	\$0.00
Commercial Addition	0	\$0.00	\$0.00	0	0	0	0	\$0.00	\$0.00
Signs	0	\$0.00	\$0.00	1	2000	69	2	\$20,000.00	\$160.00
Miscellaneous	0	\$0.00	\$0.00	1	5000	50	5	\$20,400.00	\$210.00
Demolition	0		\$0.00	0	0	0	0	\$0.00	\$0.00
Hospital				0	0	0	0	\$0.00	\$0.00
Church				0	0	0	0	\$0.00	\$0.00
School				0	0	0	0	\$0.00	\$0.00
Driveways	1	\$3,400.00	\$50.00	1	3400	50	0	\$0.00	\$0.00
Trailer Homes				0	0	0	0	\$0.00	\$0.00
<b>Total Building Permits</b>	<b>8</b>	<b>\$557,835.00</b>	<b>\$2,431.52</b>	<b>14</b>	<b>1473530</b>	<b>7925</b>	<b>13</b>	<b>\$134,179.00</b>	<b>\$955.86</b>
				0	0	0	0	\$0.00	\$0.00
Commercial Plan Approval				0	0	0	0	\$0.00	\$0.00
Plumbing Permits	2	\$6,967.00	\$167.16	4	22967	503	4	\$9,543.00	\$185.00
Electrical Permits	1	\$0.00	\$92.16	5	22835	307	4	\$21,052.00	\$201.91
Heating Permits	2	\$6,919.00	\$142.16	6	41457	1843	5	\$146,475.00	\$1,135.00
				0	0	0	0	\$0.00	\$0.00
<b>Total Permit Fees</b>	<b>13</b>	<b>\$571,721.00</b>	<b>\$2,833.00</b>	<b>29</b>	<b>1560789</b>	<b>10578</b>	<b>26</b>	<b>\$311,249.00</b>	<b>\$2,477.77</b>

CITY OF BERLIN COMMON COUNCIL MEETING MINUTES  
TUESDAY, March 14, 2023 AT 7:00 pm  
COUNCIL CHAMBERS, BERLIN CITY HALL, 2<sup>ND</sup> FLOOR

The Mayor called the meeting to order at 7:00pm, Roll Call resulted in 5 present (Boeck, Burgess, Erdmann, Nigbor and Stobbe) 1 absent (Dretske) Staff in attendance: Chier, Hilgart, Bays, Zabel, Dewitt, Kalupa, and Ludolph.

Burgess made a motion to seat Dretske who attended virtually, Nigbor seconded the motion which passed on voice vote.

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 for the City Clerk, Treasurer and Building Inspector; 6) Approve the minutes from February 14th, 2023 Common Council meeting and 7) Approve the bills list for payment 8) Accept the recommendation from Committee of the Whole to approve Attorney Chier draft options for modifying Animal Services as a Conditional Use in Business Districts. 9) Accept the recommendation from Committee of the Whole to approve Attorney Chier draft options for adding the permitted uses to B-1 and B-2 District; 10) Accept the recommendation from Committee of the Whole to approve Kopplin & Kinas Co., Inc bid for the Lafayette Street Reconstruction Project. Erdmann asked to have #17 The Berlin Youth Baseball and Softball Concerns removed from the Agenda. The Mayor stated that he wanted to take a vote on the Consent Agenda first then move on to the Agenda items. Boeck made a motion to accept the Consent Agenda as presented. Burgess seconded the motion. Roll Call vote was passed with Five (5) Ayes and One (1) Nay (Erdmann).

Stobbe requested to have #18 107 W Huron Raze and Repair moved to the next item on the Agenda. Mayor approved the move. The property owner of 107 W Huron St. presented updates that he plans on completing by the end of the month weather permitting. He will check in next month with an update.

Item #11 was the WWTP Digester Mixing and Piping Design Contract with Strand Associate. No action was needed.

Next item was to accept the resignation of Brook Dollevet from Park and Recreation Commission effective immediately. Nigbor made a motion to accept resignation of Brook Dollevet from Park and Recreation Commission effective immediately. Burgess seconded the motion with a letter of thanks for her time and service. Motion passed on a voice vote.

Next item was to accept the mayoral appointment of Mary Hess to the Committee on Aging for a term expiring May 1<sup>st</sup>, 2024. Erdmann made a motion to accept the mayoral appointment of Mary Hess to the Committee on Aging. Erdmann stated that Hess did a very fine job last time she served on the Committee and it is nice to welcome her back. Nigbor seconded the motion that passed on a voice vote.

Next item on the Agenda was the Library Annual Report. Library Director Kalupa presented the report. Erdmann thanked the City of Berlin for being so supportive of the Library System.

Item #15 was the reading of the Library Week Proclamation. Mayor Bruessel read the Mayoral Proclamation proclaiming the week of April 23 – 28, 2023 Berlin Public Library Week. Without any objection, the Proclamation was approved.

Next item on the Agenda was the request of ARPA Funds for the Senior Center staircase from the sidewalk to the parking lot. Bays presented the need to have a staircase from the West Noyes St. sidewalk to the parking lot. There was discussion held. Boeck made motion to use ARPA Funds to build a staircase from West Noyes to the parking lot, not to exceed \$5000.00. Burgess seconded the motion that passed on a voice vote.

Item #17 was the Berlin Youth Baseball and Softball and Park Concerns. There was discussion held. Attorney Chier recommended to Common Council that no action could be taken on this item.

Next item was the North Industrial Park. There was discussion held concerning the possibilities for the Industrial Park. Council requested a little more direction on this discussion item from staff next month.

There was no Old Business.

New Business, Stobbe requested a ARPA Funds wish list from all departments.

At 8:25pm Burgess made a motion to adjourn the meeting. Nigbor seconded the motion which carried on a voice vote

*Caitlin Hilgart, Deputy Clerk*

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**\*Check Summary Register©**

MARCH 31 2023

Name	Check Date	Check Amt	
<b>11100 Cash in Bank m FNB</b>			
68188 ADVANTAGE POLICE SUPPLY IN	3/9/2023	\$240.00	CUSTOM BUILD - STRAHAN
68189 ALCIVIA	3/9/2023	\$9,659.18	2023 - GAS & DIESEL SERVICE
68190 ASSOCIATED APPRAISAL CONS	3/9/2023	\$1,916.67	2023 - Professional Services
68191 ATLAS OUTFITTERS	3/9/2023	\$169.00	FIRST WATCH BOOT COVERS
68192 BALLWEG IMPLEMENT CO	3/9/2023	\$143.79	BEARING/BUSHINGS FOR DPW
68193 BAYCOM INC	3/9/2023	\$49.00	RECHARGEABLE BATTERY FOR ARBITRAT
68194 BELLA BY DESIGN	3/9/2023	\$10.00	POLICE NAMETAG
68195 BERLIN CONSERVATION CLUB	3/9/2023	\$620.00	2023 - MEMBERSHIP/LEASE
68196 BERLIN JOURNAL NEWSPAPER	3/9/2023	\$2,392.25	PROPERTY RECEIPTS
68197 BOUND TREE MEDICAL, LLC	3/9/2023	\$1,070.73	MEDICAL SUPPLIES
68198 Brightspeed	3/9/2023	\$568.99	2023 - FEBRUARY - PHONE BILL- CITY HALL
68199 CHARTER COMMUNICATION	3/9/2023	\$729.75	2023 - MARCH - ENTERPRISE VOICE - VIRT
68200 CITY OF GREEN LAKE	3/9/2023	\$112.49	GL TELEVISION - EMS
68201 CLIA LABORATORY PROGRAM	3/9/2023	\$180.00	CLIA LAB USER FEE
68202 COMPLETE OFFICE OF WI	3/9/2023	\$199.69	OFFICE SUPPLIES - GENERAL OFFICE
68203 CONCENTRA MED COMPLIANCE	3/9/2023	\$106.25	ANNUAL FEE RANDOM PROGRAM MAINTAI
68204 CORPORATE NTRWK SOLUTION	3/9/2023	\$1,857.00	DUO SECURITY MFA SUBSCRIPTION
68205 CULLIGAN WATER	3/9/2023	\$8.75	2023 - FEBRUARY - WATER SERVICE
68206 CVIKOTA COMPANY INC	3/9/2023	\$3,416.03	2022 - FEBRUARY - BERLIN COLLECTIONS
68207 ED'S TRACTOR REPAIR, LLC	3/9/2023	\$463.10	HYDRAULIC FITTING
68208 ELECTRIC MOTOR SERVICE	3/9/2023	\$630.17	OIL SEALS AND BEARINGS FOR DPW
68209 EMC INSURANCE COMPANIES	3/9/2023	\$18,170.75	2023 - MARCH - GENERAL LIABILITY INSUR
68210 FARRELL EQUIPMENT & SUPPL	3/9/2023	\$215.68	MESH FLAG W/ STICK FOR DPW
68211 FOOS, CHRIS	3/9/2023	\$55.13	REIMBURSEMENT FOR TEE SHIRTS
68212 GFL SOLID WASTE MIDWEST LL	3/9/2023	\$580.59	2023 - GARBAGE/RECYCLE SERVICE - SENI
68213 HILGART, Caitlin	3/9/2023	\$15.63	BALLOTS TO GREEN LAKE AND SPRING PR
68214 INTERSTATE BATTERY	3/9/2023	\$226.95	BATTERIES FOR DPW
68215 ITU ABSORBTECH, INC.	3/9/2023	\$93.01	2023 - FEBRUARY - UNIFORM SERVICE
68216 JON LUNDT ELECTRIC, INC	3/9/2023	\$12,524.58	ELEVATOR WORK AT CITY HALL
68217 KUNKEL ENGINEERING GROUP	3/9/2023	\$18,001.60	KU22.1038.00 LAFAYETTE STREET RECON
68218 KUSTOM SIGNALS INC	3/9/2023	\$2,039.99	2023 POLICE INTERCEPTOR WIRED REMO
68219 MACQUEEN EQUIPMENT	3/9/2023	\$166.69	ELGIN STREET SWEEPER
68220 MEDTOX LABORATORIES, INC	3/9/2023	\$20.37	MCMARTIN PREEMPLY LABS
68221 MERTENS, MADISON	3/9/2023	\$75.00	2022LIFEGUARD CERTIFICATION
68222 MID-STATES ORG CRIME INFO C	3/9/2023	\$150.00	2023 Membership for MOCIC
68223 MODERN RENTALS INC	3/9/2023	\$137.21	CLUTCH ASSEMBLY
68224 MONROE TRUCK EQUIPMENT	3/9/2023	\$88,867.00	Plow Truck for DPW
68225 MUTUAL OF OMAHA	3/9/2023	\$344.36	2023 - MARCH - GEN CITY EMPLOYEE LIFE
68226 NORSEMEN TRAINING & CONSU	3/9/2023	\$900.00	TRAINING FOR TWO OFFIERS FOR BASIC T
68227 ORGANIZATION DEVEL. CONSU	3/9/2023	\$700.00	PSYCHOLOGICAL ASSESS - MCMARTIN
68228 PACKER CITY INT'L TRUCKS, IN	3/9/2023	\$104.02	SWITCH ASSY FOR PLOW #63
68229 POMP'S TIRE SERVICE, INC.	3/9/2023	\$425.10	TIRE FOR #52
68230 RED POWER DIESEL SERVICE	3/9/2023	\$876.11	PARTS FOR FIRE TRUCKS
68231 REGISTRATION FEE TRUST	3/9/2023	\$8.00	REPLACEMENT LICENSE PLATE FOR SQUA
68232 RIDGE STONE PRODUCTS, INC	3/9/2023	\$1,995.00	SUBCONTRACTORS TRUCKING FOR SNOW
68233 RUNNING INC. TRANSIT SERVIC	3/9/2023	\$42,177.51	2023 - FEBRUARY SHARED RIDE TAXI
68234 SCHMIDT, JOSHUA	3/9/2023	\$31.50	T-SHIRT REIMBURSEMENT FOR EMS
68235 SEAMAN, MIDGE	3/9/2023	\$30.00	TRAVEL TO WAUTOMA FOR BALLOT DELIV
68236 SECURIAN FINANCIAL GROUP	3/9/2023	\$1,574.92	2023 - MARCH - LIFE INSURANCE BENEFIT
68237 SONDALLE FORD LINCOLN MER	3/9/2023	\$272.15	2017 FORD EXPL 3000 MAINT
68238 SSM HEALTH AT WORK - RIPON	3/9/2023	\$303.00	DRUG SCREEN - MCMARTIN
68239 TAPCO SAFE TRAVELS	3/9/2023	\$1,015.20	SIGNAL CONTRACT SPRING/HURON
68240 TASC	3/9/2023	\$64.00	2023 - JANUARY - COBRA ADMIN - GC
68241 THEDACARE AT WORK	3/9/2023	\$210.00	DOT DRUG SCREENS -ZABEL, WEISS

## CITY OF BERLIN

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**\*Check Summary Register©**

MARCH 31 2023

Name	Check Date	Check Amt	
68242	THEDACARE LABORATORIES	3/9/2023	\$212.50 2023 - FEBRUARY - LEGAL BLOOD DRAWS
68243	TOP PACK DEFENSE LLC	3/9/2023	\$89.99 KNETZGER BLAUER NAVY 28
68244	WASTE MANAGEMENT	3/9/2023	\$54,940.51 2023 - JANUARY - RESIDENTIAL RECYCLE
68245	WE ENERGIES	3/9/2023	\$53.26 ENERGY SERVICE AT THE PRINCETON EM
68246	WI DEPT OF JUSTICE	3/9/2023	\$500.00 SUPERVISOR TRAINING FOR LUKE & NOAH
68247	WI DEPT OF TRANS BBS	3/9/2023	\$1,103.40 BROADWAY ST AND RIPON RD
68248	WISCONSIN PROFESSIONAL PO	3/9/2023	\$301.00 2023 - MARCH - POLICE UNION DUES
68249	WOLF PAVING & EXCAVATING C	3/9/2023	\$1,534.00 COLD MIX BLACK TOP
68250	ZOLL MEDICAL CORP	3/9/2023	\$145.64 LIFE BANDS AND PED PADS FOR EMS
68251	BAKER & TAYLOR	3/21/2023	\$2,046.90 2023 - FEBRUARY - 62 UNITS
68252	GORDON FLESCH	3/21/2023	\$58.40 2023 - FEBRUARY - PHOTOCOPIES BPL
68253	LISA OBRIST	3/21/2023	\$420.00 2023 - FEBRUARY - LIBRARY CLEANING
68254	MIDWEST TAPE	3/21/2023	\$479.46 2023 - FEBRUARY - DIGITAL MEDIA
68255	UNIQUE MANAGEMENT SERVIC	3/21/2023	\$81.55 2023 - JANUARY - PLACEMENTS
68256	WINNEFOX LIBRARY SERVICES	3/21/2023	\$239.54 11 PHAROS UNIPRINT SUPPORT & MAINT
68257	WINNEFOX LIBRARY SYSTEM	3/21/2023	\$236.30 2023 - JANUARY - SUPPLIES FROM WCTS
68259	ATOMIC PLUMBING & HEATING	3/22/2023	\$215.00 PRINCETON SEWER CLEANING
68260	BERLIN WATER & SEWER UTILI	3/22/2023	\$22,013.00 2023 - MARCH - SEWER AND WATER SERVI
68262	Brightspeed	3/22/2023	\$572.36 2023 - MARCH - PHONE SERVICE
68263	CITY OF GREEN LAKE	3/22/2023	\$110.49 2023 - FEBRUARY -SPECTRUM BILL FOR E
68264	CONCENTRA MED COMPLIANCE	3/22/2023	\$120.00 2023 - FEBRUARY - WEISS AND ZABEL RAN
68265	CORPORATE NTWRK SOLUTION	3/22/2023	\$2,031.00 DUO SECURITY - EMS
68266	CULLIGAN WATER	3/22/2023	\$66.50 2023 - MARCH - WATER SERVICE CITY HAL
68267	DTN, LLC	3/22/2023	\$536.00 2023 - MARCH - RADAR CONTROL
68268	FIRE INSPECTION SERVICES IN	3/22/2023	\$3,157.50 2023 - JANUARY - FIRE INSPECTIONS
68269	GAGNE FORD, INC	3/22/2023	\$123.67 2012 FORD OIL CHANGE AND TIRE ROTATI
68270	HARTLEY, RICHARD	3/22/2023	\$200.00 REIMBURSEMENT FOR TSHIRTS FOR EMS
68271	HAWKINS /ASH CPAs	3/22/2023	\$12,359.00 WEDC GRANT INDEPTENDENT ACCT REPO
68272	KRUTZ, SKYLER	3/22/2023	\$124.95 REIMBURSEMENT FOR BOOTS FOR EMS
68273	MGD INDUSTRIAL CORP	3/22/2023	\$107.22 PARTS FOR DPW
68274	MODERN RENTALS INC	3/22/2023	\$67.99 CLUTCH DRUM ASSY HUSQAVARNA CHAIN
68275	ORANGE, CHRIS	3/22/2023	\$79.26 CUSTOMER T-SHIRT
68276	PACKER CITY INT'L TRUCKS, IN	3/22/2023	\$244.86 WIPER TRANS, MOTOR AND GLASS MIRRO
68277	PRINCETON UTILITIES	3/22/2023	\$311.38 PRINCETON EMS MONTHLY UTILITY CHAR
68278	TASC	3/22/2023	\$64.00 2023 - FEBRUARY - COBRA ADMIN
68279	WAUSAU EQUIPMENT CO, INC	3/22/2023	\$506.01 SPRING FOR DPW
68280	WI DEPT OF JUSTICE	3/22/2023	\$90.00 BACKGROUND CHECKS FOR EMS
68281	WI DNR-ACCOUNTS RECEIVABLE	3/22/2023	\$2,086.59 BACKPACK PUMP, RANGER NOZZLE AND 5
68282	WOLF PAVING & EXCAVATING C	3/22/2023	\$1,192.10 9.17 TON OF COLD MIX
68283	ZOLL MEDICAL CORP	3/22/2023	\$363.75 LIFE BANDS AND PEDS PADS FOR EMS
68284	BOUND TREE MEDICAL, LLC	3/22/2023	\$0.00 Reissued as Check #68285
68285	BOUND TREE MEDICAL, LLC	3/22/2023	\$1,795.45 Was Ck#68284
68286	AHC - STAFF DEVELOPMENT	3/22/2023	\$51.00 CPR CARDS
Total Checks			\$327,945.42



**ORDINANCE PROHIBITING THE PURCHASE OR POSSESSION OF TOBACCO PRODUCTS BY A MINOR, THE SALE OR GIFT OF CIGARETTES OR TOBACCO PRODUCTS TO MINORS, AND THE PURCHASE OR POSSESSION OF VAPOR PRODUCTS BY A MINOR**

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

ARTICLE IV. - OFFENSES BY JUVENILES, of the Code of Ordinances of the City of Berlin shall be renamed to, "ARTICLE IV – OFFENSES INVOLVING JUVENILES."

Sec. 46-113 of the Code of Ordinances of the City of Berlin shall be created as follows:

**Sec. 46-113 – Purchase or possession of tobacco products by a minor prohibited**

- (a) *Definitions.* The following words, terms and phrases when used in this section shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Cigarette* means any roll of tobacco wrapped in paper or any other substance.

*Nicotine product* means a product that contains nicotine and is not any of the following:

- (1) A tobacco product.
- (2) A cigarette.
- (3) A product that has been approved by the U.S. Food and Drug Administration for sale as a smoking cessation product or for another medical purpose and is being marketed and sold solely for such approved purpose.

*Tobacco products* means cigars; cheroots; stogies, periques; granulated, plug cut, crimp cut, ready-rubbed and other smoking tobacco; snuff, including moist snuff; snuff flour; cavendish; plus and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco and other kinds and forms of tobacco prepared in such manner as to be suitable for chewing or smoking in a pipe or otherwise, or both for chewing and smoking; but "tobacco products" does not include cigarettes.

**State Law reference** - Cigarette tax, definitions, Wis. Stat. § 139.30(1m); Definitions, Wis. Stat. § 139.75(12); Restrictions on sale or gift of cigarettes or nicotine or tobacco products, Wis. Stat. § 134.66(f).

- (b) *Prohibition.* The provisions of Wis. Stat. § 254.92 relating to the purchase or possession of cigarettes or tobacco products by a person under age 18 are adopted as a portion of this section as far as may be applicable to the city. Except as provided in subsection (c), no person under 18 years of age may

do any of the following:

- (1) Buy, attempt to buy, or possess any cigarette, nicotine product, or tobacco product; or
- (2) Falsely represent his or her age for the purpose of receiving any cigarette, nicotine product, or tobacco product.

**State Law reference** - Purchase or possession of cigarettes or tobacco products by person under 18 prohibited, Wis. Stat. § 254.92.

(c) *Exemption.*

- (1) A person under 18 years of age may purchase or possess cigarettes, nicotine products, or tobacco products for the sole purpose of resale in the course of employment during his or her working hours if employed by a retailer licensed under Wis. Stat. § 134.65(1).
- (2) A person under 18 years of age, but not under 15 years of age, may purchase, attempt to purchase or possess cigarettes, nicotine products, or tobacco products in the course of his or her participation in an investigation under Wis. Stat. § 254.916 that is conducted in accordance with Wis. Stat. § 254.916(3).

**State Law reference** - Purchase or possession of cigarettes or tobacco products by person under 18 prohibited, Wis. Stat. § 254.92.

- (d) *Penalty for violation.* Upon conviction in court, any person under age 18 found to be in violation of subsection (b) shall be subject to a forfeiture as set forth in section 1-16, except that such forfeiture shall not be less than \$50.00, as well as any other penalties that may be imposed by the court as set forth in section 1-16.
- (e) *Seizure by law enforcement officer.* A police officer shall seize any cigarette, nicotine product, or tobacco product that has been sold and is in the possession of a person under the age of 18.

**State Law reference** - Purchase or possession of cigarettes or tobacco products by person under 18 prohibited, Wis. Stat. § 254.92(3).

Sec. 46-114 of the Code of Ordinances of the City of Berlin shall be created as follows:

**Sec. 46-114 – Sale or gift of cigarettes or tobacco products to minors prohibited**

- (a) *Definitions.* The following words, terms and phrases when used in this section shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Cigarette, nicotine product, and tobacco products* have the definitions set forth in subsection 46-113(a).

*Distributor* means any of the following:

- (1) A person specified under Wis. Stat. § 139.30(3).
- (2) A person specified under Wis. Stat. § 139.75(4).

*Identification card* means any of the following:

- (1) A license containing a photograph issued under Wis. Stats. ch. 343.
- (2) An identification card issued under Wis. Stat. § 343.50.
- (3) An identification card issued under 1987 Wis. Stat. § 125.08.
- (4) A tribal identification card, as defined in Wis. Stat. § 134.695(1)(cm).

*Jobber* has the meaning given in Wis. Stat. § 139.30(6).

*Manufacturer* means any of the following:

- (1) A person specified under Wis. Stat. § 139.30(7).
- (2) A person specified under Wis. Stat. § 139.75(5).

*Retailer* means any person licensed under Wis. Stat. § 134.65(1).

*School* has the meaning given in Wis. Stat. § 111.257(1)(d).

*Subjobber* has the meaning given in Wis. Stat. § 139.75(11).

*Vending machine* has the meaning given in Wis. Stat. § 139.30(14).

*Vending machine operator* has the meaning given in Wis. Stat. § 139.30(15).

**State Law reference** -Beverage and tobacco taxes, Wis. Stats. Ch. 139; Operators' licenses, Wis. Stats. Ch. 343; Proof of age, Wis. Stat. § 125.08 (1987); Liability for referral to police, Wis. Stat. § 118.257(1)(d).

(b) *Restrictions*

- (1) No retailer, direct marketer, manufacturer, distributor, jobber or subjobber, no agent, employee or independent contractor of a retailer, direct marketer, manufacturer, distributor, jobber or subjobber and no agent or employee of an independent contractor may sell or provide for nominal or no consideration cigarettes, nicotine products or tobacco products to any person under the age of 18, except as provided in Wis. Stat. § 254.92(2)(a). A vending machine operator is not liable under this paragraph for the purchase of cigarettes, nicotine products or tobacco products from his or her vending machine by a person under the age of 18 if the vending machine operator was unaware of the purchase.
- (2) No retailer, direct marketer, manufacturer, distributor, jobber, subjobber, no agent, employee

or independent contractor of a retailer, direct marketer, manufacturer, distributor, jobber or subjobber and no agent or employee of an independent contractor may provide for nominal or no consideration cigarettes, nicotine products or tobacco products to any person except in a place where no person younger than 18 years of age is present or permitted to enter unless the person who is younger than 18 years of age is accompanied by his or her parent or guardian or by his or her spouse who has attained the age of 18 years.

(3) *Notices.*

- a. A retailer shall post a sign in areas within his or her premises where cigarettes or tobacco products are sold to consumers stating that the sale of any cigarette or tobacco product to a person under the age of 18 is unlawful under this section and Wis. Stat. § 254.92(2)(a).
  - b. A vending machine operator shall attach a notice in a conspicuous place on the front of his or her vending machines stating that the purchase of any cigarette or tobacco product by a person under the age of 18 is unlawful under Wis. Stat. § 254.92(2)(a) and that the purchaser is subject to a forfeiture of not less than \$50.00.
- (4) A retailer or vending machine operator may not sell cigarettes or tobacco products from a vending machine unless the vending machine is located in a place where the retailer or vending machine operator ensures that no person younger than 18 years of age is present or permitted to enter unless he or she is accompanied by his or her parent or guardian or by his or her spouse who has attained the age of 18 years.
- (5) Notwithstanding subsection (4), no retailer may place a vending machine within 500 feet of a school.
- (6) No retailer or direct marketer may sell cigarettes in a form other than as a package or container on which a stamp is affixed under Wis. Stats. § 139.32(1).

**State Law reference** - Restrictions on sale or gift of cigarettes or nicotine or tobacco products, Wis. Stat. § 134.66.

(c) *Defense of retailer*

Proof of all the following facts by a retailer, manufacturer, jobber, subjobber or distributor, an agent, employee, or independent contractor of a retailer, manufacturer, distributor, jobber or subjobber, or an agent or employee of an independent contractor who sells cigarettes or tobacco products to a person under the age of 18 is a defense to any prosecution for a violation of subsection (b)(1).

- (1) That the purchaser falsely represented that he or she had attained the age of 18 and presented an identification card.
- (2) That the appearance of the purchaser was such that an ordinary and prudent person would believe that the purchaser had attained the age of 18.
- (3) That the sale was made in good faith, in reasonable reliance on the identification card and

appearance of the purchaser and in the belief that the purchaser had attained the age of 18.

**State Law reference** - Restrictions on sale or gift of cigarettes or nicotine or tobacco products, Wis. Stat. § 134.66.

(d) *Penalties*

(1) In this subsection, "violation" means a violation of subsection (b)(1), (2), (4), (5) or (6).

a. A person who commits a violation is subject to a forfeiture under section 1-16 except that such forfeiture shall:

1. Not be less than \$150 nor more than \$300.00 if the person has not committed a previous violation within 12 months of the violation; or
2. Not be less than \$300.00 if the person has committed a previous violation within 12 months of the violation.
3. A court shall suspend any license or permit issued under Wis. Stats. § 134.65, 139.34 or 139.79 to a person for:
  - (i) Not more than three days, if the court finds the person committed a violation within 12 months after committing one previous violation;
  - (ii) Not less than three days nor more than ten days, if the court finds that the person committed a violation within 12 months after committing two other violations; or
  - (iii) Not less than 15 days nor more than 30 days, if the court finds that the person committed the violation within 12 months after committing three or more other violations.
4. The court shall promptly mail notice of a suspension under subdivision 3 to the department of revenue and to the clerk of each municipality which has issued a license or permit to the person.

(2) Whoever violates subsection (b)(3) is subject to a forfeiture under section 1-16 except that such forfeiture shall not more than \$50.00.

**State Law reference** - Restrictions on sale or gift of cigarettes or nicotine or tobacco products, Wis. Stat. § 134.66.

(e) *Procurement for persons under 18 years of age prohibited*

No person may purchase cigarettes, nicotine products, or tobacco products on behalf of, or to provide to, any person under the age of 18. Any person who violates this subsection is subject to a forfeiture under section 1-16 except that such forfeiture shall be not less than \$150.00 nor more than \$300.00 if the person has not committed a previous violation within 30 months of the violation, nor less than

\$500.00 if the person has committed a previous violation within 30 months of the violation.

**State Law reference** - Purchase or possession of cigarettes or tobacco products by person under 18 prohibited, Wis. Stat. § 254.92(2m).

Sec. 46-115 of the Code of Ordinances of the City of Berlin shall be created as follows:

**Sec. 46-115 – Purchase or possession of vapor products by a minor prohibited**

(a) *Statement of purpose*

- (1) The purpose of this section is to protect the public health, safety and welfare of the property and persons in the City of Berlin by prohibiting persons under 18 years of age from possessing nicotine and vapor products, and prohibiting the sale of these products to persons under 18 years of age.
- (2) Over the last few years, the popularity of electronic cigarettes has increased substantially, particularly among the youth population. Electronic cigarettes are tobacco-less handheld devices that allow its user to simulate cigarette smoking, and are also commonly referred to as "electronic cigarettes," "e-cigarettes," "e-cigars," "e-cigarillos," "e-pipes," "e-hookahs," or "electronic nicotine delivery systems." For purposes of this section, all of these electronic smoking devices are referred to as an electronic nicotine delivery system (ENDS).
- (3) ENDS vary in their appearance and specific method of operation, although they do have a few basic elements in common. The devices work by heating up an "e-liquid" that generates an aerosol or vapor to be inhaled by its user. These e-liquid solutions typically contain nicotine, propylene glycol, glycerine and other flavorings. The concentration of nicotine contained in the solution can be customized by the retailer to the buyer's specifications, and many manufacturers make nicotine-free solutions.
- (4) ENDS often mimic conventional tobacco products in shape, size, and color, with the user exhaling a smoke-like vapor similar in appearance to the exhaled smoke from cigarettes and other conventional tobacco products. These devices may be manufactured to look like conventional cigarettes, cigars or pipes. Some resemble pens or USB flash drives. Larger devices, such as tank systems or mods, bear little or no resemblance to cigarettes. Currently, these products come in many different flavors that appeal to young people.
- (5) The U.S. Food and Drug Administrative (FDA) currently regulates the manufacture, import, packaging, labeling, advertising, promotion, sale and distribution of all electronic nicotine delivery systems and prohibits the sale of such products to persons under 18 years of age. Under Wisconsin law, persons under 18 years of age are prohibited from purchasing or possessing cigarettes, tobacco products, or nicotine products, and retailers are prohibited from selling them to minors. Wisconsin law, however, does not currently regulate nicotine-free vapor products or prohibit the sale of such products to persons under 18 years of age.
- (6) Existing studies on vapor emissions and the cartridge contents of electronic smoking devices have found a number of dangerous substances including:

- a. Chemicals known to cause cancer such as formaldehyde, acetaldehyde, lead, nickel and chromium;
  - b. PM 2.5, acrolein, tin, toluene, and aluminum, which are associated with a range of negative health effects such as skin, eye, and respiratory irritation, neurological effects, damage to reproductive systems, and even premature death from heart attacks and stroke.
- (7) Some cartridges used by electronic smoking devices can be refilled with liquid nicotine solution, thereby creating the potential for exposure to dangerous concentrations of nicotine.
  - (8) Clinical studies regarding the safety and efficacy of such products have not been submitted to the FDA for the over 400 brands of electronic smoking devices that are on the market and for this reason, consumers have no way of knowing whether electronic smoking devices are safe, what types of potentially harmful chemicals the products contain, and what dose of nicotine the products deliver.
  - (9) Despite current FDA rules banning the sale of such products to persons under 18 years of age, the use of e-cigarettes and similar devices by middle and high school students have continued to increase significantly in recent years.
  - (10) The use of electronic smoking devices in smoke-free locations threatens to undermine compliance with smoking regulations and reverses the progress that has been made in establishing a social norm that smoking is not permitted in public places and places of employment.
  - (11) It is the intent of the common council, in enacting the ordinance codified in this section, to provide for the public health, safety and welfare by facilitating uniform and consistent enforcement of smoke-free air laws; by reducing the potential for re-normalizing smoking in public places and places of employment; by reducing the potential for children to associate the use of electronic smoking devices with a normative or healthy lifestyle; and by prohibiting the sale or distribution of electronic smoking devices to minors.
  - (12) Therefore, the City of Berlin Common Council determines that prohibiting the sale, giving, or furnishing of electronic nicotine delivery systems and vapor products to minors and prohibiting the purchase, possession, or use of such products by minors is in the city's best interest and will promote public health, safety, and welfare.
- (b) *Definitions.* The following words, terms and phrases, when used in this subsection, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning.

*Electronic nicotine delivery system* means a portable device capable of producing a vapor or aerosol, containing ingredients such as nicotine, propylene glycol, vegetable glycerin, and other chemicals, to be inhaled by the user. Electronic nicotine delivery systems include but are not limited to vapes, vaporizers, vape pens, vaping devices, mod systems, pod systems, hookah pens, electronic cigarettes or e-cigarettes, e-pipes and other similar devices, but do not include any products that have been approved or otherwise certified by the United States Food and Drug Administration to be sold as

part of a tobacco cessation treatment or other medical purposes, and is being marketed and sold for that approved purpose. Electronic nicotine delivery systems shall include any component part of such a product, whether or not sold separately.

*Minor* means an individual who is less than 18 years of age.

*Possession of a vapor product* shall mean either actual physical control of the product without necessarily owning that product, or the right to control the product even though it is in a different room or place than where the person is physically located.

*Vapor product* means any part of an electronic nicotine delivery system, including the e-liquid solution that is intended to be used with or in an electronic smoking device, whether or not such component contains nicotine, or is sold separately. Vapor product does not include any products that have been approved or otherwise certified by the United States Food and Drug Administration to be sold as part of a tobacco cessation treatment or other medical purposes, and is being marketed and sold for that approved purpose.

(c) *Prohibited conduct*

- (1) No person under 18 years of age may falsely represent his or her age for the purpose of receiving any vapor product.
- (2) No person under 18 years of age may purchase, attempt to purchase, or possess any vapor product except as follows:
  - a. A person under 18 years of age may purchase or possess vapor products for the sole purpose of resale in the course of employment during his or her working hours if employed by a retailer.
  - b. A person under 18 years of age, but not under 15 years of age, may purchase, attempt to purchase or possess vapor products in the course of his or her participation in an investigation under Wis. Stat. § 254.91 that is conducted in accordance with Wis. Stat. § 254.916(3).
  - c. Any person who violates subsection (1) or (2) is subject to a forfeiture under section 1-16 except that such forfeiture may not be less than \$50.00, as well as any other penalties that may be imposed by the court as set forth in section 1-16.
- (3) No person may purchase vapor products on behalf of, provide to, or sell to any person who is under 18 years of age. Any person who violates this subsection is subject to a forfeiture under section 1-16 except that such forfeiture shall not be less than \$150.00 nor more than \$300.00 if the person has not committed a previous violation within 30 months of the violation, nor less than \$500.00 if the person has committed a previous violation within 30 months of the violation.
- (4) A law enforcement officer shall seize any vapor product that has been sold to or is in the possession of a person under 18 years of age.



(d) *Severability*

In the event any section, subsection, clause, phrase or portion of this section is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this article. It is the legislative intent of the common council that this section would have been adopted if such illegal provision had not been included or any illegal application had not been made.

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 11<sup>th</sup> day of April, 2023.

ROLL CALL VOTE:

CITY OF BERLIN

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

BY:

\_\_\_\_\_  
Joel E. Brussel,  
Mayor

APPROVED AS TO FORM:

ATTEST:

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

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



City of Berlin, WI  
Planning & Development  
Department  
108 N Capron St.  
• Suite 200  
Berlin, WI 54923

Phone (920) 361-5156

Planning and Development  
Director  
Timothy Ludolph

To: Common Council

From: Timothy Ludolph- Planning and Development Director

RE: Discussion of Text Amendment to add Electronic Recycling and Recycling (E-Waste) Donation Center facilities as a Conditional Use in the B-1 and B-2 Districts.

Date: April 11<sup>th</sup>, 2023

**Background:**

Staff proposed an amendment to allow Electronic Recycling and Recycling (E-Waste) Donation Center as a Conditional Use in the B-1 and B-2 Districts to Plan Commission on March 28<sup>th</sup> 2023. This proposed language is consistent with (1) and (8) of 82-360 and 82-386. Plan Commission moved to send the request to Common Council to have Counsel draft the text amendment requiring Conditional Use Permit to minimize negative outcomes.

**Discussion on Rationale for Adjustment to language:**

- Consistent with comprehensive plan- specifically this is consistent with Objective #7 of the Natural Resource Goals: *"Encourage residents to recycle all possible household waste. Make sure that informational materials on recycling are available to visitors and residents alike."* And in the Infrastructure goals, *"Objective #2 Provide adequate services for the disposal and recycling of solid waste."*
- No change to quantity of land in Business District.
- This language applies to the form of buildings in the Business District, arguably the function may be as or more appropriate in the Manufacturing/Light Industry Zone. The example community of Montello had more clear uses in their Industrial Zone but was permit-based.
- What effect will this change have on traffic, parking, water service, sewer service, or any other utility? The effect would be induced traffic, parking, water use, sewer use, and other utility use because this could activate vacant/dormant spaces.
- This should increase the demand for commercially zoned property in all Business Districts, improving the property value. An important consideration to bring to the attention when reviewing Conditional Use Applications is the context and making sure this use will not become anything resembling a junkyard.
- This request will not lessen the enjoyment or use of adjacent properties because any examples of this would not be eligible for a Conditional Use Permit.
- It would be important for the language to mitigate any disturbances (noise, odor, light, activity, etc) possible, the current uses that fit this do not cause nuisance effects to the Business District. It may make sense to include language in the Industrial/Manufacturing Zoning Districts to have/limit higher intensity defined similar or down the supply chain uses.
- There is no change to any zoning district, thus no spot zoning.

**Recommendation for City Consideration:**

Plan Commission motioned to recommend to Common Council to have Attorney Chier draft language, in tandem with City Staff, to facilitate E-Cycling Drop Off as a Conditional Use in the Business Districts.

To: Common Council

Date: April 6, 2023

From: Sara Rutkowski, City Administrator  
Rebecca Bays, Senior Programming & Recreation Director

RE: Senior Center Van Driver Job Description Change

**Background:**

The Committee on Aging has heard from Seniors in the Berlin Area for a need of after-hours transportation. Currently, the Senior Center Driver is on the schedule until 4:00pm. If a senior or disabled individual has an appointment or event that occurs after 4:00pm, the Senior would have to rely on someone else to transport them.

The Committee on Aging is requesting a change in the Senior Center Van Driver Job Description. This would extend the hours a driver could be available from 4:00 to 8:00 pm. This will allow Seniors in our area to make later doctor's appointments, to attend monthly meetings that may occur after 4:00pm, and other social activities as needed.

As our Senior Transportation Program is partially funded through Green Lake County, Staff reached out to the Aging/ADRC Unit Manager. Green Lake County is in full support of this change. If approved, Green Lake County has asked for usage data when available to pursue making after hours transportation available in other communities in Green Lake County.

Staff does not expect this to add a huge amount to the transportation budget as it is only expected to be utilized a few hours a month. The expected cost would be between \$600-800. This additional cost would be offset by any co-pays charged for the transportation.

Attached in the current Senior Center Van Driver Job Description. Staff is recommending adding the language in point (13).

**RECOMMENDATION:** Accept the recommendation from Committee on Aging to modify the Senior Center Van Driver Job Description to add an after-hours transportation option.

CITY OF BERLIN  
POSITION DESCRIPTION  
FOR  
**SENIOR VAN DRIVER**

<b>DEPARTMENT:</b>	Cultural Recreation and Education - Senior Center
<b>DIVISION:</b>	Senior Transportation
<b>SUPERVISOR:</b>	Senior Programming Director
<b>SHIFT/HOURS:</b>	Hours as needed
<b>CATEGORY:</b>	Two (2)
<b>SALARY SCALE:</b>	Grade

**JOB SUMMARY**

The Senior Van Driver is responsible for delivering meals to homebound seniors and for providing safe transportation to any senior or handicapped person(s) of any age living in Berlin or a five-mile radius thereof. Van Drivers are responsible for adhering to all safety regulations and obeying all traffic laws. When not delivering meals or providing transportation services, drivers are to perform other functions as directed by the Senior Programming Director.

**DUTIES AND RESPONSIBILITIES**

- (1) Follow rules and directives specified by the Senior Programming Director and/or Assistant Senior Programming Director, which have been approved by the Committee on Aging.
- (2) Provide rides to any senior or handicapped person(s) of any age living in Berlin or a five-mile radius thereof, while ensuring that medical needs are given top priority. This may include transportation anywhere within the State of Wisconsin with direct approval from the Senior Programming Director.
- (3) Senior van transportation is strictly non-medical. There will be no transport of oxygen clients and no transport of emergency-care clients.
- (4) All passengers shall be properly seat belted and proper wheel-locking procedures of wheelchairs must be followed. Van drivers shall refuse to transport any passenger who refuses to be properly seat belted in, and will make note of the situation in the driver log.
- (5) Drivers may assist senior or handicapped person(s) with shopping and/or medical delivery needs, and provide any help needed by individuals boarding and un-boarding the van, walking, and/or carrying supplies.

- (6) Drivers will collect gas donations, but will not take any tips. Senior van donations are to be deposited regularly with the City Clerk's office.
- (7) An accurate daily count of riders and stops is to be maintained with the office.
- (8) Van Drivers may make a decision not to operate the van if weather conditions prove to be unsafe to the passengers.
- (9) Each driver is responsible for daily general up keep of the van such as cleaning, being responsible for checking van for mechanical up keep and making garage repair arrangements after notification to the Senior Programming Director. This may include: oil changes, greasing, lift care, etc. Drivers may make minor repairs as agreed upon by the Director.
- (10) Drivers are to attend continuing education programming and meetings set forth by administration.
- (11) Arrival and departure times for work will be dependent upon daily van appointments under the direction of the Senior Programming Director. Time sheets will include accurate times of homebound meal deliveries as well as workday arrival and departure times.
- (12) Lag time between van appointments will be utilized for City-related business only and may include viewing training materials, delivery of monthly calendars, working with the kitchen and office personnel or any work-related activity as requested by the Director.
- (13) Driver may have after hours transportation scheduled. In the case of a scheduled after hours transportation, Driver will obtain keys from Senior Center Staff before closing time and access van when needed before transportation. After transportation is completed, Driver will immediately return van to garage and keys to Senior Center.

## QUALIFICATIONS

- (1) A valid driver's license is required.
- (2) Basic record keeping skills required for maintaining passenger and meal delivery logs.

To: Common Council

Date: April 6, 2023

From: Sara Rutkowski, City Administrator  
Brian Pulvermacher, Chief of Police

RE: Request of Fund 15 Purchase

Background:

The City of Berlin has an assigned account in Fund 15 (Capital Fund) for Police Equipment purchases. In 2020, the Police Department had a large budget surplus due to being low in staff almost the entire year. That year, Council approved moving \$93,702.00 into the Police Equipment fund in Fund 15. The account balance is currently \$110,119.73.

Attached is Chief of Police Brian Pulvermacher's request to use \$6,194.10 of Fund 15 Police Equipment's funds to purchase needed pistols and holsters for the Police Department.

**RECOMMENDATION:** Accept the recommendation from Police & Fire Commission to approve the purchase of pistols and holsters for the Police Department using Fund 15 Assigned Police Equipment funds.

## Pistol and Holster Proposal

Currently, the Berlin Police Department is issued a Glock model 22 pistol. It is a .40cal S&W semiautomatic pistol with a magazine capacity of 15rds. We currently have 13 of the pistols with most of them having been purchased in late 2011. We have one Glock model 23 that was purchased in 2009. Glock recommends replacement of several components after 10y of service and completing the recommended update costs nearly \$200 per pistol.

Other Law Enforcement agencies in Green Lake County transitioned from .40cal S&W to 9mm Glock pistols in late 2021 and early 2022. There are several reasons for the recent trend in Law Enforcement to transition to 9mm. Many of the reasons are related to cost of ammunition, its availability and parts procurement. Some of the greatest benefits are reduced recoil and improved accuracy for the shooter.

There is a growing movement toward pistol mounted red dot sights. Profound improvements in speed and accuracy are common. Equally important is the fundamental shift from being "sight focused" to "threat focused" which is made possible by use of a red dot sight. Our current Glocks require precision machining to be outfitted with a red dot sight. Generation 5 pistols are compatible with red dot sights, and would enable officers to purchase a sight if they wished. While initial familiarization and training would be necessary, the City would not bear the cost of the sight system.

I invited a Glock representative to the Berlin Police Department on 03-23-23. Three staff members and I evaluated several models and various red dot sights. We discovered that even if we updated to the modern version of our current pistol (to generation 5), most of our holsters would no longer be compatible. If we update our pistols as opposed to replacing springs, the consensus was to go with the Glock model 45 which is a 9mm pistol. Without holsters, an update would cost about \$255 per pistol.

Based upon the most recent estimate from the Wisconsin State Bid (contract) holder, I propose we trade-in our existing pistols and transition to the Glock model 45. These pistols would be generation 5 and come equipped with an "MOS cut-out" which is the mounting surface for a red dot sight. The following is a breakdown of the anticipated cost of updating pistols and holsters:

14	Glock 45 pistols with MOS cut-out	\$7007
14	Safariland #7360 holsters	\$2627.10
13	Glock 22 trade-in	\$3185
1	Glock 23 trade-in	\$255
Total cost		\$6194.10

I propose this expenditure be approved and forwarded to the Common Council with the recommendation to use "roll-over" Fund 15 money. Current balance in Fund 15 is \$110,119.73. Much of that balance was carried from Police Department budgetary surplus in 2020 when the need to update various items within the Police Department was recognized by the Common Council.



To: Common Council

Date: April 6, 2023

From: Sara Rutkowski, City Administrator

RE: Berlin Youth Baseball & Softball Shed Donation

Background:

Berlin Youth Baseball & Softball would like to donate a Storage Shed to the City of Berlin. The value of the storage shed is \$5000.00. Attached is the Donation Agreement approved by the Parks & Recreation Commission and by the Berlin Youth Baseball & Softball Board.

**RECOMMENDATION:** Accept the recommendation from Parks & Recreation Commission to accept the Storage Shed Donation Agreement between the City of Berlin and Berlin Youth Baseball & Softball.

## DONATION AGREEMENT

This Agreement by and between the City of Berlin, Wisconsin (the "City") and the Berlin Youth Baseball & Softball (the "Donor") provides for the requirements for and process of conveying and accepting donations to the City.

WHEREAS, the City is a municipal corporation pursuant to the statutes of the State of Wisconsin, and as such is authorized to accept donations for the benefit of the City; and

WHEREAS, the City of Berlin encourages the donation of charitable contributions to the City for the benefit of the City and all its residents; and

WHEREAS, the Donor wishes to donate one storage shed to be located in Riverside Park to the City; and

WHEREAS, the City and the Donor find that the following provisions are reasonable and necessary for the acceptance of donations

### Article 1 – Donation Information

Donor is pledging a donation of one Colonial Barn storage shed approximately 10 x 12 feet with a 6.5 x 6.5 feet roll-up door. Donor also agrees to provide the necessary labor, with assistance from the City, for the installation of the storage shed.

The approximate worth of this donation is five thousand dollars (\$5,000.00).

### Article 2 – Logistical Information

Donor hereby warrants that the Donation is free of any and all encumbrances and that Donor has full legal rights to donate the Donation. Proof of purchase has been attached to this Agreement.

### Article 3 – Expenses

Donor agrees any and all expenses associated with the execution of this Agreement, including but not limited to the installation of said Donation and expenses incurred during transfer of Donation, are the sole and exclusive responsibility of Donor.

### Article 4 – No Services

Donor and the City agree that no services, sale, promotion, or anything of a similar nature is indicated or entered into by this Donation. Donor and the City agree that the Donation has been given without any further agreement of services or retribution to the Donor and is given freely and willfully by the Donor and received by the City.

## Article 5 – Other Groups/Organization Access

Donor and the City agree no other group shall have access to the storage shed. If at any time in the future, a different group/organization requests access to storage shed, City staff will bring request to BYBS for a discussion at that time.

## Article 6 – General Provisions

Term: This Agreement shall be enforceable when signed by both parties and shall be deemed terminated when all duties and obligations created herein are fully satisfied.

Indemnification: Donor agrees to indemnify and hold the City harmless from any damages occurring from the installation, usage, and from any alleged negligence of Donor, his agents, volunteers, and employees.

Amendment: This Agreement may only be amended in writing by both parties.

Entire Agreement: This Agreement constitutes the entire agreement between the Parties and supersedes any prior agreements, whether written or oral.

Executed this, the \_\_\_\_ day of \_\_\_\_\_ 2023.

City of Berlin

Donor

By: \_\_\_\_\_  
Joel Brussel, Mayor

By: \_\_\_\_\_  
Russ Lichtenberg, President BYBS

By: \_\_\_\_\_  
Sara Rutkowski, City Administrator

Date: 04/04/2023

To: Common Council

From: Sara Rutkowski, City Administrator  
Scott Zabel, Streets Superintendent  
Chad Koehler, Waste Management Senior Account Executive

RE: Spring Bulk Pickup

**Background:**

The City of Berlin has a contract with Waste Management to provide Garbage and Recycling Pickup. One term of that contract states the following:

*"Annual Bulky Item Collection will be scheduled jointly in May of each year, ADS will provide one truck and an operator for one week, as well as up to 150 tons of disposal at no-charge. Tonnage over 150 tons would be billed at \$38/ton. Dates will be confirmed each year prior to submitting any notifications to City residents."*

Waste Management reached out last month to state they do not feel capable of doing Spring Bulk Pickup in the same manner as the City has done it in the past. They are suggesting some modifications as to how it is handled. Please see the following page for a better explanation from Chad Koehler, Waste Management Senior Account Executive.

Waste Management is requesting the City change our Spring Bulk Cleanup from a week-long pickup in May, to Saturday Drop-offs at the Landfill. The dates would be Saturday, May 6<sup>th</sup> and 13<sup>th</sup> from 8:00 am to 2:00pm. WM staff would be provided a list of Berlin residential properties and WM staff would request ID or paperwork showing the resident's address. The items allowed to be dropped off would be the same type as allowed in previous years. The following page with List of Unacceptable Trash Materials would be shared with City residents.

Staff has immediate concerns for the members of our community who are unable to transport their items to the landfill. Staff is suggesting a sign-up system where residents would fill out an application to have DPW assist in transporting their materials to the landfill. Staff is uncertain as to how many residents would take advantage of this option.

**Staff Recommendations:**

Accept request from Waste Management to change from roadside pickup to landfill drop-off.



April 6, 2023

City of Berlin

Sara Rutkowski – City Administrator  
Scott Zabel – Streets Superintendant

Dear Sara and Scott,

This letter is to request a change in the City of Berlin's bulk collection. In years past, we utilized a rear load truck and collected bulky material curbside. This consisted of a team effort between WM and the City of Berlin Public Works Department. City employees would follow the WM truck and assist with the collection. This process lasted an entire week, and some years even longer. With curbside collection, we saw very large volumes which would suggest material being brought in from outside the city limits.

We are recommending residents bring their bulk items to WM's Valley Trail landfill for this year's and future bulk events. WM will open the gates on the first two Saturdays in May. WM can monitor who attends and make sure they are City of Berlin Residents. We will have containers set out for residents to offload material into and have staff there to assist, if needed.

The number one reason for this request is safety. WM is moving away from any rear load collection because of employee injury. We are looking to mitigate the risk of accidents including lacerations, sprains, strains, punctures, slips, trips, falls, among others. Curbside bulk collections are where we tend to see a high percentage of injuries. Additionally, during last year's bulk week, there were some items thrown into the truck that ultimately caused a load fire. We had to eject the truck's load onto city streets, extinguish the fire, then clean up the remains. Luckily, no one was injured. This is a very costly liability we would like to avoid moving forward.

The second reason we are requesting this change is due to the availability of equipment. With the waste industry and WM moving towards fully automated collection practices, rear load trucks are scarce. As rear load trucks are retired and taken out of rotation, they are not being replaced.

Thank you for understanding, and working towards a safer bulk program for both the City of Berlin residents and our WM staff.

Sincerely,

Waste Management  
Operations Team  
Berlin, WI



### List of Unacceptable Trash Materials

Batteries	Household or Industrial Waste
Major Appliances	Hazardous Waste
Electronics	Asbestos
Televisions	Machinery
Radios	Tires
Cell Phones	Compost
Computers	Auto Parts
Computer Accessories, Etc.	Ashes or Hot Materials
Waste Oil	Ballasts
Fluorescent Lightbulbs	Construction Material
Drywall	Concrete

Although this list is not comprehensive, it covers the majority of item categories that are improperly categorized within the municipal waste stream.



## **PROCLAMATION HONORING ROBERTA ERDMANN CITY OF BERLIN, WI**

**WHEREAS**, on behalf of the citizens of the City of Berlin, it is the pleasure of the City of Berlin's Common Council and Mayor to offer this Proclamation honoring the Legacy of Roberta A. Erdmann for her commitment and passion for the Berlin Community; and

**WHEREAS**, Roberta began her Common Council career in Berlin in 2004 as Ward 2 Alderperson due to appointment from then Mayor George Herides and was then also voted in as Ward 2 Alderperson office in 2013, 2015, 2017, 2019 & 2021; and

**WHEREAS**, Roberta ran for Mayor in 2005 and won by three votes becoming the FIRST female Mayor in Berlin's history, defeating two former alderpersons and a former mayor and she served as Mayor from 2005 to 2007; and

**WHEREAS**, Roberta served for thirteen years on the Plan Commission, and was a chairman of the ETZA Plan Commission for twelve of those years; and

**WHEREAS**, Roberta served as a Council Liaison for several Berlin Committees, Boards and Commissions and was also constantly in support of staff;

**WHEREAS**, Roberta was instrumental in supporting a variety of projects in the community of Berlin including the construction of the second bridge in Downtown on West Ceresco Street and the creation of the current Berlin Aquatic Center on Webster Street; and

**WHEREAS**, Roberta was always an avid supporter of the Berlin Area Historical Society; and was vital in getting the Market Square historical sign placed in Berlin's Market Square.

**NOW THEREFORE, BE IT RESOLVED**, that the Common Council and Mayor of the City of Berlin, hereby offer this proclamation of Roberta A. Erdmann as a permanent record in the archives of the City of Berlin, with a copy forwarded to her, honoring this woman who was an inspiration throughout the Berlin Community.

Dated this 11<sup>th</sup> day of April, 2023

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Joel Bruessel  
Mayor



Name: Roberta A Erdmann  
Address: 124 Hillside Dr Berlin  
Phone: Day 920 361-2460 Evening —  
E-mail address:

Area of Interest:

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

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

no

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

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

- " Mayor
- " member Plan Comm 24 yrs

4. Please provide any additional information for consideration: \_\_\_\_\_



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

Name: Robert A Erdmann

Address: 124 Hillside Dr Berlin

Phone: Day 920 361 2460 Evening \_\_\_\_\_

E-mail address: bobbice@centurytel.net

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

Area of Interest:

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

Applicant Questions (attach additional sheets if necessary)

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

no

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

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

" Mayor  
" member of P & R

4. Please provide any additional information for consideration: \_\_\_\_\_

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

**Address of Property:** 107 W Huron St.

**Property Owner Name:** Israel Barraza

**Local Agent:** Santiago Barraza

### **Basic Information:**

Parcel Number:	206-01758-0000
Assessed Property Value:	\$74,600.00
Est. Fair Market Value	\$113,400
Occupancy?	No, Two Apartments and one Retail Space
Taxes paid?	No, 2021 has \$ \$2,477.64 owed and 2022 has \$2,463.60 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:**

- On April 26 2022 the new owner contacted the Planning and Development Director to discuss permitting.
- It was stated on July 1<sup>st</sup> 2022, Israel Barraza intends to have the building secure and safe as soon as possible; to facilitate a desirable income generating apartment and have a second phase for the interior alterations needed to allow the storefront to be developed.
- As of July 1<sup>st</sup> 2022 Santiago Barraza stated to PDD they expect to be able to address the walls, flooring, ceilings and porch within the next year, with time and scope depending on how the re-roofing goes. These could be within the next year, and hopefully sooner.
- On July 25<sup>th</sup> 2022 both the Planning and Development Director then Building Inspector spoke with Santiago Barraza- the only reliable owner contact, to schedule the monthly inspection and communicate the need for a permit for the entirety of the 12-31-21 inspection required repairs. This resulted in no permission for access and no planned additional permit and/or amendment to the roofing permit.
- The owner stated to Council on 8/9/22 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.
- On September 7<sup>th</sup> 2022 the 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).
- As of October 10<sup>th</sup> 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.

### **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.
- As of December 2022, the majority of the work completed within the last year has been clean-up of the debris inside the building. The work on the rear roof has not really started, with only an attempt to patch up drainage into a pvc drain being performed. There is still water infiltrating the structure from the roof

through the basement in this back portion. They have ordered flooring, drywall, and windows to install in order to seal up the building, though the rear will take having a stable structure before any more weight should go onto it.

- Santiago has been in discussions with the Planning and Development Director though did not show up on Thursday, December 8<sup>th</sup> when he was to discuss potential grants and the general strategy.

#### 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.
- A full inspection is scheduled for November 2<sup>nd</sup> 2022 at 10:30 A.M.
- A full inspection took place on November 9<sup>th</sup> at 10:30 AM. The owner's cousin was there to discuss the issues and hear the recommendations of the Building Inspector.

#### Permits pulled:

- On June 15<sup>th</sup> 2022 a permit was pulled for the installation of the rubber roof for the area of issue on the property, to result in the completion of a water-tight and structurally sound roof.
- Santiago Barraza has stated the remainder of the work on the 12-31-21 report will have a follow up permit pulled, depending on how the roof replacement goes, as this could reveal issues they may not know about yet.
- Roofing permit slated to expire 6/15/2023

#### 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 7<sup>th</sup> 2021 COW instructed staff to do what it takes to get access for an inspection.
- On December 14<sup>th</sup> 2021 Council motioned to issue citations upon witnessing public nuisances.
- On January 11<sup>th</sup> 2022 Council updated their motion to recommend daily citations.
- On June 14, 2022 Council motioned to give 107 W Huron St until the next committee of the whole meeting to pull a permit as well as give a timeline to Common Council.
- On July 5<sup>th</sup> 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 forwarded.
- On August 9<sup>th</sup> 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.

#### 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 19<sup>th</sup> 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.
- Permit #22-83-06B pulled on May 15<sup>th</sup> 2022 for Installation of Rubber Roof.
- February 3<sup>rd</sup> 2023 Ramon Valez-Aleman came to City Hall to discuss the potential acquisition of this property.
- On April 3<sup>rd</sup>, Owner conferred with staff that the interior is still being gutted. With weather improving, they are hoping to begin outside work soon. Owner inquired on how to obtain permit for large garbage dumpster.

Date: 04/06/2023

To: COTW

From: City Administrator

RE: No Mow May

Language added to resolution:

- Residents must purchase sign from Clerk's office
- Residents should then display sign on their lawns

Recommendation: Recommend to Common Council to pass Resolution #23-03 No Mow May to assist pollinators in the Berlin Community.



RESOLUTION #23-03

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A RESOLUTION DESIGNATING THE MONTH OF MAY 2023 AS NO MOW MAY

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WHEREAS the city of Berlin is a Monarch City and would like to encourage an increase in pollinator-friendly habitat through pollinator-friendly lawn care practices; and

WHEREAS ideal pollinator-friendly habitat is comprised mostly of native wildflowers, grasses, vines, shrubs and trees blooming in succession throughout the growing season, is free or nearly free of pesticides, is comprised of undisturbed spaces including un-mown lawns, and provides connectivity between habitat areas to support pollinator movement and resilience; and

WHEREAS the formative period for establishing of pollinator and other insect species, and the many songbirds and other urban wildlife species which depend on them, occurs in late Spring and early Summer when they emerge from dormancy and require flowering plants as crucial foraging habitat; and these opportunities are dramatically reduced with early Spring grass-mowing; and

WHEREAS staff is recommending registration of properties participating in No Mow May to assure that participation is conscientious, that participants understand the requirements of the municipal code and the parameters of the exception being created and that the exception does not prevent enforcement for persons not actively participating in the No Mow May program; and

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Berlin recognizes No Mow May to actively promote and educate the community about the critical period of pollinator emergence, generation of crucial pollinator-supporting habitat and early spring foraging opportunities:

BE IT FURTHER RESOLVED that the Common Council of the City of Berlin hereby directs staff to not issue nuisance violations for long grass and weed violations for Properties registered with the City at [www.cityofberlin.net](http://www.cityofberlin.net) for the No Mow May Program during the month of May, permitting those residents who are properly registered with the City to voluntarily delay lawn care until June 1<sup>st</sup>, which may result in ground-cover exceeding established ordinance height-restrictions. Residents can purchase a sign to participate in the program and display the sign on their lawns.

Passed, approved and adopted this 11th day of April 2023.

ROLL CALL VOTE:

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ ABSENT

CITY OF BERLIN

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

APPROVED AS TO FORM:

ATTEST: \_\_\_\_\_  
Sara Rutkowski  
City Clerk

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

Date: 03/30/2023

To: Common Council

From: Sara Rutkowski, City Administrator  
Brian Pulvermacher, Chief of Police  
Scott Zabel, Director of Public Works/Streets Superintendent

RE: Parking in the Berlin Community

Staff has made the following suggested edits to the Parking Code.

Section 70-456: Prohibited Parking on Certain Streets

- Removed West Fox Alley in all night parking.
- Removed areas in emergency parking that are not needed anymore.
- Removed all 15-minute parking except for Library, City Hall, and 3 spots in front of Post Office.
- Removed 30-minute zone.
- Changed the removed 15-minute spots to two-hour, with the exception of SW Franklin.
- Moved the designated Municipal Staff parking spots to Market Square and removed the 2-hour parking in that lane in Market Square.

Section 70-457: Certain Hours Regulated

- Removed the School zones where schools no longer exist.
- Deleted any references to 30-minute parking.

Section 70-458: Winter Parking

- Removed language requiring Winter parking passes.
- Added language requiring Alternative Side Parking.
- Extended the temporary permit time from 24 to 72 hours to match current PD practice.

Section 70-459: Municipal Lots

- Removed language referencing municipal staff parking
- Added language allowed for long term pass, up to 7 days, 3 times a year for extended period parking in Municipal Lots.

RECOMMENDATION: Approve suggested staff changes and direct City Attorney to draft ordinance changes.



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## Sec. 70-456. Prohibited parking on certain streets.

- (a) *All night parking.* The term "all night parking" means parking between the hours of 2:30 a.m. and 5:30 a.m. on any given morning. When signs are erected within the city giving notice of an all night parking restriction, no person shall park or leave standing, during the applicable hours, any vehicle or trailer upon any of the following highways, streets, alleys, or parts thereof, except temporarily for the purpose of and while actually engaged in receiving or discharging passengers:
- (1) Broadway Street commencing at the bridge to Jefferson Street.
  - (2) Commercial Street from Broadway Street to Southwest Franklin Street.
  - (3) East Franklin Street from South Wisconsin Street to South Adams Street.
  - (4) East Huron Street from Quarry Street to Wisconsin Street.
  - (5) Market Square between and including the north boundary of West Park Avenue, the east boundary of North Capron Street and the west boundary of Water Street, and any and all streets included and contained therein.
  - (6) Mound Street from Broadway Street to Southwest Ceresco Street.
  - (7) North Adams Avenue from East Huron Street to East Park Avenue.
  - (8) North Brooklyn Street from Broadway Street to Webster Street.
  - (9) North Capron Street from West Park Avenue to West Noyes Street.
  - (10) North Pearl Street from West Huron Street to West Noyes Street.
  - (11) North Wisconsin Street from the intersection of East and West Huron Streets to East Liberty Street.
  - (12) Pierce Street from Broadway Street to Southwest Ceresco Street.
  - (13) South Adams Avenue from East Huron Street to East Ceresco Street.
  - (14) South Brooklyn Street from Broadway Street to Southwest Franklin Street.
  - (15) South Capron Street from West Huron Street to West Ceresco Street.
  - ~~(16) South Fox Alley from West Huron Street to West Ceresco Street.~~
  - (17) South Grove Street from Broadway Street to Southwest Ceresco Street.
  - (18) South Pearl Street from West Huron Street to West Ceresco Street.
  - (19) South Washington Street from Broadway to Southwest Franklin Street.
  - (20) South Wisconsin Street from the intersection of East and West Huron Streets to the intersection of East and West Ceresco Streets.
  - (21) Southwest Franklin Street from Commercial Street to South Washington Street.
  - (22) Water Street from West Park Avenue to Frontier Street.
  - (23) West Franklin Street from South Capron Street to South Wisconsin Street.
  - (24) West Huron Street.
  - (25) West Park Avenue from North Capron Street to North Wisconsin Street.
- (b) *No parking except for authorized emergency vehicles.* No person shall park any vehicle or trailer within the city, except authorized emergency vehicles, in any of the following areas:



- 
- (1) The north 45 feet of the south 117 feet on the west side of North Fox Alley.
  - (2) The north 20 feet of the south 127 feet on the east side of North Capron Street.
  - (3) The east side of North Fox Alley from West Huron Street to West Park Avenue.
  - ~~(4) South Fox Alley from West Huron Street to West Franklin Street.~~
  - ~~(5) River Street between Spring Street and South Adams Street.~~
  - ~~(6) Eighty feet of that portion of South Adams Avenue lying north of and commencing at the intersection of River Street and South Adams Avenue.~~
  - ~~(7) Two hundred twenty five feet of that portion of South Adams Avenue lying north of and commencing at the intersection of River Street and South Adams Avenue.~~
  - ~~(8) The south side of Union Street between South Pearl Street and South Wisconsin Street.~~
  - (9) The west side of North Pearl Street from West Huron Street to a point 100 feet north from the intersection of West Huron Street and Pearl Street.
  - (10) South Church Street between Ripon Road and June Street.
  - (11) The east side of South Johnson Street from a point where the centerline of June Street intersects the east curbline of South Johnson Street to a point 57 feet north of such intersection.
  - (12) The east side of South Johnson Street beginning 177 feet north of and from a point where the centerline of June Street intersects the east curbline of South Johnson Street to a point 30 feet north of such intersection.
  - (13) The west side of South Johnson Street 90 feet north of the northwest monument marker at the intersection of June Street and South Johnson Street, and the west side of South Johnson Street 65 feet south of the southwest monument marker at the intersection of June Street and South Johnson Street.
  - (14) All of North Grove Street north of Webster Street.
  - (15) The east 240 feet of the north side of Webster Street beginning at the intersection of North Grove Street and Webster Street.
  - (16) The north side of Darling Street.
  - ~~(17) Broadway Street from Brooklyn Street to Washington Street.~~
  - (18) The west side of Swimming Pool Road.
  - (19) The south side of Southwest Franklin Street from South Washington Street to the center of the Fox River Bridge.
  - (20) The north side of Southwest Franklin Street from the center of the Fox River bridge to Pierce Street.
  - (21) ~~The south side of~~ West Ceresco from South Wisconsin Street to the center of the Fox River Bridge.
  - ~~(22) The north side of West Ceresco from South Fox Alley to the center of the Fox River Bridge.~~
  - (23) The south side of East Ceresco from Spring Street to South Wisconsin Street.
- (c) *Fifteen-minute restricted parking zones.* The following areas shall be designated as 15-minute restricted parking zones:
- ~~(1) The east side of North Pearl Street north of the West Huron Street intersection in the designated area.~~
  - (2) The north side of West Park Avenue east of the North Pearl Street intersection in the designated area.
  - ~~(3) The south side of West Huron Street east of the South Fox alley intersection in the designated area.~~

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- (4) The east side of North Capron Street north of the West Huron Street intersection in the designated area.
- ~~(5) The north side of Broadway east of North Brooklyn Street intersection in the designated area.~~
- ~~(6) The west side of South Pearl Street from a point 50 feet north of where the north curblineline of West Franklin Street intersects the west curblineline of South Pearl Street to a point 45 feet north of such intersection.~~
- (7) The east side of South Pearl Street north of the West Franklin Street intersection in the designated area.
- ~~(8) The north side of West Franklin Street east of the South Pearl Street intersection and west of the South Wisconsin Street intersection in the designated area.~~
- ~~(9) The east side of North Pearl Street north of the West Park Avenue intersection in the designated area.~~
- ~~(d) Thirty-minute restricted parking zones. The following areas shall be designated as 30-minute restricted parking zones:~~
- ~~(1) The north 117 feet of the west side of South Capron Street between West Huron Street and West Franklin Street in the designated area.~~
- (e) Two-hour restricted parking zones. The following areas shall be designated as two-hour restricted parking zones:
- (1) Broadway Street from the Fox River to Brooklyn Street, ~~except where designated as 15-minute restricted parking zone under subsection 70-456(c).~~
- (2) East Huron Street from Wisconsin Street to Spring Street.
- (3) ~~Market Square between and including the east boundary of North Capron Street and the west boundary of Water Street, and any and all streets included and contained therein, but excluding the north boundary of West Park Avenue.~~ North Capron Street From Water Street to North Park Avenue.
- (4) North Fox Alley, west side, from West Huron Street to West Park Avenue, with the exception of the designated official police parking.
- (5) North Pearl Street from West Park Avenue to West Huron Street, except where designated as a 15-minute restricted parking zone under subsection 70-456(c).
- (6) North Wisconsin Street from Park Avenue to Huron Street.
- (7) South Capron Street from West Huron Street to West Franklin Street ~~in the designated areas.~~
- (8) South Pearl Street from West Franklin Street to West Huron Street, except where designated as 15-minute restricted parking zone under subsection 70-456(c).
- (9) South Wisconsin Street from Franklin Street to Huron Street.
- (10) West Huron Street from the Fox River to Wisconsin Street, ~~except where designated as 15-minute restricted parking zone under subsection 70-456(c).~~
- (11) West Park Avenue from North Pearl Street to North Wisconsin Street, except where designated as 15-minute restricted parking zone under subsection 70-456(c).
- (12) Market Square between the west boundary of Capron Street and the west boundary of Water Street excluding the north boundary of West Park Avenue except for those parking stalls reserved for the exclusive use and parking by city hall employees in designated areas in accordance with posted restrictions.



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(Code 1989, § 10-1-26; Ord. No. 23-01, 12-11-2001; Ord. No. 05-07, 3-13-2007; Ord. No. 08-09, 7-14-2009; Ord. No. 07-10, 10-12-2010; Ord. No. 06-12, 7-17-2012; Ord. No. 10-13, 12-10-2013)

Cross reference(s)—Streets, sidewalks and other public places, ch. 58.

### **Sec. 70-457. Certain hours regulated.**

- (a) *School zones.* When signs are erected in a block within the city giving notice thereof, no person shall park a vehicle for longer than the following periods of time:

- ~~(1) East Park Avenue between Sumner Street and North Swetting Street on school days between 7:30 a.m. and 4:30 p.m.~~
- ~~(2) The north side of West Moore Street between North Wisconsin Street and North Pearl Street on school days between 7:30 a.m. and 4:30 p.m.~~
- (3) The west side of South Washington Street between Broadway Street and West Franklin Street on school days between 7:30 a.m. and 4:30 p.m.
- (4) The south side of Broadway Street between South Washington Street and Jackson Street on school days between 7:30 a.m. and 4:30 p.m.
- (5) The east side of Mound Street between West Franklin Street and West Ceresco Street on school days between 7:30 a.m. and 4:30 p.m.
- (6) The south side of West Franklin Street commencing 20 feet east of Mound Street to a point 92 feet east, in the designated area, on school days between 7:30 a.m. and 4:30 p.m.
- ~~(7) The east side of North Swetting Street between East Huron Street and East Noyes Street on school days between 7:30 a.m. and 4:30 p.m.~~
- ~~(8) The north side of East Huron Street between North Swetting Street and North Johnson Street on school days between 7:30 a.m. and 4:30 p.m.~~
- ~~(9) The west side of North Johnson Street between East Huron Street and East Park Avenue on school days between 7:30 a.m. and 4:30 p.m.~~
- ~~(10) The south side of East Park Avenue between North Johnson Street and Center Street on school days between 7:30 a.m. and 4:30 p.m.~~
- ~~(11) The west side of North Swetting street from East Moore Street to a point 67 feet south from the intersection of East Moore Street and North Swetting Street on school days between 7:30 a.m. and 4:30 p.m.~~
- ~~(12) The south side of East Moore Street from Sumner Street to a point 92 feet east from the intersection of Sumner Street and East Moore Street on school days between 7:30 a.m. and 4:30 p.m.~~
- (13) Commercial Street from Broadway Street to Southwest Franklin Street between 8:00 p.m. and 5:30 a.m.
- (14) On a portion of the south side of Memorial Drive from Oak Street running east to a point 376.50 feet west of Center Street on school days between 7:30 a.m. and 4:30 p.m.
- (15) On a portion of the north side of Memorial Drive beginning 145 feet east of the south margin of Oak Street to a point 435 feet east thereof on school days between 7:30 a.m. and 4:30 p.m.
- (16) On a portion of the north side of Memorial Drive beginning 893 feet east of the south margin of Oak Street to a point 1,477.50 feet thereof on school days between 7:30 a.m. and 4:30 p.m.

(17) On a portion of the north side of Broadway Street from Washington Street to Jackson Street on school days between 3:30 p.m. and 6:00 p.m.

- (b) *Restricted time parking zones.* All areas designated as 15-minute, ~~30-minute~~ and two-hour restricted parking zones in subsections 70-456(c) through (e) shall be restricted parking zones only between the hours of 9:00 a.m. and 5:00 p.m. on Mondays, Tuesdays, Wednesdays, Thursdays, Fridays, and Saturdays, excluding Sundays and holidays, unless otherwise specified in such subsections. The superintendent of streets shall erect official regulatory signs which shall specify restricted time parking zones at locations authorized in accordance with this chapter.
- (c) *Memorial Drive restricted parking zones.* No person shall stop, park or leave standing any vehicle, trailer or other device or object, at any time, on the north side of Memorial Drive beginning 435 feet east of the south margin of Oak Street to a point 893 feet east thereof.

(Code 1989, § 10-1-27; Ord. No. 05-10, 6-8-2010; Ord. No. 07-10, 10-12-2010; Ord. No. 06-12, 7-17-2012)

### Sec. 70-458. Winter parking.

- (a) *Seasonal parking restrictions.* ~~No person shall park any motor vehicle or trailer.~~ Alternative side parking is required when parking upon any street in the city between 2:00 a.m. and 7:00 a.m. from November 30—March 30, except as provided in subsection (b) of this section. Vehicles must be parked on the even house-numbered (north and east directions) sides of the streets between 2:00 a.m. and 7:00 a.m. on even-numbered days of the month, and on odd house-numbered (south and west) sides of the street on odd-numbered days of the month. The odd- or even-numbered days shall be that day which the car was standing on the street, between 2:00 a.m. and 7:00 a.m.

- (b) *Exceptions.*

~~(1) A permit, with the parking location specified thereon, shall be issued by the clerk-treasurer, subject to confirmation by the superintendent of streets, upon application and after investigation by the person designated by the common council, to those persons who have no off-street parking available within a reasonable distance of their residence, allowing such persons to park in a designated area, which area shall be as near to the residence of the applicant as practicable. All such permits shall terminate on March 30 of each year, and the permit fee shall be as established in the fee schedule adopted by the common council on file in the city clerk-treasurer's office.~~

- (2) Upon application to the police department, a temporary parking permit, valid for up to ~~72~~24 hours, shall be issued to any person for just cause, and shall be valid for a specified location only.

~~(3) Annual parking permits shall be subject to appeal, review or revocation by the common council, upon public hearing, after giving five days' notice to all interested parties.~~

- (c) *Notice of winter overnight parking restrictions.* Signs shall be posted on all highways at the entrance to the city which shall state: "Winter Overnight Parking Restricted. Contact Police Department for Information."

(Code 1989, § 10-1-28)

### Sec. 70-459. Municipal parking lots.

(a) When signs are erected giving notice thereof, no person shall park a vehicle or trailer in the following municipal parking lots for longer than the period specified in this section except as provided in subsection (b) of this section:



- 
- (1) West Franklin Street parking lot: Twenty-four-hour restricted.
  - (2) Commercial Street parking lot: Two-hour restricted. Further, parking in the Commercial Street parking lot shall be prohibited from 8:00 p.m. to 5:30 a.m.
  - (3) Water Street parking lot: Twenty-four-hour restricted ~~except for those parking stalls reserved for the exclusive use and parking by city hall employees in designated areas in accordance with posted restrictions.~~
  - (4) West Park Avenue parking lot: Twenty-four-hour restricted, except for those parking stalls reserved for private use and for Berlin Public Library use in designated areas in accordance with posted restrictions.
  - (5) South Capron Street parking lot: All parking north of a line 75 feet north of the centerline of Franklin Street shall be three-hour restricted. The remaining portion of the lot shall be 24-hour restricted, except for motor vehicles over capacity and bearing a commercial registration, including school buses, and commercially licensed trailers, including semi-trailers, which shall be prohibited from being parked or stored in this lot.

(b) Upon application to the Police Department, a temporary parking permit, valid for up to one week (168 hours), shall be issued to any person for just cause, and shall be valid for a specified location only. Persons are restricted to three (3) approved applications per calendar year.

(Code 1989, § 10-1-30; Ord. No. 23-01, 12-11-2001; Ord. No. 12-04, 11-9-2004; Ord. No. 08-06, 4-11-2006)

To: Common Council  
Date: 04-07-2023  
RE: North Industrial Park  
From: Sara Rutkowski, City Administrator

Attached please find the following to assist with your North Industrial Park Discussion:

1. Map of proposed location of where Waste Water Treatment Plant would move to. Please keep in mind the WWTP does utilize some of the adjacent fields for spreading of waste materials. If those fields go away completely, the cost of moving the waste to another spreadable location could get significant.
2. Basics of Covenants listed on North Industrial Park Covenants
3. Letter from Summit Ridge Energy about possible land lease for Solar Project. Keep in mind the revenue projections are based off of them being able to utilize all of the proposed acres, right away. Most likely it would be a progression and we can cap it at the acreage we would be comfortable with.

I have not included the documents in this packet again in an effort to save paper. Please refer to last month's packet. If you do not have those available, they are on the City Website under "Agendas & Minutes."

To: Common Council  
Date: 04-07-2023  
From: City Staff  
RE: ARPA Funds Availability:

<b>Beginning Amount:</b>	<b>\$563,640.00</b>
<b>What has been spent:</b>	<b>\$317,915 (highest estimate)</b>
- Playground equipment	\$73,437.00
- Security Cameras	\$65,485.00
- City Hall Roof	\$79,742.82
- ½ Library Roof	\$34,250 quoted at
- Fire Station Generator	\$17,575.45 + installation costs (not to exceed 25K)
- Possible SC Cameras	\$? (high estimate of 10K)
- Playground building	\$20,000 rough estimate
- Mueller Communications	\$10,000 (up to)
- Senior Center Stairs	\$5,000 (up to)
<b>Funds Remaining Estimate:</b>	<b>\$240,725.00</b>

**Background:**

Council has requested a "wish list" from Departments concerning the remaining ARPA funds. Please see below for a list based on each department. Following is what quotes staff had available. Some items would require a Request for Proposal so staff only have estimates as to cost.

**Clerks-Treasurer Department:**

- Financial Software (\$20-25K)
- Badger Books (\$8,500)

**Department of Public Works:**

- Fire Alarm Panel (\$25K)
- Snowplow (\$200K)
- Baseball Fields Overhaul
  - o Maintenance to Infield & Outfield
  - o Fencing Replacements
  - o Scoreboard Replacements
- Campground Site Improvements
- Camera Security System at Spring Street Location

**Economic Development:**

- Comprehensive Plan Update (\$50K)

**Library:**

- Digitizing Research Items

**Police Department:**

- City Hall Surveillance Overhaul/Additional Video support for PD

**Senior Center:**

- Camera Security System

Note: there are no items from Sewer & Water or EMS, due to S&W being their own financial entity and EMS being levied by the County.

Clerks Department:

1) Financial Software

We are also in need of a new financial software in the Clerk's office and would need to use ARPA funds to purchase it. Our current software is over 22 years old, the number of municipalities that have it is dropping every year, support is almost non-existent at this point and it is difficult for new staff members to learn as it is extremely clunky. The expected cost for all the programs we would need (basic financial, utility billing, point of sale, fixed assets) is around \$20 to 25K.

2) Badger Books

I have included two quotes from the only allowed vendor of Badger Books. Badger Books digitizes voter registration and the state requirements that come with it. It would be incredibly time saving for our Deputy Clerks leading up to and following elections. It is two separate quotes from PDS, but they must be added together. They have to quote the main machine as a separate quote for shipping and identification purposes. The total is \$8,540.95.





**PDS**  
 N57 W39605 Hwy 16  
 Dock 4  
 Oconomowoc, Wisconsin 53066  
 United States  
 (P) 262-569-5300

### Quote (Open)

<b>Date</b> Apr 04, 2023 02:21 PM CDT	<b>Expiration Date</b> 05/04/2023
<b>Modified Date</b> Apr 04, 2023 02:22 PM CDT	
<b>Quote #</b> 2248310 - rev 1 of 1	
<b>Description</b> 2023 Badgerbook Client (Berlin)	
<b>SalesRep</b> Bernier, Dana (P) 262-569-5366	
<b>Customer Contact</b> Rossman, Steve (P) 608-261-2002	

**Customer**  
 Wisconsin Elections  
 Commission (023332)  
 Rossman, Steve  
 Madison, WI 53707  
 United States  
 (P) 608) 261-2035

**Bill To**  
 Wisconsin Elections Commission  
 Payable, Accounts  
 Madison, WI 53707  
 United States  
 (P) 608) 261-2035

**Ship To**  
 Wisconsin Elections Commission  
 Payable, Accounts  
 Madison, WI 53707  
 United States  
 (P) 608) 261-2035

**Payment Method**  
 Terms: Credit Card

**Customer PO:**

**Terms:**  
 Credit Card

**Ship Via:**  
 FedEx Ground  
**Carrier Account #:**

**Special Instructions:**

#	Description	Part #	Qty	Unit Price	Total
1	Engage One 14 Touch All-in-One 141 w/ Stand Alone	513S2US#ABA	3	\$1,839.00	\$5,517.00
2	Badgerbook Client Configuration				
	PDS Configuration Services	000522	3	\$79.00	\$237.00
	Imaging Services	09137	1	\$0.00	\$0.00
	Labeling Services	09140	1	\$0.00	\$0.00
	*Save Boxes* For Shipping	499888	1	\$0.00	\$0.00
	Component Repackaging	319621	1	\$0.00	\$0.00
	<b>Bundle Subtotal</b>		1	\$237.00	\$237.00
3	WEC PollBook Asset Tag	457736	15	\$0.00	\$0.00
4	WEC IMCT BadgerBookAiO 2022	WEC H400 2022	3	\$0.00	\$0.00
5	ENGAGE PUBS THERMAL PRINTER	299V0AA	3	\$0.00	\$0.00
6	6FT PUBS CBL BLK CABL	5C2B8AA	3	\$0.00	\$0.00
7	USB Desktop 320MK Mouse and Keyboard Keyboard and mouse set - USB - US - Smart Buy - for ZBook 15u G4, 15u G5, 15u G6, 15v G5, 17 G4, 17 G5, 17 G6, Create G7; ZBook Firefly 14 G9	9SR36UT#ABA	3	\$19.00	\$57.00
8	4yr 9x5 NBD Onsite Support Upgrade, Retail Pkg Extended service agreement - parts and labor - 4 years - on-site - 9x5 - response time: NBD - for Engage Clean Mount, Flex Mini Retail System, Go 10, Go Mobile System, Stability Mount	UL589E	3	\$119.00	\$357.00

<b>Subtotal:</b>	<b>\$6,168.00</b>
Tax (.0000%):	\$0.00
Shipping:	\$0.00
<b>Total:</b>	<b>\$6,168.00</b>

## Terms and Conditions

Unless a specific Master Services & Product Sales Agreement is in effect between the parties, this quote is subject to PDS Terms & Conditions which can be viewed at <http://www.shoppds.com/termsofsale.aspx>

Shipping and tax amounts are estimated.

Purchases made by credit card may be subject to a 3.5% Convenience Fee at the time of invoicing.

PDS has been notified by numerous technology manufacturers that pricing is subject to rapid change due to global component shortages and related price increases. This situation is not unique to PDS.

Please contact your sales team with additional questions.



**PDS**  
 N57 W39605 Hwy 16  
 Dock 4  
 Oconomowoc, Wisconsin 53066  
 United States  
 (P) 262-569-5300

## Quote (Open)

<b>Date</b> Apr 04, 2023 02:18 PM CDT	<b>Expiration Date</b> 05/04/2023
<b>Modified Date</b> Apr 04, 2023 02:19 PM CDT	
<b>Quote #</b> 2248299 - rev 1 of 1	
<b>Description</b> 2023 Badgerbook Server (Berlin)	
<b>SalesRep</b> Bernier, Dana (P) 262-569-5366	
<b>Customer Contact</b> Rossman, Steve (P) 608-261-2002	

**Customer**  
 Wisconsin Elections  
 Commission (023332)  
 Rossman, Steve  
 Madison, WI 53707  
 United States  
 (P) 608) 261-2035

**Bill To**  
 Wisconsin Elections Commission  
 Payable, Accounts  
 Madison, WI 53707  
 United States  
 (P) 608) 261-2035

**Ship To**  
 Wisconsin Elections Commission  
 Payable, Accounts  
 Madison, WI 53707  
 United States  
 (P) 608) 261-2035

**Payment Method**  
 Terms: Credit Card

**Customer PO:**

**Terms:**  
 Credit Card

**Ship Via:**  
 FedEx Ground  
**Carrier Account #:**

**Special Instructions:**

#	Description	Part #	Qty	Unit Price	Total
1	Engage One 14 Touch All-in-One 141 no printer	513S2US#ABA	1	\$1,839.00	\$1,839.00
2	Badgerbook Server Configuration				
	PDS Configuration Services	000522	1	\$79.00	\$79.00
	000522	065306	1	\$0.00	\$0.00
	Custom Configuration	09137	1	\$0.00	\$0.00
	Imaging Services	09140	1	\$0.00	\$0.00
	Labeling Services	499888	1	\$0.00	\$0.00
	*Save Boxes* For Shipping	319621	1	\$0.00	\$0.00
	Component Repackaging				
	<b>Bundle Subtotal</b>		<b>1</b>	<b>\$79.00</b>	<b>\$79.00</b>
3	WEC IMCT Server H400 BadgerBookAiO 2022	WEC H400 Server 2022	1	\$0.00	\$0.00
4	WEC PollBook Asset Tag	2079676	5	\$0.00	\$0.00
5	E5350 - wireless router - 802.11a/b/g/n/ac - desk	E5350	1	\$39.00	\$39.00
6	Router configuration				
	PDS Configuration Services	000522	1	\$29.00	\$29.00
	000522	009140	1	\$0.00	\$0.00
	Labeling Service				
	009140				

#	Description	Part #	Qty	Unit Price	Total
	2022 - Device Provisioning (Camera, Switch Provisi 808475	808475	1	\$0.00	\$0.00
	Component Repackaging	319621	1	\$0.00	\$0.00
	<b>Bundle Subtotal</b>		1	<b>\$29.00</b>	<b>\$29.00</b>
7	ENGAGE PUSB THERMAL PRINTER	299V0AA	1	\$0.00	\$0.00
8	6FT PUSB CBL BLK CABL	5C2B8AA	1	\$0.00	\$0.00
9	Thermal Receipt Paper, 3.125"x230", 10pk	RPT3.125-230-10PK	1	\$35.00	\$35.00
10	USB Desktop 320MK Mouse and Keyboard Keyboard and mouse set - USB - US - Smart Buy - for ZBook 15u G4, 15u G5, 15u G6, 15v G5, 17 G4, 17 G5, 17 G6, Create G7; ZBook Firefly 14 G9	9SR36UT#ABA	1	\$19.00	\$19.00
11	4yr 9x5 NBD Onsite Support Upgrade, Retail Pkg Extended service agreement - parts and labor - 4 years - on-site - 9x5 - response time: NBD - for Engage Clean Mount, Flex Mini Retail System, Go 10, Go Mobile System, Stability Mount	UL589E	1	\$119.00	\$119.00
12	APC Back-UPS Pro BR 1000VA/600W 10Outlets 2USB UPS UPS - AC 120 V - 600 Watt - 1000 VA - USB, serial - output connectors: 10 - black	BR1000MS	1	\$205.95	\$205.95
13	Kingston DataTraveler Exodia USB flash drive - 32 GB - USB 3.2 Gen 1 - black/white	DTX/32GB	1	\$8.00	\$8.00

**Subtotal:** \$2,372.95  
**Tax (.0000%):** \$0.00  
**Shipping:** \$0.00  
**Total:** \$2,372.95

## Terms and Conditions

Unless a specific Master Services & Product Sales Agreement is in effect between the parties, this quote is subject to PDS Terms & Conditions which can be viewed at <http://www.shoppds.com/termsofsale.aspx>

Shipping and tax amounts are estimated.

Purchases made by credit card may be subject to a 3.5% Convenience Fee at the time of invoicing.

PDS has been notified by numerous technology manufacturers that pricing is subject to rapid change due to global component shortages and related price increases. This situation is not unique to PDS.

Please contact your sales team with additional questions.

## Midwest Athletic Fields LLC

323 William St P.O. Box 76  
Watertown, WI 53094  
lana@midwestaf.com  
www.midwestaf.com



## Proposal

ADDRESS  
City of Berlin  
Attn: Scott Zabel  
241 Spring St  
Berlin, WI 54923

PROPOSAL 1293  
DATE 03/21/2023  
EXPIRATION DATE 04/21/2023

PROJECT SALES REP  
Riverside Park JJV

ACTIVITY	QTY	RATE	AMOUNT
Softball Field North Field: Infield -Edge all grass edges to remove lip. -Add 5 loads of Quick Pitch Infield Mix. -Laser grade and compact. -Install new base anchors, home plate and pitching rubber. -Install turf in batter's boxes and in front of pitching area. Price: \$13,950	1	0.00	0.00
Softball Field Middle Field: Infield -Edge all grass edges to remove lip. -Add 5 loads of Quick Pitch Infield Mix. -Laser grade and compact. -Install new base anchors, home plate and pitching rubber. -Install turf in Batter's boxes and in front of pitching area. Price: \$13,950	1	0.00	0.00
Softball Field South Field: Infield -Edge all grass edges to remove lip. -Add 2 loads of Quick Pitch Infield Mix. -Laser grade and compact. -Install new base anchors, home plate and pitching rubber. -Install turf in Batter's boxes and in front of pitching area. Price: \$7,950	1	0.00	0.00
Softball Field North Field: Outfield (approx. 53,000sq ft) -Strip all existing grass. -Thoroughly roto-till the area. -Add approximately 200 cu yds of topsoil.	1	0.00	0.00

We authorized  
Midwest Athletic Fields LLC to do the work as specified.

Note: Customer must provide a place on site to dispose of waste material. Hauling off site will incur additional costs.  
Watering of sod is customer's responsibility once project is complete, unless otherwise stated.  
All credit card payments will have a 3% fee added.  
Page 1 of 2

-Laser grade the outfield.  
-Apply pre-plant starter fertilizer.  
-Seed with 70/30 Blue/rye athletic blend grass seed.  
-Apply pellet cover mulch over the seed.  
Price: \$43,750

Softball Field

1

0.00

0.00

North Field: Outfield

Option to sod instead of seed:

-Add \$45,000

TOTAL

\$0.00

Accepted By

Accepted Date

We authorized  
Midwest Athletic Fields LLC to do the work as specified.

Note: Customer must provide a place on site to dispose of waste material. Hauling off site will incur additional costs.  
Watering of sod is customer's responsibility once project is complete, unless otherwise stated.  
All credit card payments will have a 3% fee added.  
Page 2 of 2



"Quality Built On Experience"

## PROPOSAL

1955 Stillman Dr.  
Oshkosh, WI, 54901  
920-233-2444  
tim@rammerfence.net

Date 3/21/2023

Proposal #  
2023 - 122

S & B #254628

Proposal Submitted To

work to be performed at

Name City of Berlin - Parks Dept  
Address \_\_\_\_\_  
City, State \_\_\_\_\_  
Phone # \_\_\_\_\_

Name Ball Diamonds  
Address 160 W Waushara St.  
City, State Berlin, WI  
Contact Scott Zabel 920-361-5425

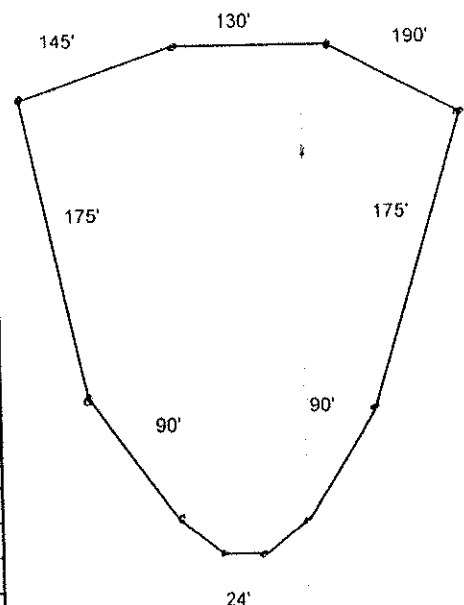
We hereby propose to furnish all material and perform all labor necessary to complete the following work:

Diamond 1: - Replace ALL Chain Link Fabric

- 815' of 6' high x 9ga.
- 180' of 10' high x 9ga.
- 24' of 10' high x 6ga.

TOTAL = \$15,150

### LAYOUT



All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of **TOTAL \$15,150.00**

With payments to be made as follows: **1/2 Down; Balance on Completion**

NOTE: This proposal may be withdrawn by us if not accepted within **30 Days** days

Authorized Signature \_\_\_\_\_

## ACCEPTANCE OF PROPOSAL

You are hereby authorized to furnish all material and labor to complete the work described in the above proposal, for which the undersigned agrees to pay the amount stated in said proposal and according to the terms thereof. any change involving cost of labor or materials will be executed only after submission and acceptance of written change order.

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

Date of acceptance \_\_\_\_\_



"Quality Built On Experience"

## PROPOSAL

1955 Stillman Dr.  
Oshkosh, WI, 54901  
920-233-2444  
tim@rammerfence.net

Date 3/21/2023

Proposal #  
2023 - 122

S & B #254628

Proposal Submitted To

work to be performed at

Name City of Berlin - Parks Dept  
Address  
City, State  
Phone #

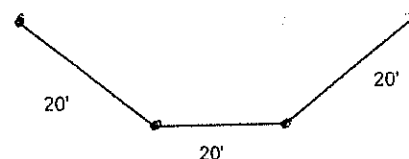
Name Ball Diamonds  
Address 160 W Waushara St.  
City, State Berlin, WI  
Contact Scott Zabel 920-361-5425

We hereby propose to furnish all material and perform all labor necessary to complete the following work:

Diamond 2: Replace 1st Tier of Chain Link Fabric on Backstop

- 60' of 6' high x 6ga

### LAYOUT



All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of **TOTAL \$1,050.00**

With payments to be made as follows: **1/2 Down; Balance on Completion**

NOTE: This proposal may be withdrawn by us if not accepted within **30 Days** days

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

## ACCEPTANCE OF PROPOSAL

You are hereby authorized to furnish all material and labor to complete the work described in the above proposal, for which the undersigned agrees to pay the amount stated in said proposal and according to the terms thereof. any change involving cost of labor or materials will be executed only after submission and acceptance of written change order.

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

Date of acceptance: \_\_\_\_\_





"Quality Built On Experience"

## PROPOSAL

1955 Stillman Dr.  
Oshkosh, WI, 54901  
920-233-2444  
tim@rammerfence.net

Date 3/21/2023

Proposal #  
2023 - 122

S & B #254628

### Proposal Submitted To

Name City of Berlin - Parks Dept  
Address \_\_\_\_\_  
City, State \_\_\_\_\_  
Phone # \_\_\_\_\_

### work to be performed at

Name Ball Diamonds  
Address 160 W Waushara St.  
City, State Berlin, WI  
Contact Scott Zabel 920-361-5425

We hereby propose to furnish all material and perform all labor necessary to complete the following work:

#### Diamond 3:

Replace 1st and 2nd Tier of Chain Link Fabric On Center  
Section of Backstop.

- 16' of 6' high x 9ga.
- 16' of 6' high x 6ga.

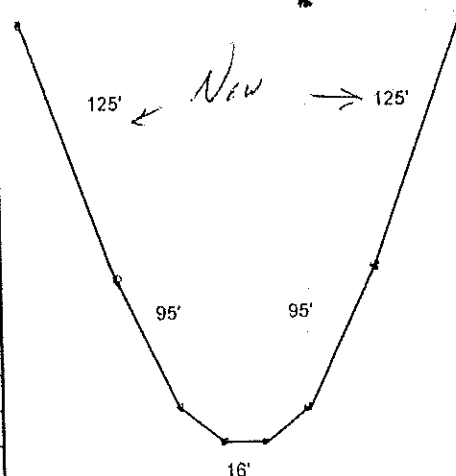
Replace Chain Link Fabric on Baseline Fence and Add Midrail.

- 190' of 10' high x 9ga.
- 190' of 1 5/8" Midrail.

Replace Side Outfield Fences with ALL New Fence

- 250' of 6' high commercial grade galvanized chain link fence

#### LAYOUT



All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of **TOTAL \$13,110.00**

With payments to be made as follows: **1/2 Down; Balance on Completion**

NOTE: This proposal may be withdrawn by us if not accepted within **30 Days** days

Authorized Signature \_\_\_\_\_

## ACCEPTANCE OF PROPOSAL

You are hereby authorized to furnish all material and labor to complete the work described in the above proposal, for which the undersigned agrees to pay the amount stated in said proposal and according to the terms thereof, any change involving cost of labor or materials will be executed only after submission and acceptance of written change order.

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

Date of acceptance \_\_\_\_\_

# NEVCO

## QUOTATION

Account Name	City of Berlin, WI	Created Date	3/15/2023
Quote Number	00151049	Expiration Date	4/14/2023
Contact Name	Andrew DeWitt	Prepared By	Paul Gregoire
Title	Park Superintendent	Title	Display & Scoring Consultant
Phone	920-229-3069	Phone	(920) 634-4250
Email Address	<a href="mailto:adewitt@cityofberlin.wi.gov">adewitt@cityofberlin.wi.gov</a>	Email Address	<a href="mailto:pgregoire@nevco.com">pgregoire@nevco.com</a>

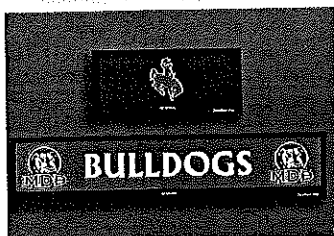
Quantity	Model/Part #	Product Description	Dimensions L x H x W/D	Unit Price	Ext. Price
2.00	1600	Baseball/Softball LED Scoreboard with Amber/Red Digits	16'x5'x8"	USD 5,441.00	USD 10,882.00
1.00	1650	Baseball/Softball LED Scoreboard with Amber/Red Digits	8'x3'x8"	USD 2,731.00	USD 2,731.00
3.00	802-0300 - MPCX2 Baseball/Softball	Wireless Handheld Control	0.3'x0.5'x0.1'	USD 375.00	USD 1,125.00
3.00	MPCX/MPCX2 Case	MPCX/MPCX2 Control Carrying Case (holds 2 controls)	12.4'x8'x4"	USD 35.00	USD 105.00
3.00	MPCX2 Rec - Outdoor x6xx	In-board Wireless Receiver Kit		USD 635.00	USD 1,905.00

Ttl Shipping Wt (lbs)	1,115	Subtotal	USD 16,748.00
County	Green Lake	Total Discount \$	USD -1,674.80
		Freight	USD 822.31
		Total	USD 15,895.51

**Due to supply chain issues resulting from the pandemic, freight pricing and anticipated schedule for delivery along with performance of services are subject to change.**

Customers who purchased items in this quote also purchased the following:

### Stadium Pro Sound Series

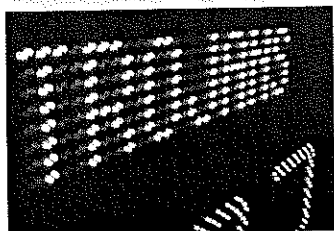


- Stadium Pro 1000 series and Stadium Pro 2000 series available
- Custom designed for the athletic market to provide complete coverage
- Single-point sound source system located at scoreboard
- Speakers and subwoofers will deliver clear, intelligible voice and concert quality music at high decibel levels throughout your facility
- 5 Year Warranty on loudspeakers and custom designed speaker cabinet

# NEVCO

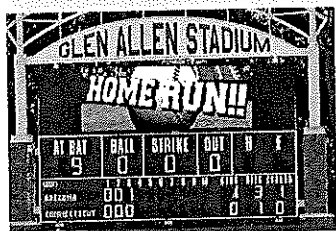
## QUOTATION

### Electronic Team Names (ETN)



- Customize the team names
- Easily changed from game to game
- Program team names using the console control
- Bright, long-lasting, energy-efficient LED
- Perfect for Multi-team Complexes or facilities that host Tournaments
- Available on most models

### Message Centers



- Flexible advertising solution
- Exciting in-game animations
- Display additional stats and player info
- Long-lasting LED technology
- Full color and monochrome (red or amber)
- Many sizes to fit your scoreboard and venue

### Extended Warranty



- Additional protection for 24 months
- Same terms as the included 5-year warranty
- Available for indoor or outdoor scoreboards
- Longest warranty available in industry

### Pitch Counter Display



- Comply with league pitch count rules
- Prevent arm injury or fatigue
- Hand-held Wireless operation
- Connects with Nevco scoreboard controls
- Mounts next to new or existing scoreboard
- Multiple sizes and colors available

### Pitch Timer Display

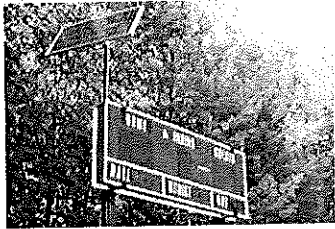


- Wireless operation
- Set any time up to 199 seconds
- Includes horn
- Track time in between pitches or innings
- Comply with NCAA regulations
- Reduce overall game time

# NEVCO

## QUOTATION

### Solar Power Kit



- Reduce installation costs
- Install "off-grid" scoreboards and accessories
- No wires, No electric bills.
- Built-in battery charge meter
- Designed for all weather conditions
- No Trenching. No boring. No overhead lines.
- Complies with NEC standards Section 690

### Billing/Shipping Information

Bill To Name  
Bill To

City of Berlin, WI  
Berlin, WI  
USA

Ship To Name

City of Berlin, WI

### Quote Terms and Conditions

The above pricing is for equipment only and does not include installation (unless specified) or taxes (if applicable). Unless shown specifically in the quote, shipping is an additional cost and is not included. Due to the custom nature of our products, our preferred payment terms are 50% down and remaining balance net 30. Additional payment terms available upon credit review. Shipping terms are F.O.B. Greenville, IL USA.

All Scoreboards and Message Centers are UL Listed and most come with our free 5-year guarantee (Exception: Special promotion/packages may have shorter warranty and are noted in product descriptions). Portable Production Kits carry a 3-year guarantee. Wireless components and Solar Power Kit carry a 2-year guarantee. Hand-held controls, switches and printed scrims carry a 1-year guarantee. Performance and Payment Bonds, if required, will include a one-year warranty after substantial completion.

STATE TAX EXEMPT FORM MUST BE SUBMITTED WITH ORDER OR TAXES WILL BE INVOICED.

Scoreboards are available in 15 standard colors at no extra charge. Please contact your consultant for production/shipping lead times.

Purchase Order  
Address

Nevco Sports, LLC  
301 East Harris Ave  
Greenville, IL 62246-2151

Remit To Address

Nevco Sports, LLC  
P.O. Box 74758  
Chicago, IL 60694-4758  
800.851.4040 / 618.664.0360

### Quote Acceptance

Signature \_\_\_\_\_

Title \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_



**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: Comprehensive Plan Update  
DATE: April, 11<sup>th</sup> 2023

### **Background:**

Over the last year, the Berlin Plan Commission has discussed the necessity of a Comprehensive Plan Update with motions requesting funding be set aside. This has led to discussions about what role the Commission could play in contributing to said update and assisting staff with the knowledge the rationale why the previous plans were drafted with policies and language that guided the growth and development of the City of Berlin.

Through the recent work with Vierbicher, the City had approved the Housing and Economic Development Plan. This document would serve as the basis for the Housing Chapter and Economic Development Chapter as well as Appendix/Outreach material on those topics. The Open Space and Recreation Plan was also approved in 2020; making that information relevant to part of the chapter on Utilities and Community Facilities partially drafted. Other Chapters to be done include the –“Executive Summary and Introduction”, –“Issues, Opportunities, and Community Profile”, –“Transportation”, –“Agriculture Natural Resources and Cultural Resources”, –“Land Use”, –“Intergovernmental Cooperation”, and “Implementation.”

The Comprehensive Plan process requires consistency with all other policy documents, an update no more than every ten years, and defined public involvement- at every stage of the planning process with required notice and accommodations.

### **Discussion:**

Staff has discussed with East Central Wisconsin Regional Planning Commission (ECWRPC) concerning recommendations about the Comprehensive Plan Update. ECWRPC suggested they would require Berlin to become a regular due paying community or pay roughly \$50,000.00 to utilize their services to update the comprehensive plan given the background. This could not take place before 2025 because ECWRPC already has scheduled programming through the end of 2024. ECWRPC had also mentioned they could assist with the Intergovernmental Cooperation chapter, depending on who may assist with the update. Several Firms were recommended for their merits in Comprehensive Planning in the region.

Staff has reached out to the recommended firms as well as the one who drafted the Green Lake County Comprehensive Plan Update and the City of Berlin’s original 2003 plan.

**Recommendation:** Discussion and Action as appropriate. Staff recommends Council to be aware the consistency of the Comprehensive Plan and Official Maps with the Codified Ordinances and State Codes will facilitate the growth and development of new tax base.

The Berlin Public Library would like to request financial assistance from the ARPA funds to fund a Berlin history preservation project to make local history more accessible and useful.

This digitization project was kicked off a few months ago by adding some of the Berlin High School yearbooks, with permission of the Berlin High School, to the new Berlin Digital Collection. The Berlin Historical Society had the yearbooks digitized some years back, which allowed for easy transfer of these files to start our digital collection. So far, the 1950 to 1990 yearbooks are available online as searchable files. More yearbooks, 1990 to 2013, will be added soon. All costs for digitizing the yearbooks, which was minimal, have been covered by the Winnefox Library System and the Berlin Library.

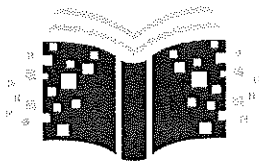
The next phase we are exploring is digitizing Berlin Newspapers. This will be more costly, as none of the files have been digitized and there are many, many more files in the newspapers, than in the yearbooks. The project will have to be outsourced to a company that will scan the newspapers and convert the information to a searchable format.

Winnefox Library System (WLS), of which Berlin Library is part of, is assisting their member libraries in their digitizing projects by offering staff guidance and assistance, and providing storage on their server. WLS is providing some financial assistance (up to \$3500) for software needed for the project, which are available to libraries until the funds run out. They are also covering the cost of the server that will store the files, along with maintenance of the server.

Currently, newspapers are only available in the library through microfilm and a small collection of physical newspapers. Although some obituaries and events are cataloged, there are many things that are not. Also, the card files that we currently use are not always accurate, making research difficult and very time consuming. Genealogy and local history searches are impossible if detailed information is lacking. With searchable files, all newspapers will be easily searched within a short time. This is a huge benefit to digital files.

This project is not entirely for the library, but rather for the entire Berlin community and beyond. The new Digital Collection of Berlin History will be used by *anyone* wanting to explore and research information that was in our local newspapers.

Thank you for your consideration,  
Chris Kalupa  
Berlin Library Director



# NORTHERN DIGITAL PRESERVATION SPECIALISTS

Response to request for quote:

## Berlin Public Library

for Newspaper Digitization project from film

### Project Summary

Digitize 287 rolls of 35 mm filmed newspapers to ResCarta Text Searchable Archive Objects. For demonstration purposes, I used an average of 600 images per roll of film. Invoicing will be based on the number of images produced, not the estimated count. Rates and Discounts are firm through 5/31/2023.

Proposed Services	List Price	Discount	Rate	Quantity	Extended Cost
35 mm Film Grayscale Scanning to: 300 optical dpi @ original Publication Size Uncompressed TIFF	\$0.188	25%	\$0.141	172,200	\$24,280.20
Metadata Spreadsheet Provided by Client	\$0.000	0%	\$0.000	1	\$0.00
Auto Crop & Auto Deskew with review, Rotate to Right Reading, and Collect Structural Metadata: Issue Starts, volume, issue, edition, as printed date, and convert to ResCarta Text Searchable format	\$0.120	30%	\$0.084	172,200	\$14,464.80
Optical Character Recognition for Text Searchability	\$0.125	65%	\$0.044	172,200	\$7,533.75
4TB Toshiba Hard Drive for return of archival dataset	\$145.000	0%	\$145.000	1	\$145.00
Data Loading: copy and verify archival storage of dataset for 6 months on two redundant servers, copy and verify dataset on Hard Drive, and Back up original production data for 60 days warranty period	\$50.000	0%	\$50.000	1	\$50.00
Tax - Non-profit documentation on file	\$0.000	0%	\$0.000	1	\$0.00
60 Day Warranty for any imperfections caused by NDPS	\$0.000	0%	\$0.000	1	\$0.00
Return Shipping and handling (at cost) TBT	\$0.000	0%	\$0.000	1	\$0.00
<b>Total Estimate:</b> <b>(300dpi Resolution at original published size)</b> <b>(Return shipping at actual cost—to be determined)</b>					<b>\$46,473.75</b>
<b>Alternately, scan to ~11x17" grayscale at 300dpi as stated in request as print size, would bring down the cost (not recommended for true quality archive; does not meet current industry standards)</b> <b>Total Alternate Cost Estimate: (plus return shipping)</b>	<b>0.11</b>	<b>25%</b>	<b>0.0825</b>	<b>172200</b>	<b>\$36,400.05</b>





## FILM DOCUMENT CONVERSION PROPOSAL

### Statement of Work

<b>Proposal/Job #</b>	202314469	
<b>Date</b>	Wednesday, April 5, 2023	
<b>Sales Person</b>	Meghan O'Brien	
	<b>Shipping</b>	<b>Billing</b>
<b>Client</b>	Berlin Public Library	
<b>Address</b>	121 West Park Ave. Berlin WI 54923	
<b>Contact Name</b>	Chris Kalupa	
<b>Title</b>	Library Director	
<b>Phone</b>	920-361-5420	
<b>Email</b>	Kalupa@berlinlibrary.org	
<b>Shipping Acct. # / PO#</b>		
<b>1. Period of Performance</b>	Approximately 90 days from receipt of material and sign-off on sample	
<b>2. Security</b>	All materials will be treated as confidential whether marked so or not	

#### PRICING LINE ITEMS

Task Description	Unit Type	QTY	Unit Price	Total
Manifest Creation (if not provided)	Hours	0	\$ 60.00	\$ 0.00
35mm digitization; 300dpi grayscale multipage searchable PDF per issue named by the date of publication and RESCARTA format	Images	287000	\$ 0.14	\$40,180.00
Includes return shipping and hard drive		0	\$ 0.00	\$ 0.00
		0	\$ 0.00	\$ 0.00
		0	\$ 0.00	\$ 0.00
		0	\$ 0.00	\$ 0.00
		0	\$ 0.00	\$ 0.00
<b>Total</b>				<b>\$40,180.00</b>

☐ Not to Exceed Amount:



**Deliverables**

- Deliverable 1: 300dpi grayscale multipage searchable PDF per issue named by date of publication
- Deliverable 2: Images converted to RESCARTA format
- Project includes return shipping and hard drive for delivery
- Deliver small sign off sample (In PDF format) via BOX before beginning project
- Return microfilm to client upon project approval

**Client Supplied**

- 287 rolls of 35mm microfilm containing newspapers.
- Client to provide a manifest in excel listing all roll numbers for tracking and chain of custody
- Roll Detail:
  - Roll film names are included on the manifest - roll number
  - Customer requested reduction ratio (if different than default)
- On arrival, Crowley will place temporary removeable labels on customer boxes for security and production tracking. Labels will be removed prior to shipment back to the customer.

**Prep & Reconstruction**

- Crowley will perform Inventory of material at time of arrival against customer manifest.

**Scanning & Quantum Processing**

- Scan microfilm at 300dpi grayscale with output to multipage searchable PDF per issue named by date of publication as well as RESCARTA format
- If a reduction ratio is present on the targets or requested by customer, that reduction ratio will be used. In cases where reduction ratios are not specified a "standard" reduction will be used for all scanning.
  - Standard reduction ratio for 35mm = 16x
- Images will be rotated once for right reading according to the majority of the images on the roll. If the roll contains mixed rotations, not all images but most images will be right reading.
- The best quality selection will be used for each roll. The entire roll will be scanned with one setting.
- Quality of the images are only as good as the originals.
- All images will be delivered including any blank pages, targets, reshoots and other potential erroneous frames.
- Any changes to the requirements by the customer after production has started will require rework at a rate of \$60.00 per hour.
- Crowley will make every effort to ensure the quality of all deliverables according to project requirements. If any deliverables do not meet project requirements, Crowley will make necessary corrections at no cost to the customer.

**Indexing & Metadata**

- YYYYMMDD of publication

**Delivery Media or Method**

- The Crowley Company will deliver the data on external hard drive included in the per image pricing.
- The client is responsible for delivery of customer material to The Crowley Company. Return shipping is covered in the per image pricing.

**Retention of Material**

- Materials must stay at The Crowley Company through completion of our QA process as it may be required for corrections.

- The Crowley Company will maintain a backup copy of the delivered product for a period of no longer than 30 days free of charge. These 30 days are intended to allow the client time to review the delivery and notify us of any issues requiring re-work. If the client requests the Crowley Company to store a backup copy of delivered material longer than 30 days, we can do so at a cost of \$50 per month per terabyte; minimum of \$50 per month if less than one TB.

#### **Standard Proposal Conditions**

1. A purchase order (PO) or signed proposal and deposit (when required) must be received prior to the commencement of work.
2. Quoted prices remain in effect for a 30-day period from the date of the proposal.
3. Invoicing will occur with each deliverable or milestone.
4. Document conversion pricing contained in this proposal is based upon volume estimates supplied by the client. If actual volume is more than 10% lower than the supplied estimates, the price per unit may be subject to increase.
5. Samples provided by the client for the purpose of preparing the related proposal must be representative of the document structures for the complete data set. Should The Crowley Company encounter hard copy or electronic material that is significantly different than the samples provided or described, The Crowley Company reserves the right to terminate the contract or re-negotiate the pricing structure.
6. The client must provide a signed release for any and all copyright material that is provided to The Crowley Company to be scanned or converted electronically.
7. The client and The Crowley Company will agree to a start date and schedule of production upon contract award. In the event of client deviations from the schedule, The Crowley Company will be notified at least 5 (five) days prior to the change. New setup charges may apply.
8. The client shall, upon the receipt of contract deliverables, have 10 (ten) working days to provide The Crowley Company, in writing, a list of any changes that are required to the material in order to meet the proposed Statement of Work.
9. Prior to, and during the implementation process, the client will make available a Subject Matter Expert (SME) who processes adequate decision-making authority for consultation on all structural issues that may arise. To avoid delivery delays, the SME will respond within 2 (two) business days to any questions raised by The Crowley Company.
10. On all conversion projects over 1000 pages, a sample of the material will be converted to validate the conversion process and the automated filters. This sample deliverable will be reviewed by the client and must be signed off before full production may proceed. Delays in approval will impact upon the delivery schedule.
11. Any client-approved purchases from third parties will be charged to the client at cost plus 15%.
12. The client will ensure that any electronic material provided to The Crowley Company will be scanned for viruses. The client assumes responsibility for delays in delivery resulting from client-introduced viruses.
13. To the extent that there is any inconsistency between the Standard Conditions, the Statement of Work and a Contract, PO or Proposal, then the Statement of Work and these Standard Conditions shall govern.
14. If any provision of these conditions is held to be unenforceable, the parties shall substitute for the affected provision an enforceable provision that approximates the intent and economic impact of the effected provision. The failure or delay of The Crowley Company to enforce any of these conditions shall not be construed as a waiver of the same.
15. This agreement shall be governed by, subject to and interpreted in all respects in accordance with the laws of the United States of America and the State of Maryland. In the event of a dispute, both parties agree to mediation before litigation. In the event of litigation initiated by

either party, the unsuccessful litigant shall be responsible for all legal or other fees associated with such litigation.

**Rights and Restrictions**

This document contains confidential information of The Crowley Company, which is provided for the sole purpose of permitting the recipient to evaluate the proposal submitted herewith. In consideration of receipt of this document, the recipient agrees to maintain such information in confidence and not reproduce or otherwise disclose this information to any person outside the group directly responsible for evaluation of its contents. There is no obligation to maintain the confidentiality of any information which was known to the recipient prior to receipt of such information from The Crowley Company, or become publicly known through no fault of recipient, or is received without obligation of confidentiality to The Crowley Company. All conditions in this proposal are valid for a period not to exceed (thirty) 30-days unless extended in writing.

This proposal has been prepared in accordance with accepted techniques for content conversion and The Crowley Company's understanding of the client's requirements based on the information provided to us. All values, charts, designs, and related information contained in this proposal reflect The Crowley Company's best estimates based on this information. However, actual operating environment (including, among other aspects, speeds, configuration, personnel, and costs) may vary from the information furnished due to variation in volume, environment, personnel, and other factors and, therefore, The Crowley Company, cannot warrant the accuracy of such estimates without actual detail analysis of the application requirements.

**Name:**

**Signature:**

**Date:**

DATE: April 4<sup>th</sup>, 2023  
TO: Common Council  
FROM: Rebecca Bays  
RE: Cameras for Senior Center

**Background:**

As instructed by Committee of the Whole, I did some more research on cameras that could be a cheaper option. The two systems that I looked into were Martin Security System and Ring.

The Senior Center has had its fair share of incidents that have cost the Center and the City money. The most expensive happened back when Karen was the Director. Two groups rented the Center over the weekend and one of the groups broke the dishwasher. Each group blamed the other so they were unable to determine who broke it which also meant they were unable to determine who should cover the cost of repairs. The cost of the project was over \$1,000.00 which was then covered out of the budget. There was a similar incident with a Kitchen Aid Mixer and the repairs for that cost approximately \$700.00.

Rentals have also stolen property from the kitchen as well as from the main areas of the Center. Together, the cost of replacing these items over the years has been almost \$1,000.00. These are the costs that we are aware of. People have also hit the front retaining wall as well as the back retaining wall, both of which are damaged, but still stable. Additionally, cost was incurred when the break in happened many years ago which I am not sure of the full amount to fix the damage was. Just in these two paragraphs, the monetary value has exceeded well over \$3,000.00.

I know that Council recognizes the need for cameras at the Senior Center. I present these numbers to you because they are reactive numbers. Costs we can never get back. I understand that the Ring Camera System is cheaper initially, but I do not believe it will be cheaper in the long run. The quality of the cameras are not as high as the cameras from Martin Security which means it will be harder to see who is doing what. Additionally, the Ring cameras only pick up when there is motion. How many times do your home cameras only sense the delivery driver as they are walking away and not when they first arrived or didn't go off at all? It happened frequently when we had Ring at our old house.

If we go with Ring, we will not be able to capture the full story of what occurred or at the very least, it would be a risk that we would constantly have to take. If we cannot see the full story, then we will not be able to speak to or charge the proper people in order to pay for damage that has happened. Then the cost falls to the budget lines, again. Martin Security is always capturing images. It does not run just on motion sensory. It would allow us to see the full picture and proceed accordingly. The examples listed above are monetary and can be replaced, but the Senior Center has so much more that is priceless.

People fall, especially seniors. There have been at least 5 people that have fallen since I have started, and one of them has been multiple times. Thankfully no serious injuries have occurred but unfortunately, the time is coming that a major accident will occur. When that happens, I would want a security system that is clear and accurate to help in any lawsuit. I have

faith that Martin Security would provide the best picture to help support the City against a lawsuit. I do not have faith the Ring would be able to do that for us, which would cost more money to settle or go to court.

Any video that would need to be shared is not secure with Ring. It is listed on the website that a video can be shared, even if it is private. Even if it is deleted, the video will still be shared and an unshared video does not truly go away. The URL is still active. On the other hand, Martin Security shares videos through secure email links. I can control who sees the link, how many times I allow a link to be opened, and if the recipient of the link can share it or not.

The overall cost of a camera system is not going to be as high as expected. After some additional conversations with the contractor for the stairs and with Scott, it has been determined to have Scott and the DPW do the stairs. The \$5,000.00 that was given to support the project of the stairs can be transferred to offset the cost of the cameras. Martin Security Systems total project cost is \$6,954.66. With the \$5,000.00 applied, the difference would be \$1,954.66. This price includes installation, hardwiring, and all the equipment. Additionally, all the parts are also in stock. Martin Security is local out of Green Bay which would make it easier for any technical or additional support we may need.

The minimum total cost of the Ring System is \$2,064.90. I say minimum because I do not know if the cameras I have researched are going to be enough. I might need more. Additionally, the internet in the building is spotty and weak. It does not work well in the dining room and outside, if at all. An extender would need to be purchased in order to support the system. It would also need to be installed by staff. The company is not local, they are in California. Any support we would need would be hands off. We would also need to purchase a protection plan that costs an additional \$20.00 a month.

I ask Council to consider the big picture when making the decision. Yes, Ring is cheaper and works well for homes, but not the Senior Center. The Center is a government building and deserves to be treated in a professional manner to protect it and the members that love it like a home. I feel like purchasing the Ring System is a waste of money. I would purchase Martin Security System.

**Recommendation:** Approve the request of \$1,954.66 from APRA funds to install Martin Security System cameras at the Senior Center.



**HUNTER**  
SECURITY & SURVEILLANCE SYSTEMS LLC

Hunter Security & Surveillance Systems  
W7537 Molly Marie Court  
Greenville, WI 54942  
E-mail: [Matthunter@huntersurveillance.com](mailto:Matthunter@huntersurveillance.com)  
Web: [Huntersurveillance.com](http://Huntersurveillance.com)  
Facebook: [Facebook.com/HunterSurveillance](https://www.facebook.com/HunterSurveillance)

## Proposal

Date	Estimate #
11/9/2022	14708

### Name / Address

CITY OF BERLIN  
108 N. Capron St.  
Berlin, WI 54923

Terms	PROJECT
Net 30	SENIOR CENTER

Description	Qty	Rate	Total
**** SENIOR CENTER ****			
-- HEAD-END EQUIPMENT --			
4 SPACE HINGED PANEL WALL MOUNT, ADJUSTABLE DEPTH, 9-15" DEEP	1	128.74	128.74
24 PORT CAT6 HIPER LINK PATCH PANEL	1	131.88	131.88
8 PORT GIG POE+/ 2(GIG-SFP), 130 WATTS	1	371.24	371.24
1-FT CAT6 PATCH CABLE WHITE	7	1.99857	13.99
PATCH CORD, CAT 6, MOLDED BOOT, 3' WHITE	1	2.84	2.84
UPS 750VA 5-BAT/5-SURGE LCD,	1	145.32	145.32
1 SPACE UNIT SHELF	1	37.49	37.49
XPROTECT EXPERT CHANNEL LICENSE	7	246.75	1,727.25
SLC: M01-C02-223-01-6C429D			
5 YEAR CARE PLUS FOR XPROTECT EXPERT DEVICE	7	148.75	1,041.25
SLC: M01-C02-223-01-6C429D			
-- CAMERA EQUIPMENT --			
M3058-PLVE 12MP 360 /180 FIXED DOME, DAY / NIGHT WITH IR (CAMERA 1)	1	774.99	774.99
M2035-LE Bullet Camera, HDTV 1080p, Analytics with deep learning (CAMERA 2, 3)	2	346.24	692.48
M3068-P Network camera, 12 MP mini dome with 360° panoramic view (CAMERA 4, 6)	2	611.24	1,222.48
M3085-V Dome Camera, Fixed 2 MP mini dome with deep learning (CAMERA 5, 7)	2	273.74	547.48
64GB MICRO SD / XC CLASS 10 CARD	7	36.23714	253.66
CAT 6 CABLE WHITE 1000' REAL IN BOX	2	233.415	466.83
CAT5 CONNECTOR FOR NETWORKS	7	2.01	14.07
MISCELLANEOUS ITEMS (WIRE MILD, BRIDAL RINGS, BOXES AND COVERS)	1	53.23	53.23
TRAVEL TIME TO AND FROM EACH OF THE CUSTOMERS LOCATION.	3	65.00	195.00
COST TO PULL WIRE IN A COMMERCIAL SIZE BUILDING	8	95.00	760.00
INSTALLATION AND PROGRAMMING COST FOR COMMERCIAL JOBS	14	95.00	1,330.00
TRAINING COST FOR COMMERCIAL JOBS	1	95.00	95.00
cost to drive to and from job site	180	0.45	81.00

I look forward to working with you.

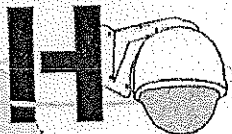
Subtotal

Sales Tax (0.0%)

Total

*Keeping You Safe and Secure*

N1811 Reimer Drive Greenville, WI 54942 P:(920) 202-3607 C:(608)469-6463 Email: [matthunter@huntersurveillance.com](mailto:matthunter@huntersurveillance.com)



**HUNTER**  
SECURITY & SURVEILLANCE SYSTEMS LLC

### Hunter Security & Surveillance Systems

W7537 Molly Marie Court  
Greenville, WI 54942

E-mail: [Matthunter@huntersurveillance.com](mailto:Matthunter@huntersurveillance.com)

Web: [Huntersurveillance.com](http://Huntersurveillance.com)

Facebook: [Facebook.com/HunterSurveillance](https://www.facebook.com/HunterSurveillance)

## Proposal

Date	Estimate #
11/9/2022	14708

**Name / Address**

CITY OF BERLIN  
108 N. Capron St.  
Berlin, WI 54923

Terms	PROJECT
Net 30	SENIOR CENTER

**Description**

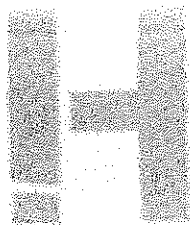
**Qty**

**Rate**

**Total**

**NOTE:**

- 120VAC REQUIRED AT ALL HEAD END LOCATIONS.
- INTERNET REQUIRED AT MAIN OFFICE FOR OFFSITE VIEWING
- ALL CABLES TO BE INSTALLED IN BRIDAL RING RACEWAY.
- PROPOSAL GOOD FOR 30 DAYS.



**HUNTER**

SECURITY & SURVEILLANCE SYSTEMS LLC

I look forward to working with you.

Subtotal	\$10,086.22
Sales Tax (0.0%)	\$0.00
<b>Total</b>	<b>\$10,086.22</b>

*Keeping You Safe and Secure*

N1811 Reimer Drive Greenville, WI 54942 P:(920) 202-3607 C:(608)469-6463 Email: [matthunter@huntersurveillance.com](mailto:matthunter@huntersurveillance.com)



## Martin Systems, Inc.

2744 Manitowoc Road.  
Green Bay, WI 54311  
Sales@MartinSI.com  
800-640-3130

## QUOTE

Date	Quote #
04/03/23	MSIQ45850

**Quote To:** Berlin Senior Center  
142 Water Street  
Berlin, WI 54923

**Site:** Berlin Senior Center  
142 Water Street  
Berlin, WI 54923

**Customer:** Rebecca Bays

**Contact:** Rebecca Bays

**Phone:** (920) 361-5422  
**Mobile:**

**Email:** rbays@cityofberlin.wi.gov  
**Phone:** (920) 361-5422  
**Mobile:**

### Cloud-Managed Surveillance System:

- Install Cloud-Managed Video Server with 4TB hard drive.
- Mount & program (4) interior cameras per client walkthrough.
- Mount & program (2) exterior cameras per client walkthrough. Provide 8MP & 4MP West Entrance camera option.
- Enable Central Station Health Monitoring.
- Enable OWS Cloud Services for remote viewing.

### Additional Notes:

- Reliable internet connection required for remote viewing.

Quantity	Description	Unit Price	Amount
	HD Surveillance System		
	<b>Headend Equipment: Video Server, Server Rack, Health Monitoring</b>		
1	NVR Appliance, w/ Linux OS, 4TB (Software Licenses Sold Separately), NDAA Compliant	\$1,264.46	\$1,264.46
1	2U Vertical Wall Mount Rack	\$195.00	\$195.00
	First Year of Central Station Health Monitoring	\$9.95	\$119.40
	SubTotal		\$1,578.86
	<b>Friend's Room Camera</b>		
1	4MP Turret Camera, 3mm Fixed, WDR, Wisenet, IP66	\$225.00	\$225.00
1	1 Channel, Martin Elite Yearly OWS 24/7 Subscription License	\$36.00	\$36.00
	Wire & Supply - IP Camera System	\$67.80	\$67.80
	Cable Installation Labor	\$225.00	\$225.00
	Camera Installation & Programming	\$125.00	\$125.00
	SubTotal		\$678.80
	<b>Gathering Room Camera</b>		
1	12MP Indoor Mini Dome Camera, 360° Panoramic, 1.65mm, 185° H/ 185° V, WDR, Zipstream	\$719.00	\$719.00
1	Flexible Mount for Drop-Ceiling Tile Grids	\$89.00	\$89.00
1	1 Channel, Martin Elite Yearly OWS 24/7 Subscription License	\$36.00	\$36.00
	Wire & Supply - IP Camera System	\$67.80	\$67.80



Quantity	Description	Unit Price	Amount
	Cable Installation Labor	\$225.00	\$225.00
	Camera Installation & Programming	\$125.00	\$125.00
	SubTotal		\$1,261.80
<b>Kitchen Camera</b>			
1	4MP Turret Camera, 3mm Fixed, WDR, Wisenet, IP66	\$225.00	\$225.00
1	1 Channel, Martin Elite Yearly OWS 24/7 Subscription License	\$36.00	\$36.00
	Wire & Supply - IP Camera System	\$67.80	\$67.80
	Cable Installation Labor	\$225.00	\$225.00
	Camera Installation & Programming	\$125.00	\$125.00
	SubTotal		\$678.80
<b>Dining Room Camera</b>			
1	2MP WDR Low Profile 180° Panoramic IP Camera, 1.6mm Fixed Lens	\$445.00	\$445.00
1	1 Channel, Martin Elite Yearly OWS 24/7 Subscription License	\$36.00	\$36.00
	Wire & Supply - IP Camera System	\$67.80	\$67.80
	Cable Installation Labor	\$225.00	\$225.00
	Camera Installation & Programming	\$125.00	\$125.00
	SubTotal		\$898.80
<b>West Entrance / Parking Lot Camera</b>			
1	8MP Outdoor Turret Camera, 2.8-12mm, True WDR, 131ft IR, IP67, NDAA Compliant (Optional - SELECTED)	\$609.00	\$609.00
1	4MP Turret Camera, 2.7-13.5mm, True WDR, 131ft IR, IP67, NDAA Compliant (Optional)	\$345.00	\$345.00
1	Outdoor Junction Box	\$34.00	\$34.00
	Wire & Supply - IP Camera System	\$67.80	\$67.80
	Cable Installation Labor	\$225.00	\$225.00
	Camera Installation & Programming	\$125.00	\$125.00
	SubTotal		\$1,060.80
<b>South Entrance</b>			
1	4MP Turret Camera, 2.7-13.5mm, True WDR, 131ft IR, IP67, NDAA Compliant	\$345.00	\$345.00
1	Outdoor Junction Box	\$34.00	\$34.00
	Wire & Supply - IP Camera System	\$67.80	\$67.80
	Cable Installation Labor	\$225.00	\$225.00
	Camera Installation & Programming	\$125.00	\$125.00
	SubTotal		\$796.80

Quantity	Description	Unit Price	Amount
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	SubTotal		\$6,954.66
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Thank You Stuart Brehm

	Investment		\$6,954.66
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*Please return signed copy of attached sales agreement with 50% down payment.  
Quote valid for 15 days. Applicable taxes, permits, license fees not included.*

## Indoor Cameras

### Tech Specs-Stick Up Cam Battery

#### Features

##### Video

1080p HD, Live View, Color Night Vision

##### Motion Detection

Advanced Motion Detection with Customizable Motion Zones

##### Field of View

130° diagonal, 110° horizontal, 57° vertical

##### Audio

Two-way audio with noise cancellation

#### Power and Connectivity

##### Power

Quick Release Battery Pack, Optional Solar Panel (sold separately)

##### Connectivity

802.11 b/g/n wifi connection @ 2.4GHz

### Tech Specs-Pan Tilt Mount

#### Features

##### Field of view

130° diagonal

##### Motion Range

Pan mechanical range: 340° (360° pan coverage), Tilt mechanical range: 60° (117° tilt coverage)

#### Power and Connectivity

##### Power

Power Adapter Barrel Plug (included separately in this bundle)

### FAQ

Does Stick Up Cam with Pan-Tilt automatically track and follow detected motion?

No. You can adjust your camera's field of view by panning and tilting your camera using the Ring App.

Can I schedule Stick Up Cam with Pan-Tilt to automatically pan and tilt?

No. You can pan and tilt the camera when monitoring your home in real time from the Ring App.

### Cost and Quantity

One camera is \$139.99

Need 6 cameras total

Cost=\$839.94

### Tech Specs-Flood Light Cam Wired Pro (3x)

#### Features

##### Video

1080p HD, HDR, Live View, Color Night Vision

##### Motion Detection

3D Motion Detection with Bird's Eye View; 270 degree, 30-foot Customizable Motion Zones

##### Field of View

140° horizontal, 80° vertical

##### Siren

Remote-activated 110db siren (level measured at 4 inch/10cm distance)

##### Audio

Two-Way Talk with Audio+ and advanced noise cancellation

##### Lights

Two 3000° Kelvin with 2000 Lumen floodlights

##### Camera Lens

Adjustable mount with 140° field of view

##### Works with Alexa

Illuminates and sends announcements to Echo devices whenever motion is detected, and lets you see, hear and speak to people on camera with select Echo and Fire TV devices.

#### Power and Connectivity

##### Power

Hardwired (100-240V)

##### Connectivity

802.11 b/g/n/ac Wi-Fi connection @2.4GHz and 5.0GHz

#### Installation

##### Operating Conditions

-5°F to 118°F (-20.5°C to 48°C), Weather resistant

##### Floodlight Fixture

Integrated and Adjustable Floodlight. Product can be mounted on a Wall or Ceiling.

#### General

##### Warranty

One year on parts, theft protection

### Cost and Quantity

One unit is usually \$1,009.96 but on sale for \$959.97

One unit needed

One adapter is \$24.99

Total Cost= \$1,034.95/\$984.96

### Total Equipment Cost

\$839.94+1034.95=\$1,874.89

839.94+984.96=\$1,824.90

Does not include subscription package

\* 120-240