

COMMITTEE OF THE WHOLE MEETING AGENDA
TUESDAY, SEPTEMBER 5, 2023, 7:00 PM
BERLIN COMMON COUNCIL CHAMBERS
Zoom Meeting ID: 893 1930 8907 Password: 123456
1 312 626 6799 US TOLL-FREE

1. Roll Call
2. Virtual Attendees Seated (if necessary)
3. General Public Comments. Registration card required (located at podium in Council Chambers).
4. Approval of Minutes. RECOMMENDATION: Approve the minutes from the August 1, 2023 Committee of the Whole meeting.
5. Liquor License Approval Guidelines. RECOMMENDATION: Listen to staff presentation with discussion and action as appropriate.
6. Uncashed Checks Policy. RECOMMENDATION: Listen to staff presentation with discussion and action as appropriate.
7. 2022 Designated Capital Project Account Settling. RECOMMENDATION: Listen to staff presentation with discussion and action as appropriate.
8. 2024 Budget Preliminary Discussion. RECOMMENDATION: Listen to staff presentation with discussion as appropriate.
9. 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 COMMITTEE OF THE WHOLE MEETING MINUTES
TUESDAY, August 1st, 2023 7:00 PM
COMMON COUNCIL CHAMBERS

Mayor Bruessel called the Committee of the Whole meeting to order at 7:00 p.m. Present: Ald Boeck, Burgess, Dretske, Durtschi, Nigbor and Stobbe. Staff present: Sara Rutkowski, Caitlin Hilgart, and Scott Zabel.

There are no virtual attendees that required seating.

Dretske made a motion to approve the minutes from the June 6th, 2023 Committee of the Whole Meeting. Burgess seconded the motion which passed on a voice vote.

Next was item # 5 Liquor License Approval Guidelines. Rutkowski presented the idea of drafting a policy documenting guideline being made by the Council for the Liquor License applications when there are multiple applicants. Discussion was held on what the Council would be looking for and like to see included. Council directed staff to look into other municipality's and what guide lines they have in place. No action was needed and will be addressed at a later date.

Item #6 was the Urban Forestry Grant for Emerald Ash Borer. Rutkowski and Zabel presented that this is an \$5000.00 matching grant from the DNR for Urban Forestry Grant for Emerald Ash Borer for assistants in remove the trees. There was discussion held on tree inventory and the Urban Forestry program and plan the City has in place. Burgess made a motion to recommend to Common Council to allow staff to apply for matching grant from DNR for Urban Forestry Grant for the Emerald Ash Borer. Durtschi seconded the motion which passed on a voice vote.

Item #7 was the Taxi Service Request for Bids 2024-2029. Rutkowski presented that the taxi runs on a 5-year contract and 2023 is the last year of the City's current contract. Discussion was held on the budget cost and bidding process for the contract and the importunateness of the taxi in the community. No action was required, Council directed staff to go forward with a request for proposal for taxi services for the years 2024-2029.

Nigbor made a motion to adjourn the meeting at 7:22 pm, which was seconded by Burgess, and passed on a voice vote.

Caitlin Hilgart, Deputy Clerk

To: Committee of the Whole

Date: August 30, 2023

RE: Liquor License Selection Guidelines

From: City Administrator & Clerk's Department

Background:

These guidelines would only pertain to the "Class B" Intoxicating Liquor Licenses. Berlin is allocated 14 licenses and three reserves (which are limited by state statute). We have 15 currently being used.

Attached is the staff suggested Liquor License Questionnaire, which could be used to guide Council when faced with multiple applicants for one available license. These would be informational sheets used to assist with the decision of who would be granted the license.



CITY OF BERLIN - LIQUOR LICENSE QUESTIONNAIRE

The City of Berlin City Council makes the final determination of the recipient of “Class B” Intoxicating Liquor Licenses. The goal of the City Council in choosing the recipient of a “Class B” license is to encourage private investment and garner the greatest economic impact for the City.

Please provide as much detail as possible to each of the criteria and comment if an item does not pertain to your business. You are welcome to attach additional sheets or documentation.

Name (individual / partners / corporations / limited liability companies):

Trade Name d/b/a:

Address / Location where license will be used:

Below or on an additional page, please quantify the anticipated economic impact of your business to the City of Fort Atkinson. Include your business plan, proposal and why your application should be recommended for approval. Attachments are acceptable.

If this is an existing business in the City of Berlin, please continue to **Part A**.

If this is a new/proposed business in the City of Berlin, please continue to **Part B**.

PART A: EXISTING BUSINESS

Date business opened: _____

Hours of operation:

Current number of full-time staff: _____

Current number of part-time staff: _____

Do you anticipate hiring additional staff should you be issued license: YES NO

If yes, how many and please indicate if full-time or part-time:

If you serve food, please attach a menu to your submission.

Number of Interior Seating: _____ Number of Exterior Seating: _____

Square footage of interior: _____

Parking Availability: ON-SITE/PRIVATE PUBLIC STREET / PUBLIC LOT

Number of parking stalls available: _____

Do you own or lease the property: OWN LEASE

PART B: NEW / ANTICIPATED BUSINESS

Anticipated opening date: _____

Anticipated hours of operation:

Estimated number of full-time staff: _____

Estimated number of part-time staff: _____

Do you anticipate serving food? YES NO

If yes, please provide details on menu options or attach a draft menu:

Number of Interior Seating: _____ Number of Exterior Seating: _____

Square footage of interior: _____

Parking Availability: ON-SITE/PRIVATE PUBLIC STREET / PUBLIC LOT

Number of parking stalls available: _____

Do you own or lease the property: OWN LEASE

Staff Section:

Date of initial Application: _____

Date Application approved by City Attorney and City Staff: _____

Additional Notes: _____

Attach Liquor License Application ____

To: Committee of the Whole

Date: August 30, 2023

RE: Uncashed Checks Policy

From: City Administrator

Background:

As staff begins working on moving accounts to the new software, we would like to clean some items out. Attached is a list of uncashed checks going back to 2002, totaling \$3122.63 that we have to balance every month. We would like to reach out to the recipients and try to clear as many of these out of the system as possible before we fully convert to the new software.



City of Berlin
108 N. Capron St. Berlin, WI 54923
Phone: 920-361-5400

August 31, 2023

Name
Address
City, State and Zip Code

RE: Uncashed check # _____ dated _____

Dear Name,

Our records indicate you have not cashed check # _____ in the amount of \$ _____ that was issued to you on _____. That check is no longer valid so we have issued a replacement check (# _____). Please cash the enclosed check as soon as possible.

If you have any questions, please reach out to the contact information listed below from Monday to Friday 7:30 am to 4:30 pm.

Thank you,

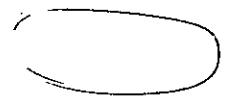
Sara Rutkowski

City Administrator/Clerk-Treasurer
108 N. Capron St.
Berlin, WI 54923
920-361-5400
srutkowski@cityofberlin.wi.gov

Enclosure - 1

Reconciliation Report

Beginning Balance	\$242,175.79	Check Book Balance	\$0.00
Total Deposits	\$0.00	Outstanding Deposits	\$0.00
Checks Written	\$242,175.79	Outstanding Checks	\$4,078.13
Charges & Withdrawal	\$0.00	Outstanding Withdrawals	\$0.00
Check Book Balance	\$0.00	Bank Statement Balance	\$4,078.13



Check Number	Name	Check Date	Outstanding	Cancelled
0002036	Pomplun, Brady A	6/23/2023		
0016901	SPLITT, ANGELINE	6/21/2002	\$19.40	
0017214	KOBISHOP, MATTHEW M.	8/2/2002	\$37.89	
0019159	PHILLIPS, BRITTNEY L.	7/18/2003	\$36.94	
0020296	BENDING, ANDREW	2/13/2004	\$22.16	
0021048	MARSHALL, MEREDITH	7/16/2004	\$35.55	
0022008	PHILLIPS, BRITTNEY L.	12/17/2004	\$25.85	
0022215	HELMRICK, KATIE L.	1/28/2005	\$51.94	
0024268	MONOHAN, MICHAEL H	4/21/2006	\$87.14	
0024378	SMITH, ROBERT	4/21/2006	\$92.35	
0024526	PHILLIPS, BRITTNEY L.	6/2/2006	\$15.52	
0025529	BRUNKE, ROBERT M.	12/29/2006	\$12.19	
0025856	SMITH, ROBERT	3/23/2007	\$172.13	
0026984	GUBITZ, RICHARD	11/30/2007	\$184.70	
0027132	FRANK, ALAN M.	12/28/2007	\$5.08	
0027426	MONOHAN, MICHAEL H	3/20/2008	\$36.93	
0028440	FRANK, ALAN M.	9/19/2008	\$16.99	
0030934	MILLER, JAROD R	2/19/2010	\$13.03	
0030990	MILLER, JAROD R	3/5/2010	\$44.68	
0032156	KNOLLENBERG, MATTHEW D	10/29/2010	\$26.59	
0032405	GAUDET, NATHAN T.	12/15/2010	\$18.47	
0034913	KNUTH, MARIE E	4/13/2012	\$13.59	
0034964	BRADLEY, JAMES L	4/27/2012	\$27.17	
0035928	CIANCIOLA, CATHERINE A	9/14/2012	\$15.85	
0036384	DORSETT, RENE M.	12/7/2012	\$18.87	
0036398	LEWIS, ANDREW J	12/7/2012	\$94.35	
0036419	MONOHAN, MICHAEL H	12/12/2012	\$18.87	
0036782	WANTA, ERIC R	2/15/2013	\$249.84	
0037133	HAHN, CHANDLER	4/26/2013	\$37.27	
0037393	WOCHINSKI, MICHAEL P	6/21/2013	\$60.86	
0038256	HAHN, CARRIE A.	11/22/2013	\$84.30	
0040298	TINDER, ALISON N	2/13/2015	\$18.84	
0040662	HAHN, CARRIE A.	5/22/2015	\$8.84	
0040886	SCHMIDT, PAMELA S	7/3/2015	\$68.67	
0041616	SELENKA, APRIL M	12/4/2015	\$73.88	
0041880	JOHANSEN, JOEL T.	3/25/2016	\$54.08	
0041924	McCORMICK, CARLO E.	4/11/2016	\$15.09	
0042091	MENDLESKI, ANDREW N	10/7/2016	\$15.09	
0042354	OSOWSKI, AMBER L	3/2/2018	\$68.00	
0042632	ADEN, ASHLEY A	11/1/2019	\$39.84	
0042670	CROXTON, PEYTON A	2/21/2020	\$138.07	

Reconciliation Report

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Check Book Balance	\$0.00	Bank Statement Balance	\$4,078.13

Check Number	Name	Check Date	Outstanding	Cancelled
0042712	HORN, COREY C	6/19/2020	\$12.73	
0042832	MANATA, JEFFERY T	6/11/2021	\$6.59	
0042862	ROEHL, ERIC M	7/9/2021	\$16.83	
0042891	JOAS, TITUS L	9/3/2021	\$61.94	
0042904	SANTORI JR, MICHAEL P	10/15/2021	\$33.25	
0042943	SCHELLIN, DEBORAH A	4/8/2022	\$81.00	
0043024	SCHELLIN, DEBORAH A	8/17/2022	\$29.09	
0043042	KNOKE, GARY L	8/23/2022	\$4.99	
0043051	SCHELLIN, DEBORAH A	8/23/2022	\$2.41	
0043052	SCHELLIN, SCOTT A	8/23/2022	\$2.41	
0043117	Elendt, Jared	4/14/2023	\$261.09	
0043128	HERRADA, MARIBEL	6/23/2023		
0043131	PACURAR, BRIANNA D	6/23/2023		
0043136	Durtschi, Emmett B.	6/23/2023		
0043137	Johnson, Lillian	7/7/2023		
0043138	PACURAR, BRIANNA D	7/7/2023		
0043139	Pulvermacher, Ella	7/7/2023		
0043140	Franke, Gabriella	7/21/2023		
0043141	PACURAR, BRIANNA D	7/21/2023		
0043142	Pulvermacher, Ella	7/21/2023	\$533.40	
0043143	Sirrell, Kaimbryn	7/21/2023		
537677	PODOLL, GARY V.	7/7/2023		
537678	HILGART, AARON T	7/7/2023		
537679	WALLNER, ANDREW R	7/7/2023		
537680	BROOKS, BILL L.	7/7/2023		
537681	DEWHURST, DOUGLAS R.	7/7/2023		
537682	PAUGELS, ROBERT L.	7/7/2023		
537683	RADKE, MICHAEL J.	7/7/2023		
537684	BENDING, BRIAN	7/7/2023		
537685	BENDING, TIM	7/7/2023		
537686	BOECK, KYLE E	7/7/2023		
537687	CASSIDY, JORDAN J	7/7/2023		
537688	DOLLEVOET, AARON B	7/7/2023		
537689	Elendt, Jared	7/7/2023		
537690	GEHRKE, RONALD W.	7/7/2023		
537691	HAHN, CHANDLER	7/7/2023		
537692	HAHN, TROY J	7/7/2023		
537693	HERNANDEZ, JASON M	7/7/2023		
537694	JOHANSEN, JOEL T.	7/7/2023		
537695	KNOKE, ZACHARY K	7/7/2023		
537696	SCHRADER, JOHN	7/7/2023		

To: Committee of the Whole

Date: August 30, 2023

RE: Capital Projects Account Settling

From: City Administrator

Background:

The City of Berlin had four major projects that were budgeted in 2022, although some were not completed until 2023. They are listed below with their budgeted amount and total cost. Two accounts are in the red and I need Council's permission to move the assigned funds from the bridge account to balance and close out the other accounts.

Elevator at City Hall: GL Account for Building Repairs

- Budgeted cost:	\$125,000.00
- Total cost:	<u>\$117,378.74</u>
- Difference:	\$7,621.26

Boiler for City Hall: GL Account for Building Repairs

- Budgeted cost:	\$75,000.00
- Total cost:	<u>\$113,392.12</u>
- Difference:	-\$38,392.12

Snowplow for DPW: GL Account for Equipment Replacement

- Budgeted cost:	\$185,000.00
- Total cost:	<u>\$197,167.00</u>
- Difference:	-\$12,167.00

Polymer Layer on Pedestrian Bridge: GL Account for Bridge Repairs

- Budgeted cost:	\$190,000.00
- Total cost:	<u>\$145,111.00</u>
- Difference:	\$44,889.00

Replacement Taxi for Shared Taxi Ride Service: GL Account for Taxi Replacement

- Budgeted cost:	\$13,000.00 (no purchase as no DOT grant)
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I would like permission to transfer the remaining funds from the GL Account assigned for bridge repairs and from the GL Account assigned for Taxi Replacement into the GL Account assigned for Building Repairs and GL Account assigned for Equipment Replacement for DPW.

We do not anticipate needing a large amount of funds for any upcoming bridge projects but could always use more funds for building projects and equipment purchases.

To: Committee of the Whole
Date: August 31, 2023
RE: Preliminary Budget Discussion
From: City Administrator

We have items we need to discuss for me to continue working on the budget for 2024:

- 1) Health Insurance increase
- 2) Possible Equipment Borrowing
- 3) Possible IT part-time person
- 4) Community Relations/Administrative Assistant Position
- 5) Recreation Program
- 6) Police Department Possible Union negotiations

Proposal for City of Berlin
 Group ID: 10012075
 Primary ZIP Code: 54923
 Segment - Health Class: Berlin, WI



Effective Date: 10/1/2023

County: Waushara

Plan Type Network	Current HMO HDHP WPS Select Plus		Renewal HMO HDHP WPS Select Plus	
	Single	Family	Single	Family
Deductible				
In Network	\$3,500	\$7,000	\$3,500	\$7,000
Out of Network	N/A	N/A	N/A	N/A
Coinsurance				
In Network	0%		0%	
Out of Network	N/A		N/A	
Out of Pocket				
In Network - Ded/Coins	\$3,500	\$7,000	\$3,500	\$7,000
Out of Network - Ded/Coins	N/A	N/A	N/A	N/A
In Network - Ded/Coins/Copays	\$3,500	\$7,000	\$3,500	\$7,000
Out of Network - Ded/Coins/Copays	N/A	N/A	N/A	N/A
Medical Copays				
	In Net	Out of Net	In Net	Out of Net
PCP	D/C	N/A	D/C	N/A
Specialist	D/C	N/A	D/C	N/A
Emergency Room	D/C	D/C	D/C	D/C
Urgent Care	D/C	N/A	D/C	N/A
Prescription Drugs				
Retail		D/C		D/C
Mail Order		D/C		D/C
Value Adds				
\$0 Drug List		Yes		Yes
3 Free PCP Visits		N/A		N/A
Teladoc		D/C		D/C
Active&Fit ExerciseRewards™		Yes		No
Active&Fit™ Discount		Yes		Yes
Pulmonary Care Program		Yes		Yes
Premium Rate Information				
Employee	7	\$512.50		\$615.65
Limited Family	5	\$992.16		\$1,170.92
Full Family	9	\$1,567.76		\$1,837.24
	21	\$22,658.14		\$26,699.31

Renewal Increase: 17.8%

Dependent children to age 26
 Out of pockets do not credit between in and out of network
 This HDHP plan has an embedded deductible and out-of-pocket

Presented by Cassie Bornick of Vizance, Inc.

WPS reserves the right to adjust rates if enrollment changes ±10%

**GREEN LAKE COUNTY
PERSONNEL COSTS
2023 BUDGET**

DEPARTMENT: INFORMATION TECHNOLOGY

*round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	RATE	HOURS	ANNUAL SALARY	WRS	SOCIAL SECURITY	HEALTH	HSA	LIFE	TOTAL FRINGE BEN	TOTAL
IT - MANAGER		46.14	2080	\$ 95,971	\$ 6,527	\$ 7,342	\$ 19,529	\$ 3,000	\$ 251	\$ 36,649	\$ 132,620
IT - SUPPORT TECH		30.19	2080	\$ 62,795	\$ 4,271	\$ 4,804	\$ 7,951	\$ 1,500	\$ 53	\$ 18,579	\$ 81,374
IT - SUPPORT TECH		29.42	2080	\$ 61,194	\$ 4,162	\$ 4,682	\$ 7,951	\$ 1,500	\$ 156	\$ 18,451	\$ 79,644
2023 MERIT				\$ 6,599	\$ 449	\$ 505				\$ 954	\$ 7,553
EMERGENCY ON CALL				\$ 13,900	\$ 946	\$ 1,064				\$ 2,010	\$ 15,910
Grand Total				\$ 240,459	\$ 16,355	\$ 18,397	\$ 35,430	\$ 6,000	\$ 460	\$ 76,642	\$ 317,101

Wisconsin Retirement
 General Employee - 0.0680

Social Security 0.0765

2023 Health Insurance
 % CoShare
 Single Family Incentive \$7,951
 Stipend Single \$19,529
 Stipend Family \$1,500
 \$293
 \$747

CITY OF BERLIN

Budget: Recreation Expenditure Budget

Current Period: AUGUST 31 2023

Account Descr	2022 Budget	2022 Amt	2023 Budget	2023 YTD Amt	2024 Budget	Yr Budget Diff	Nxt Budget Diff
E 10-55-30002-110 Salaries	\$36,091.00	\$26,617.61	\$37,510.00	\$22,120.96	\$21,940.00	-\$15,570.00	
E 10-55-30002-120 Wages	\$6,368.00	\$3,797.41	\$6,600.00	\$875.62	\$0.00	-\$6,600.00	
E 10-55-30002-130 Health & Life Insurance	\$4,233.00	\$4,233.00	\$7,138.00	\$3,225.16	\$5,000.00	-\$2,138.00	
E 10-55-30002-133 Other Employee Benefits	\$302.00	\$302.00	\$329.00	\$0.00	\$346.00	\$17.00	
E 10-55-30002-220 Utilities	\$2,000.00	\$1,749.49	\$2,000.00	\$769.39	\$2,000.00	\$0.00	
E 10-55-30002-290 Other Contractual Services	\$5,000.00	\$2,994.00	\$4,500.00	\$3,019.94	\$0.00	-\$4,500.00	
E 10-55-30002-312 Tickets and Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 10-55-30002-320 Publication Fees	\$6,000.00	\$5,911.30	\$6,000.00	\$6,000.00	\$0.00	-\$6,000.00	
E 10-55-30002-321 Dues	\$200.00	\$175.00	\$200.00	\$0.00	\$200.00	\$0.00	
E 10-55-30002-330 Conferences and Training	\$500.00	\$25.00	\$500.00	\$0.00	\$500.00	\$0.00	
E 10-55-30002-340 Operating Supplies	\$2,000.00	\$1,530.46	\$2,500.00	\$906.64	\$2,000.00	-\$500.00	
E 10-55-30002-360 Other Repairs & Maintenance	\$400.00	\$7.62	\$400.00	\$50.00	\$0.00	-\$400.00	
E 10-55-30002-380 Equipment & Structures	\$2,000.00	\$285.10	\$2,000.00	\$0.00	\$0.00	-\$2,000.00	
E 10-55-30002-415 Sales Tax	\$700.00	\$167.33	\$500.00	\$92.69	\$500.00	\$0.00	
E 10-55-30002-501 SOCIAL SECURITY	\$570.00	\$1,863.87	\$2,740.00	\$1,372.71	\$2,822.00	\$82.00	
E 10-55-30002-502 MEDICARE SS	\$601.00	\$435.89	\$641.00	\$321.09	\$661.00	\$20.00	
E 10-55-30002-510 Insurance Premiums	\$1,650.00	\$1,048.66	\$1,822.00	\$0.00	\$1,822.00	\$0.00	
E 10-55-30002-650 WRF 600	\$2,346.00	\$1,367.69	\$2,471.00	\$923.04	\$2,545.00	\$74.00	
	\$70,961.00	\$52,511.43	\$77,851.00	\$39,677.24	\$40,336.00	-\$37,515.00	