

COMMITTEE OF THE WHOLE MEETING AGENDA  
TUESDAY, OCTOBER 3, 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 September 5, 2023 Committee of the Whole meeting.
5. Fire Station Generator additional ARPA funds request. RECOMMENDATION: Recommend to Common Council to approve additional ARPA funds for Fire Station Generator.
6. TID Affordable Housing Program. RECOMMENDATION: Listen to staff presentation with discussion as appropriate.
7. Fee Schedule & Municipal Forfeiture Bond Schedule RECOMMENDATION: Recommend to Common Council to approve the Fee Schedule and Municipal Forfeiture Bond Schedule changes as presented by staff.
8. Save the Pool Committee Spending Request. RECOMMENDATION: Recommend to Common Council to allow Expenditure from Pool Donations.
9. 2024 Budget Discussion. RECOMMENDATION: Listen to staff presentation with discussion as appropriate.
10. 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, September 5, 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, Scott Zabel, and Caitlin Hilgart.

There were no Virtual Attendees to seat.

There was one Public Comment registration card completed by Neil Tettenborn. Tettenborn, 355 S.W. Ceresco expressed concerns with fast cars on S.W. Ceresco, the fire hydrant on the corner of N. Capron St. and W. Huron St. that has been covered for some time, and a neighbor that is having a camp fire 27 feet from his garage. Mayor Bruessel thanked him for his concerns.

Dretske made a motion to approve the minutes from the August 1, 2023 Committee of the Whole Meeting. Nigbor seconded the motion which passed on a voice vote.

Next on the agenda was the Liquor License Approval Guidelines. Rutkowski presented a suggested Liquor License questionnaire that could be used to guide Council when they would be faced with multiple applications for one available license. There was discussion held on additional questions that the Council to like to see added. Also, the steps taken for proceeding with enforcing the Municipal Ordinance of being open 150 days. This agenda item was moved to next week's Common Council agenda with staff direction.

Item # 6 was the Uncashed Checks Policy. Rutkowski stated that as staff moves to new financial software we could like to clear uncashed checks going back to 2002. Rutkowski got permission to start issuing new checks and put together an uncashed check financial policy and bring it back next month.

Item # 7 was the 2022 Designating Capital Project Account Settling. Rutkowski presented the background on the 4 major projects that were budgeted in 2022. Stating that she would need permission to move the assigned funds from the bridge account to balance and close out the other accounts. Dretske made a motion to recommend to Common Council to transfer the remaining funds from the GL Account assigned for bridge repair and from the GL Account assigned for Taxi Replacement into the GL Account assigned for Building Repair and GL account assigned for Equipment Replacement for DPW. Burgess second the motion that was passed on a voice vote.

Last item was the 2024 Preliminary Budget Discussion. First was the Health Insurance increase. Rutkowski presented that there is a renewal increase of 17.8%. Discussion was held on different options that can be taken. Rutkowski stated that a meeting is scheduled later this week and more information would be available next week. Second was a possible Equipment Borrowing. Zabel presented a list with estimated cost of equipment to replace for the Department of Public Works. Discussion was held on the multi-use and importance of the equipment. Rutkowski was asked to reach out to Baird to receive scenarios for 2 million borrowing debt payouts and present it next week. Third was a possible IT part-time position. Rutkowski presented the cost of a block of hours purchased from Corporate Network compared to the cost of hiring a part-time employee. Discussion was held on the State Innovation Grant Funds and subcontracting to the other Cities in the County. The city would still need contractual services but would still like to build this position. Four and Five are combined into one discussion. Community

Relations / Administrative Assistant Position that would come from the Recreation Program. There is a recreation assistant that the funds could sift from.

Nigbor made a motion to adjourn the meeting at 8:48 pm, which was seconded by Burgess, and passed on a voice vote.

*Caitlin Hilgart, Deputy Clerk*

DATE: 9/28/2023

TO: Committee of The Whole

FROM: Scott Zabel

**RE: FIRE STATION GENERATOR**

BACKGROUND: THE 25KW generator that was approved by council to be purchased from Cummins sales and service using ARPA funds is no longer available. We are able to purchase a larger 45KW unit which will give us the option to power the entire Fire Station and more. We are among 8 other Cummins clients that this has affected. The original proposal for the 25KW was \$17,575.45 plus the cost for the electrician to install and tie it into the building. That cost was not to exceed \$25,000.00. The new proposal for the 45KW is \$26,066.45 plus the electrician cost would bring the cost to approx. \$32,000.00. It is more expense but in the long run it will give us more options with future expansion. The lead time on this unit is 40 to 44 weeks out as was the smaller 25KW unit.

RECOMMENDATION: Approve additional ARPA funds up to \$32,000.00 to purchase a 45KW generator for the Fire Station.

September 15, 2023

**Prepared by**

Steve Buechler

cf543@cummins.com

We are pleased to provide you this quotation based on your inquiry.

Item	Description	Qty
1	Annunciator-panel mount with enclosure (RS485)	1
2	Service - startup & testing	1
3	Battery-Wet, 12V, Group 34, 850CCA	2
4	No Charge to site Freight	1
5	<b>OTECA, OTEC Transfer Switch-Electronic Control: 125A</b>  OTEC125, Transfer Switch-Electronic Control, 125 Amp Listing - UL 1008/CSA Certification Application - Utility to Genset Cabinet - Type 1 Poles - 3 (Solid Neutral) Frequency - 60 Hz System - Single Phase, 2 or 3 Wire Voltage - 240 Volts AC Genset Starting Battery - 12V DC PC40 Control Interface - Communications Network, MODBUS RTU Module Control Panel, Security Key Cover Relay - Elevator Signal Transfer Switch Warranty - 2 Year Comprehensive	Existing / Shipped
6	<b>Regulator-Natural Gas, 1 1/4"NPT Inlet/Outlet, 7750CFH, 25PSI</b>	1
7	<b>C45N6, 45kW, 60Hz, Standby, Natural Gas/Propane Genset</b>	1
0	U.S. EPA, Stationary Emergency Application	
0	C45N6, 45kW, 60Hz, Standby, Natural Gas/Propane Genset	
0	Duty Rating - Standby Power (ESP)	
0	Emissions Certification - SI, EPA, Emergency, Stationary, 40CFR60	
0	Listing - UL 2200	
0	NFPA 110 Type 10 Level 1 Capable	
0	Exciter/Reg - Torque Match	
0	Voltage - 120/240, 1 Phase, 3 Wire	
0	Alternator - 60Hz, 8L, 240/120V, 1 Phase, 105C, 40C Ambient, Increased Motor Starting (IMS)	
0	Aluminum Weather Protective Enclosure, with Exhaust System	
0	Enclosure Color - Green, Aluminum	
0	Enclosure - Wind Load 180 MPH, ASCE7-10	
0	Larger Battery Rack	
0	Skidbase - Housing Ready	
0	Control Mounting - Left Facing	
0	PowerCommand 1.1 Controller	
0	Gauge - Oil Pressure	
0	Warning - Low Fuel Gas Pressure	
0	Stop Switch - Emergency	
0	Relays - Auxiliary, Qty 2, 25A - 15V DC/10A - 30V DC	
0	Control Display Language - English	
0	Load Connections - Dual	
0	Circuit Breaker, Location A, 70A - 250A, 3P, LSI, 600 Volts AC, 100%, UL	
0	Circuit Breaker, Location B, 70A - 250A, 3P, LSI, 600 Volts AC, 100%, UL	
0	Engine Governor - Electronic, Isochronous	



## Sales and Service

Project: City of Berlin-Fire Station  
Quotation: Q-198382-20230915-0753

0	Single Gas Fuel - NG or LP Vapor	
0	Engine Starter - 12 Volt DC Motor	
0	Engine Air Cleaner - Normal Duty	
0	Battery Charging Alternator	
0	Battery Charger - 6 Amp, Regulated	
0	Engine Cooling - Radiator, High Ambient Air Temperature, Ship Fitted	
0	Warning - Low Coolant Level	
0	Extension - Coolant Drain	
0	Engine Coolant - 50% Antifreeze, 50% Water Mixture	
0	Coolant Heater, Extreme Cold Ambient	
0	Engine Oil Heater - 120 Volts AC, Single Phase	
0	Engine Oil	
0	Genset Warranty - 2 Years Base	
0	Literature - English	
0	Packing - Skid, Poly Bag	
0	Extension - Oil Drain	

**TOTAL: \$ 26,066.45**

**Less Less 25kW machine/Parts and ATS from Original Quote: <\$17,575.45>**

**Adjusted Total 45kW Outdoor Balance due on Accepted Change: \$8,491.00**

Quote value does not include any tax.

### EXCEPTIONS AND CLARIFICATIONS:

The Following services are

Not Included

, unless specifically listed in pricing above:

Off Loading of All Equipment from shipping partners is not included. (NOTE: Check all equipment at time of shipments for any freight damage before release and delivery signoffs. Cummins will not be held accountable for freight damages from uninspected equipment drop-offs..

Freight on larger, Custom Enclosed projects will be Pre-paid and Added

(Due to the fluctuation in fuel prices and freight carriers not able to hold pricing quote beyond 30 days)

Delivery will be in an enclosed truck on most smaller shipments,

unless listed

. Open top freight may be available option, at additional cost.

Storage and Weather Protection of ALL Equipment on site

Cranes and or Lifts as required

Concrete Pads and Platform or Structure(s), unless listed

Pinning and securing of all equipment to mounting surfaces

Crash Protection for all equipment, including fuel tanks

Removal or Installation cost(s) of all equipment

Roof structures or special mounting

HVAC or Ductwork, including Building penetrations and Louvers on indoor gensets

Wiring or Temp Controls of Automatic Building or Recirc Louvers

All mechanical exhaust piping, mounting of piping, and insulation of this piping

Wall Thimbles and building penetrations, unless listed above



## City of Berlin TID Housing Extension Program

### **PROGRAM DESCRIPTION:**

---

The City of Berlin's TID Affordable Housing Loan Program is a housing stock renewal loan program that is intended to improve the quality, functionality, affordability and attractiveness of homes in Berlin. The program was created by the City of Berlin's Common Council and will be administered by the City of Berlin. Most of Berlin's housing stock was constructed many years prior and although most of the homes have been well maintained, many of them no longer meet the needs of today's households, particularly young families with children. We have heard from many families interested in buying a house in Berlin that the cost of bringing a home up to modern standards, when added to the initial purchase price, makes a Berlin home purchase unaffordable compared to purchasing a newer home.

Funds from the program will be available in the form of a loan with 2% interest over the life of the loan. Loans will be funded using TID funds from a closing TID district in the city. The primary goals of the program include rejuvenating existing and aging housing stock to make it more attractive to buyers, especially young families, and well as working to close the income gap through a program making repairing a property in the Berlin community more accessible to all. Important byproducts resulting from home improvements made through this program include the sustaining of a school-age population of children, improving the energy efficiency of the city's housing stock, stabilizing the city's tax base, and building and enhancing community capacity and aesthetics.

### **ELIGIBILITY REQUIREMENTS:**

---

Eligible applicants include owner occupied properties within the City of Berlin looking to make substantial system or structural improvements to the home to enhance its safety, functionality, or efficiency, and bring it to modern standards. Homes must be occupied by the funding applicant as the owner for a period of two (2) years at the time improvements are made to be eligible for funding. Applicants must also not qualify for any other low-to-moderate income-based home repair loan program, such as the CDBG program administered by Juneau County.

### **ELIGIBLE USES:**

---

Exterior Work and Repairs: Funds may be used for work completed on the exterior of the home, and any repairs needed on the exterior to bring the home into compliance with current standards and codes, or to modernize them to current quality, efficiency, and performance levels.

Interior Work and Repairs: Funds may be used to make upgrades to home systems including electrical, plumbing, mechanical, or other systems or functionally outdated features, to bring them into compliance with current standards and codes, or to modernize them to current quality, efficiency, and performance levels.

Energy Efficiency: Funds may be used for window replacement and insulation improvements and other measures that will increase the heating and cooling efficiency and overall performance of the home.

Repayment of any loan application fees incurred as part of this program is an eligible use of loan funds received. All decisions regarding loan fund disbursements, loan eligibility, and the uses of loan funds will be made by the City of Berlin's Common Council.

Please note that funds may only be used for improvements made on the primary housing structure, and not any auxiliary structures on a lot. Work on garages where the primary use is parking cars used by the resident household is an eligible use of loan funds; however, higher priority will be given to attached garages.

### **LOAN TERMS:**

---

Loans will consist of 2% interest over the life of the loan, and act as a deferred second mortgage with payments amortized over ten (10) years following the award of the loan, or at sale (or refinancing) of the home, whichever comes sooner. At the end of the loan term, the amount of the loan must be repaid in full. If the loan amount is less than \$30,000, there will be an option to amortize payments over less than ten years.

The maximum amount of any loan award will be \$30,000. Applicants may only qualify for one (1) of the programs and may not combine with any other City loan or grant program.

Applications for the TID Housing Loan Program funding requests will be reviewed by City Staff for program eligibility. Application requests will be subject to review and approval by the Community Development Authority, subject to available program funding and final approval by Common Council.

Applicants must work with a local financial institution or provide another source of identifiable funding to cover the balance of home improvement costs or down payment costs not covered by the loan. Construction on home improvement projects must begin within sixty (60) days of loan approval and be completed within one-hundred eighty (180) days of the start of construction, unless a longer time-frame is approved. City Staff will keep record of the dates of loan approval and the start of construction.

The City of Berlin reserves the right to take and use photographs, as well as develop project summaries of individual improvement projects for publicity purposes.

For questions regarding the program, please contact:

Sara Rutkowski  
City Administrator/Clerk – Treasurer  
108 N. Capron Street Berlin, WI 54923  
(920) 361-5400  
srutkowski@cityofberlin.wi.gov





# City of Berlin Affordable Housing Program

## Homeowner Application

<b>OFFICE USE ONLY:</b> Application Number _____ Date Received _____
----------------------------------------------------------------------

Applicant Name (Last, First, MI)			Co-Applicant Name (Last, First, MI)		
Phone Number			Best Way to Contact You <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail		
Email			County Property is Located		
Property Street Address			City/Town/Village		Zip Code
Mailing Address (if different)			City/Town/Village		Zip Code
Is dwelling in a floodplain? <input type="checkbox"/> YES <input type="checkbox"/> NO	Age of Home	Primary Residence? <input type="checkbox"/> YES <input type="checkbox"/> NO	Is property a Historical Site or is it eligible to become one? <input type="checkbox"/> YES <input type="checkbox"/> NO		
How did you hear about the Affordable Housing Program?					

LIST NAMES OF ALL PROPERTY OWNERS AS SHOWN ON DEED OR LAND CONTRACT:	PROPERTY HELD IN: <input type="checkbox"/> DEED <input type="checkbox"/> LAND CONTRACT <input type="checkbox"/> OTHER
MORTGAGE IS: <input type="checkbox"/> Current <input type="checkbox"/> Delinquent <input type="checkbox"/> In Foreclosure <input type="checkbox"/> For Sale. Mark all that apply.	

FAIR MARKET VALUE OF PROPERTY	AMOUNT OWED (loans/liens against property)	OWED TO	EQUITY

---

---

---

---

CHECK/CIRCLE DATA WHICH APPLIES		
Race/Ethnicity of Head of Household (optional)	Size of Household (required)	Head of Household (optional)
<input type="checkbox"/> White/Caucasian <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native & White <input type="checkbox"/> Asian & White/Caucasian <input type="checkbox"/> Black/African American & White <input type="checkbox"/> American Indian/Alaskan Native & Black/African American <input type="checkbox"/> Balance/Other <input type="checkbox"/> Hispanic <input type="checkbox"/> Do not wish to disclose	_____ Person(s)  (Who live in the home at least 6 months out of the year)	<input type="checkbox"/> Female  <input type="checkbox"/> Elderly (>62)  <input type="checkbox"/> Person with disability or handicap

List all people who live in the home at least 50% of the time (including children)

[illegible]

## HOMEOWNER'S INSURANCE INFORMATION

Name of Insurance Company:

---

Address of Insurance Company:

---

Name of Agent: \_\_\_\_\_

Phone Number of Agent: \_\_\_\_\_

Policy Number: \_\_\_\_\_

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

## INCOME & ASSET INFORMATION

When sending in your application, please include the following supporting documents:

- ☐ Copy of most recent property tax bill. An appraisal will be accepted if done within the last 6 months
- ☐ Copy of your Homeowner's Insurance declarations page(s)
- ☐ Copy of your most recent mortgage statement showing your current principal balance and showing you are current on your mortgage payments
- ☐ Each working household member's most recent Federal Income Tax Form (NOT W-2's). If you are self-employed, make sure to include 3 years and all schedules
- ☐ Any additional documentation, listed on next page

PLEASE ANSWER THE FOLLOWING QUESTIONNAIRES COMPLETELY. FAILURE TO DO SO WILL RESULT IN DELAY OF APPLICATION PROCESSING. **All adult members (18 years and older) living in the household must have their income documented below.**

Income Source	Whom It Pertains To	Documentation Needed	Does Not Apply
Employer: _____ Address: _____ _____ Fax #: _____		<input type="checkbox"/> Most recent Federal Income Tax Form (ie 1040)  <input type="checkbox"/> Most recent 3 months of check stubs	<input type="checkbox"/> N/A
Employer: _____ Address: _____ _____ Fax #: _____		<input type="checkbox"/> Most recent Federal Income Tax Form (ie 1040)  <input type="checkbox"/> Most recent 3 months of check stubs	<input type="checkbox"/> N/A
Self Employed (Describe type of Business) _____		<input type="checkbox"/> Most Recent Federal Income Tax Forms (3 Years) <input type="checkbox"/> All Schedules	<input type="checkbox"/> N/A
Unemployment Benefits and/or Worker's Compensation		<input type="checkbox"/> Most recent 3 months of check stubs	<input type="checkbox"/> N/A
Social Security Payments		<input type="checkbox"/> Current benefit statement	<input type="checkbox"/> N/A
Supplemental Security Income (SSI)		<input type="checkbox"/> Current benefit statement	<input type="checkbox"/> N/A
Retirement Income: _____ Address: _____ _____ Fax #: _____		<input type="checkbox"/> Most recent Federal Income Tax Form (ie 1040)  <input type="checkbox"/> Current statement listing cash value or monthly amount	<input type="checkbox"/> N/A
Income from real or personal property		<input type="checkbox"/> Proof of Amount	<input type="checkbox"/> N/A
Alimony/spousal maintenance payments		<input type="checkbox"/> Most recent 3 months of check stubs	<input type="checkbox"/> N/A
Child Support payments		<input type="checkbox"/> 12 months	<input type="checkbox"/> N/A

**PLEASE ANSWER THE FOLLOWING QUESTIONNAIRES COMPLETELY. FAILURE TO DO SO WILL RESULT IN DELAY OF APPLICATION PROCESSING. All adult members (18 years and older) living in the household must have their assets documented below.**

Asset Source	Address	Cash Value/Balance	Whom It Pertains To	Does Not Apply
Checking Account With: _____ With: _____				<input type="checkbox"/> N/A
Savings Account With: _____ With: _____				<input type="checkbox"/> N/A
Certificates of Deposit or Money Market Accounts				<input type="checkbox"/> N/A
Revocable Trust description: _____				<input type="checkbox"/> N/A
Real Estate (if you own rental property or other land list location and mortgage holder and send a copy of the property tax statement)				<input type="checkbox"/> N/A
Stock Bonds or Treasury Bills				<input type="checkbox"/> N/A
IRA/Pension/Retirement/Keogh401 K Account (even if not eligible to receive it yet)				<input type="checkbox"/> N/A
Whole Life Insurance Policy				<input type="checkbox"/> N/A
More than \$500 cash on hand				<input type="checkbox"/> N/A
Items held as an investment (antique car, coin collection, etc.)				<input type="checkbox"/> N/A
Safe Deposit Box Contents: _____				<input type="checkbox"/> N/A
Disposed of assets (gave away money/assets) for less than fair market value in the past 2 years (i.e. land or 2 <sup>nd</sup> home)				<input type="checkbox"/> N/A
Other				<input type="checkbox"/> N/A

## APPLICANT'S STATEMENT AND RELEASE

IF YOU DO NOT UNDERSTAND, ASK FOR ASSISTANCE.

This is an owner occupied property. I understand the Affordable Housing Program funds are offered as a loan payable and the loan will be secured by a mortgage and/or promissory note that I can pay any or all of the balance any time prior to resale or transfer of property.

I understand my property will be assessed to determine if the house meets or can meet decent, safe and sanitary conditions. Based on the assessment, the City of Berlin Affordable Housing Program reserves the right to deny funding.

I understand I must be carrying homeowners insurance on the property, and keep the policy in force during the life of the loan.

I understand the contract for work completed on the property is between me (us) and the contractor and it is my responsibility to ensure that the work is done, and done correctly. This is not the responsibility of the administrator, or the City of Berlin Affordable Housing Program.

I/we understand if I/we intentionally make false statements or conceal any information in an attempt to obtain this loan; it is in violation of federal and state laws that carry severe criminal and civil penalties.

I/we authorize the City of Berlin Affordable Housing Program agents to verify all information given by me about my property, income, employment, and assets to determine my eligibility.

I/we authorize and direct all custodians of my records, including my insurance company, employer, public and private agencies, banks, financial institutions, or credit data service to release information to the City of Berlin Affordable Housing Program.

Are you a United States Citizen or a Qualified Alien? ☐ Yes ☐ No

By my signature, I certify that I have read and understand all statements in this application and all information I have given is true and correct to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Conflict of Interest

Do you have family or business tie to any of the individuals listed below? Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes, circle which of the covered persons)

If **yes**, disclose the nature of the relationship. \_\_\_\_\_

Joel Bruessel – City of Berlin Mayor

Luke Dretske – City of Berlin Alderperson

Dr. Emmett Durtschi – City of Berlin Alderperson

Kristina Boeck– CDBG Administration Assistant

Samantha Stobbe – City of Berlin Alderperson

Josh Nigbor – City of Berlin Alderperson

Catrina Burgess – City of Berlin Alderperson

Nathan Cord – Community Development Authority Board Member

Susan Thom – Community Development Authority Board Member

Tracy Klawitter – Community Development Authority Board Member

\_\_\_\_\_ - Community Development Authority Board Member

\_\_\_\_\_ - Community Development Authority Board Member

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Berlin Affordable Housing Program

### WHAT TO EXPECT FROM THE PROGRAM

#### Things Homeowners should think about before taking out a loan:

- Not all the work that homeowners want done can always be done. Funds will be available to repair one or two problems; this program will not solve all of your home's problems.
- Do not expect your house to be completely new when the work is completed.
- Do not expect all the floors, walls, ceilings, doors, windows and so on to be completely plumb, level and square when the work is completed.
- It can be stressful and **time consuming** to collect bids from various contractors.
- It can be stressful living in a house while a contractor is performing the repairs.
- Very few times in life is anyone completely satisfied with the things they buy or have repaired. Buying a house or having one repaired is no different.
- The funds you receive are in the form of a loan. You will sign a mortgage, which will be recorded and filed with the County Register of Deeds.
- You will be required to repay the loan.
- Houses always need improvements and repairs. It would be a good idea for the owner to save monthly to help cover the cost of future repairs and maintenance.
- **You** are in charge of your home repair project. You select the contractor. You are responsible to monitor the quality of work of your chosen contractor. The Administrator does not recommend contractors and cannot guarantee you will be satisfied with the work of the contractor **you choose**.

#### Things homeowners do in the Home Repair Program:

- Homeowners help inspect their house and point out the problems to the Building Inspector/Assessor.
- Homeowners, not the Administrator, distribute specifications and choose contractors to bid on their repairs.
- Homeowners, not the Administrator, choose the contractor(s) to perform the work on their home.
- Homeowners, not the Administrator, sign the contract with their contractor.
- Homeowners approve payments made to their contractor.
- Homeowners work with contractors to settle disagreements during the job.
- Homeowner's call/write their contractors to ask them to correct problems covered by contractor warranties during the first year after the job has been completed.

I have received read and acknowledge receipt of this form:

---

Homeowner \_\_\_\_\_ Date \_\_\_\_\_

---

Homeowner \_\_\_\_\_ Date \_\_\_\_\_



# CITY OF BERLIN AFFORDABLE HOUSING PROGRAM

## GENERAL RELEASE OF INFORMATION

To Whom It May Concern:

I/We have applied for a loan and hereby authorize you to release to the City of Berlin Affordable Housing Program the requested information listed below:

1. Previous and past employment history including employer, period employed, title of position, income and hours worked.
2. Disability payments, social security and pension funds.
3. Any information deemed necessary in connection with a consumer credit report or a real estate transaction.

This information will be for the confidential use of the Community Development Authority in determining my/our eligibility for a mortgage loan or to confirm information I/we have supplied. Please complete the attached verification request.

A photo of this document may be deemed to be the equivalent of the original and may be used as a duplicate original. The original signed release of information form will be kept on record with the Community Development Authority Office.

\_\_\_\_\_  
Last, First, M.I.

\_\_\_\_\_  
Last, First, M.I.

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

From: Chief Pulvermacher

To: COTW

#### CHILD SAFETY ZONE VIOLATIONS

The City of Berlin has 300ft Child Safety Zones for certain convicted Sexual Offenders. The ordinance is 46-172 and it lists various locations the offenders are prohibited from being within 300ft. Ordinance 46-174 indicates for enforcement that violations are subject to the code 1-16 "fee schedule".

Currently 46-172 is not on the fee schedule and therefore I do not believe that any violations have resulted in citations. I propose 46-172 be added to the fee schedule with the following citations amounts:

<u>Offense</u>	<u>Deposit</u>	<u>Court Cost total</u>
1 <sup>st</sup>	\$100	\$187
2 <sup>nd</sup>	\$150	\$250
3 <sup>rd</sup>	\$200	\$313

**Sec. 46-172. - Child safety zones.**

No person shall enter or be present upon, or be within 300 feet of the closest point of, any real property upon which there exists any facility used for or which supports a use of:

- (1) A public park, parkway, parkland, park facility;
- (2) A public swimming pool;
- (3) A public library;
- (4) A recreational trail;
- (5) A public playground;
- (6) A school for children;
- (7) Athletic fields used by children;
- (8) A movie theatre;
- (9) A day care center;
- (10) Any specialized school for children, including, but not limited to a gymnastics academy, dance academy or music school;
- (11) A public or private golf course or range;
- (12) Aquatic facilities open to the public;
- (13) A church, synagogue, mosque, temple or other house of religious worship (collectively "church"), and
- (14) Any facility for children (which means a public or private school, a group home, as defined in Wis. Stats. § 48.02 (7), a residential care center for children and youth, as defined in Wis. Stats. § 48.02 (15d), a shelter care facility, as defined in Wis. Stats. § 48.02 (17), a foster home, as defined in Wis. Stats. § 48.02 (6), a treatment foster home, as defined in Wis. Stats. § 48.02 (17q), a day care center licensed under Wis. Stats. § 48.65, a day care program established under Wis. Stats. § 120.13 (14), a day care provider certified under Wis. Stats. § 48.651, or a youth center, as defined in Wis. Stats. § 961.01 (22)).

A map, as amended from time to time, depicting the locations of the real property supporting the above enumerated uses, and the 300 foot restricted areas surrounding thereof, shall be kept on file in the police department for public inspection.

(Ord. No. 16-08, 11-11-2008)

DATE: September 27, 2023  
TO: Common Council  
FROM: Rebecca Bays  
RE: Rental of the Senior Center

**Background:** Before Covid, the Senior Center used to be rented out for \$50 per day. The rental would include the building and parking with some use of the kitchen and other amenities within the facility. Covid protocols forced the Senior Center to no longer offer rentals. Now that Covid protocols have been removed and the cameras have been installed, Committee on Aging is ready to ask that the Senior Center be opened for rentals again. The additional sheet of paper provided shows that \$100 for a day's rental is comparable to surrounding senior centers and venues.

**Recommendation:** Accept the Committee on Aging recommendation to raise the price to rent out the Senior Center to \$100 with a \$100 refundable deposit.

DATE: September 13, 2023  
TO: Committee on Aging  
FROM: Rebecca Bays  
RE: Renting the Berlin Senior Center

**Background:**

The following surrounding locations have rentals as well:

- Berlin VFW
  - \$150 for 2 hours
- Wautoma
  - Members pay \$50 for 4 hours
  - Non-Members pay \$125 for 4 hours
  - Additional \$16 for janitor to open and close building
- Princeton
  - Members only
- Pickett
  - \$65, does not list time constraints
- Menasha
  - Residents pay \$75 for 4 hours and \$125 for a full day
  - Non-Residents pay \$95 for 4 hours and \$160 for a full day
- Oshkosh
  - Price ranges from \$45-\$75

In the past, the Center was reserved for \$50 with a \$50 refundable deposit. I believe that we could easily raise the rental cost to \$100 with a \$100 refundable deposit. The suggested costs are comparable to shelter house rental prices.

**Recommendation:** Recommend to Common Council to accept the rates to rent out the Berlin Senior Center

## Sara Rutkowski

---

**From:** Victoria Hill <victoriaahill1721@gmail.com>  
**Sent:** Friday, September 29, 2023 10:58 AM  
**To:** Rebecca Bays; Sara Rutkowski; Kayla Reeves; eberkshire@yahoo.com; bobbiee@centurytel.net  
**Subject:** 9.27.23 Save the Pool Subcommittee Meeting Minutes

Meeting opened at 5:00 PM in the Berlin Library.

In attendance: Victoria Hill, Erica Berkshire; Bobbie Erdman

Absent: Kayla Reeves

Also Present : Katie Getz of Berlin, Constance and husband, Lisa Workman

### Discussions:

- 1) Announcement board use approved by the Historical Society via Bobbie Erdmann
  - 2) New Thermometer space approved at the old Fortnum site.
  - 3) Bank account opened with the FOBAC and a Paypal giving link is being set up.
  - 4) The Website is 95% created. The cost of the site and domain for one year is \$192.00. A motion was made by Bobbie Erdmann to approve the disbursement of \$192.00 from the Save the Pool fund to Erika Berkshire for the setting up of the website. A second was made by Victoria Hill. The motion carried.
  - 5) FOBAC now has a PO Box and Gmail account for giving and communications:
- Friends of the Berlin Aquatic Center  
PO Box 381  
Berlin, WI 54923
- [friendsofberlinaquatic@gmail.com](mailto:friendsofberlinaquatic@gmail.com)
- 6) Trunk or Treat planning is in full swing. Date is 10/24 from 4-6PM with setup at 3:30. It is a Tuesday.
  - 7) Adopt a Tree cost will be donated by Bobbie Erdmann (Thanks to Bobbie!). Ornament ideas and advertising ideas were discussed. Trees may be adopted on 10/28.
  - 8) Holiday Parade float will be by the Seneca 4H Group and we will tag along with our handouts and decorations. We aren't sure if they will need walkers, but we have volunteers. The parade is 11/16/23.
  - 9) Berlin Blitz we are waiting to hear news on, but we are planning to be in attendance at the Elf Extravaganza. Our confirmed spot is tentatively at the Fox Cavern on Nov. 25th from 9/3pm. Discussion around making it a bake sale if we get the indoor spot.
  - 10) Vista Print cards and other possible donors of ad-cards discussed.

- 11) Grant opportunities - Websters Foundation, Walmart, Thrivent, Badger Mining, Rooster Roundup, Vines & Rushes

## Chart of Accounts

Account Year / Type		Accounts		FUND	DIVISION	SOURCE	Entry	View Filter	
<input checked="" type="radio"/> 2021	<input checked="" type="radio"/> General Ledger	FUND		10	General Fund				
<input checked="" type="radio"/> 2022	<input checked="" type="radio"/> Revenue	DIVISION		48	Miscellaneous Revenue				
<input checked="" type="radio"/> 2023	<input checked="" type="radio"/> Expenditure	SOURCE		50008	Donations to Swimming Pool				
<input checked="" type="radio"/> 2024									

[Options](#)    [Reports](#)    [Clear](#)

Actual		Budget		Total		Balance	
Account	Status	Description	Budget 2023	Total 2023	Balance	Total	
R 10-48-50008	Active	Donations to Swimming Pool	10.00	\$506.97	\$506.97		

To: Committee of the Whole

Date: October 3, 2023

RE: Budget Discussion

From: City Administrator

2024 Budget Items:

- 1) Possible Equipment Borrowing Debt Schedules from Baird
- 2) Possible Road Construction Projects
- 3) Administrative Assistant Job Description
- 4) Information Technology Job Description
- 5) Update on Bids (Taxi services & Garbage/Recycling)
- 6) Tentative standing for expenditures vs revenues for 2024



	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Debt
<b>PRINCIPAL PAYMENTS</b>											
2023 Bonding Lafayette	\$ 34,000	\$ 46,000	\$ 48,000	\$ 50,000	\$ 52,000	\$ 53,000	\$ 55,000	\$ 58,000	\$ 60,000	\$ 62,000	\$ 518,000
2020 GO Note	\$ 110,000	\$ 115,000	\$ 115,000	\$ 340,000	\$ 345,000	\$ 350,000	\$ 345,000				\$ 1,720,000
2013 Broadway Street Bonding	\$ 160,000	\$ 160,000	\$ 170,000	\$ 175,000	\$ 180,000	\$ 185,000	\$ 195,000	\$ 80,000	\$ 80,000	\$ 85,000	\$ 1,470,000
2008 Capital Project Bonding	\$ 201,585	\$ 211,185	\$ 215,984								\$ 628,735
2008 TID #01E Bonding	\$ 8,415	\$ 8,815	\$ 9,016								\$ 26,245
	\$ 514,000	\$ 541,000	\$ 558,000	\$ 565,000	\$ 577,000	\$ 588,000	\$ 595,000	\$ 138,000	\$ 140,000	\$ 147,000	\$ 4,363,000
<b>Total Principal Outstanding Indebtedness</b>	<b>\$ 4,363,000</b>	<b>\$ 3,849,000</b>	<b>\$ 3,308,000</b>	<b>\$ 2,750,000</b>	<b>\$ 2,185,000</b>	<b>\$ 1,608,000</b>	<b>\$ 1,020,000</b>	<b>\$ 425,000</b>	<b>\$ 287,000</b>	<b>\$ 147,000</b>	<b>\$ -</b>
<b>TID Total Payments P&amp;I</b>											
	\$ 9,076	\$ 9,218	\$ 9,151								
<b>INTEREST PAYMENTS</b>											
2023 Bonding Lafayette	\$ 29,271.85	\$ 17,533.20	\$ 15,635.70	\$ 13,749.80	\$ 11,829.90	\$ 9,869.05	\$ 7,852.10	\$ 5,736.10	\$ 3,511.60	\$ 1,187.30	\$ 116,176.60
2020 GO Note	\$ 30,450.00	\$ 27,075.00	\$ 23,625.00	\$ 16,800.00	\$ 9,975.00	\$ 6,281.25	\$ 2,156.25				\$ 116,362.50
2013 Broadway Street Bonding	\$ 34,865.00	\$ 31,745.00	\$ 28,317.50	\$ 24,521.25	\$ 20,392.50	\$ 15,927.50	\$ 10,692.50	\$ 6,862.50	\$ 4,062.50	\$ 1,381.25	\$ 178,468
2008 Capital Project - City Streets	\$ 15,838.86	\$ 9,647.30	\$ 3,239.77								\$ 28,726
2008 Capital Project - TID #01E	\$ 661.14	\$ 402.70	\$ 135.23								\$ 1,199
<b>Total Annual Interest Payments</b>	<b>\$ 111,087</b>	<b>\$ 86,403</b>	<b>\$ 70,953</b>	<b>\$ 55,071</b>	<b>\$ 42,197</b>	<b>\$ 31,978</b>	<b>\$ 20,701</b>	<b>\$ 12,399</b>	<b>\$ 7,574</b>	<b>\$ 2,569</b>	<b>\$ 440,932</b>
<b>Total Annual Debt Service Payments</b>	<b>\$ 626,087</b>	<b>\$ 627,403</b>	<b>\$ 628,953</b>	<b>\$ 620,071</b>	<b>\$ 619,197</b>	<b>\$ 610,978</b>	<b>\$ 615,701</b>	<b>\$ 150,399</b>	<b>\$ 147,574</b>	<b>\$ 149,569</b>	<b>\$ 4,803,832</b>

DEBT LIMIT CALCULATION																						
Equalized Value	\$	396,649,000	\$	404,581,980	\$	412,673,620	\$	420,927,092	\$	429,345,634	\$	437,932,547	\$	446,691,197	\$	455,625,021	\$	464,737,522	\$	474,032,272	\$	483,512,918
5% of Equalized Value - State allowed limit	\$	19,832,450	\$	20,229,099	\$	20,633,681	\$	21,046,355	\$	21,467,282	\$	21,896,627	\$	22,334,560	\$	22,781,251	\$	23,236,876	\$	23,701,614	\$	24,175,646

Equalized value is increased by 2% each year for inflationary purposes. This number could fluctuate.

<b>TID CAPACITY CALCULATION</b>	
12% of equalized value (legal TID capacity)	\$ 47,597,880
Certified TIF equalized values increment	\$ (12,750,600)
Available TID Capacity	\$ 34,847,280
12% Test - what is available	8.79%

DEBT/CAPACITY RATIO **	22%	19%	16%	13%	10%	7%	5%	2%	1%
Capacity left to 45% goal per financial policy	\$ 4,561,603	\$ 5,254,095	\$ 5,977,156	\$ 6,720,860	\$ 7,475,277	\$ 8,245,482	\$ 9,030,552	\$ 9,826,563	\$ 10,518,726

Legal debt capacity is 5% of equalized value. Debt/Capacity Ratio is the Total Outstanding Indebtedness/5% of Equalized Value

\$ 1,415,554

# Scenario 1 - Targeted

## City of Berlin HYPOTHETICAL FINANCING PLAN

**\$2,000,000**

### G.O. PROMISSORY NOTES

Dated March 6, 2024

(First interest 9/1/24)

LEVY YEAR	YEAR DUE	EXISTING DEBT SERVICE (Levy Supported)	PRINCIPAL (3/1)	INTEREST (3/1 & 9/1) TIC= 4.38%	HYPOTHETICAL BID PREMIUM	TOTAL	COMBINED DEBT SERVICE (Levy Supported)	COMBINED MILL RATE (A)	YEAR DUE
2023	2024	\$613,404		\$53,120	(\$53,120)	\$0	\$613,404	\$2.66	2024
2024	2025	\$615,301		\$109,275	(\$22,400)	\$86,875	\$702,177	\$2.91	2025
2025	2026	\$617,381	\$60,000	\$107,475		\$167,475	\$784,856	\$3.22	2026
2026	2027	\$617,055	\$150,000	\$101,175		\$251,175	\$868,230	\$3.53	2027
2027	2028	\$616,577	\$215,000	\$90,225		\$305,225	\$921,802	\$3.71	2028
2028	2029	\$617,748	\$230,000	\$76,875		\$306,875	\$924,623	\$3.69	2029
2029	2030	\$613,874	\$240,000	\$63,675		\$303,675	\$917,549	\$3.62	2030
2030	2031	\$147,028	\$255,000	\$51,000		\$306,000	\$453,028	\$1.77	2031
2031	2032	\$144,724	\$270,000	\$37,538		\$307,538	\$452,261	\$1.75	2032
2032	2033	\$147,278	\$280,000	\$23,100		\$303,100	\$450,378	\$1.73	2033
2033	2034		\$300,000	\$7,875		\$307,875	\$307,875	\$1.17	2034
			<u>\$4,750,369</u>	<u>\$721,332</u>	<u>(\$75,519)</u>	<u>\$2,645,813</u>	<u>\$7,396,182</u>		

(A) Mill rate based on 2023 Assessed Valuation (TID-OUT) of \$230,682,370 with annual growth of 1.00% thereafter. Assumes TID #10 closes in 2023 with an added equalized valuation of \$8,009,900.

Robert W. Baird & Co. Incorporated ("Baird") is not recommending any action to you. Baird is not acting as an advisor to you and does not owe you a fiduciary duty pursuant to Section 15B of the Securities Exchange Act of 1934. Baird is acting for its own interests. You should discuss the information contained herein with any and all internal or external advisors and experts you deem appropriate before acting on the information. Baird seeks to serve as an underwriter (or placement agent) on a future transaction and not as a financial advisor or municipal advisor. The primary role of an underwriter (or placement agent) is to purchase, or arrange for the placement of, securities in an arm's length commercial transaction with the issuer, and it has financial and other interests that differ from those of the issuer. The information provided is for discussion purposes only, in seeking to serve as underwriter (or placement agent). See "Important Disclosures" contained herein.



# City of Berlin Outstanding Indebtedness Analysis

## 2024 - BAIRD SCENARIO 1

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Debt
<b>PRINCIPAL PAYMENTS</b>												
SCENARIO 1												
2023 Bonding Lafayette	\$ 34,000	\$ 48,000	\$ 60,000	\$ 150,000	\$ 215,000	\$ 230,000	\$ 240,000	\$ 255,000	\$ 270,000	\$ 280,000	\$ 300,000	\$ 2,000,000
2020 GO Note	\$ 110,000	\$ 115,000	\$ 115,000	\$ 340,000	\$ 52,000	\$ 53,000	\$ 55,000	\$ 58,000	\$ 60,000	\$ 62,000	\$ 62,000	\$ 518,000
2013 Broadway Street Bonding	\$ 160,000	\$ 180,000	\$ 170,000	\$ 175,000	\$ 180,000	\$ 185,000	\$ 195,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,720,000
2008 Capital Project Bonding	\$ 201,585	\$ 211,185	\$ 215,984	\$ 245,215	\$ 203,925	\$ 158,275	\$ 106,925	\$ 66,250	\$ 40,625	\$ 25,689	\$ 15,990	\$ 1,470,000
2008 TID DTE Bonding	\$ 8,415	\$ 8,815	\$ 9,016	\$ 9,016	\$ 9,016	\$ 9,016	\$ 9,016	\$ 9,016	\$ 9,016	\$ 9,016	\$ 9,016	\$ 628,755
	\$ 514,000	\$ 541,000	\$ 618,000	\$ 715,000	\$ 792,000	\$ 818,000	\$ 835,000	\$ 893,000	\$ 410,000	\$ 427,000	\$ 300,000	\$ 28,245
	\$ 6,383,000	\$ 5,849,000	\$ 5,308,000	\$ 4,690,000	\$ 3,975,000	\$ 3,183,000	\$ 2,365,000	\$ 1,530,000	\$ 1,137,000	\$ 727,000	\$ 300,000	\$ 6,363,000
<b>Total Principal Outstanding Indebtedness</b>												
<b>INTEREST PAYMENTS</b>												
SCENARIO 1												
2023 Bonding Lafayette	\$ 53,120	\$ 109,275	\$ 107,475	\$ 101,175	\$ 90,225	\$ 76,875	\$ 63,675	\$ 51,000	\$ 37,538	\$ 23,100	\$ 7,875	\$ 721,333
2020 GO Note	\$ 29,271	\$ 17,533	\$ 15,635	\$ 13,749	\$ 11,829	\$ 9,869	\$ 7,852	\$ 5,738	\$ 3,511	\$ 1,873	\$ 1,187	\$ 116,176
2013 Broadway Street Bonding	\$ 30,450	\$ 27,075	\$ 23,625	\$ 16,800	\$ 9,975	\$ 6,281	\$ 2,156	\$ 2,156	\$ 2,156	\$ 2,156	\$ 2,156	\$ 116,362
2008 Capital Project - City Streets	\$ 34,865	\$ 31,745	\$ 28,317	\$ 24,521	\$ 20,392	\$ 15,827	\$ 10,692	\$ 6,662	\$ 4,062	\$ 2,569	\$ 1,381	\$ 178,467
2008 Capital Project - TID #01E	\$ 15,838	\$ 9,647	\$ 3,239	\$ 135	\$ 132	\$ 108	\$ 84	\$ 63	\$ 45	\$ 25	\$ 7	\$ 28,725
2008 Annual Interest Payments	\$ 651	\$ 402	\$ 135	\$ 135	\$ 132	\$ 108	\$ 84	\$ 63	\$ 45	\$ 25	\$ 7	\$ 1,199
	\$ 164,207	\$ 195,678	\$ 178,428	\$ 156,246	\$ 132,422	\$ 108,853	\$ 84,376	\$ 63,399	\$ 45,112	\$ 25,689	\$ 7,875	\$ 1,162,265
<b>Total Annual Debt Service Payments</b>												
	\$ 678,207	\$ 738,678	\$ 796,428	\$ 871,246	\$ 924,422	\$ 926,853	\$ 919,376	\$ 458,399	\$ 455,112	\$ 452,689	\$ 307,875	\$ 7,525,265

### DEBT LIMIT CALCULATION

Equalized Value	\$ 396,649,000	\$ 404,581,990	\$ 412,673,620	\$ 420,927,092	\$ 428,345,634	\$ 437,932,547	\$ 446,691,197	\$ 455,625,021	\$ 464,737,522	\$ 474,032,272	\$ 483,512,918	\$ 483,512,918
5% of Equalized Value - State allowed limit	\$ 19,832,450	\$ 20,229,099	\$ 20,633,681	\$ 21,046,355	\$ 21,467,282	\$ 21,896,627	\$ 22,334,560	\$ 22,781,251	\$ 23,236,876	\$ 23,701,614	\$ 24,175,646	\$ 24,175,646

Equalized value is increased by 2% each year for inflationary purposes. This number could fluctuate.

### TID CAPACITY CALCULATION

12% of equalized value (legal TID capacity)	\$ 47,597,880											
Certified TIF equalized values increment	\$ (12,750,600)											
Available TID Capacity	\$ 34,847,280											
12% Test - what is available	8.79%											

### DEBT/CAPACITY RATIO

Capacity left to 45% goal per financial policy	\$ 2,561,603	\$ 3,254,095	\$ 3,977,156	\$ 4,780,860	\$ 5,685,277	\$ 6,670,492	\$ 7,685,552	\$ 8,721,563	\$ 9,781,594	\$ 10,861,625	\$ 11,961,656	\$ 12,991,687
Legal debt capacity is 5% of equalized value. Debt/Capacity Ratio is the Total Outstanding Indebtedness/5% of Equalized Value	32%	29%	26%	22%	19%	16%	11%	7%	5%	3%	3%	3%

# Scenario 2 - LDS

## City of Berlin HYPOTHETICAL FINANCING PLAN

**\$2,000,000**

### G.O. PROMISSORY NOTES

Dated March 6, 2024

(First interest 9/1/24)

LEVY YEAR	YEAR DUE	EXISTING DEBT SERVICE (Levy Supported)	PRINCIPAL (3/1)	INTEREST (3/1 & 9/1) TIC= 4.37%	HYPOTHETICAL BID PREMIUM	TOTAL	COMBINED DEBT SERVICE (Levy Supported)	COMBINED MILL RATE (A)	YEAR DUE
2023	2024	\$613,404		\$53,065	(\$53,065)	\$0	\$613,404	\$2.66	2024
2024	2025	\$615,301	\$155,000	\$104,513	(\$272)	\$259,240	\$874,542	\$3.63	2025
2025	2026	\$617,381	\$160,000	\$95,063		\$255,063	\$872,443	\$3.58	2026
2026	2027	\$617,055	\$170,000	\$85,163		\$255,163	\$872,218	\$3.55	2027
2027	2028	\$616,577	\$185,000	\$74,513		\$259,513	\$876,089	\$3.53	2028
2028	2029	\$617,748	\$195,000	\$63,113		\$258,113	\$875,861	\$3.49	2029
2029	2030	\$613,874	\$205,000	\$51,881		\$256,881	\$870,755	\$3.44	2030
2030	2031	\$147,028	\$215,000	\$41,125		\$256,125	\$403,153	\$1.58	2031
2031	2032	\$144,724	\$225,000	\$30,125		\$255,125	\$399,849	\$1.55	2032
2032	2033	\$147,278	\$240,000	\$18,500		\$258,500	\$405,778	\$1.55	2033
2033	2034		\$250,000	\$6,250		\$256,250	\$256,250	\$0.97	2034
			<u>\$4,750,369</u>	<u>\$623,309</u>	<u>(\$53,337)</u>	<u>\$2,569,971</u>	<u>\$7,320,341</u>		

(A) Mill rate based on 2023 Assessed Valuation (TID-OUT) of \$230,682,370 with annual growth of 1.00% thereafter. Assumes TID #10 closes in 2023 with an added equalized valuation of \$8,009,900.

Robert W. Baird & Co. Incorporated ("Baird") is not recommending any action to you. Baird is not acting as an advisor to you and does not owe you a fiduciary duty pursuant to Section 15B of the Securities Exchange Act of 1934. Baird is acting for its own interests. You should discuss the information contained herein with any and all internal or external advisors and experts you deem appropriate before acting on the information. Baird seeks to serve as an underwriter (or placement agent) on a future transaction and not as a financial advisor or municipal advisor. The primary role of an underwriter (or placement agent) is to purchase, or arrange for the placement of, securities in an arm's length commercial transaction with the issuer, and it has financial and other interests that differ from those of the issuer. The information provided is for discussion purposes only, in seeking to serve as underwriter (or placement agent). See "Important Disclosures" contained herein.



# City of Berlin Outstanding Indebtedness Analysis

## 2024 - BAIRD SCENARIO 2

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Debt
<b>PRINCIPAL PAYMENTS</b>												
SCENARIO 2												
2023 Bonding Lafayette	\$ 34,000	\$ 48,000	\$ 160,000	\$ 170,000	\$ 185,000	\$ 195,000	\$ 205,000	\$ 215,000	\$ 225,000	\$ 240,000	\$ 250,000	\$ 2,000,000
2020 GO Note	\$ 110,000	\$ 115,000	\$ 115,000	\$ 340,000	\$ 52,000	\$ 53,000	\$ 55,000	\$ 58,000	\$ 60,000	\$ 62,000	\$ 62,000	\$ 518,000
2013 Broadway Street Bonding	\$ 160,000	\$ 160,000	\$ 170,000	\$ 175,000	\$ 345,000	\$ 350,000	\$ 345,000	\$ 345,000	\$ 345,000	\$ 345,000	\$ 345,000	\$ 1,720,000
2008 Capital Project Bonding	\$ 201,585	\$ 211,185	\$ 215,984	\$ 175,000	\$ 180,000	\$ 185,000	\$ 195,000	\$ 80,000	\$ 80,000	\$ 85,000	\$ 85,000	\$ 1,470,000
2008 TID OTE Bonding	\$ 8,415	\$ 8,815	\$ 9,016	\$ 735,000	\$ 762,000	\$ 783,000	\$ 800,000	\$ 353,000	\$ 365,000	\$ 387,000	\$ 250,000	\$ 628,755
	\$ 514,000	\$ 686,000	\$ 718,000	\$ 735,000	\$ 762,000	\$ 783,000	\$ 800,000	\$ 353,000	\$ 365,000	\$ 387,000	\$ 250,000	\$ 26,245
	\$ 6,363,000	\$ 5,849,000	\$ 5,153,000	\$ 4,435,000	\$ 3,700,000	\$ 2,938,000	\$ 2,155,000	\$ 1,355,000	\$ 1,002,000	\$ 637,000	\$ 250,000	\$ 6,363,000
<b>Total Principal Outstanding Indebtedness</b>												
<b>INTEREST PAYMENTS</b>												
SCENARIO 2												
2023 Bonding Lafayette	\$ 53,065.00	\$ 104,513.00	\$ 95,063.00	\$ 85,163.00	\$ 74,153.00	\$ 63,113.00	\$ 51,881.00	\$ 41,125.00	\$ 30,125.00	\$ 18,500.00	\$ 6,250.00	\$ 622,951.00
2020 GO Note	\$ 29,271.85	\$ 17,533.20	\$ 15,635.70	\$ 13,749.80	\$ 11,829.90	\$ 9,869.05	\$ 7,852.10	\$ 5,736.10	\$ 3,511.60	\$ 1,187.30	\$ 622,951.00	\$ 116,176.60
2013 Broadway Street Bonding	\$ 30,450.00	\$ 27,075.00	\$ 23,625.00	\$ 16,800.00	\$ 9,975.00	\$ 6,281.25	\$ 2,156.25	\$ 6,662.50	\$ 4,062.50	\$ 1,381.25	\$ 622,951.00	\$ 116,362.50
2008 Capital Project - City Streets	\$ 34,865.00	\$ 31,745.00	\$ 28,317.50	\$ 24,521.25	\$ 20,392.50	\$ 15,827.50	\$ 10,692.50	\$ 6,662.50	\$ 4,062.50	\$ 1,381.25	\$ 622,951.00	\$ 178,467.50
2008 Capital Project - TID #01E	\$ 15,838.86	\$ 9,647.30	\$ 3,239.77	\$ 402.70	\$ 135.23	\$ 140,234	\$ 95,091	\$ 72,582	\$ 53,524	\$ 37,699	\$ 21,069	\$ 28,725.93
2008 Annual Interest Payments	\$ 861.14	\$ 190,916	\$ 166,016	\$ 140,234	\$ 116,350	\$ 95,091	\$ 72,582	\$ 53,524	\$ 37,699	\$ 21,069	\$ 6,250	\$ 1,169.07
	\$ 184,152	\$ 190,916	\$ 166,016	\$ 140,234	\$ 116,350	\$ 95,091	\$ 72,582	\$ 53,524	\$ 37,699	\$ 21,069	\$ 6,250	\$ 1,063,883
<b>Total Annual Debt Service Payments</b>												
	\$ 878,182	\$ 888,916	\$ 884,016	\$ 875,234	\$ 878,350	\$ 878,091	\$ 872,682	\$ 808,824	\$ 402,699	\$ 408,069	\$ 258,250	\$ 7,428,883

### DEBT LIMIT CALCULATION

Equalized Value	\$ 396,649,000	\$ 404,581,980	\$ 412,673,620	\$ 420,927,092	\$ 429,345,634	\$ 437,932,547	\$ 446,691,197	\$ 455,625,021	\$ 464,737,522	\$ 474,032,272	\$ 483,512,918	\$ 483,512,918
5% of Equalized Value - State allowed limit	\$ 19,832,450	\$ 20,229,099	\$ 20,633,681	\$ 21,046,355	\$ 21,467,282	\$ 21,896,627	\$ 22,334,560	\$ 22,781,251	\$ 23,236,876	\$ 23,701,614	\$ 24,175,646	\$ 24,175,646

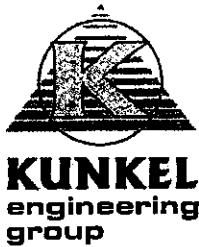
Equalized value is increased by 2% each year for inflationary purposes. This number could fluctuate.

### TID CAPACITY CALCULATION

12% of equalized value (legal TID capacity)	\$ 47,597,880											
Certified TIF equalized values increment	\$ (12,750,600)											
Available TID Capacity	\$ 34,847,280											
12% Test - what is available	8.79%											

### DEBT/CAPACITY RATIO \*\*

Capacity left to 45% goal per financial policy	\$ 2,561,603	\$ 3,254,095	\$ 4,132,156	\$ 5,035,860	\$ 5,960,277	\$ 6,915,482	\$ 7,895,552	\$ 8,896,563	\$ 9,454,594	\$ 10,028,726	\$ 10,028,726	\$ 10,028,726
Legal debt capacity is 5% of equalized value. Debt/Capacity Ratio is the Total Outstanding Indebtedness/5% of Equalized Value	32%	29%	25%	21%	17%	13%	10%	6%	4%	3%	3%	3%



107 Parallel Street  
Beaver Dam, WI 53916  
(920) 356-9447  
fax: (920) 356-9454  
kunkelengineering.com

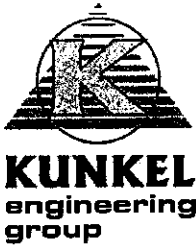
City of Berlin  
Preliminary Cost Estimate 2024  
Walkush Street - Resurfacing Project

Date Feb. 16, 2023  
Revised Sept. 19, 2023

Note: Pulverize, Grade, & Install 4" of asphalt  
pavement from N. Washington Street to End.

1,875 LF		From N. Washington to Limits	18 Ft Back/Back	
Quantity	Unit	Item	Unit Cost	Item Cost
3,800	SY	Pulverize Existing Pavement	\$3.00	\$11,400
380	CY	EBS & Sub Base Course	\$35.00	\$13,300
410	TN	HMA 4 LT 58-28 S, 1 3/4" Thk	\$90.00	\$36,900
525	TN	HMA 3 LT 58-28 S, 2 1/4" Thk	\$95.00	\$49,875
830	SY	Topsoil & Seeding	\$8.00	\$6,640
1	LS	Traffic Control & Access	\$2,000.00	\$2,000
1	LS	Erosion Control	\$2,500.00	\$2,500
		Testing Allowance		\$2,500
		Engineering & Contingencies		\$12,512
		Total for Pulverize & Repave		\$137,627

#1



107 Parallel Street  
Beaver Dam, WI 53916  
(920) 356-9447  
fax: (920) 356-9454  
kunkelengineering.com

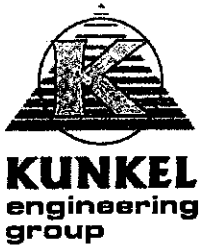
City of Berlin  
Preliminary Cost Estimate 2024  
N. Kossuth Street - Resurfacing Project

Date Sept. 19, 2023

Note: Full Depth Mill, Grade, & Install 4" of asphalt  
pavement from Broadway to Webster.

260 LF		From Broadway to Webster		32 Ft Back/Back	
Quantity	Unit	Item	Unit Cost	Item Cost	
930	SY	Mill Existing Pavement, Full Depth	\$3.50	\$3,255	
95	CY	EBS & Sub Base Course	\$35.00	\$3,325	
105	TN	HMA 4 LT 58-28 S, 1 3/4" Thk	\$90.00	\$9,450	
135	TN	HMA 3 LT 58-28 S, 2 1/4" Thk	\$95.00	\$12,825	
130	LF	Curb & Gutter Patching	\$30.00	\$3,900	
115	SY	Topsoil & Seeding	\$15.00	\$1,725	
1	LS	Traffic Control & Access	\$2,000.00	\$2,000	
1	LS	Erosion Control	\$2,500.00	\$2,500	
		Testing Allowance		\$2,500	
		Engineering & Contingencies		\$4,148	
Total for Full Depth Mill & Repave				\$45,628	

#2



107 Parallel Street  
Beaver Dam, WI 53916  
(920) 356-9447  
fax: (920) 356-9454  
kunkelengineering.com

City of Berlin  
Preliminary Cost Estimate 2024  
Hallman Street - Resurfacing Project

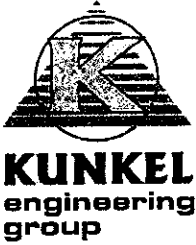
Date Sept. 19, 2023

Note: Pulverize, Grade, & Install 4" of asphalt  
pavement from Van Horn Street to End.

1,470 LF		From Van Horn Street to Limits	16 Ft Back/Back	
Quantity	Unit	Item	Unit Cost	Item Cost
2,620	SY	Pulverize Existing Pavement	\$3.00	\$7,860
265	CY	EBS & Sub Base Course	\$35.00	\$9,275
280	TN	HMA 4 LT 58-28 S, 1 3/4" Thk	\$90.00	\$25,200
360	TN	HMA 3 LT 58-28 S, 2 1/4" Thk	\$95.00	\$34,200
650	SY	Topsoil & Seeding	\$8.00	\$5,200
1	LS	Traffic Control & Access	\$2,000.00	\$2,000
1	LS	Erosion Control	\$2,500.00	\$2,500
		Testing Allowance		\$2,500
		Engineering & Contingencies		\$8,874
		Total for Pulverize & Repave		\$97,609

#3





107 Parallel Street  
Beaver Dam, WI 53916  
(920) 356-9447  
fax: (920) 356-9454  
kunkelengineering.com

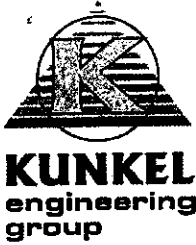
City of Berlin  
Preliminary Cost Estimate 2024  
McKittrick Street

Date Sept. 19, 2023

Note: Full Depth Mill, Grade, & Install 4" of asphalt  
pavement from Kettle to Van Horn.

1,510 LF		From Kettle Street to Van Horn		20 Ft Back/Back	
Quantity	Unit	Item	Unit Cost	Item Cost	
3,360	SY	Mill Existing Pavement, Full Depth	\$3.50	\$11,760	
335	CY	EBS & Sub Base Course	\$35.00	\$11,725	
360	TN	HMA 4 LT 58-28 S, 1 3/4" Thk	\$90.00	\$32,400	
460	TN	HMA 3 LT 58-28 S, 2 1/4" Thk	\$95.00	\$43,700	
670	SY	Topsoil & Seeding	\$8.00	\$5,360	
1	LS	Traffic Control & Access	\$2,000.00	\$2,000	
1	LS	Erosion Control	\$2,500.00	\$2,500	
		Testing Allowance		\$2,500	
		Engineering & Contingencies		\$11,195	
		Total for Full Depth Mill & Repave		\$123,140	

#4



107 Parallel Street  
Beaver Dam, WI 53916  
(920) 356-9447  
fax: (920) 356-9454  
kunkelengineering.com

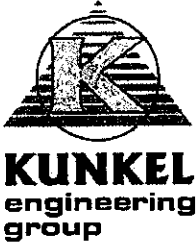
City of Berlin  
Preliminary Cost Estimate 2024  
Van Horn Street - Resurfacing Project

Date Sept. 19, 2023

Note: Full Depth Mill, Grade, & Install 4" of asphalt  
pavement from McKittrick to Hallman.

2,020 LF		From McKittrick to Hallman		20 Ft Back/Back	
Quantity	Unit	Item	Unit Cost	Item Cost	
4,490	SY	Mill Existing Pavement, Full Depth	\$3.50	\$15,715	
455	CY	EBS & Sub Base Course	\$35.00	\$15,925	
475	TN	HMA 4 LT 58-28 S, 1 3/4" Thk	\$90.00	\$42,750	
610	TN	HMA 3 LT 58-28 S, 2 1/4" Thk	\$95.00	\$57,950	
895	SY	Topsoil & Seeding	\$8.00	\$7,160	
1	LS	Traffic Control & Access	\$2,000.00	\$2,000	
1	LS	Erosion Control	\$2,500.00	\$2,500	
		Testing Allowance		\$2,500	
		Engineering & Contingencies		\$14,650	
		Total for Full Depth Mill & Repave		\$161,150	

#5



107 Parallel Street  
Beaver Dam, WI 53916  
(920) 356-9447  
fax: (920) 356-9454  
kunkelengineering.com

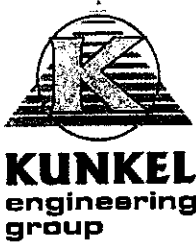
City of Berlin  
Preliminary Cost Estimate 2024  
S. Brooklyn Street - Resurfacing Project

Date Sept. 19, 2023

Note: Full Depth Mill, Grade, & Install 4" of asphalt  
pavement from Broadway to SW Franklin.

300 LF		From Broadway to SW Franklin		36 Ft Back/Back	
Quantity	Unit	Item	Unit Cost	Item Cost	
1,210	SY	Mill Existing Pavement, Full Depth	\$3.50	\$4,235	
120	CY	EBS & Sub Base Course	\$35.00	\$4,200	
135	TN	HMA 4 LT 58-28 S, 1 3/4" Thk	\$90.00	\$12,150	
170	TN	HMA 3 LT 58-28 S, 2 1/4" Thk	\$95.00	\$16,150	
150	LF	Curb & Gutter Patching	\$30.00	\$4,500	
70	SY	Topsoil & Seeding	\$15.00	\$1,050	
1	LS	Traffic Control & Access	\$2,000.00	\$2,000	
1	LS	Erosion Control	\$2,500.00	\$2,500	
		Testing Allowance		\$2,500	
		Engineering & Contingencies		\$4,929	
Total for Full Depth Mill & Repave				\$54,214	

#6



107 Parallel Street  
Beaver Dam, WI 53916  
(920) 356-9447  
fax: (920) 356-9454  
kunkelengineering.com

City of Berlin  
Preliminary Cost Estimate 2024  
N. Brooklyn Street - Resurfacing Project

Date Sept. 19, 2023

Note: Full Depth Mill, Grade, & Install 4" of asphalt  
pavement from Broadway to Webster.

290 LF		From Broadway to Webster	66 Ft Back/Back	
Quantity	Unit	Item	Unit Cost	Item Cost
2,135	SY	Mill Existing Pavement, Full Depth	\$3.50	\$7,473
220	CY	EBS & Sub Base Course	\$35.00	\$7,700
230	TN	HMA 4 LT 58-28 S, 1 3/4" Thk	\$90.00	\$20,700
295	TN	HMA 3 LT 58-28 S, 2 1/4" Thk	\$95.00	\$28,025
1	LS	Traffic Control & Access	\$2,000.00	\$2,000
1	LS	Erosion Control	\$2,500.00	\$2,500
		Testing Allowance		\$2,500
		Engineering & Contingencies		\$7,090
		Total for Full Depth Mill & Repave		\$77,988

#7

**CITY OF BERLIN  
POSITION DESCRIPTION  
FOR  
CITY HALL ADMINISTRATIVE ASSISTANT**

<b>DEPARTMENT:</b>	General Government
<b>DIVISION:</b>	Administrator
<b>SUPERVISOR:</b>	City Administrator
<b>SHIFT/HOURS:</b>	40 hours/week
<b>CATEGORY:</b>	Two (2)
<b>SALARY SCALE:</b>	Set as per Common Council

**JOB SUMMARY**

The City Hall Administrative Assistant performs secretarial related duties for City Administrator at City Hall. The work schedule for this position is coordinated through the City Administrator.

**ESSENTIAL JOB FUNCTIONS**

- (1) Performs various secretarial functions as requested.
- (2) May be requested to work in the Water & Sewer Department for up to 20 hours per week.
- (3) Manages Berlin Business list and other lists as needed.
- (4) Assists with agenda preparation.
- (5) Assists walk-in traffic.
- (6) Exhibits polite and professional communication via phone, e-mail, and mail.
- (7) Supports team by performing tasks related to organization and strong communication.
- (8) Assists with Inventory Management and Record Retention Schedule.
- (9) Answer City Hall phone calls and direct questions/complaints to proper individual.
- (10) Provide clerical support for the City Administrator, Clerks Department, and Water & Sewer Department including any necessary correspondence, photocopies, ordering of supplies, and any other miscellaneous clerical functions requested.
- (11) Maintain various City departmental forms, applications, and processes.
- (12) Update and maintain the City's website, social media accounts, and You Tube channel.

- (13) Assist with annual audit preparation.
- (14) Creation and preparation of the City-wide distributed newsletter.
- (15) Projects as assigned.

### **SKILLS & QUALIFICATIONS**

- (1) High School Education or equivalent
- (2) One or two years of administrative office experience, preferably in municipal government
- (3) Ability to work well independently and as a team player.
- (4) Ability to work with and communicate effectively, cooperatively, and politely with the public.
- (5) Ability to follow oral and written instructions.
- (6) Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- (7) Self-starter with excellent interpersonal and organizational skills with the ability, initiative, and willingness to learn.
- (8) Ability to distinguish appropriate material for confidentiality and maintain confidentiality

### **PHYSICAL DEMANDS**

- (1) Ability to occasionally lift and carry heavy objects of 10-15 lbs.
- (2) Ability to sit continuously for long periods of time, and occasionally reach above shoulders and bend.
- (3) While performing the duties of this job, the employee is frequently required to talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand and walk.
- (4) Eye-hand coordination is necessary to operate various pieces of equipment.