

COMMON COUNCIL MEETING AGENDA
TUESDAY, JULY 09, 2024 7:00 PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE
Meeting ID: 859 0514 0084 Passcode: 123456

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. Bills List. RECOMMENDATION: Approve the list of bills for payment.
7. Minutes from the June 11 2024 Common Council Meeting. RECOMMENDATION: Approve the minutes from June Common Council Meeting.
8. Future Land Use Map in Comprehensive Plan Update from Plan Commission.
RECOMMENDATION: Accept the recommendation from Plan Commission and update the Future Land Use Map in Comprehensive Plan.

END OF CONSENT AGENDA

9. Election Workers Appointment. RECOMMENDATION: Accept the election workers appointment effective immediately for the election year ending in December 2025.
10. Fire Department Request to Sell Beer at Car Show. RECOMMENDATION: Approve Fire Department request to sell beer at 2024 Car Show Event.
11. Police Department Request to Apply for Grant. RECOMMENDATION: Listen to staff presentation with discussion and action as appropriate.
12. DNR Authorizing Resolution for Urban Forestry Grant. RECOMMENDATION: Approve Resolution 24-07 designating an agent for the Urban Forestry Grant and approving appropriate signatures.

13. Presentation of 2023 Audit. RECOMMENDATION: Listen to Auditor Presentation of 2023, accept Audit and place on file.
14. Property & Liability Insurance Renewal. RECOMMENDATION: Listen to presentations with discussion as appropriate.
15. Zoning Code Update. RECOMMENDATION: Listen to staff presentation with recommending to Plan Commission and permission to utilize City Attorney to research with staff possible Zoning Code updates as needed.
16. 107 W. Huron Raze & Repair Property. RECOMMENDATION: Accept recommendation from Building Inspector and direct staff to remove Raze & Repair on property.
17. 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.)
18. New Business (To be used to request items of new business be put on a future agenda)
19. Motion to convene into closed session pursuant to Wis. Stat. § 19.85(1)(g) for the purpose of conferring with legal counsel by the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (*107 W Huron Raze or Repair*), and pursuant to Wis Stat §19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (1 - *Property and Liability Insurance renewal* 2 - *Developer's Agreement for Nicolet Lumber Development on Lot 1 of CSM 3037, Tax Parcel 206-01082-0200*) and pursuant to Wis. Stat. § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (*Staff Wages*).
20. Developer's Agreement for Development on Lot 1 of CSM 3037, Tax Parcel 206-01082-0200. RECOMMENDATION: Waive Committee of the Whole discussion on this item. Listen to presentation, discussion and action as appropriate. Closed session will be available for further discussion.
21. Reconvene into open session and take appropriate action as a result of closed session discussion.
22. 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 June 2024

| TYPE OF PERMIT | MONTH | | | YEAR TO DATE | | | LAST YEAR TO DATE | | |
|-------------------------------|-----------|---------------------|-------------------|--------------|-----------------------|-------------------|-------------------|-----------------------|--------------------|
| | No. | Estimated Value | Permit Cost | No. | Estimated Value | Permit Cost | No. | Estimated Value | Permit Cost |
| Single Family Residence | 0 | \$0.00 | \$0.00 | 1 | \$450,000.00 | \$1,461.36 | 1 | \$265,000.00 | \$622.92 |
| Multi-Family Residence | 1 | \$200,000.00 | \$1,095.00 | 1 | \$200,000.00 | \$1,095.00 | 0 | \$0.00 | \$0.00 |
| Residential Alteration | 4 | \$64,910.00 | \$536.46 | 8 | \$155,410.00 | \$1,175.46 | 17 | \$178,357.00 | \$1,137.32 |
| Residential Addition | 1 | \$51,000.00 | \$315.00 | 2 | \$102,000.00 | \$660.00 | 1 | \$6,000.00 | \$105.00 |
| Residential Garage | 1 | \$20,000.00 | \$180.00 | 1 | \$20,000.00 | \$180.00 | 2 | \$60,000.00 | \$476.08 |
| Residential Garage Alteration | 1 | \$9,500.00 | \$180.00 | 1 | \$9,500.00 | \$180.00 | 0 | \$0.00 | \$0.00 |
| Commercial Building | 0 | \$0.00 | \$0.00 | 1 | \$300,000.00 | \$1,460.20 | 1 | \$750,000.00 | \$557.44 |
| Commercial Alteration | 0 | \$0.00 | \$0.00 | 0 | \$0.00 | \$0.00 | 8 | \$1,173,480.00 | \$7,128.88 |
| Commercial Addition | 0 | \$0.00 | \$0.00 | 0 | \$0.00 | \$0.00 | 0 | \$0.00 | \$0.00 |
| Signs | 0 | \$0.00 | \$0.00 | 1 | \$5,000.00 | \$74.34 | 5 | \$60,826.00 | \$422.50 |
| Miscellaneous | 2 | \$6,000.00 | \$160.00 | 4 | \$11,000.00 | \$320.00 | 7 | \$29,000.00 | \$375.00 |
| Demolition | 0 | | \$0.00 | 0 | \$0.00 | \$0.00 | 2 | \$0.00 | \$150.00 |
| Hospital | | | | 0 | \$0.00 | \$0.00 | 0 | \$0.00 | \$0.00 |
| Church | | | | 0 | \$0.00 | \$0.00 | 0 | \$0.00 | \$0.00 |
| School | | | | 0 | \$0.00 | \$0.00 | 0 | \$0.00 | \$0.00 |
| Driveways | 0 | \$0.00 | \$0.00 | 0 | \$0.00 | \$0.00 | 3 | \$17,100.00 | \$160.00 |
| Trailer Homes | | | | 0 | \$0.00 | \$0.00 | 0 | \$0.00 | \$0.00 |
| Total Building Permits | 10 | \$351,410.00 | \$2,466.46 | 20 | \$1,252,910.00 | \$6,606.36 | 47 | \$2,539,763.00 | \$11,135.14 |
| Commercial Plan Approval | | | | 0 | \$0.00 | \$0.00 | 0 | \$0.00 | \$0.00 |
| Plumbing Permits | 2 | \$4,000.00 | \$210.52 | 7 | \$32,835.00 | \$700.84 | 7 | \$50,762.00 | \$738.16 |
| Electrical Permits | 4 | \$18,000.00 | \$834.08 | 12 | \$42,880.00 | \$1,668.16 | 15 | \$189,285.00 | \$1,018.72 |
| Heating Permits | 2 | \$10,000.00 | \$366.52 | 4 | \$20,000.00 | \$669.76 | 11 | \$113,532.00 | \$2,323.07 |
| | | | | 0 | \$0.00 | \$0.00 | 0 | \$0.00 | \$0.00 |
| Total Permit Fees | 18 | \$383,410.00 | \$3,877.58 | 43 | \$1,348,625.00 | \$9,645.12 | 80 | \$2,893,342.00 | \$15,215.09 |

| | | | | | | | |
|-------------------------|-----------|-----------|-----------------------|--------------|-------------|--------------|-----------------|
| CITY OF BERLIN | | | | | | | |
| PAYROLL FOR June - 2024 | | | | | | | |
| NET PAYROLL | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | PAYDATE | Payroll # | PAYROLL TITLE | GENERAL CITY | UTILITY | AMBULANCE | |
| | 6/7/2024 | 12 | General City | 54,270.48 | | | \$53,487.94 ACH |
| | 6/7/2024 | 12 | Utility | | 12,517.82 | | |
| | 6/7/2024 | 12 | Ambulance | | | 36,131.16 | |
| | 6/23/2023 | 13 | General City | 64932.7 | | | \$59,431.54 ACH |
| | 6/23/2023 | 13 | Utility | | 12,896.36 | | 12446.87 |
| | 6/23/2023 | 13 | Ambulance | | | 39321.11 | |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |
| | | | TOTAL MONTHLY PAYROLL | \$119,203.18 | \$25,414.18 | \$75,452.27 | \$125,366.35 |
| | | | | | | \$213,336.44 | with ACH |
| | | | | | | | |
| | | | | \$220,069.63 | Net total | | |

GENERAL CITY BILLS JUNE 2024

| <u>Check Date</u> | <u>Vendor</u> | <u>Description</u> | <u>Check Amount</u> |
|-------------------|--|--|---------------------|
| 69805 | 6/10/2024 BAYCOM INC c/o OWNERS EDGE INC | Pager Repair | (129.23) |
| 69806 | 6/10/2024 FOX VALLEY TECHNICAL COLLEGE | Fire Fighter Class for Parmo | (80.00) |
| 69807 | 6/10/2024 Gordon Flesch | Contract #IN14690695 | (31.97) |
| 69808 | 6/10/2024 KIESLER POLICE SUPPLY, INC | 3 Cases Ammo 9mm | (726.00) |
| 69809 | 6/10/2024 Language Line Service, Inc. | Contract #11315744 | (19.44) |
| 69810 | 6/10/2024 RED POWER DIESEL SERVICE | Engine 69 PM Pump Test Repair | (7,750.04) |
| 69811 | 6/10/2024 Sunset Law Enforcement. LLC | Sniper Ammo #0010081-IN | (804.90) |
| 69812 | 6/10/2024 THEDACARE LABRATORIES | Blood Draw (Andrade, E) | (42.50) |
| 69813 | 6/10/2024 WAUKESHA CTY TECHNICAL COLLEGE | Brandon- Interview/ Interrogation Training | (495.00) |
| 69814 | 6/10/2024 Waushara County Fire Chief Association, Inc. | Dues | (132.23) |
| 69815 | 6/10/2024 Wisconsin State Firefighters Association | Fire Fighter Dues | (550.00) |
| 69816 | 6/13/2024 Accufund, Inc. | April 2024 Service | (2,843.75) |
| 69817 | 6/13/2024 Alcivia | Fuel | (867.53) |
| 69818 | 6/13/2024 Angie Clark | Graduation Shelter House Return | (100.00) |
| 69819 | 6/13/2024 BADGER MINING CORP | Trucking | (320.00) |
| 69820 | 6/13/2024 Berlin Journal | Invoices 179779, 179780, 179781, 180032 | (388.00) |
| 69821 | 6/13/2024 BigNell's Powersports, INC. | Mower Parts | (680.89) |
| 69822 | 6/13/2024 Charter Communication | Pool Service 06/13/24-07-12-2024 | (159.98) |
| 69823 | 6/13/2024 Charter Communication III | Phone & Internet Service 05/21/2024- 06/20/2024 | (803.02) |
| 69824 | 6/13/2024 City Of Appleton | June 2024 Weights & Measures | (498.25) |
| 69825 | 6/13/2024 CIVICPLUS, LLC | Municode 2023 Ordinances Codified | (4,078.49) |
| 69826 | 6/13/2024 Complete Office of Wisconsin | Scott - Toner | (241.42) |
| 69827 | 6/13/2024 Corporate Network Solutions, Inc | Invoices 76403, 76426 | (3,399.00) |
| 69828 | 6/13/2024 Culligan Water | Invoices 202406, 680439 | (28.75) |
| 69829 | 6/13/2024 Dakota Zeman | Baby Shower Shelter Return | (100.00) |
| 69830 | 6/13/2024 Derrick & Becky Hubatch | Birthday shelter return | (100.00) |
| 69831 | 6/13/2024 Drexel Building Supplys | Shed -S. Knopf Rd. | (472.32) |
| 69832 | 6/13/2024 ED'S TRACTOR REPAIR, LLC | Hyd. Hose | (142.01) |
| 69833 | 6/13/2024 Fire Inspection Services | May 1-31 2024 Inspections | (1,586.25) |
| 69834 | 6/13/2024 Gordon Flesch | Clerks Office Ricoh | (241.84) |
| 69835 | 6/13/2024 GREEN LAKE COUNTY TREASURER | Home Delivered Meals Diver Invoice | (55.61) |
| 69836 | 6/13/2024 HAWKINS/ASH CPAs | Progress Bill for Audit Ending Dec. 12/31/23 | (5,870.00) |
| 69837 | 6/13/2024 HAWKINS/ASH CPAs | Final 2024 Bill | (716.00) |
| 69838 | 6/13/2024 Heidi Heath Farms | Oakwood Flowers | (1,250.00) |
| 69839 | 6/13/2024 Hilgart, Caitlin | \$400.00 Pool Start UP/ \$50. Mis Postage | (450.00) |
| 69840 | 6/13/2024 HOLIDAY WHOLESale | Concessions | (1,306.36) |
| 69841 | 6/13/2024 Horizon Commercial Pool | Pool | (648.25) |
| 69842 | 6/13/2024 JON LUNDT ELECTRIC | Service Call Campground | (166.59) |
| 69843 | 6/13/2024 The Crowley Company | Library Digitization | (12,146.02) |
| 69844 | 6/14/2024 CONCENTRA MED COMPLIANCE ADMIN | E. Berndt Drug Test | (64.00) |
| 69845 | 6/14/2024 KUNKEL ENGINEERING GROUP | City of Berlin -Oak St. Utility & Street Extension | (3,476.25) |
| 69846 | 6/14/2024 KUNKEL ENGINEERING GROUP | City of Berlin Miscellaneous Engineering Service | (487.50) |
| 69847 | 6/14/2024 LIR Transportation LLC | May 2024 Taxi | (26,090.88) |
| 69848 | 6/14/2024 LUDOLPH, TIMOTHY | Invoices 05312024, 06132024 | (528.70) |
| 69849 | 6/14/2024 MGD INDUSTRIAL CORP | Shop | (314.03) |
| 69850 | 6/14/2024 MODERN OVERHEAD DOOR CORP | Overhead Doors - Lean | (5,514.00) |
| 69851 | 6/14/2024 MUTUAL OF OMAHA | June 2024 Life & Accident Insurance | (204.32) |
| 69852 | 6/14/2024 Nicole, Polakowski | Graduation Shelter Return | (100.00) |
| 69853 | 6/14/2024 Peterson, Rondelle | Graduation Shelter Rental | (100.00) |
| 69854 | 6/14/2024 Plantz, Dennis | June Retire Health Reimbursement | (256.80) |
| 69855 | 6/14/2024 Richard Schramer | 2023 Tax Refund | (67.37) |
| 69856 | 6/14/2024 SECURIAN FINANCIAL GROUP | June 2024 EE & ER Paid Life Insurance | (469.56) |
| 69857 | 6/14/2024 SONDALLE FORD LINCOLN MERCURY | Oil Change 2023 Chrysler | (77.20) |
| 69858 | 6/14/2024 STAHL PLUMBING & HEATING | Plumbing Part | (49.23) |
| 69859 | 6/14/2024 TASC | May GC Cobra | (54.00) |
| 69860 | 6/14/2024 TRI-COUNTY ENVIRONMENTAL HEALT | Pool Licence Fee | (620.00) |
| 69861 | 6/14/2024 TRI-COUNTY ENVIRONMENTAL HEALT | RETAIL FOOD SERVICE CONCESSION RENEWAL | (318.00) |
| 69862 | 6/14/2024 TRI-COUNTY ENVIRONMENTAL HEALT | RV PARK/ CAMPGROUND RENEWAL | (229.00) |
| 69863 | 6/14/2024 US POSTAL OFFICE- POST MASTER | 12 Month Box #272 renewal | (123.00) |

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|-------|--|---|--------------|
| 69864 | 6/14/2024 WASTE MANAGEMENT | May 2024 Garbage & Recycle | (31,358.69) |
| 69865 | 6/14/2024 Wisconsin Department of Transportation | 2018 Audit DOT Payment | (11,770.00) |
| 69866 | 6/14/2024 WISCONSIN PROFESSIONAL POLICE | June Union Dues | (356.00) |
| 69868 | 6/18/2024 Baker & Taylor | May 2024 Baker & Taylor | (1,669.49) |
| 69869 | 6/18/2024 Gordon Flesch | Berlin Public Library | (128.39) |
| 69870 | 6/18/2024 MIDWEST TAPE | April Hoopla | (473.05) |
| 69871 | 6/18/2024 OBRIST, LISA | May 2024 Cleaning Service | (521.25) |
| 69872 | 6/18/2024 Unique Management Services, Inc. | 05/08 & 05/29 Placement | (58.25) |
| 69873 | 6/18/2024 Winnefox Library System | March Unique Mgmt & Printing, Computer Supplies | (58.11) |
| 69874 | 6/18/2024 Winnefox Library System | WCTS group purchase -MATERIAL | (97.57) |
| 69875 | 6/28/2024 ALL SAINTS CATHOLIC Church | Church Picnic Refund | (100.00) |
| 69876 | 6/28/2024 Associated Bank | 2013 GO Bond Annual Fee | (475.00) |
| 69877 | 6/28/2024 BELLA BY DESIGN | Janitorial Plates | (82.50) |
| 69878 | 6/28/2024 Berlin Journal | Invoices 178212, 181479, 181529, 181624 | (1,111.00) |
| 69879 | 6/28/2024 Chier Law Office LLC | Invoices 14366, 14372, 14387, 14399, 14413, 14414, 14415, 14442, 14452, 14453, 14455, 14489 | (3,911.83) |
| 69880 | 6/28/2024 Congdon Shannon | Graduation refund | (100.00) |
| 69881 | 6/28/2024 Corporate Network Solutions, Inc | Duo Security 05/01/24-05/31/24 | (9.00) |
| 69882 | 6/28/2024 D & D CONSTRUCTION, INC | NiP Lean | (2,047.50) |
| 69883 | 6/28/2024 DTN, LLC | June 2024 Weather Sentry Online | (476.00) |
| 69884 | 6/28/2024 Dych Carol | Shelter Refund | (100.00) |
| 69885 | 6/28/2024 FehI Chuck | Shelter refund | (200.00) |
| 69886 | 6/28/2024 HOLIDAY WHOLESale | Invoices 1750096, 1752592, 1757029 | (3,276.45) |
| 69887 | 6/28/2024 Horizon Commercial Pool | Invoices INV74256, INV74314, INV74953 | (6,455.12) |
| 69888 | 6/28/2024 ITU ABSORBTECH, INC. | Towels | (73.79) |
| 69889 | 6/28/2024 MODERN RENTALS, INC | Trimmer Head | (55.98) |
| 69890 | 6/28/2024 MORIARTY REFRIGERATION | Pool Repair | (100.00) |
| 69891 | 6/28/2024 Peterson Mariah | Shelter House Refund | (100.00) |
| 69892 | 6/28/2024 VIKING ELECTRIC SUPPLY | Bulbs | (239.75) |
| 69893 | 6/28/2024 WASTE MANAGEMENT | Landfill Scott truck #61 | (271.14) |
| 69894 | 6/28/2024 WAYNE CONSULTANTS & MFG, INC. | Chem | (732.00) |
| 69895 | 6/28/2024 WISCONSIN PROFESSIONAL POLICE | July Union Dues | (356.00) |
| 69896 | 6/28/2024 Ziemann David | Shelter House refund | (100.00) |
| | | | (156,429.34) |

UTILITY BILLS JUNE 2024

| | <u>Check</u> <u>Date</u> | <u>Vendor</u> | <u>Description</u> | <u>Check</u> <u>Amount</u> |
|-------|-----------------------------|-------------------------------------|---|-------------------------------|
| 17087 | 6/06/2024 | BADGER STATE WASTE LLC | BIOSOLIDS HAULING | (24,426.00) |
| 17088 | 6/06/2024 | Berlin Journal | CCR AD | (92.00) |
| 17089 | 6/06/2024 | CINTAS | MOP & PARTS/MATS | (143.57) |
| 17090 | 6/06/2024 | HORST DISTRIBUTING INC | MOUNT-ENGINE, RF/LR | (113.54) |
| 17091 | 6/06/2024 | HORST DISTRIBUTING INC | SEAL KIT | (45.67) |
| 17092 | 6/06/2024 | JON LUNDT ELECTRIC | DIGESTER BUILDING- REPLACE MOTOR STARTER ON GAS PUMP AND FIX BREAKER | (1,706.05) |
| 17093 | 6/06/2024 | U S POST OFFICE | POST OFFICE BOX SERVICE FEE DUE | (123.00) |
| 17094 | 6/06/2024 | U S POST OFFICE | JUNE REGULAR BILLING | (820.42) |
| 17095 | 6/06/2024 | USA BLUEBOOK | PART B, 6NPT COUPLER/COMPANION FLANGE | (333.89) |
| 17096 | 6/14/2024 | ALAN HIATT | CUT CONCRETE FOR NEW HATCH DOOR | (1,665.00) |
| 17097 | 6/14/2024 | CONCENTRA MED COMPLIANCE ADMIN | DRUG TEST BUNDLE- JOE MARKOWSKI | (64.00) |
| 17098 | 6/14/2024 | HORST DISTRIBUTING INC | FAN | (122.74) |
| 17099 | 6/14/2024 | MUTUAL OF OMAHA | ACCIDENTAL/LIFE INSURANCE | (44.44) |
| 17100 | 6/14/2024 | RIDGE STONE PRODUCTS, INC | ROAD GRAVEL W/TRUCKING | (947.57) |
| 17101 | 6/14/2024 | SECURIAN FINANCIAL GROUP | JUNE SECURIAN | (202.58) |
| 17102 | 6/14/2024 | TASC | MAY COBRA | (14.00) |
| 17103 | 6/14/2024 | U S POST OFFICE | PFP BILLING | (221.55) |
| 17104 | 6/28/2024 | Accufund, Inc. | PROFESSIONAL SERVICES 5/124 TO 5/31/24 | (1,937.50) |
| 17105 | 6/28/2024 | Alcivia | DIESEL FUEL | (252.45) |
| 17106 | 6/28/2024 | Brightspeed | LOCAL SERVICES FROM JUN 09 TO JUL 08, 2024 | (62.63) |
| 17107 | 6/28/2024 | Chier Law Office LLC | DIGESTER MIXING * PIPING IMPROVEMENTS CONTRACT WITH AUGUST WINTER & SONS | (568.10) |
| 17108 | 6/28/2024 | CINTAS | MOP & PARTS/MATS | (147.57) |
| 17109 | 6/28/2024 | CYPRESS FARMS LLC- LANDSPREADING | 6 MONTH LANDSPREADING FEE | (1,750.00) |
| 17110 | 6/28/2024 | GFL Solid Waste | STANDARD TRASH/RECYCLING SERVICE 7/1/24 - 7/31/24 | (345.90) |
| 17111 | 6/28/2024 | Great Lakes Roofing | WELL #5 209 S KOSSUTH | (19,166.67) |
| 17112 | 6/28/2024 | HAWKINS/ASH CPAs | PROFESSION SERVICES | (3,970.00) |
| 17113 | 6/28/2024 | HORST DISTRIBUTING INC | FAN 15' DIA 8 BLADE | (159.76) |
| 17114 | 6/28/2024 | INTERSTATE BATTTERY | BATTERIES | (263.90) |
| 17115 | 6/28/2024 | JON LUNDT ELECTRIC | KOSSUTH-WELL#5 WORK | (770.91) |
| 17116 | 6/28/2024 | KUNKEL ENGINEERING GROUP | QUOTES FOR ASPHALT PAVING AT WELL #5 AND WWTP | (180.00) |
| 17117 | 6/28/2024 | MARTELLE WATER TREATMENT | LIQUID ALUM. SULFATE | (5,769.12) |
| 17118 | 6/28/2024 | MID-AMERICAN RESEARCH CHEMICAL | BLACK ICE DEODORIZER-METERED | (260.21) |
| 17119 | 6/28/2024 | STRAND ASSOCIATES, INC | DIGESTER MIXING & PIPING PROF. SERVICES MAY 1-31, 2024 | (4,400.00) |
| 17120 | 6/28/2024 | USA BLUEBOOK | PERISTALTIC PUMP TUBE | (198.19) |
| 17121 | 6/28/2024 | WI DNR - ENVIRONMENTAL FEES | RENEWAL FEE | (2,525.42) |
| 17122 | 6/28/2024 | WILLIAM/REID | FOG RODS WITH CABLE | (3,205.06) |

CITY OF BERLIN COMMON COUNCIL MEETING MINUTES
TUESDAY, June 11, 2024 at 7:00 pm
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

The Mayor called the meeting to order at 7:00pm, Roll Call resulted in five (5) present; Boeck, Burgess, Durtschi, Nigbor and Stobbe. One absent, Dretske. Staff in attendance: Sara Rutkowski, Tim Ludolph, Chief Pulvermacher, Assistant Chief Nnetzger, Attorney Chier, and Caitlin Hilgart.
No Virtual Attendees.

There was one public commit card. Dean Spielvogel 121 E. Liberty St. Berlin, spoke on agenda item #10 about the Street Cruzers, Inc special event permit application for August 10-11 2024.

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 bills list; 7) Approve the minutes from May 14, 2024 Common Council Meeting. Durtschi made a motion to accept the Consent Agenda as presented. Burgess seconded the motion that passed on a roll call vote of (5) five ayes and (1) one absent.

Item #8 Nigbor made a motion the accept the resignation of Natalie Kuklinski from the Board of Appeals and Board of Review effective immediately. A letter of thanks for the years of service be sent. Burgess seconded the motion that passed on a voice vote.

Item #9 Boeck made a motion to accept the Mayoral appointment of Nathan Corduan to the Board of Appeals for a term expiring November 1, 2025. Stobbe seconded the motion that passed on a voice vote.

Next item was the Street Cruzers, Inc Special Event Permit Application for August 10-11 2024. Chief Pulvermacher stated that due to participants of the event acting unsafely and irresponsibly resulted in him not approving the intersection controls this year. Dean Spielvogel, president of the Street Cruzers, Inc spoke on behalf the event. There was discussion held. Stobbe made a motion to approve the special events permit for the Street Curzers, Inc Event on August 10-11, 2024 knowing that there will be no traffic control provided by the Berlin Police Department. Boeck seconded the motion that was passed on a voice vote.

Next item was the appeal by B. Gohlke of bartending denial Evidentiary Hearing. Mr. Gohlke withdrew his denial.

Item #12 was the Utilities Compliance Maintenance Annual Report (CMAR) & Resolution #24-06. Rutkowski presented the report and grades received. Nigbor made a motion approve Resolution #24-06 and place on file. Durtschi seconded the motion and passed on a roll call vote of (5) ayes and (1) one absent.

Item #13 was the 2024-2025 Liquor License Requests. The recommendation is to approve Liquor License Applications as presented, subject to all locations passing all required inspections and final approvals by Attorney Chier. There was discussion held about all applicants presenting the proof of 150 days of operation. There was a decision made to continue asking for the proof of operation so it is not a surprise when it does become a deciding factor when there isn't "Class B" Liquor Licenses available. Nigbor made

a motion to approve all liquor license applications subject to all locations passing all required inspections and final approvals by Attorney Chier. Stobbe seconded to motion that passed on a voice vote.

Item #14 was the 107 W Huron Raze and Repair. Ludolph was happy to present that the property is almost done with the roof. There is one little spot that is still exposed to the elements. They have the floors, stairs, and are working on the porch now. There was discussion held, no action was needed and moved to next month.

Next item was the Register of Deeds E – Recording Agreement. Rutkowski stated that this was from Green Lake County and they just want to move recordings of Special Assessments and other Loan Satisfaction electronically. Boeck made a motion approve E- Recording Agreement and authorize appropriate signatures. Nigbor seconded the motion that passed on a voice vote.

Item #16 was the TID Creation in 2025 Discussion. Rutkowski presented interest from two different developers building up parts of the community. Council is ok with moving forward.

Item #17 was Old Business. Burgess asked for an update on the ARPA funds next month and where we are at. Mayor agreed to include it with Budget time discussions.

Item #18 was New Business. Durtschi asked for an open discussion and review of the responsibility of dog owners in the community. Mayor agreed to place on a future agenda when time permits.

At 7:53PM Stobbe made a motion to convene into closed session pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session (*1 - Initial Discussions for Developer's Agreement for Commercial Associates Riverview Lane Development on Lot 1 of CSM 3037, Tax Parcel 206-01082-0200 and 2 – Police Union Negotiations*). Durtschi seconded that motion that passed on a voice vote of (5) ayes and (1) absent.

Motion to seat City Administrator Rutkowski and Planning & Development Director Ludolph by Burgess, second by Durtschi. Motion carried via voice vote.

Discussion continued in Closed Session.

Motion to reconvene into open session by Nigbor at 8:04 pm, with a second by Stobbe. Motion carried via voice vote.

Motion to adjourn at 8:05 pm by Nigbor, with a second by Boeck. Motion carried via voice vote.

Caitlin Hilgart, Deputy Clerk

CITY OF BERLIN PLAN COMMISSION MINUTES
JUNE 25, 2024
CITY OF BERLIN, WISCONSIN

PRESENT: Chair Joel Bruessel, Luke Dretske, Paul Hanan, Victoria Hill, and Carol Hughes

ALSO PRESENT: City Attorney- Matthew Chier, Tim Ludolph, Michael Multerer- 414 N Hunter St, Kurt and Jan Unangst- 359 E Waushara St, and Patrick Larschied- 203 E Waushara St

The City of Berlin Plan Commission meeting was called to order at 6:04 p.m. by Chair Bruessel.

For Public Comment, Michael Multerer discussed his desire to construct a detached garage on his property. After some discussion the Plan Commission recommended staff support him with either rezoning or variance application and include this on the next agenda.

Hill motioned to seat Dretske at 6:17 PM. Bruessel seconded the motion which was carried by a roll call.

The Minutes of the May 38th Plan Commission meeting were approved on a motion by Hill as presented. Dretske seconded the motion, which was carried by a voice vote.

The next item was to discuss the CSM request from Peter and Robin Thoma. . Ludolph gave a quick summary of the staff's recommendation. Hill motioned to approve the CSM Minor Subdivision request for Parcels #206-00975-0104 + 206-0975-0103 Sacramento St and directed staff to sign required documentation. Dretske seconded the motion, which was passed by voice vote.

Future Land Use Map Update
Mayor Bruessel opened the Public Hearing at 6:18 P.M. for the Current and Future Land Use Map Amendment for subject properties Tax ID # 206034531300, 206034531200, 206034531100, 206034531000, 206034530900, 206034530800, 206034530710, 206034530610, 206034530500, 206034530420, 206034530210, 206034530100 , 206034520600, 206034520500, 206034520410 , 206034520410 , 206034520300, 206034520200, 206034520100, 206034510800, 206034510700, 206034510600, 206034510200 + 206034510300 + 206034510500 on the North Side of E Waushara St from Residential Land Use to Future Rural Character Residential/Agriculture Mix Land Use. Ludolph summarized the situation as noted in the staff report and noted calls came in asking about the tax assessment implication, stated by the Assessor to be none. Bruessel asked for any public comments for this amendment three times then three times if anyone wanted to speak against this amendment. The hearing was closed at 6:25 PM. Hill motioned to recommend to Common Council for approval of the proposed Land Use Amendment in the Comprehensive Plan as presented. Hughes seconded the motion, which was carried by a voice vote.

The next item was the discussion of the Ad-Hoc Committee designed to discuss the North Business Park and the Protective Covenants. Bruessel opened the topic for discussion and no discussion took place.

No Old Business was brought up for discussion at the next meeting.

The New Business was brought up was facilitation of the Rezoning of 414 N Hunter St to be scheduled for a Public Hearing at the next meeting.

Next meeting date is Tuesday July 30th 2024

Hill moved to adjourn at 6:29 pm. Dretske seconded the motion, which carried by voice vote.

Respectfully Submitted by Timothy Ludolph, Planning and Development Director

PLAN COMMISSION RESOLUTION #24-02
PLAN COMMISSION RESOLUTION #24-02

TO RECOMMEND TO THE COMMON COUNCIL AN AMENDMENT TO THE CITY OF BERLIN
COMPREHENSIVE PLAN (CURRENT AND FUTURE LAND USE MAP)

WHEREAS, the Berlin Plan Commission wishes to amend the Comprehensive Plan and to amend current and future land use map; and

Residential to Rural Character/Residential-Agriculture Mix

WHEREAS, a map of the proposed amendment is attached to the Resolution as "Exhibit A- Map 7 Future Land Use"; and

WHEREAS, The amendments have resulted in a Plan that is compliant with the requirements of Section 62.23(7)(d)1.a. Wis. Stats; and

WHEREAS, the Plan Commission pursuant to Section 62.23(7)(d)2. has held a public hearing for the amendment of the Current and Future Land Use Map of the City of Berlin on June 25th, 2024

NOW, THEREFORE BE IT RESOLVED, the Berlin Plan Commission recommends to the Common Council the adoption of the future land use map amendment from Residential to Rural Character/Residential-Agricultural Mix

CITY OF BERLIN, T18N R13E

Section: 34

1/4 1/4: SE

Subdivision: METES AND BOUNDS on the North Side of E Waushara St.

BE IT FURTHER RESOLVED: The Future Land Use Map of the City of Berlin is hereby amended and established as set forth in the attached map, which is incorporated into this Resolution as though fully set forth herein.

BE IT FURTHER RESOLVED: This amendment to the Future Land Use Map is hereby declared to be made to conserve and promote the public health, safety, convenience and general welfare.

PASSED, APPROVED, AND ADOPTED this 25th day of June, 2024.

Motion for Adoption by: Hill

Seconded by: Hughes

ROLL CALL VOTE: Ayes: 5 Nays: - Absent: 1

PLAN COMMISSION RESOLUTION #24-02

CITY OF BERLIN:

JOEL BRUESSEL, PLAN COMMISSION CHAIR

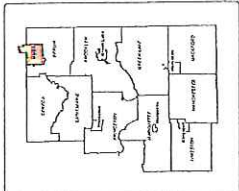
ATTEST:

TIMOTHY LUDOLPH, ZONING ADMINISTRATOR

APPROVED AS TO FORM:

MATTHEW G. CHIER, CITY ATTORNEY

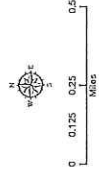
Map 7 Future Land Use City of Berlin Green Lake County, WI



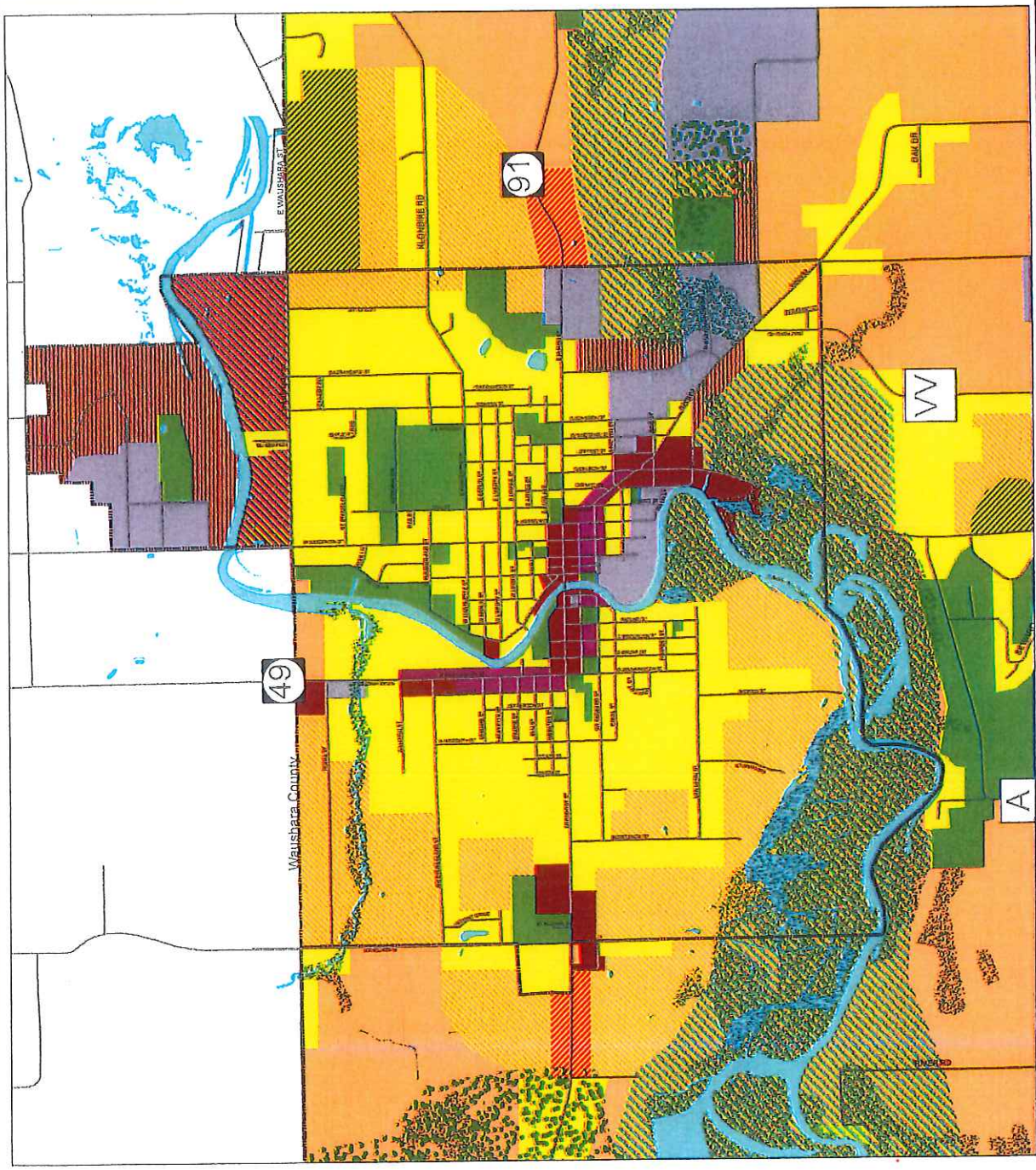
Legend

- Roads
- Municipal Boundary
- Woodlands
- Lake or River
- Wetland or ESA*
- Future Land Use
 - Future Commercial
 - Future Conspicuity Area
 - Future Industrial
 - Future Public-Govt-Parks
 - Future Residential
 - Future Rural Character/Residential-Agriculture Mix
- Current Land Use
 - Agricultural / Vacant
 - Commercial
 - Industrial
 - Mixed Use
 - Public-Govt-Parks
 - Residential

*ESAs (Environmentally Sensitive Areas) include stream protection areas consisting of a 75 foot buffer.



Map Date: 6/19/2024
Green Lake County
Planning & Zoning Department



DATE: July 09, 2024
TO: Common Council
FROM: Clerks Department
RE: Election Official Appointments

ELECTION OFFICIALS APPOINTMENTS
For Term January 1, 2024 – December 31, 2025

Marilyn Adler

Midge Seaman

Mary Nighbor

DATE: July 9, 2024

TO: Common Council

FROM: Fire Department

RE: Fire Department Request to Sell Beer at Car Show Event

BACKGROUND: Doug Dewhurst from the Fire Department has requested permission for the Fire Department to sell beer at the Car Show again this year. As per city policy, a department of the City can be approved to sell fermented beverages at community events for fundraising purposes with the approval of the Common Council. The event will be August 11 this year.

RECOMMENDATION: Approve the Berlin Fire Department request to sell beer at the 2024 Car Show Event.

Berlin Police Department



07-02-24

To: City of Berlin Common Council

From: Noah Knetzger
Assistant Chief of Police

Ref: Wisconsin's Body Worn Camera Grant

Council Members:

I am seeking approval to apply for Wisconsin's Body Worn Camera Grant. Funding from the grant may be used for the purchase of body worn camera's, digital storage, and retrieval systems. This grant has an estimated deadline of 07/26/2024. I am currently working with the company, Digital Ally, regarding their body worn camera, digital evidence, and squad car camera solutions.

The estimated cost for these products is \$70,425.44 to be paid over five years. Being that the Wisconsin Grant requires a 50/50 match we would have to cover \$35,212.5. The breakdown of year-to-year cost is as follows:

Year 1 = \$37,441.92

Year 2 through 5 = \$8,245.88

Digital Ally's estimate is being used to provide a general idea of cost. I am not committed to this company at this time and other options can be explored if the grant is not awarded.

Thank you,

Noah Knetzger
Assistant Chief of Police



| | |
|-------|------------------|
| Quote | QUO-04097-Q6R9K0 |
| Date | 4/17/2024 |
| Page | 1 |

14001 Marshall Drive
 Lenexa, KS 66215
 1-800-440-4947 www.digitalallyinc.com

Customer:

| |
|---|
| Berlin Police Department Assistant Chief Noah Knetzger 108 N. Capron Street Berlin, WI 54923 |
|---|

| Customer ID | Salesperson | Shipping Method | Payment Terms | Created By | Quote Valid |
|-------------|-------------|-----------------|---------------|--------------------|-------------|
| BERWI0 | DB3-AS | FEDERAL EXPRESS | Net 30 | Tiffany Kaltenbach | 90 Days |

| Ordered | Item Number | Description | Retail Price | Item Discount | Discount | Ext. Price |
|---------|---------------|--|--------------|---------------|------------|-------------|
| 13 | | 5 Year FVPRO Dev Lic, 180 Day Retention | \$2220.00 | \$133.20 | \$1,731.60 | \$27,128.40 |
| 4 | K001-00777-04 | EVO-HD Base w/ FirstVu PRO | \$5120.00 | \$307.20 | \$1,228.80 | \$19,251.20 |
| 4 | | 5 YR EVO-HD Cloud License 180 Day Retention | \$3480.00 | \$208.55 | \$834.20 | \$13,085.80 |
| 9 | 001-00252-00 | FirstVu Pro, 128GB | \$649.00 | \$38.94 | \$350.46 | \$5,490.54 |
| 13 | 002-05459-00 | Charger Kit, FirstVu PRO | \$150.00 | \$9.00 | \$117.00 | \$1,833.00 |
| 1 | 001-20408-01 | QuickVu 8 Docking Station (1TB, 4GB) Hardware Only | \$1895.00 | \$113.70 | \$113.70 | \$1,781.30 |
| 1 | | 5 YR QuickVu 8 Docking Station Cloud Lic | \$1080.00 | \$64.80 | \$64.80 | \$1,015.20 |
| 18 | 012-00042-00 | Activation Fee | \$30.00 | \$0.00 | \$0.00 | \$540.00 |

Notes:

NCSA Contract #25-04-0222 Pricing Applied To All 5 Years

5 Year Outright Purchase Annual Cost Breakout:
 (First Year Cost Includes Hardware, Accessories, Activation And Freight)

Quote Includes Optional 8 Bay Docking Station 2 Year Advanced Exchange Warranty. 2 Year Advanced Exchange Warranty on EVO-HD. 1 Year Advanced Exchange Warranty on FirstVu Pro

Year 1 = \$37,441.92
 Year 2 = \$8,245.88
 Year 3 = \$8,245.88
 Year 4 = \$8,245.88
 Year 5 = \$8,245.88

Project Total = \$70,425.44

| | |
|----------------|--------------------|
| Total Discount | \$4,440.56 |
| Subtotal | \$70,125.44 |
| Misc | |
| Tax | \$0.00 |
| Freight | \$300.00 |
| Total | \$70,425.44 |

Thank you for your interest in Digital Ally products. If you would like to place an order, please contact the Digital Ally Sales Team at 1-800-440-4947.



| | |
|-------|------------------|
| Quote | QUO-04097-Q6R9K0 |
| Date | 4/17/2024 |
| Page | 2 |

Subscription (3, 5 or 8 Year) Plan Includes:

- *Advance Exchange Equipment Program on All Hardware (Batteries Included) With Subscription*
- All Inclusive Plans – No Hidden Costs
- Warranty for Life of Subscription
- Support for Life of Products

EVO In-Car Features & Options:

- *Built-In Patented VuLink Auto-Activation*
- Tablet Interface Sold Separately (EVO Only)
- Near Real-Time Mapping & Geofencing
- Dispatch Activation
- Remote Firmware Updates & Diagnostics

Complete Evidence Management Solution (EVO Web):

- *Access to Share/Prosecution Portal & Redaction Software*
- Event Tagging, Notations, Playback Review, & Reporting
- Security Groups & Granular Permission Controls
- Case Management & GPS Mapping
- Multi-Angle Playback

Body Camera Features & Options:

- *S.O.S – Officer Down with Remote Activation (FVPRO Only)*
- Built-In Patented VuLink Auto-Activation. Vulink Hardware Sold Separately
- Near Real-Time Mapping & Geofencing
- Docking Stations: 8 & 24-Bay Docking Station with Interactive Touchscreen
- Unlimited Body Camera Messaging Alert Notifications (FVPRO ONLY)

InterVu Room Features:

- *Advance Exchange Equipment Program on All Hardware with Subscription*
- Full EVO Web Functionality
- 90-Day Warranty on Installation Services
- All Cloud Licenses on Unlimited Retention/Storage Plan

Deployment & Activation Includes:

- Dedicated Project Manager
- Product Setup & Configuration
- Remote Deployment
- System Administrator & Officer Training Session
- Best Practices & Implementation Planning Session

Optional Products & Services:

- Turnkey Services: Includes Remote or Onsite Training and Activation
- Additional Storage Purchased in Blocks of 100GB.
- Accessories Sold Separately
- Vulink Auto-Activation. Hardware Only.

If applicable, taxes and freight are due upon signing.
3% Additional Fee to be Charged Upon Purchasing with Credit Card
Contact Your Local Representative for Additional Information and Pricing

DATE: July 09 2024

TO: Common Council

FROM: Staff

**RE: Resolution Authorizing Representative to file Application for Urban Forestry Grant from
DNR**

The City needs to pass an Authorizing Resolution again for the Urban Forestry Grant.

RECOMMENDATION: Approve and adopt Resolution #24-07 Authorizing Grant Application and
Agent.



RESOLUTION # 24- 07

A RESOLUTION DESIGNATING AUTHORIZING GRANT APPLICATION AND AGENT

WHEREAS, the applicant, City of Berlin, is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources (WDNR) for the purpose of funding urban and rural community forestry projects or urban forestry catastrophic storm projects specified in s. 23.097(1g) and (1r), Wis. Stats.; and

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grant agreement to carry out the project.

NOW, THEREFORE IT BE RESOLVED, the applicant, City of Berlin, will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement;

BE IT FURTHER RESOLVED, the applicant will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the City Administrator, its official or employee, to act on its behalf to:

1. Sign and submit the grant application.
2. Sign a grant agreement between the applicant and the WDNR
3. Submit interim and/or final reports to the WDNR to satisfy the grant agreement.
4. Submit grant reimbursement request(s) to the WDNR.
5. Sign and submit other required documentation.

Passed, approved and adopted this _____ day of _____, 2024.

ROLL CALL VOTE:

CITY OF BERLIN

_____ AYES

BY: _____
Joel Bruessel, Mayor

_____ NAYS

_____ ABSENT

ATTEST: _____
Sara Rutkowski, City Clerk

I hereby certify that the foregoing resolution was duly adopted by the City of Berlin Common Council at a legal meeting on _____, 2024.

| | | |
|----------------------|-------|----------------|
| | | |
| Authorized Signature | Title | Date Certified |

Date: July 09, 2024
To: Common Council
RE: 2023 Audit

BACKGROUND: Amber Ebert, our lead auditor from Hawkins Ash, will present the 2023 audit results to the Council. Amber will give you a brief presentation of the audit highlights and answer any questions you may have. The audit process went well, and we have again received an unqualified, clean opinion on our books, which is the highest opinion that can be achieved in an audit. Overall, the city finances are stable, general fund balance is in a good position, and all departments did a good job holding down expenses.

Attached is an audit summary prepared by the auditors. If you would like to review the entire detailed audit, please feel free to contact me. If you have specific or detailed questions, please feel free to contact me prior to the meeting. Depending on your questions, I may need to do some research to get you the answer.

RECOMMENDATION: Listen to presentation by Hawkins Ash on 2023 audit and accept and place 2023 audit on file.

CITY OF BERLIN, WISCONSIN

**SUMMARY FINANCIAL REPORT
WITH INDEPENDENT AUDITORS' REPORT**

DECEMBER 31, 2023

CITY OF BERLIN, WISCONSIN
SUMMARY FINANCIAL REPORT
TABLE OF CONTENTS
DECEMBER 31, 2023

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| 2-3 | Independent Auditors' Report |
| 4 | Combined Balance Sheet |
| | General Fund |
| 5 | Revenue |
| 6 | Expenditures |
| 7 | Statement of Revenue, Expenses and Changes in Net Position - Sewer and Water Utility |
| 8 | Statement of Revenue, Expenses and Changes in Fund Balance - Other Funds |
| 9 | Other Financial Information |



INDEPENDENT AUDITORS' REPORT

To the City Council
City of Berlin, Wisconsin

Opinion

The summary financial statements of the City of Berlin, as of and for the years ended December 31, 2023 and 2022, and the related notes, as listed in the table of contents, are derived from the audited financial statements of governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Berlin, as of and for the years ended December 31, 2023 and 2022, and the related notes, which collectively comprise the City of Berlin's basic financial statements. We expressed an unmodified audit opinion on those audited financial statements in our reports dated June 12, 2024 and May 2, 2023. The audited financial statements, and the summary financial statements derived therefrom, do not reflect the effects of events, if any, which occurred subsequent to the date of our report on the audited financial statements.

In our opinion, the accompanying summary financial statements of the City of Berlin as of and for the years ended December 31, 2023 and 2022 referred to above are consistent, in all material respects, with the audited financial statements from which they have been derived, on the basis described in the notes.

Summary Financial Statements

The summary financial statements do not contain all the disclosures required by accounting principles generally accepted in the United States of America. Reading the summary financial statements and the auditors' report thereon, therefore, is not a substitute for reading the audited financial statements and the auditors' report thereon. The summary financial statements and the audited financial statements do not reflect the effects of events that occurred subsequent to the date of our report on the audited financial statements.

Responsibilities of Management for the Summary Financial Statements

Management is responsible for the preparation of the summary financial statements on the same basis of accounting as the fund financial statements of the audited financial statements.

Auditors' Responsibility

Our responsibility is to express an opinion about whether the summary financial statements are consistent, in all material respects, with the audited financial statements based on our procedures, which were conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing standards*, issued by the Comptroller General of the United States. The procedures consisted principally of comparing the summary financial statements with the related information in the audited financial statements from which the summary financial statements have been derived and evaluating whether the summary financial statements are prepared in accordance with the basis described above. We did not perform any audit procedures regarding the audited financial statements after the date of our report on those financial statements.

HAWKINS ASH CPAS, LLP

Hawkins Ash CPAs, LLP

Manitowoc, Wisconsin

June 12, 2024

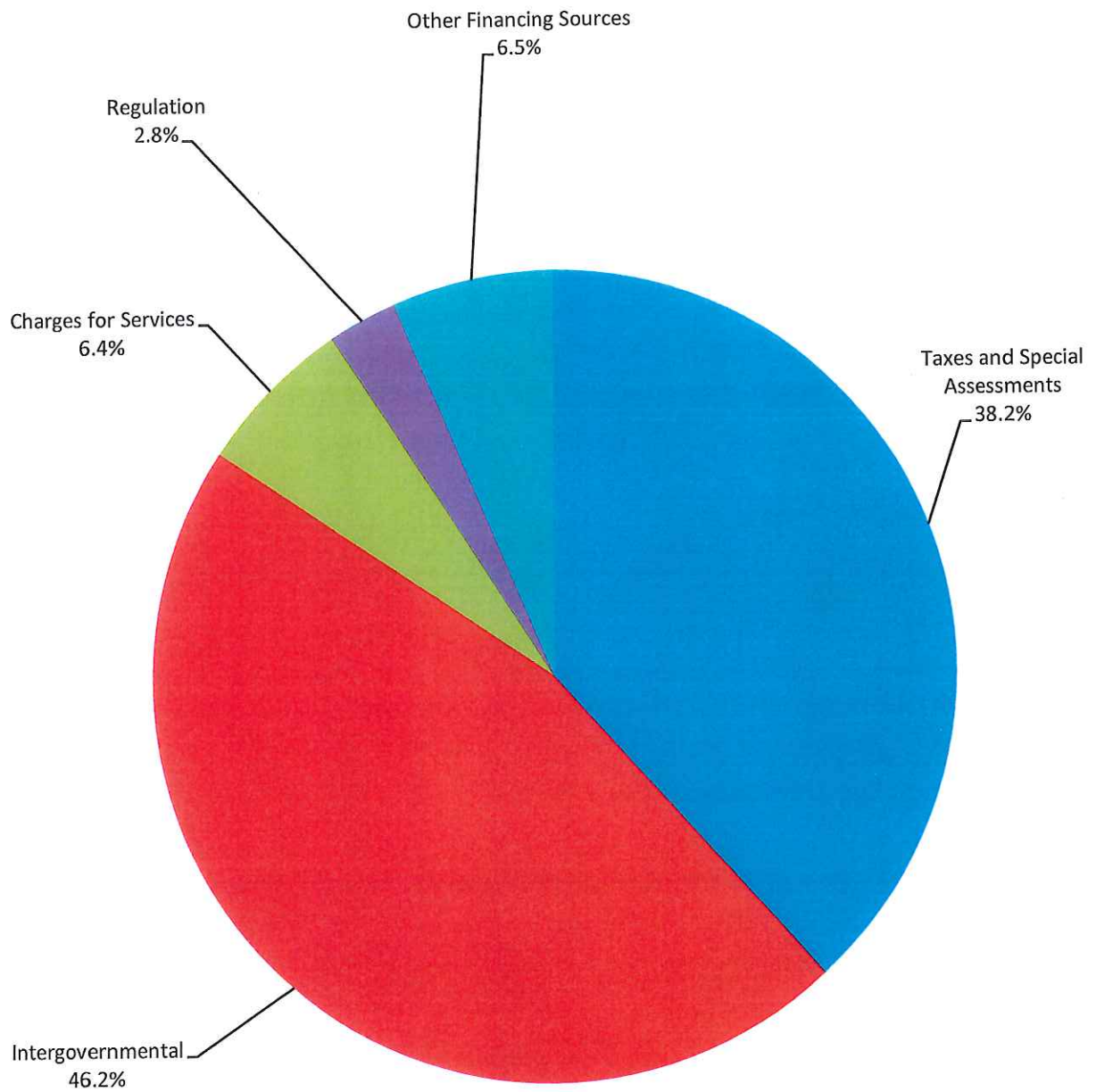
CITY OF BERLIN, WISCONSIN
COMBINED BALANCE SHEET
DECEMBER 31, 2023

| | <u>DECEMBER 31,</u> | |
|--|-----------------------------|-----------------------------|
| | <u>2023</u> | <u>2022</u> |
| ASSETS | | |
| Cash and cash equivalents | \$ 6,383,163 | \$ 6,098,051 |
| Investments | 8,744,421 | 9,764,987 |
| Receivables | | |
| Taxes | 5,691,045 | 5,618,618 |
| Accounts and other | 2,070,055 | 1,964,191 |
| Special assessments | 107,740 | 118,770 |
| Loan | 1,538,019 | 1,393,278 |
| Due from other funds | 267,296 | 247,670 |
| Due from other governments | 45,370 | 78,341 |
| Inventories | 36,990 | 32,601 |
| Restricted assets | | |
| Cash and investments | 1,502,823 | 1,429,127 |
| Accrued interest | 16,483 | 8,518 |
| Advances to other funds | 304,502 | 467,693 |
| Wisconsin Retirement System net pension | - | 159,825 |
| Capital assets, less accumulated depreciation | <u>14,298,849</u> | <u>14,133,641</u> |
| TOTAL ASSETS | 41,006,756 | 41,515,311 |
| DEFERRED OUTFLOWS OF RESOURCES | | |
| Wisconsin Retirement System pension | <u>445,977</u> | <u>324,839</u> |
| TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES | <u>41,452,733</u> | <u>41,840,150</u> |
| LIABILITIES | | |
| Accounts payable | 498,212 | 911,334 |
| Accrued liabilities | | |
| Payroll | 231,102 | 208,319 |
| Interest | 2,531 | 2,588 |
| Due to other funds | 267,296 | 247,670 |
| Due to other governments | 1,239,450 | 1,852,898 |
| Deposit payable | 300 | 700 |
| Unearned revenue - other | 1,775,982 | 1,815,301 |
| Advances from other funds | 304,502 | 467,693 |
| Payable from restricted assets | | |
| Current portion of long-term debt | 216,517 | 233,928 |
| Noncurrent portion of long-term debt | <u>564,786</u> | <u>511,337</u> |
| TOTAL LIABILITIES | <u>5,100,678</u> | <u>6,251,768</u> |
| DEFERRED INFLOWS OF RESOURCES | | |
| Taxes levied for subsequent year | 6,202,206 | 6,274,697 |
| Unavailable revenue - special assessments | 71,592 | 71,936 |
| Wisconsin Retirement System pension | <u>256,499</u> | <u>380,605</u> |
| TOTAL DEFERRED INFLOWS OF RESOURCES | <u>6,530,297</u> | <u>6,727,238</u> |
| EQUITY | | |
| Net position | 21,065,489 | 20,498,049 |
| General fund | 3,503,188 | 3,649,655 |
| Other funds | <u>5,253,081</u> | <u>4,713,440</u> |
| TOTAL EQUITY | <u>29,821,758</u> | <u>28,861,144</u> |
| TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND EQUITY | <u>\$ 41,452,733</u> | <u>\$ 41,840,150</u> |

CITY OF BERLIN, WISCONSIN
GENERAL FUND REVENUE
YEAR ENDED DECEMBER 31, 2023

| | <u>2023</u> | | <u>2022</u> | <u>CHANGE FROM</u> | |
|--|----------------------------|----------------------------|----------------------------|--------------------------|-----------|
| | <u>BUDGET</u> | <u>ACTUAL</u> | <u>ACTUAL</u> | <u>PRIOR YEAR</u> | |
| REVENUE | | | | | |
| Taxes | \$ 2,113,962 | \$ 2,122,406 | \$ 2,123,133 | \$ (727) | 0% |
| Intergovernmental | | | | | |
| Federal, state and local government | 2,427,824 | 2,562,486 | 2,489,435 | 73,051 | 3% |
| Regulation | | | | | |
| Licenses and permits | 83,917 | 86,295 | 94,980 | (8,685) | -9% |
| Fines, forfeits, and penalties | 68,050 | 67,050 | 74,051 | (7,001) | -9% |
| Charges for services | | | | | |
| Public charges for services | 174,200 | 175,328 | 178,009 | (2,681) | -2% |
| Intergovernmental charges for services | 220,671 | 179,193 | 162,216 | 16,977 | 10% |
| Miscellaneous | 84,818 | 162,032 | 92,413 | 69,619 | 75% |
| Other Financing Sources | | | | | |
| Transfers in | 190,000 | 170,115 | 189,396 | (19,281) | -10% |
| Sale of capital assets | <u>-</u> | <u>26,930</u> | <u>576</u> | <u>26,354</u> | 4575% |
| TOTAL REVENUE AND OTHER FINANCING SOURCES | <u>\$ 5,363,442</u> | <u>\$ 5,551,835</u> | <u>\$ 5,404,209</u> | <u>\$ 147,626</u> | 3% |

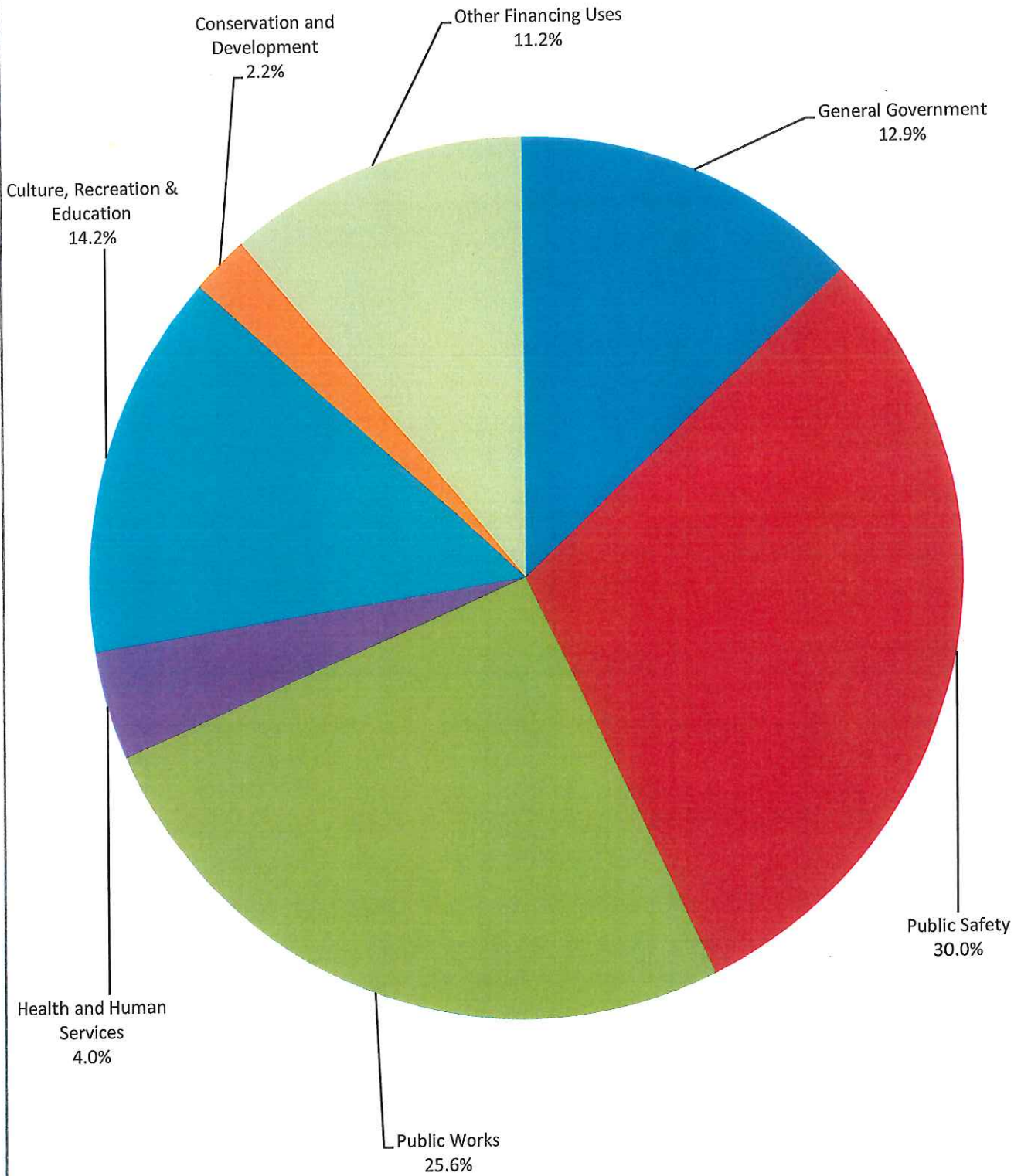
**CITY OF BERLIN, WISCONSIN
2023 GENERAL FUND REVENUE**



CITY OF BERLIN, WISCONSIN
GENERAL FUND EXPENDITURES
YEAR ENDED DECEMBER 31, 2023

| | <u>2023</u> | | <u>2022</u> | <u>CHANGE FROM</u> | |
|--|----------------------------|----------------------------|----------------------------|---------------------------|------------|
| | <u>BUDGET</u> | <u>ACTUAL</u> | <u>ACTUAL</u> | <u>PRIOR YEAR</u> | |
| EXPENDITURES | | | | | |
| General Government | \$ 755,645 | \$ 737,660 | \$ 730,644 | \$ 7,016 | 1% |
| Public Safety | 1,877,143 | 1,707,716 | 1,709,489 | (1,773) | 0% |
| Public Works | 1,473,242 | 1,457,955 | 1,310,114 | 147,841 | 11% |
| Health and Human Services | 249,613 | 228,072 | 219,757 | 8,315 | 4% |
| Culture, Recreation and Education | 856,432 | 807,132 | 727,907 | 79,225 | 11% |
| Conservation and Development | 110,501 | 123,258 | 92,869 | 30,389 | 33% |
| Other financing uses | | | | | |
| Transfer out | <u>636,509</u> | <u>636,509</u> | <u>970,321</u> | <u>(333,812)</u> | -34% |
| TOTAL EXPENDITURES AND OTHER FINANCING USES | <u>\$ 5,959,085</u> | <u>\$ 5,698,302</u> | <u>\$ 5,761,101</u> | <u>\$ (62,799)</u> | -1% |

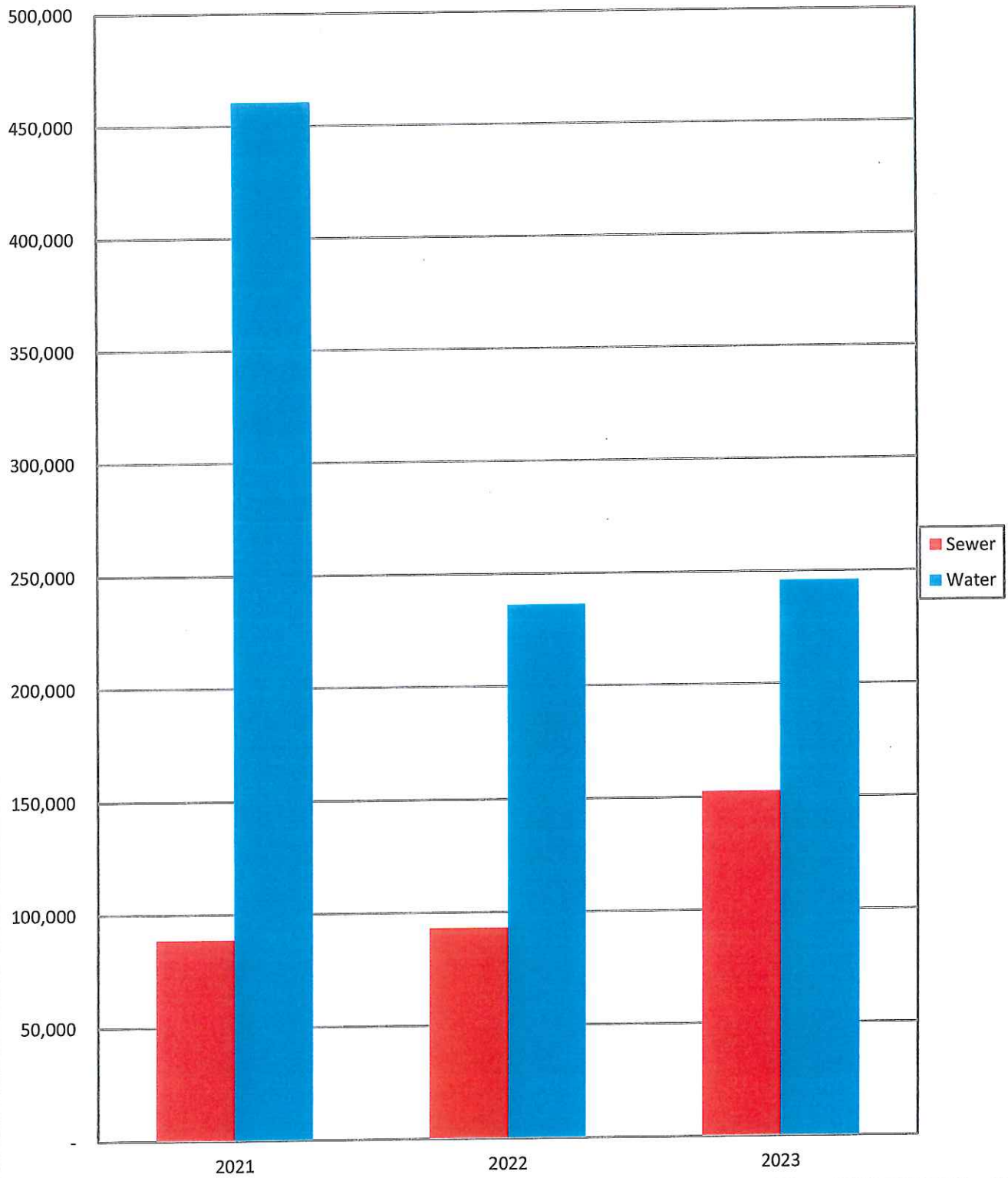
**CITY OF BERLIN, WISCONSIN
2023 GENERAL FUND EXPENDITURES**



CITY OF BERLIN, WISCONSIN
STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION
SEWER AND WATER UTILITY

| | YEAR ENDED DECEMBER 31, | | | | | | | |
|---|-------------------------|---------------------|---------------------------|------|----------------------|----------------------|---------------------------|--------|
| | SEWER | | | | WATER | | | |
| | 2023 | 2022 | CHANGE FROM PRIOR YEAR | | 2023 | 2022 | CHANGE FROM PRIOR YEAR | |
| OPERATING REVENUE | | | | | | | | |
| Charges for services | \$ 1,507,413 | \$ 1,330,534 | \$ 176,879 | 13% | \$ 1,262,439 | \$ 1,236,651 | \$ 25,788 | 2% |
| OPERATING EXPENSES | | | | | | | | |
| Operations and maintenance | 591,928 | 519,825 | 72,103 | 14% | 357,990 | 459,746 | (101,756) | -22% |
| General and administrative | 278,188 | 246,307 | 31,881 | 13% | 282,746 | 184,920 | 97,826 | 53% |
| Depreciation | 463,556 | 452,913 | 10,643 | 2% | 361,255 | 341,421 | 19,834 | 6% |
| Taxes | 21,454 | 18,589 | 2,865 | 15% | 14,725 | 14,380 | 345 | 2% |
| TOTAL OPERATING EXPENSES | <u>1,355,126</u> | <u>1,237,634</u> | <u>117,492</u> | 9% | <u>1,016,716</u> | <u>1,000,467</u> | <u>16,249</u> | 2% |
| OPERATING INCOME | <u>152,287</u> | <u>92,900</u> | <u>59,387</u> | 64% | <u>245,723</u> | <u>236,184</u> | <u>9,539</u> | 4% |
| NONOPERATING REVENUE (EXPENSES) | | | | | | | | |
| Interest income | 67,151 | 24,560 | 42,591 | 173% | 102,604 | 26,495 | 76,109 | 287% |
| Miscellaneous revenue | - | 3,100 | (3,100) | N/A | - | 2,956 | (2,956) | -100% |
| Interest expense | - | - | - | N/A | (11,292) | (12,079) | 787 | 7% |
| Miscellaneous expense | - | - | - | N/A | (432,175) | - | (432,175) | N/A |
| TOTAL NONOPERATING REVENUE (EXPENSES) | <u>67,151</u> | <u>27,660</u> | <u>39,491</u> | 143% | <u>(340,863)</u> | <u>17,372</u> | <u>(358,235)</u> | -2062% |
| INCOME BEFORE TRANSFERS AND CONTRIBUTIONS | <u>219,438</u> | <u>120,560</u> | <u>98,878</u> | 82% | <u>(95,140)</u> | <u>253,556</u> | <u>(348,696)</u> | -138% |
| Transfers out | (2,063) | (2,382) | 319 | 13% | (168,052) | (187,014) | 18,962 | 10% |
| Capital contributions | - | - | - | N/A | 620,962 | - | 620,962 | N/A |
| CHANGE IN NET POSITION | <u>217,375</u> | <u>118,178</u> | <u>99,197</u> | 84% | <u>357,770</u> | <u>66,542</u> | <u>291,228</u> | 438% |
| NET POSITION AT BEGINNING OF YEAR | <u>8,422,999</u> | <u>8,304,818</u> | <u>118,181</u> | 1% | <u>12,075,052</u> | <u>12,008,511</u> | <u>66,541</u> | 1% |
| PRIOR PERIOD ADJUSTMENT | <u>-</u> | <u>-</u> | <u>-</u> | N/A | <u>(7,707)</u> | <u>-</u> | <u>(7,707)</u> | N/A |
| NET POSITION AT END OF YEAR | <u>\$ 8,640,374</u> | <u>\$ 8,422,996</u> | <u>\$ 217,378</u> | 3% | <u>\$ 12,425,115</u> | <u>\$ 12,075,053</u> | <u>\$ 350,062</u> | 3% |
| Operating rate of return on average capital assets and inventory | 2.74% | 1.70% | | | 2.83% | 2.77% | | |
| Public Service Commission return on rate base | N/A | N/A | | | 1.12% | 4.69% | | |

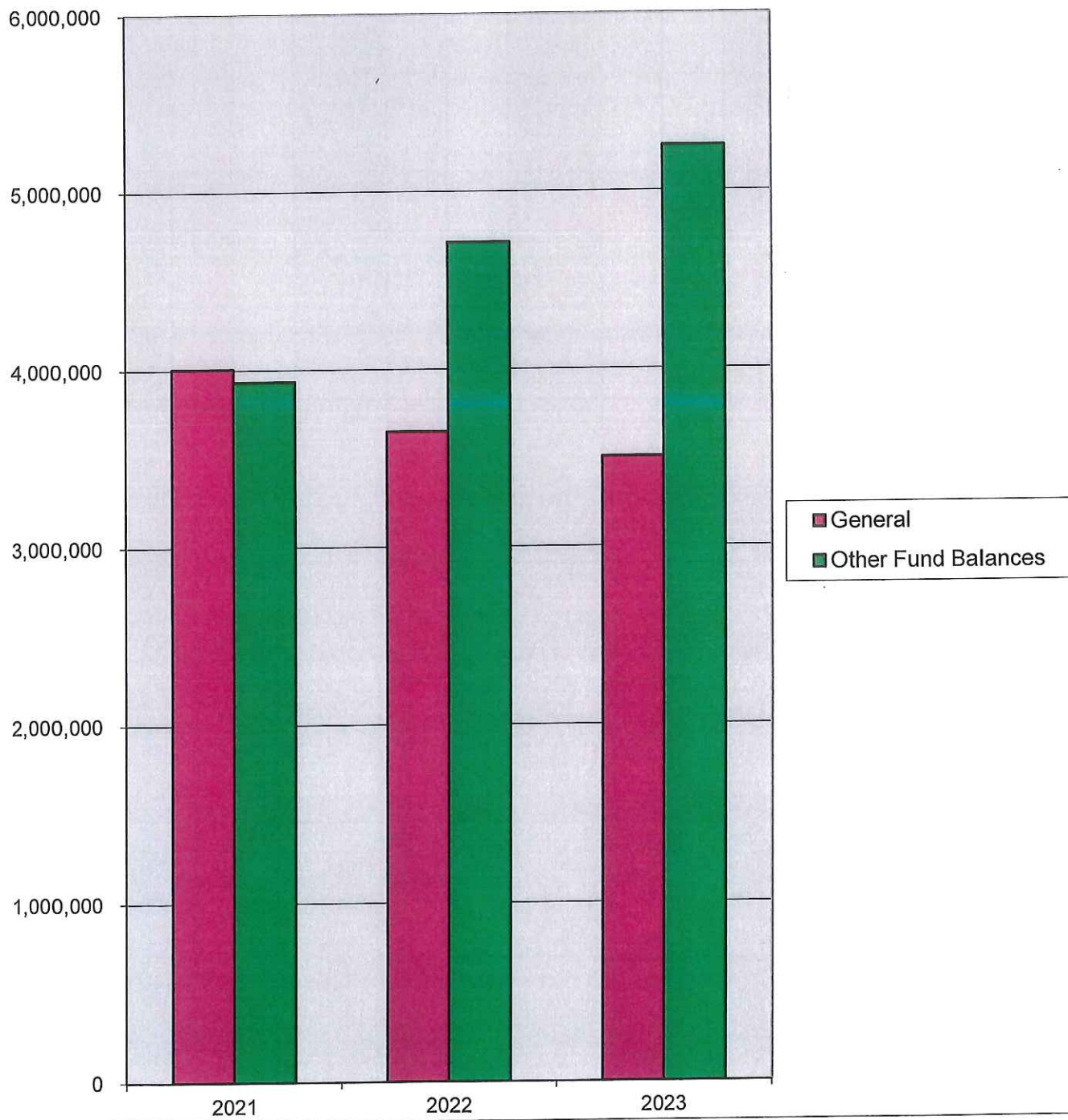
**CITY OF BERLIN, WISCONSIN
2021-2023 WATER AND SEWER UTILITY
OPERATING INCOME**



CITY OF BERLIN, WISCONSIN
STATEMENT OF REVENUE, EXPENSES AND CHANGES IN FUND BALANCE - OTHER FUNDS

| | BALANCE JANUARY 1, 2023 | REVENUE | EXPENDITURES | BALANCE DECEMBER 31, 2023 |
|---------------------------------|-------------------------------|----------------------|----------------------|---------------------------------|
| CDBG Housing Grant | \$ 15,183 | \$ 17,963 | \$ 16,301 | \$ 16,845 |
| Ambulance | 955,092 | 2,371,934 | 2,327,707 | 999,319 |
| Revolving Loan | 404,705 | 73,035 | 252,382 | 225,358 |
| Debt Service | 203,693 | 577,523 | 566,854 | 214,362 |
| American Rescue | - | 182,883 | 182,883 | - |
| Senior Special Account | 33,492 | 79,820 | 90,042 | 23,270 |
| Cemetery Expendable Trust | 489,101 | 14,088 | 15,084 | 488,105 |
| Library Expendable Trust | 1,441,609 | 223,629 | 52,279 | 1,612,959 |
| Capital Projects | 1,040,235 | 634,977 | 490,599 | 1,184,613 |
| TID #10 - North Industrial Park | (448,359) | 171,920 | 12,179 | (288,618) |
| TID #01E - RAJ | (19,334) | 13,642 | 10,192 | (15,884) |
| TID #02E - David White Property | 20,093 | 8,395 | 466 | 28,022 |
| TID #15 - Downtown | 193,638 | 141,468 | 83,768 | 251,338 |
| Custodial Fund | - | 5,741,775 | 5,741,775 | - |
| Library Endowment Principal | 57,630 | 624 | 624 | 57,630 |
| Internal Service | 326,660 | 707,086 | 577,984 | 455,762 |
| TOTAL | \$ 4,713,438 | \$ 10,960,762 | \$ 10,421,119 | \$ 5,253,081 |

**CITY OF BERLIN, WISCONSIN
2021-2023 FUND EQUITY**



CITY OF BERLIN, WISCONSIN
OTHER FINANCIAL INFORMATION
DECEMBER 31, 2023

Independent Auditors' Report - An unmodified "clean" auditors' opinion was issued on the City's financial statements. Our opinion states that we found your statements present fairly, in all material respects, the financial activity of the City.

Cash and Investments - The City's cash and investments decreased \$661,758.

Fixed Assets - The City spent \$630,426 on general capital assets and \$1,001,984 on sewer and water capital assets. The City disposed of \$206,948 on general capital assets and \$100,727 on sewer and water capital assets.

Long-Term Debt - At year end, \$4,363,000 was outstanding of general obligation debt which is below the City's state statute debt limit of \$19,832,480. There was also \$488,224 of water debt and \$1,788,504 of employee benefits outstanding.

Auditors' Reports on Compliance and Internal Control Over Financial Reporting - These reports conclude that the City's internal controls appear adequate for a City of your size.

Communications With Those Charged With Governance - This report discusses the scope and limitations of a financial audit and communicates any problems we had during the audit process. No significant problems were identified.

Date: July 09, 2024

To: Common Council

RE: Zoning Code Update Request

The Housing and Economic Development Plan has tasked Plan Commission with updating the current Zoning Code within the City. In order for Plan Commission to use the City Attorney, they need permission from Council.

It will be up to Plan Commission to put together suggested updates, right now all they are asking is the ability to look into possible updates for the Zoning Code.

Council needs to decide if Plan Commission can use Matt at this time to look into updating the City's Zoning Code.

The City's Zoning Code can be found under Chapter 82 of the City's Ordinances Sections 82-1 to 82-1102.

INSPECTION REPORT AND NOTICE OF NONCOMPLIANCE

| | | | | |
|--|------------------------------|-------------------------|--------------|------------------------------|
| Report Date: 7/2/2024 | Inspection Date 6/26/2024 | Permit No.: 23-68-7Z | State Seal # | Parcel No: 206-00127-0000 |
| Project Address <div style="text-align: center;">107 W Huron St</div> | | Subdivision | | Lot No.: Block No.: |

| | | | | | | |
|---------------------|---|---|--|--|---|-------------------------------------|
| Inspection Type(s): | <input type="checkbox"/> Footing | <input type="checkbox"/> Erosion Control | <input type="checkbox"/> Foundation | <input type="checkbox"/> Bsmt Drain Tile | <input type="checkbox"/> Underslab Plbg | <input type="checkbox"/> Rough HVAC |
| | <input type="checkbox"/> Rough Plumbing | <input type="checkbox"/> Rough Electrical | <input checked="" type="checkbox"/> Construction | <input type="checkbox"/> Insulation/Energy | <input type="checkbox"/> Final | <input type="checkbox"/> Other: |

| | |
|---|--|
| Area Inspected, if Partial Inspection: Rear roof and porch framing | If Final Inspection, Occupancy May: <input type="checkbox"/> Take Place Now <input type="checkbox"/> Take Place Temporarily for <u>30</u> days <input type="checkbox"/> Not Take Place Until The Items Below Are Corrected and Inspected <input type="checkbox"/> Other: |
|---|--|

| | |
|---|-----------------------------|
| Owner: Hussein Kadar 107 W Huron St, Berlin, WI Berlin, WI 54923 (773) 971-6569 | Contractor: Owner |
|---|-----------------------------|

AN INSPECTION OF THE ABOVE PREMISES HAS DISCLOSED THE FOLLOWING NONCOMPLIANCES: ☐ None Noted

| ORDER NO. | CODE SECTION | FINDINGS AND REQUIREMENTS |
|-----------|--------------|---|
| | | Rear roof framing is complete and structurally sound |
| | | rear roof drain and roofing is complete, drain temporarily moved to be directed outside and to storm drain in ally, instead of sanitary |
| | | rear porch is missing two windows at my last visit, but coming soon |
| | | roof over porch temporarily covered with half lap but rubber is to be installed |
| | | overall happy with work so far and can remove the raze order |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

IMPORTANT: Please report when violations are corrected. AVOID DELAY

NOTICE OF NONCOMPLIANCE: All cited violations shall be corrected within 30 days after written notification unless an extension of time is granted. Each day that the violation continues after notice shall constitute a separate offense and is subject to remedies and penalties by the authority having jurisdiction. Appeals per ch. 68, WI Stats. and s. Comm 20.21.

| | | |
|---|--|---|
| Enforcing <input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City <input type="checkbox"/> County OF: <u>Berlin</u> Jurisdiction: <input type="checkbox"/> State Staff <input type="checkbox"/> State Insp Agency# | Bldg Location Muni # <div style="text-align: center;">24 -- 206</div> | Authority By Municipal Ordinance Section:: <u>14.01</u> |
| Inspector's Name: John Lust 255213 | Violations Explained To: | Compliance Date: |
| Inspector's Address: | Office Hours: MW 8:30-10:30 am | Telephone No: 920-210-6351 |
| Orders Referred for Followup Legal Action To: | Date | Noncompliances Verified to Still Exist? (If needed, notate orders above.) <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | Additional Fees Collected(+)/Refunded(-) By State-Contracted Agency \$ Since Original Permit Issuance: |

Distribution: Ply 1 – Contractor Ply 2 – Inspector/State Ply 3 - Owner Ply 4 - File