

COMMON COUNCIL MEETING AGENDA
TUESDAY, SEPTEMBER 10, 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 August 13 2024 Common Council Meeting, and the August 15 and August 29 Special Common Council Meetings. RECOMMENDATION: Approve the August Common Council Open and Closed Meeting minutes.
8. DSPS Report on Commercial Electrical Inspections RECOMMENDATION: Approve Report and place on file.
9. Weights & Measures Services Contract RECOMMENDATION Accept Recommendation from Committee of the Whole to approve Weights & Measures Services Contract.
10. Ordinance 09-24 Vacant Building Registration RECOMMENDATION: Accept Recommendation from Committee of the Whole to approve Ordinance 09-24.
11. Resolution 24-09 Authorizing Revolving Loan Fund Loan of \$200,000.00 to Lion Group, Inc. RECOMMENDATION: Accept recommendation from Berlin Community Development Corporation to Loan RLF funds to Lion Group, Inc.

12. Ordinance 10-24: 347 E Huron Street Rezone Request from Plan Commission Parcel #206-00722-0100 RECOMMENDATION: Accept Recommendation from Planning Commission to rezone Parcel #206-00722-0100 from R-2 to R-3.
13. 303 North Washington Street Rezone Request from Plan Commission Parcel #206-01300-0000 RECOMMENDATION: Accept Recommendation from Planning Commission to deny rezone of Parcel #206-01300-0000 from B-2 to R-2.

END OF CONSENT AGENDA

14. Goodrich's Proclamation RECOMMENDATION: Approve Proclamation and place on file.
15. DM Family LLC Liquor License Application. RECOMMENDATION: Approve the Class "B" Beer and "Class B" Liquor License Application from DM Family LLC for license year 2024-2025 for location at 209 Broadway Street, contingent upon passing the required health, fire, police and building inspections and upon Boeck Rentals LLC relinquishing their Liquor License.
16. The Dandelion Farm TID Building Improvement Application. RECOMMENDATION: Listen to presentation with discussion and action as appropriate.
17. Ordinance 08-24: Zoning Code Amendment pertaining to Residential District and Related Definitions Mayoral Objection and Veto. RECOMMENDATION: Consider the Mayor's Objection and Veto and possible action to override.
18. City Fee and Bond Schedule adjustment for Ordinance 46-44. RECOMMENDATION: Listen to staff presentation with discussion and action as appropriate.
19. Appointment of Terry Przybyl to fill Ward 1 / Ward 7 Vacancy RECOMMENDATION: Accept Mayoral Appointment of Terry Przybyl for Ward 1/Ward 7 Vacancy effective September 14, 2024.
20. 2025 Budget / ARPA Funds Allocation RECOMMENDATION: Listen to staff presentation with discussion and action as appropriate.
21. City Administrator Job Recruitment Discussion. RECOMMENDATION: Listen to staff presentation with discussion and action as appropriate.
22. 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.)
23. New Business (To be used to request items of new business be put on a future agenda)

24. Motion to convene into closed session pursuant to Sec 19.85(1)(c), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (*1 - Discussions regarding current personnel and process in regards to City Administrator upcoming vacancy, 2 – Staff Wages*) and pursuant to Sec 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 – EMS Contract, 2 – Police Union Agreement, 3 – Administrator Job Recruitment Candidate Selections*).
25. Reconvene into open session and take appropriate action as a result of closed session discussion.
26. Adjourn.

Note: In adherence to the City of Berlin Public Meeting Participation Policy, public participation will be allowed under each agenda item at the discretion of the presiding officer, with the exception of the Consent Agenda. Attendees must register their intention to participate on either a general comments section or a specific agenda item prior to the meeting by filling out a Registration Card, which can be obtained from the Internet, City Clerk's office or in the City Hall Council Chambers at the podium. Registration Cards should be turned in prior to the meeting to either the presiding officer or City Clerk.

CITY OF BERLIN – OFFICE OF THE TREASURER

**CITY TREASURER REPORT
PERIOD ENDING 07/30/2024**

<u>FUNDS</u>	<u>BEGINNING BALANCE</u>	<u>ADJ/ VOIDS</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>ADJUSTMENTS</u>	<u>BANK BALANCE</u>	<u>INVESTMENTS</u>	<u>TOTAL W/ INVESTMENTS</u>
GENERAL CITY	\$ 159,106.15	\$ -	\$ 983,371.79	\$ (661,246.26)	\$ 3,149.70	\$ 484,381.36	\$ 3,100,000.00	\$ 3,684,381.36
TAX COLLECTION ACCOUNT	1,141.45	-	-	-	-	1,141.45	-	1,141.45
CAPITAL ACCOUNTS	2,161,698.48	-	180.45	(494,285.71)	-	1,867,593.23	-	2,444,846.09
EMS ACCOUNT	439,817.63	-	53,082.25	(353,341.62)	-	139,558.26	-	256,872.53
WATER & SEWER CHECKING	753,280.81	-	300,108.06	(219,297.34)	-	874,091.53	-	1,289,481.84
SEWER EQUIP REPLACEMENT FUND	70,887.96	-	8.74	-	-	70,896.70	1,256,000.00	1,267,474.87
WATER UTILITY	-	-	-	-	-	-	3,655,235.65	3,655,235.65
SEWER UTILITY	-	-	1,336,761.30	(1,728,170.95)	3,149.70	3,237,662.53	1,232,578.22	1,232,578.22
TOTAL OF ALL FUNDS	\$ 3,625,932.48	\$ -	\$ 1,336,761.30	\$ (1,728,170.95)	\$ 3,149.70	\$ 3,237,662.53	\$ 9,242,813.87	\$ 11,541,982.61

SUBMITTED BY: Sara Rutkowski, City Treasurer

CITY OF BERLIN

PAYROLL FOR August - 2023

NET PAYROLL

PAYDATE	Payroll #	PAYROLL TITLE	GENERAL CITY	UTILITY	AMBULANCE	
8/2/2024	16	General City	65,978.69			Check #
		A Wallner - payout vacation	1,215.15			
8/2/2024	16	Ambulance			36981.10	
8/4/2024	16	Utility		12,681.53		
8/16/2024	17	General City	69,521.04			Check #
8/16/2024	17	Utility		13,142.39		
8/16/2024	17	Ambulance			39260.03	
8/30/2024	18	General City	65093.68			Check #
8/30/2024	18	Ambulance			39700.81	
8/30/2024	18	Utility		12802.51		
		TOTAL MONTHLY PAYROLL	\$201,808.56	\$38,626.43	115941.94	

**City of Berlin WI - General City
A/E Detail Check Register**

<u>Reference</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
515	[KEG] KUNKEL ENGINEERING GROUP	KU22.1038.00 Lafayette St	2,690.00
516	[Aring] Aring Equipment CO., INC.	Wheel Loader	238,000.00
504	[CONCENTRA] CONCENTRA MED COMPLIANCE ADMIN	DOT Alcohol Test	100.00
505	[MOMAHA] MUTUAL OF OMAHA	August Life and Accidental Insurance	371.89
506	[SFG] SECURIAN FINANCIAL GROUP	September 2024	1,101.12
507	[TASC] TASC	July Admin Fees	100.00
508	[TASC] TASC	June Admin Fees	68.00
509	[TCAW] THEDACARE AT WORK	DOT q2 Drug Tests	84.00
		2 DPW, 2 Utility	
69993	[AAC] Associated Appraisal Consultants	August 2024 professional services	11,048.96
69992	[ALCVIA] Alcvia	Diesel Fuel	1,100.14
69994	[Banyon] Banyon Data Systems	Fund, Fixed Assets, POS Support	975.00
69996	[BH20] Berlin Water & Sewer Department	MSA repayment	2,725.00
69995	[BJN] BERLIN JOURNAL	Plan Commission, council minutes, shop mechanic ad	918.00
69997	[CHARTER] Charter Communication I	Bill	803.65
69998	[CLO] Chier Law Office LLC	Hours over Retainer Payment	27,939.10
69999	[Ellery, Sarah] Ellery, Sarah	Shelter House Deposit Return	100.00
70000	[Formiller, Joe] Formiller, Joe	Shelter House Deposit Return	100.00
70001	[HACPA] HAWKINS/ASH CPAs	Missed payment from Inv 3199164	4,730.00
70002	[MPIC] Municipal Property Insurance Company	Property Insurance 07/23/2024-07/23/2025	64,326.00
70003	[PLANTZ] Plantz, Dennis	August 2024 Payment	256.80
70004	[POMPS] Pomp's Tire Service, Inc.	Truck Tire	573.58
70005	[Schultz, Duane] Schultz, Duane	Shelter House Deposit Return	100.00
70007	[Wolverine Fireworks] Wolverine Fireworks Display, INC	2024 Fireworks	10,250.00
70006	[WPPA] WISCONSIN PROFESSIONAL POLICE	August Payment	400.50
70009	[BELLA BY DESIGN] BELLA BY DESIGN	Mayor car club trophy	35.00
70043	[BJN] BERLIN JOURNAL	paper subscription, election test	128.00
70011	[City of Appleton] City Of Appleton	Community Contract payment	498.25
70012	[CONSOL] Convergent Solutions	Avaya Annual Support Fee	700.32
70013	[Corp net] Corporate Network Solutions, Inc	CAT cable	15.00
70014	[CULLWA] Culligan Water	July Bill	16.50
70015	[Diamond Vogel] Diamond Vogel	Traffic Paint	3,338.75
70016	[GFCOM] Gordon Flesch	July Printing	473.07
70017	[HOLIDAY WHOLESale] HOLIDAY WHOLESale	July Bills for Pool	2,710.10
70018	[Horizon Commercial Pool] Horizon Commercial Pool	Pool chemicals and lease agreement	2,696.27
70019	[IBU] INTERSTATE BATTERY	July Bill	150.95
70020	[ITUAB] ITU ABSORBTECH, INC.	Shop towels	73.79
70021	[J. F. AHERN COMPANY] J. F. AHERN COMPANY	City Hall Fire Alarm Inspections	546.00
70022	[KEG] KUNKEL ENGINEERING GROUP	KU24.1012.00 Oak St	1,309.50
70023	[LIR] LIR Transportation LLC	July Bill	24,269.12
70024	[Miller, Jan] Miller, Jan	Shelter Deposit return	100.00

70025	[MSA] MSA	R00084005.00	835.00
70026	[NEA] NORTHEAST ASPHALT	July Bill	954.00
70027	[OTA] OTA Company	Fire Dept Shirts	564.83
70028	[Ramaker] Ramaker & Associates, Inc	Aquatic Center Improvements	3,800.00
70029	[RID] RIDGE STONE PRODUCTS, INC	July Bill	97.06
70030	[UMOS Inc] UMOS Inc	Shelter Deposit return	100.00
70032	[Wisconsin APA] Wisconsin APA	Tim Conference	375.00
70031	[WM] WASTE MANAGEMENT	July Bill	31,372.92
70033	[Wustruck, Yvonne] Wustruck, Yvonne	Shelter House Deposit Return	100.00
70034	[Ceman Law Office, LLC] Ceman Law Office, LLC	Special Prosecutor - Koyen Case	650.00
70035	[CENTLINK] Centurylink	August Bill, pay ahead	100.00
70036	[CHCOMM - POOL] Charter Communication	August Bill	159.98
70037	[Chier, Carey] Chier, Carey	Standing Desk Purchase	50.00
70038	[Corp net] Corporate Network Solutions, Inc	Sonic Wall Admin Office Serial Number 18C2418624AC	1,600.00
70039	[Fink, Don] Fink, Don - Rental	Shelter House Deposit Return	100.00
70040	[KEG] KUNKEL ENGINEERING GROUP	2024 Urban Forestry Grant Assistance	360.00
70041	[Layton, Robert] Layton, Robert	Shelter House Deposit Return	100.00
70042	[WEDA] Wisconsin Economic Development Association	WEDA Dues	350.00
70047	Language Line Service, Inc.	July	16.56
70044	[APS] Advantage Police Supply	Trauma Pad	963.00
70045	[GFCOM] Gordon Flesch	July Bill	16.84
70046	[GLCO-02] GREEN LAKE COUNTY TREASURER	Spillman Annual Fee	3,402.75
70048	[SFLM] SONDALLE FORD LINCOLN MERCURY	Police Vehicle Work	2,139.35
70049	[TCLAB] THEDACARE LABRATORIES	Blood Draws	255.00
70050	[Washington County] Washington County Clerk of Circuit Court	Copy of Bond	1.25
70051	[WAUSCO] WAUSHARA COUNTY	Civil Process	150.00
70052	[WAUSCO] WAUSHARA COUNTY	Circuit Court copies	8.75
70057	[01-00002113-02-8] OBRIST, LISA	Quick Clean Library Service	547.50
70053	[Baker & Taylor] Baker & Taylor		1,306.86
70054	[ELM USA] ELM USA Inc.	Library	83.39
70055	[GFCOM] Gordon Flesch	Library	116.86
70056	[MWT] MIDWEST TAPE	Library	499.81
70058	[Unique] Unique Management Services, Inc.	Library	69.90
70059	[WALS] Winnefox Automated Library Services	Library July Order	235.36
70080	[02-00001073-00-5] RIVER SHORES CHURCH	Shelter House Return	200.00
70065	[ALCIVIA] Alcivia	DPW catch up bill for missed January bills	852.81
70066	[BH20] Berlin Water & Sewer Department	July Bill	22,841.44
70067	[Brand, Justin] Brand, Justin	SH Deposit Return	100.00
70068	[BRIGHT] Brightspeed		484.36
70069	[DTN] DTN, LLC	July	476.00
70070	[ESRI] Environmental Systems Research Institute, Inc.	Tim Zoning App User	189.59
70071	[GFCOM] Gordon Flesch	Police	18.97
70072	[HOLIDAY WHOLESale] HOLIDAY WHOLESale	Pool Concessions	311.65
70073	[Horizon Commercial Pool] Horizon Commercial Pool	Pool Chemicals, Leased Equipment, Pool Hoop	2,074.33
70074	[KEG] KUNKEL ENGINEERING GROUP	KU23.1003.00	450.00

70075	[Leigh, Elaine] Leigh, Elaine	SH Deposit Return	100.00
70076	[Martoglio, Pauline] Martoglio, Pauline	Witness Fees	5.00
70077	[MODRENT] MODERN RENTALS, INC		865.98
70078	[PACKERLAND PORTABLES] PACKERLAND PORTABLES	PortaPotty	185.00
70079	[POMPS] Pomp's Tire Service, Inc.	Tires for Mowers	572.00
70081	[Rodgers, Tim] Rodgers, Tim	SH Deposit Return	100.00
70082	[TAPCO SAFE TRAVELS] TAPCO SAFE TRAVELS	Signals	898.00
70083	[WEDC] Wisconsin Economic Development Corporation	Connect Community	200.00
70060	[BAYCOM INC] BAYCOM INC c/o OWNERS EDGE INC	Fire Dept	562.50
70061	[EAGLE ENGRAVING, INC] EAGLE ENGRAVING, INC	Fire Department	18.75
70062	[FIS] Fire Inspection Services	July Bill	1,586.25
70063	[GLCFire] Green lake County fire Association	Signs	154.00
70084	[ALCIVIA] Alcivia	Fuel	832.37
70085	[BJN] BERLIN JOURNAL	Council Minutes and two ordinances	483.00
70086	[Chamberlin, Carol] Chamberlin, Carol	Shelter House Deposit Return	100.00
70087	[CHCOM-SRCTR] Charter Communication III	08/21 to 09-20 Service	803.65
70088	[CONSOL] Convergent Solutions	Phone Line Switch	159.00
70089	[GFCOM] Gordon Flesch	Final Bill for old PD unit	59.58
70090	[Midwest Air] Midwest Air Compressor LLC	MAC 5103L80V Air Max Industrial Piston Air Compressor	4,110.98
70092	[PAUL QUINN] RD QUINN PLUMBING	Pool ball valve replacement	909.98
70091	[PLANTZ] Plantz, Dennis	Sept 2024 Health Reimbursement	256.80
70093	[Solar Heating] Solar Heating Services LLC	Service Call for Pool	240.00
70094	[TAPCO SAFE TRAVELS] TAPCO SAFE TRAVELS	Signal Parts	454.58
70095	[VES] VIKING ELECTRIC SUPPLY	Invoices S008254561.002, S00833093.001	2,210.00
509	SIGMA ENVIRONMENTAL SERVICES	Closing Package	6,210.00

**City of Berlin W. Utility Department
A/P Detail Check Register**

<u>Reference</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
17182	[RICHARD SOCIESKI] RICHARD SOBIESKI	REIMBURSEMENT FOR UPS SHIPMENT- PUMP	94.77
17169	[AQUACHEM] AQUACHEM OF AMERICA INC	AQUACHEM DP 2575	3,289.00
17170	[BAD] Badger Laboratories, Inc.	TOTAL COLIFORM BACTERIA	104.00
17171	[BAYCOM INC] BAYCOM INC c/o OWNERS EDGE INC	MINITOR VI NYLON CASE PLAIN - CHAD	39.90
17172	[BCT1015] Berlin City Treasurer 1015	2ND QUARTER 2024 BILLING FOR SK	7,951.61
17173	[BJN] BERLIN JOURNAL	HYDRANT FLUSHING AD	115.00
17174	[CRANE] CRANE ENGINEERING	SLUICE GATE- LABOR, EQUIPMENT, & MATERIALS	13,505.00
17175	[DIG] Diggers Hotline	EMAIL FEES FOR JULY 2024	49.60
17176	[FERGUSON] FERGUSON WATERWORKS	HYDRANT PAINTING	12,500.00
17177	[FERGUSON] FERGUSON WATERWORKS	LF LEAD COUP	229.00
17178	[JLE] JON LUNDT ELECTRIC	BROADWAY LIFT STATION- LABOR/WIRE	982.33
17179	[MARC] MID-AMERICAN RESEARCH CHEMICAL	JUDGEMENT DAY WEED KILLER 05	625.00
17180	[MARC] MID-AMERICAN RESEARCH CHEMICAL	HC BACTERIAL ENZYMES	480.00
17181	[MSA] MSA	GIS- WORK FROM 4/14/24 TO 5/18/24	4,504.65
17183	[TCAW] THEDACARE AT WORK	DRUG SCREENING	84.00
17184	[US CELL] U S CELLULAR	MONTHLY SERVICE CHARGES 7/16/24 - 8/15/24	436.09
17185	[USA BB] USA BLUEBOOK	3 X 3 TIGERTAIL W/24' ROPE	145.27
17186	[WALTCO] WALTCO	PICK UP SAMPLES FOR BADGER LABS- JULY 2024	941.88
17187	[BCT1015] Berlin City Treasurer 1015	March Payroll check #1	11,197.33
17188	[BCT1015] Berlin City Treasurer 1015	April Payroll check #1	11,487.18
17189	[BCT1015] Berlin City Treasurer 1015	May payroll check #1	11,487.18
17190	[BCT1015] Berlin City Treasurer 1015	June payroll check #1	11,487.18
17191	[BCT1015] Berlin City Treasurer 1015	APRIL 2024	14,706.12
17192	[BCT1015] Berlin City Treasurer 1015	JUNE 2024 PAYROLL	15,486.39
17193	[BCT1015] Berlin City Treasurer 1015	MARCH PAYROLL	23,056.99
17194	[BCT1015] Berlin City Treasurer 1015	MAY PAYROLL 2024	14,997.53
17195	[EGBEXC] EGBERT EXCAVATING, INC	REPLACE WATER SERVICE ANN CT	3,345.00
17197	[ALCIVIA] Alcivia	Invoices 3488, U3287	366.93
17198	[BAD] Badger Laboratories, Inc.	Invoices 24-012520, 24-014184, 24-014574, 24-015513	2,128.10
17199	[BRIGHT] Brightspeed	LOCAL SERVICE FROM 8-9-24 TO 9-8-24	67.82
17200	[CIN] CINTAS	MOP & PARTS/MATS	160.69
17201	[FERGUSON] FERGUSON WATERWORKS	LF 1/2 MNPT SQ HD PLUG	157.44
17202	[FERGUSON] FERGUSON WATERWORKS	COMP COUP 3 PART/CURB BOX/PIPING/COUPS	4,055.72
17203	[FERGUSON] FERGUSON WATERWORKS	18-1/2 MAG ANO ROD 12GA	672.00
17204	[GASVODA] GASVODA & ASSOCIATES, INC	NON-SWITCHOVER REGULATOR REBUILD KIT/EJECTOR REBUILD KIT	1,153.40
17205	[GFL] GFL Solid Waste	STANDARD TRASH/RECYCLE SERVICE FOR 9/1/24 TO 9/30/24	345.90
17206	[JLE] JON LUNDT ELECTRIC	Invoices 14069, 14070	454.40
17207	[KEG] KUNKEL ENGINEERING GROUP	WWTF AND WELL #5 PAVING	150.00
17208	[MART] MARTELLE WATER TREATMENT	Invoices 27694, 27703	6,020.54
17209	[MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC.	ASSISTANCE WITH UB, REVIEW SET UP, SHOW HOW TO US APPLY PAYMENTS FOR ANOTHER CUSTOMER OPTION	117.50
17210	[NORTHERN] NORTHERN LAKE SERVICE INC	524.2 TTHM BY GC/MS HALOACETIC ACIDS BY EPA	203.89

17213	[SHERWIN-WILLIAMS] THE SHERWIN-WILLIAMS CO.	RAIN FOREST COLOR PAINT	547.30
17211	[SJE INC] SJE INC	Invoices CD99517659, CD99526995, CD99527640, CD99539148	10,686.92
17212	[STR] STRAND ASSOCIATES, INC	DIGESTER MIXING AND PIPING CONSTRUCTION- PROFESSIONAL SERVICES 7/1/24 TO 7/31/24	5,400.00
17214	[TOTAL OVERHEAD DOOR SYSTEMS] TOTAL OVERHEAD DOOR SYSTEMS, LLC	POLE SHED MATERIALS/LABOR SERVICE/ REMOTES FOR GATES GATE REMOTES	2,667.00

CITY OF BERLIN COMMON COUNCIL MEETING MINUTES
TUESDAY, AUGUST 13 2024 7:00 PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

Mayor Bruessel called the Common Council meeting to order at 7:00 p.m. Present: Ald Boeck, Burgess, Durtschi, Nigbor, and Stobbe. Excused: Ald Dretske. Staff present: Attorney Chier, Tim Ludolph, Scott Zabel.

No Virtual Attendees. There was one public comment from E. Berkshire concerning the pool under Item 17 Budget 2025.

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 July Council Meeting; 8) Accept recommendation from Committee of the Whole (COTW) to direct City Attorney Chier to assist Plan Commission with updating Zoning Ordinance as related to the use of helicopters or helicopter landing pads in R1-R3; (9) Accept recommendation from COTW to direct staff to apply for Safe Streets for All Grant (10) Resolution 24-08 budget adjustment for assessment services (11) accept COTW recommendation to allow library upstairs upgrade; (12) Accept recommendation from COTW to remove exemptions for residential in vacant building registrations; and (13) accept recommendation from Plan Commission to rezone parcel 20-01720-0200 from A-1 to R-2. Nigbor made a motion to accept the Consent Agenda. Stobbe seconded the motion and it passed on a roll call vote of five (5) ayes.

Item 14 was helicopter nuisance ordinance 07-24. City Attorney Chier presented on the ordinance language. Durtschi made a motion to approve Ordinance 07-24. Burgess seconded the motion that passed on a roll call vote of five (5) ayes.

Item 15 was Nuisance Property update. Ludolph presented on the two recent properties that staff is concerned about.

Item 16 Community Development Authority role clarification discussion. Rutkowski stated the CDA is looking for more guidance from Council as to what CDA could do. Discussion was held concerning options. Council agreed CDA should look into the Housing and Economic Development plan and return to Council with suggestions for tasks. Also look at the loan application and return to Council will suggestions of improvements.

Next was 2025 Budget/ARPA funds. Discussion was held concerning the 2025 budget and ARPA requests with staff being asked to bring back information to next month's meeting.

Item 18 was the 2025-2029 Strategic Plan. Discussion was heard concerning possible paths. Council requested more information from Staff to bring back next month.

There is no Old Business.

New Business Nigbor requested a Proclamation be created to commemorate Jeff's on the Square's 50th Anniversary.

Stobbe made a motion to convene into closed session 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*). Durtschi seconded the motion that passed on a roll call vote of five (5) Ayes.

Discussion continued in Closed Session.

Motion by Nigbor to move into open session with a second by Stobbe. Motion passed via roll call vote with 5 ayes.

Stobbe made a motion to approve staff wages as discussed, with a second by Durtschi. Motion carried via voice vote.

Motion to adjourn by Burgess with a second by Nigbor. Motion carried via voice vote.

Sara Rutkowski, City Clerk

DRAFT

CITY OF BERLIN SPECIAL COMMON COUNCIL SESSION MEETING MINUTES
THURSDAY, AUGUST 15, 2024 5:00 PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

Mayor Bruessel called the Common Council special meeting to order at 5:00 pm. Present: Mayor Bruessel as well as Ald Boeck, Burgess, Durtschi, Nigbor, and Stobbe. Absent: Ald Dretske.

No virtual attendees and no public comment.

Nigbor made a motion to convene into a closed session. Burgess seconded it. The motion passed unanimously on a roll call vote.

Discussion: The Common Council discussed the recent resignation of Sara Rutkowski as City Administrator effective September 13, 2024. The Common Council also discussed the City Manager job description as well as possible next steps regarding the hiring process. Options were discussed including revisiting the position itself, posting the position immediately, posting an interim position, and looking for a hiring agency to assist the Common Council with the hiring process.

Ald Boeck left the meeting at 5:54 pm for a family matter.

Ald Nigbor made a motion to reconvene in open session and Ald Burgess seconded the motion. The motion passed unanimously.

Mayor Brussel called the Common Council special meeting back to order at 6:05 pm. All were still in attendance except Ald Boeck. A roll call vote was taken with all members present affirming.

Ald Burgess made a motion to:

- accept the resignation of Sara Rutkowski as the City Administrator effective September 13, 2024
- modify the current job description for the City Administrator to indicate that residency in the City of Berlin was "preferred" not required
- direct Sara Rutkowski to post the position of City Administrator, with the modified residency language, as soon as possible in all appropriate print and online locations
- direct Sara Rutkowski to have the posting open for two weeks, with language that indicated a specific close date as well as "until filled"
- direct Sara Rutkowski to list in the posting the salary range of \$81,590 to \$106,067
- direct Sara Rutkowski to post, create RFP, or any other method necessary to identify potential hiring agencies to assist the Common Council in the hiring process for City Administrator.

Ald Nigbor seconded the motion and added to thank Sara Rutkowski for her service to the City of Berlin. A roll call vote was taken with all members present affirming.

At 6:15 pm a motion was made by Ald Burgess and seconded by Ald Nigbor to adjourn. The motion passed with a unanimous voice vote.

CITY OF BERLIN SPECIAL COMMON COUNCIL MEETING MINUTES
THURSDAY, AUGUST 29, 2024 4:30 PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

Council Presiden Luke Dreske called the Common Council special meeting to order at 4:32 pm. Present: Ald Boeck, Burgess, Dreske, Durtschi, Nigbor, and Stobbe. Matt Chier was also in attendance. Absent: Mayor Bruessel.

No virtual attendees and no public comment.

Ald Burgess made a motion to amend Sec 82-4, 82-286, 82-311, and 82-336 and approve Ordinance 08-24. Nigbor seconded it. The motion passed unanimously on a roll call vote.

Nigbor made a motion to convene into a closed session. Burgess seconded it. The motion passed unanimously on a roll call vote.

Discussion: The council is asking for a special meeting and closed session after the next Committee of the Whole and a closed session at the next Council Meeting. Ask Sara to come during the closed session following the September 3rd Committee as a Whole meeting to discuss next steps in securing an agency to assist in the hiring process as well as looking into an interim city manager, including the possible hiring of Sara as interim support.

Ald Nigbor made a motion to reconvene in open session and Ald Stobbe seconded the motion. The motion passed unanimously.

Ald Dreske called the Common Council special meeting back to order at 5:20 pm. A roll call vote was taken with all members present affirming.

Ald Burgess made a motion to have a special council meeting following the next Committee of the Whole held on September 3, 2024, to discuss, in closed session, the status of the RFPs for the hiring agency, receive updates on the hiring process, and discuss with Sara Rutkowski, the possibilities around an interim city administrator.

Ald Nigbor second it. The motion was unanimously approved.

Ald Stobbe made a motion to hold a closed session at the next city council meeting on September 10, 2024, to discuss the status of the RFPs for the hiring agency, to potentially engage in the process of reviewing and deciding on the hiring agency, receive updates on the hiring process, and review the status on an interim city manager.

Ald Nigbor seconded the motion. The motion passed unanimously.

Ald Burgess motioned to adjourn and Ald Boeck seconded. The motion passed unanimously at 5:30.



8/30/2024
John Lust
Kunkel Engineering Group
107 Parallel St.
Beaver Dam, WI 53916
920-210-6351
jlust@geo-logic.com

SUBJECT: Review of general administrative practices, record keeping, and code application for commercial electrical inspections.

The following report identifies some of the findings and results of the Commercial Electrical Code Performance Audit, conducted on August 29, 2024. This audit focused primarily on general record keeping items related to permit issuance, and proper credentialing of electrical inspectors. The audits were carried out by department staff in accordance with the administrative requirements established in Wis. Admin. Code §§ SPS 316.011(2)(b). The audits are performed to determine if code enforcement activities are performed consistently in accordance with established standard operating procedures and performed in a timely manner. Files of electrical permits were examined as part of the audit.

Chapter SPS 316.011(2)(b) reads as follows:

Department administration. SPS 316.011(2)(b)(b) Pursuant to ss. 101.02 (5) and (15) and 101.82 (2m), Stats., municipalities engaging in providing plan review, permit issuance, or inspections regarding electrical wiring under the scope of this chapter as a designated inspection agency may be monitored or audited by the department for compliance with administrative requirements of this chapter and s. SPS 305.62.

As a delegated agent of the department for enforcement of SPS 316, the municipality is responsible for carrying out all permitting and inspection duties established in these codes.

The following municipalities were included in this audit

- 1) City of Berlin
- 2) City of Green Lake
- 3) City of Horicon
- 4) City of Marion
- 5) Town of Erin
- 6) Town of Lomira
- 7) Village of Brandon
- 8) Village of Kewaskum
- 9) Village of Oakfield

The municipalities have a current Electrical Inspection Agency registration.

Kunkel Engineering Group has a current Electrical Inspection Agency registration.

Kunkel Engineering Group employs John Lust to perform electrical inspections in accordance with his respective credentials.

John Lust holds the proper credential to conduct commercial electrical inspections.

General

1. The inspector's office has a publicly accessible telephone line and voice mail.
2. Inspectors utilize cell phones with voice mail capabilities when the phone is not answered.
3. Inspectors utilize desktop computers to manage inspection reports, scheduling, emails, and code retrieval.
4. Inspectors have access to e-mail accounts.
5. Inspectors have access to a digital camera.
6. Inspectors have current code books and commentaries printed and accessible.

7. Projects are within the scope of the ordinance.
8. The Municipal inspectors are properly certified in accordance with SPS 305 for the respective inspections performed.
9. Permit and inspection records are properly maintained and organized by the inspection officials.
10. The above named municipalities have adopted SPS 316 in their local ordinances.

Project Files and Permits

The following items mentioned are Code requirements found in the following sections of the department's codes: SPS 316.011(1), 316.012(1), 316.012(2), and 316.012(3).

1. The municipalities utilize a paper form and an online permit system for permit applications.
2. All of the permit applications that were reviewed contained all of the required information.
3. The municipal inspector stated that no electrical plans are reviewed in any of his contracted municipalities.
4. Inspection notes and notices of non-compliance were reviewed for compliance with SPS 316.013(3)(d)2. and SPS 305.62(6).

All of the files examined indicated that the municipal inspector maintains inspection records of each site visit in his files including dates of the inspection with pass/fail notation.

Written orders for correction are well maintained and documented. These orders contained specific code references where applicable for each item being cited.

Although inspection records did not indicate the time that the inspections are performed in relation to the builder's request for inspection. It appears that responses to inspection requests are being carried out in a timely manner.

Comments/Administrative Issues:

The following general recommendations should be noted:

- The municipal inspector should continue his efforts to assure that complete and thorough information is submitted with the electrical permit application that describes the methods, location, and scope of the electrical wiring installation.

From the information found in this audit, it appears that the electrical permit records are properly organized and maintained. In summation, this audit indicates that the Kunkel Engineering Group and its inspectors carry out their role in administering SPS 316 in a responsible and professional manner.

It should also be mentioned that the municipality was very helpful and cooperative in facilitating the activities of the audit. This audit is part of an overall effort of our department to promote more consistent statewide code enforcement, better communication with municipal leaders, and to aid in improving inspection services. The Department appreciates the time and effort taken by the Kunkel Engineering Group toward this end. We look forward to working together with your municipal inspectors and your municipality in the future to maintain and improve the administration and enforcement of the commercial electrical inspection program.

Sincerely,



Craig R. Mulder
Electrical Inspector
State of Wisconsin
Department of Safety and Professional Services
Division of Industry Services
craig.mulder@wisconsin.gov
608-444-5701

**RESOLUTION AUTHORIZING REVOLVING LOAN FUND LOAN
UP TO THE AMOUNT OF \$200,000.00 TO LION GROUP, INC.**

WHEREAS, LION GROUP, INC. (hereinafter referred to as "LION") has requested a loan from the CITY OF BERLIN'S CDBG Industrial Revolving Loan Fund (hereinafter referred to as the "CDBG RLF INDUSTRIAL") up to the amount of \$200,000.00 for the purposes of structural and fixture repairs and improvements to the real property located at 150 W. Franklin Street, Berlin, Wisconsin 54923, and closing costs of this loan; and

WHEREAS, the BERLIN COMMUNITY DEVELOPMENT CORPORATION, Administrator of the CDBG RLF INDUSTRIAL, has thoroughly reviewed LION'S loan application and approved the application at its meeting on August 27, 2024, subject to the conditions described in this Resolution; and

WHEREAS, the CITY OF BERLIN Common Council (hereinafter referred to as the "COUNCIL") has duly considered the request and approves the loan from the CDBG RLF INDUSTRIAL to LION, providing all required loan documents are in place in compliance with the requirements of the Manual for the CDBG RLF INDUSTRIAL, and under the remaining terms and conditions of this Resolution.

NOW THEREFORE, BE IT RESOLVED, that the CITY OF BERLIN may loan up to \$200,000.00 to LION from the CDBG RLF INDUSTRIAL upon the following terms:

1. The loan proceeds shall be used exclusively for the purpose of LION making structural and fixture repairs and improvements to the real property located at 150 W. Franklin Street, Berlin, Wisconsin 54923, and closing costs of this loan.
2. The per annum interest rate on the loan shall be 2% below the Prime Rate as published in the WALL STREET JOURNAL effective on the date of loan closing.
3. Payments for the loan shall be amortized over 20 years, with a balloon payment due at 12 years.
4. The loan shall be subject to all other terms and conditions as stated in the Manual for the CDBG RLF INDUSTRIAL, including all job creation or retention requirements.
5. The loan shall be secured by a mortgage, executed at the closing of this loan, on the real property located at 150 W. Franklin Street, Berlin, Wisconsin 54923 in any position so long as the entire loan amount is fully collateralized by the value of said real property.
6. The loan shall include a restrictive covenant prohibiting a change in ownership or control of LION or any of LION'S entity members, shareholders, or owners, or the transfer ownership of LION'S business operations, without the express written consent of CITY OF BERLIN, which consent may not be unreasonably withheld.
7. This Resolution shall expire 90 days after approval, unless extended by further action of the COUNCIL.

This Resolution Authorizing Revolving Loan Fund Loan up to the amount of \$200,000.00 to Lion Group, Inc. passed, approved, and adopted on September 10, 2024.

ROLL CALL VOTE:

_____ AYES

_____ NAYS

_____ ABSENT

CITY OF BERLIN

BY: _____
JOEL E. BRUESSEL
Mayor

ATTEST: _____
SARA L. RUTKOWSKI
City Administrator/City Clerk

APPROVED AS TO FORM:

MATTHEW G. CHIER
City Attorney

Sara Rutkowski

To: Tim Ludolph
Subject: RE: Council Items- Plan Commission

From: Tim Ludolph <TLudolph@cityofberlin.wi.gov>
Sent: Thursday, September 5, 2024 8:03 AM
To: Sara Rutkowski <srutkowski@cityofberlin.wi.gov>
Subject: Council Items- Plan Commission

Hello

Brown Wilcox

6- Hill motioned to recommend to Common Council to accept the proposed Rezoning of 347 E Huron St LOT 1 CSM Map #38 41 V23 PIN #206-00722-0100 from R-2 Residential to R-3 Residential. Kubiak seconded the motion and it was subsequently **carried by voice vote (6-0)**.

Jose Fuentes

7- Hill motioned to recommend to Common Council to accept the proposed Rezoning of 303 N Washington Street from B-2 to R-2. **The motion was denied through a voice vote (0-6)**.

Thank you,

Timothy Ludolph
City of Berlin
Planning and Development Director
Phone: 920-361-5156
Fax: 920-361-5405
108 N Capron St.
Berlin, WI 54923





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

Planning and Development
Director
Timothy Ludolph

Phone (920) 361-5156

Memo

To: Plan Commission Members

From: Timothy Ludolph, Planning & Development Director

RE: Rezone request for Property Identification # 206-00722-0100

Date: 08/27/2024

Background:

Name, Address, and phone number of applicant:

Brown Wilcox Home 920-361-2605 cpapdm@gmail.com

Nature of Request:

Rezoning subject property from R-2 Residential to R-3 Residential

Brief description of property and surrounding conditions:

Currently a Community Based Rehabilitation Facility with homes to the north, south, east, and west.

Brief description of proposal:

Rezone to allow multi-family dwelling in the addition to the building.

Discussion:

Criteria Reviewing Proposed Zoning Amendments

Following are some questions to incorporate in the zoning ordinance and consider when reviewing proposed zoning amendments (Rezoning).

Answer Yes or No then tally.

1. Is the request consistent with the comprehensive plan?



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

Planning and Development
Director
Timothy Ludolph

Phone (920) 361-5156

Yes, as a property in a residential future land use district this is a great opportunity for infill housing.

2. Does the community need more land in the requested district?

Yes, our Housing and Economic Development strategy looks for infill of residential uses, especially with greater than single use housing.

3. Are there other properties in the community that might be more appropriate for this use?

No, this property would likely be marketed as Multi-Family based on its form in the long term.

4. Will the request have a serious impact on traffic circulation, parking, sewer and water service, or other utilities?

No, it will probably be less.

5. Will the request have a negative adverse impact on property values in the vicinity?

No, given the focus on seniors this should be a low impact use.

6. Will the request result in lessening the enjoyment or use of adjacent properties?

No, the traffic should be less than the current use, if it would occur in this addition.

7. Will the request cause serious noise, odors, light, activity or other unusual disturbances?

No, other examples of senior housing have very little noise, odors, light, activity or other disturbances.

8. Will the request result in illegal spot zoning? (i.e. use is inconsistent with surrounding properties and serves only private, rather than public

interests)

No

Recommendation:



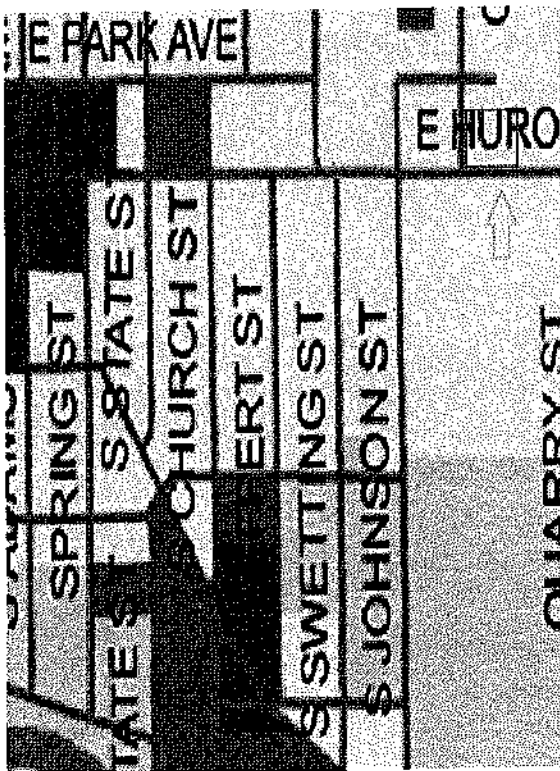
City of Berlin, WI
 Planning & Development Department
 108 N Capron St. • Suite 200
 Berlin, WI 54923

Planning and Development
 Director
 Timothy Ludolph

Phone (920) 361-5156

This property does meet the criteria for a Zoning Map Amendment and should be rezoned as R-3. Staff sees this as an appropriate change for the future of the property, and one that would neighborhood ultimately.

Staff would encourage Plan Commission to recommend to Common Council to approve the rezone request for (347 E Huron St) (#206-00722-0100) LOT 1 CSM MAP #38 41 V23 from R-2 to R-3.



- County Line
- Berlin Municipal Boundary
- Current Land Use**
- Water
- Agricultural / Vacant
- Commercial
- Industrial
- Mixed Use
- Public-Govt-Parks
- Residential
- Future Land Use**
- Future Commercial
- Future Conservancy Area
- Future Industrial
- Future Public-Govt-Parks
- Future Residential

**CITY OF BERLIN
REQUEST FOR AMENDMENT**

I/We Brown Wilcox Home of 347 E Huron
(name) (mailing address)

hereby request the Plan Commission to recommend to the Common Council of the City of Berlin the approval of a change to the Zoning Ordinance/Zoning Map of the City of Berlin pursuant to Chapter 82 the Municipal Code.

Rezone from R-2 to R-3
(District Classification) (District Classification)

Legal Description: Lot 1 CSM Map #36 41 V03

Reason for request:

Lot Size 2.18 acres

Present Improvements (Structures etc.) on Lot:

1 building CBRF
addition 10 addition Senior Apartments

Adjacent Property Zoning (N) R-2 (S) B-2 (E) R-2 (W) R-2

Such proposed zoning change would be compatible with the character of the neighborhood because:

The apartments will look the same from the outside as the originally approved use. Long term similar to school apartments and quarry street in neighborhood.

7/25/04 _____
Date Filled Signature

Email: capdms@gmail.com
Phone Number: 920-361-2605

Rezoning Fee \$200.00 - Fee must accompany this appeal payable to the City of Berlin

FOR OFFICE USE ONLY
Meeting advertised _____ Date of Commission Meeting _____
Commission Recommendation Approve / Deny

Special Conditions: _____

Council Decision Approve / Deny Date _____

Special Conditions: _____

ORDINANCE # 10-24

AN ORDINANCE REZONING A PARCEL OF LAND FROM
R-2 (RESIDENTIAL) to R-3 (RESIDENTIAL) CITY OF BERLIN

WHEREAS, a Petition has been duly filed with the City of Berlin requesting that the real estate described below be rezoned from R-2 (Residential) to R-3 (Residential), and

WHEREAS, the Plan Commission met and has considered the petition on 30th day of July 2024, and

WHEREAS, the Plan Commission also held a public hearing on 27th day of August, and has complied with Section 82-66 of the Municipal Code of the City of Berlin; and has recommended to the City of Berlin Common Council that the said real estate be rezoned to take effect only upon the satisfaction of certain conditions.

NOW, THEREFORE, the Common Council of the City of Berlin do ordain that the following described real estate owned by Brown Wilcox Home, LLC. With a description as follows

LOT 1 CERTIFIED SURVEY MAP 3841 VOL 23. Property address 347 E Huron St.

Parcel 206-00722-0100 City of Berlin, Green Lake County, to be rezoned from R-2 (Residential) to R-3 (Residential), and the Zoning Map and Municipal Code of the City of Berlin shall be modified to reflect the zoning change.

This ordinance shall take effect the day after publication.

PASSED, APPROVED, AND ADOPTED THIS 10th DAY OF SEPTEMBER 2024.

___ AYES

___ NAYS

___ ABSENT

ATTEST:

JOEL BRUESSEL, MAYOR

SARA RUTKOWSKI, CITY CLERK

APPROVED AS TO FORM:

MATTHEW G. CHIER, CITY ATTORNEY



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

Planning and Development
Director
Timothy Ludolph

Phone (920) 361-5156

Memo

To: Plan Commission Members

From: Timothy Ludolph, Planning & Development Director

RE: Rezone request for Property Identification # 206-01300-0000

Date: 08/27/2024

Background:

Name, Address, and phone number of applicant:

Jose Fuentes

Nature of Request:

Rezoning subject property from B-2 Business to R-2 Residential

Brief description of property and surrounding conditions:

Currently a restaurant with homes to the south and west and businesses to the north and east.

Brief description of proposal:

Rezone to allow single or two family dwelling.

Discussion:

Criteria Reviewing Proposed Zoning Amendments

Following are some questions to incorporate in the zoning ordinance and consider when reviewing proposed zoning amendments (Rezoning).

Answer Yes or No then tally.

1. Is the request consistent with the comprehensive plan?



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

Planning and Development
Director
Timothy Ludolph

Phone (920) 361-5156

Yes, as a property in a mixed-use future land use district this is a great opportunity for infill housing.

2. Does the community need more land in the requested district?

Yes, our Housing and Economic Development strategy looks for infill of residential uses, especially one that may result in a two-family dwelling.

3. Are there other properties in the community that might be more appropriate for this use?

Possibly but this one meets the regular standards of adjacent zoning and land use.

4. Will the request have a serious impact on traffic circulation, parking, sewer and water service, or other utilities?

No, it will probably be less.

5. Will the request have a negative adverse impact on property values in the vicinity?

No, it will likely have less activity than a restaurant.

6. Will the request result in lessening the enjoyment or use of adjacent properties?

No, the traffic should be less and the lighting and other outputs will be residential in character.

7. Will the request cause serious noise, odors, light, activity or other unusual disturbances?

The applicant has verbally stated the plan is to change the building(s) to function like residential neighbors, and look more conforming to the homes around.

8. Will the request result in illegal spot zoning? (i.e. use is inconsistent with surrounding properties and serves only private, rather than public

interests)

No

Recommendation:



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

Planning and Development
Director
Timothy Ludolph

Phone (920) 361-5156

This property does meet the criteria for a Zoning Map Amendment and should be rezoned as R-2. Staff sees this as a very similar change to other ones, and one that would be good for the long term functioning of the neighborhood.

Staff would encourage Plan Commission to recommend to Common Council to approve the rezone request for (303 N Washington St) (#206-01300-0000) Sec. 4, T17N, R13E CAPRONS ADD S 45' (M/L) OF BLK 198; ALSO N 30' OF OF VACCOTTAGE ST; (INCL LOT 1 CSM 404), EXC THE N 9' FOR ESMT from B-2 to R-2.

CITY OF BERLIN
REQUEST FOR AMENDMENT

I/We Jose L Fuentes or 199 mound st, Berlin Wl 54923
(name) (mailing address)

hereby request the Plan Commission to recommend to the Common Council of the City of Berlin the approval of a change to the Zoning Ordinance/Zoning Map of the City of Berlin pursuant to Chapter 82 the Municipal Code.

Rezone from B2 to R-2
(District Classification) (District Classification)

Legal Description:

See attached

Reason for request:

Conversion of Business to dwelling

Lot Size .43

Present Improvements (Structures etc.) on Lot: Business (Block building) and garage

Adjacent Property Zoning (N) B2 (S) R2 (E) B-2 (W) B2 + R2

Such proposed zoning change would be compatible with the character of the neighborhood because:

Residential on both sides

01/26/24

Date Filed

Jose Fuentes

Signature

Email:

Phone Number:

Rezoning Fee \$200.00 - Fee must accompany this appeal payable to the City of Berlin

FOR OFFICE USE ONLY

Meeting advertised _____ Date of Commission Meeting _____

Commission Recommendation Approve / Deny

Special Conditions:

Council Decision Approve / Deny Date _____

Special Conditions:

305 N Washington St



**PROCLAMATION
HONORING GOODRICH HOME FURNISHINGS
140 YEARS ANNIVERSARY**

WHEREAS, on behalf of the citizens of the City of Berlin, it is the pleasure of the City of Berlin's Common Council and Mayor to offer this Proclamation to help celebrate and recognize 140 years of Goodrich Home Furnishings; and

WHEREAS, what was once a funeral and furniture store in 1884 with its humble roots starting in Durand, Wisconsin is now a stable and dependable store in the Berlin community; and

WHEREAS, offering furniture, bedding, flooring and other accessories are products focused on "Made in the USA" which, in return, supports US economy; and

WHEREAS, new and cherished repeat customers are appreciated, along with building strong and genuine customer relationships, and many friendships that have developed over the past 140 years in Berlin; and

WHEREAS, the family-owned furniture and home goods store celebrates 140 years and five generations of owners in Berlin starting with Philo Sr, Bud, Bill Clasen and current owner, Tricia Clasen-Prellwitz; and

WHEREAS, it is recognized that a solid business of this caliber is of great importance to the community and sincerely appreciated; and

WHEREAS, with continued success and many more years in service in the Berlin community the Mayor, Common Council, and the citizens of Berlin want to thank Goodrich Home Furnishings for their superior business sense and customer relations; and

NOW THEREFORE, BE IT RESOLVED, that the Common Council and Mayor of the City of Berlin, hereby offer this proclamation of Goodrich Home Furnishings as a permanent record in the archives of the City of Berlin, honoring this business that is an inspiration throughout the Berlin Community.

Dated this 10th day of September, 2024

Joel Bruessel, Mayor

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	City of Berlin
License Period	2024 - 6/30/2025

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer \$ _____
 Class "B" Beer \$ 100
 "Class A" Liquor \$ _____
 "Class B" Liquor \$ 300
 "Class A" Liquor (cider only) \$ _____
 Reserve "Class B" Liquor \$ _____
 "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ <u>400.00</u>
Background Check Fee	\$
Publication Fee	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (Individual name if sole proprietorship) <u>Dm Family LLC</u>			
2. Business Trade Name or DBA <u>The Driftwood Bar</u>			
3. FEIN <u>99-4568081</u>		4. Wisconsin Seller's Permit Number	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization <u>Wisconsin</u>		7. Date of Organization <u>08/21/2024</u>	8. Wisconsin DFI Registration Number <u>D080198</u>
9. Premises Address <u>209 Broadway St.</u>			
10. City <u>Berlin</u>		11. State <u>WI</u>	12. Zip Code <u>54923</u>
13. County <u>Green Lake</u>		14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <u>Berlin</u>	15. Aldermanic District
16. Premises Phone <u>920 203-8452</u>		17. Premises Email <u>LisaPollom72@yahoo.com</u>	18. Website
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <u>The Bar has the main floor, 2 bathrooms, kitchen and the Basement has office, kitchen, storage rooms back hallway, cooler room, and garage.</u>			
20. Mailing Address (if different from premises address) <u>159 Summer St.</u>			
21. City <u>Berlin</u>		22. State <u>WI</u>	23. Zip Code <u>54923</u>

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. Yes No
If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . Yes No beverages.

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . . Yes No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? Yes No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. Yes No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? Yes No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? Yes No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Pollom	Lisa	owner (member)	920 203-8452
Robinson	Suzie	owner (member)	920 718 3254

Part D: Attestation

One of the following must sign and attest to this application:
 • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	First Name	M.I.
Pollom	Lisa	A
Title	Email	Phone
owner/member	Lisa.Pollom72@yahoo.com	920 203 8452
Signature	Date	
Lisa Pollom	8/22/2024	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
8/23/2024			
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Serving Alcohol

is proud to present this certificate to

Lisa Pollom

for successful completion of the online course

Wisconsin Alcohol Seller/Server Course

PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES.

- * CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- * OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR TO MANAGEMENT
- * RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATION
- * DETERMINE THE PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND RECORD THEM IF THERE IS ANY QUESTION ABOUT THEIR AGE
- * ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

This is a Wisconsin Department of Revenue approved Responsible Beverage Server Training Course in compliance with Sec. 125.17 (6), 134.66 (2m), and 125.04 (5) (a) 5. Wis. Stats.



Verify online at
servingalcohol.com

Verification Code
ExcqvhY7mx

Date Issued
Aug 23rd, 2024

VALID FOR 2 YEARS

This is not a Wisconsin operators/bartenders license.

This certificate will be requested to obtain a Wisconsin operators/bartenders license from the Wisconsin city clerk's office in the municipality where you are working.

Find your city clerk's office here: <https://elections.wi.gov/clerks/directory>

Wisconsin Alcohol Seller/Server Course

Name: Lisa Pollom

Certification Date: Aug 23rd, 2024

Certificate Code: ExcqvhY7mx

Verify Online: servingalcohol.com

125.17(6), 134.66 (2m), 125.04(5)(a)5 Wis. Stats.

SERVING ALCOHOL INC

VALID FOR 2 YEARS

Learn more about this wallet card at <http://servingalcohol.com/wallet-card>

Alcohol Beverage Individual Questionnaire

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) DM Family LLC	
2. Business Trade Name or DBA Driftwood	
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

Part B: Individual Information			
1. Last Name ROBINSON		2. First Name Suzie	
		3. M.I. R	
4. Relationship to Business (Title) co owner / member		5. Email Robinsonsuzie52@gmail.com	6. Phone 9207183254
7. Home Address 310 Mound St Apt 205			
8. City Berlin		9. State WI	10. Zip Code 54923
		11. Date of Birth 8-20-1971	
12. Drivers License/State ID Number R152-7967-1800-03		13. Drivers License/State ID State of Issuance WI	

Part C: Address History							
1. Do you currently reside in Wisconsin? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application?			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Years</td> <td style="width: 50%;">Months</td> </tr> <tr> <td style="text-align: center; font-size: 1.2em;">22</td> <td style="text-align: center; font-size: 1.2em;">5</td> </tr> </table>	Years	Months	22	5
Years	Months						
22	5						
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.							
Previous Address 1		City	State				
159 Sumner St		Berlin	WI				
Previous Address 2		City	State				
888 E Shady Lane Lot 239		Neenah	WI				
Previous Address 3		City	State				
3746 Glenhurst Lane		Oshkosh	WI				
Previous Address 4		City	State				
Previous Address 5		City	State				
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.							
State	County	State	County				
WI	Marquette	WI	Winnebago				
WI	Waushara	MI	Grand Traverse				
State	County	State	County				
WI	Green Lake						

Continued →

Part D: Criminal History		
1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.		
Law/Ordinance Violated	Location	Conviction Date
Disorderly Conduct (Adult)	Oshkosh, WI	2/2/2022
Penalty Imposed	Was sentence completed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Fine (NON Alcohol Related)		
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.		

Part E: Attestation	
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.	
Signature	Date
Angi R. Robinson	8-22-2024

Alcohol Beverage Individual Questionnaire

Date 8/23/2024

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information			
1. Legal Business Name (individual name if sole proprietor) <u>DM Family LLC</u>			
2. Business Trade Name or DBA <u>The Driftwood Bar</u>			
3. Entity Type (check one)			
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization

Part B: Individual Information					
1. Last Name <u>Pollom</u>		2. First Name <u>Lisa</u>		3. M.I. <u>A</u>	
4. Relationship to Business (Title) <u>Owner/member</u>		5. Email <u>lisapollom72@yahoo.com</u>		6. Phone <u>92020384</u>	
7. Home Address <u>159 Sumner St</u>					
8. City <u>Berlin</u>		9. State <u>WI</u>	10. Zip Code <u>54923</u>	11. Date of Birth <u>06/16/72</u>	
12. Drivers License/State ID Number <u>P450 5217 2716 09</u>			13. Drivers License/State ID State of Issuance <u>WI</u>		

Part C: Address History					
1. Do you currently reside in Wisconsin? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application?				Years <u>52</u>	Months <u>2</u>
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.					
Previous Address 1 <u>159 Sumner St.</u>		City <u>Berlin</u>		State <u>WI</u>	Zip Code <u>54923</u>
Previous Address 2		City		State	Zip Code
Previous Address 3		City		State	Zip Code
Previous Address 4		City		State	Zip Code
Previous Address 5		City		State	Zip Code
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.					
State <u>WI</u>	County <u>Winnabago</u>	State	County	State	County
State <u>WI</u>	County <u>Green Lake</u>	State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

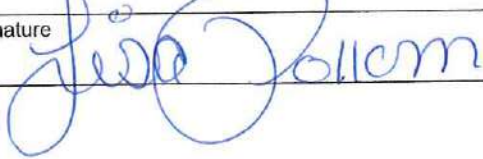
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature  Date 8/22/24

Agent Type (check one)

Original (no fee) Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Dm Family LLC

2. Business Trade Name or DBA

The Driftwood Bar

3. Entity Type (check one)

Limited Liability Company Corporation Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

Municipal Retail License State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

Pollom

2. First Name

Lisa

3. M.I.

A

4. Email

LisaPollom72@yahoo.com

5. Phone

920 203 8452

6. Home Address

159 Summer St

7. City

Berlin

8. State

WI

9. Zip Code

54923

10. Age

52

11. Drivers License/State ID Number

P450 5217 2714 09

12. Drivers License/State ID State of Issuance

WI

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? Yes No
Submit proof of completion.

2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire? Yes No
Submit a completed Form AB-100 with this form.

3. Have you been a Wisconsin resident for at least 90 continuous days? Yes No
See instructions for exceptions.

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Lisa Pollom		First Name Lisa		M.I. A
Title owner / member	Email LisaPollom72@yahoo.com		Phone 920 203-8452	
Signature Lisa Pollom			Date 8/22/2024	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Pollom		First Name Lisa		M.I. Ann
Signature Lisa Pollom			Date 8/22/2024	



[< Home](#)

Wisconsin Tax Account Lookup

✓
Lookup

>
Results

Legal Name	DM FAMILY LLC
Account Type	Sales & Use
Account Number	456-1031806696-02
Filing Frequency	Annual
Permit Status	Valid

[Cancel](#)

[< Previous](#)

For your security, this application times out after 15 minutes. All unsaved information will be lost.

[DOR](#) [Common Questions](#) [Forms](#) [Publications](#) [Training](#) [Contact Us](#)



State of Wisconsin
Department of Financial Institutions

Search for:
DM Family LLC

Search Records

[Search](#)
[Advanced Search](#)
[Name Availability](#)

Result of lookup for **D080198** (at 8/23/2024 1:21 PM)

Corporate Records

DM FAMILY LLC

You can: [File an Annual Report](#) - [Request a Certificate of Status](#) - [File a Registered Agent/Office Update Form](#)

Vital Statistics

Entity ID	D080198
Registered Effective Date	08/21/2024
Period of Existence	PER
Status	Organized Request a Certificate of Status
Status Date	08/21/2024
Entity Type	Domestic Limited Liability Company
Annual Report Requirements	Limited Liability Companies are required to file an Annual Report under s. 183.0212, WI Statutes.

Addresses

Registered Agent Office	LISA A POLLOM 159 SUMNER ST BERLIN , WI 54923
-------------------------	-----------------------------------------------------

[File a Registered Agent/Office Update Form](#)

Principal Office	159 SUMNER ST BERLIN , WI 54923 UNITED STATES OF AMERICA
------------------	----------------------------------------------------------------

Historical Information

Annual Reports	None
Certificates of Newly-elected Officers/Directors	None
Old Names	None

Chronology

Effective Date	Transaction	Processed Date	Description
08/21/2024	Organized	08/21/2024	E-Form

[Order a Document Copy](#)



City of Berlin TID # 15

Building Improvement Program Application

Applicant Information:

Name(s): Deidre Sauer

Phone # (cell): 920-248-9016 (home): _____ (work): _____

Residential Address (street, city, state, zip): W633 State Road 91, Berlin WI 54923

Email: thedandelionfarmer@gmail.com

Business Information:

Business Name: The Dandelion Farm & Relaxation Spa

Business Address: 120 W Huron St, Berlin WI

Business Phone #: 920-361-0507

Type of Business: Handmade Products

Check One: _____ Individual _____ Partnership Corporation

Name of Partners/Corporate Officers: Deidre Sauer, Shannon Sauer

Property Owner:

Check if the same as Applicant

Name(s): _____

Phone # (cell): _____ (home): _____ (work): _____

Residential Address (street, city, state, zip): _____

Email: _____

Project Information:

Description of proposed project (attach photographs, quotes, project plans or drawings):
Create a certified kitchen in the 120 W Huron Building for the ability to expand on

products being offered out of that location.

How does this project meet the purpose/mission of the Building Improvement Project:
This will be turning a unused basement into useable commercial space.

Estimated start date: 10/01/2024 Estimated completion date: 01/30/2025

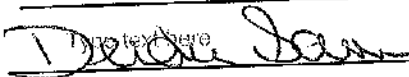
Project Budget:

Total Cost:
~~\$22,000~~ \$33,500

Total Cost requesting from building program:
\$15,000

Source of other funding:
Business Savings

Applicant(s) signature(s):
Deidre Sauer



Date: 09/05/2024

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

Date received in Clerk's Office: _____

Received by: _____

Date of Next CC meeting: _____

Detail Sheet:

Kitchen Build Quote for The Dandelion Farm

****1. Demolition & Preparation****

- Removal of existing fixtures, cabinetry, and flooring
- Disposal of debris

****Subtotal:** \$2,000**

****2. Framing & Wall Construction****

- Framing of new walls
- Installation of insulation
- Installation of drywall and finishing
- Construction of doorway, including door installation

****Subtotal:** \$6,500**

****3. Plumbing****

- Installation of new water supply lines and drains for the kitchen sink, dishwasher, and refrigerator
- Hookup of fixtures and appliances

****Subtotal:** \$5,000**

****4. Electrical****

- Installation of new wiring for outlets, lighting, and appliances
- Installation of switches, outlets, and lighting fixtures
- Hookup of kitchen appliances

****Subtotal:** \$4,500**

****5. Ceiling & Flooring****

- Installation of new ceiling (drywall or other material)
- Installation of new flooring (tile, hardwood, or other specified material)

****Subtotal:** \$8,000**

****6. Cabinetry & Countertops****

- Installation of custom cabinetry
- Installation of countertops (granite, quartz, or other specified material)

****Subtotal:** \$6,000**

****7. Finishing & Cleanup****

- Painting of walls, ceiling, and trim
- Final cleanup and removal of construction debris

****Subtotal:** \$1,500**

**Total Project Cost: \$33,500**

****Grand Total:** \$33,500**

ORDINANCE AMENDING ZONING DEFINITIONS RELATING TO FAMILY DWELLINGS AND COMMON HOUSEHOLDS

WHEREAS, the CITY OF BERLIN Plan Commission has held a public hearing regarding the Ordinance as set forth herein, on August 27, 2024; and

WHEREAS, the CITY OF BERLIN Plan Commission has recommended to the CITY OF BERLIN Common Council to approve the Ordinance as set forth herein.

NOW THEREFORE, the CITY OF BERLIN Common Council do ordain as follows:

Sec 82-4 of the CITY OF BERLIN Code of Ordinances is hereby amended as follows:

Sec. 82-4. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Words used in the present tense include the future; the singular number includes the plural number; and the plural number includes the singular number. The word "shall" is mandatory and not permissive.

...

~~*Common household* means one person or two or more persons using a dwelling as a home, residence or sleeping place, to the exclusion of all others.~~

Common household means a human being living as an individual or any of the following groups living together as a single nonprofit housekeeping unit and sharing common living, sleeping, cooking and eating facilities:

- (1) Any number of human beings related by blood, marriage, domestic partnership, legal adoption, guardianship, or other duly authorized custodial relationship.
- (2) Up to five unrelated adult human beings.
- (3) A group consisting of both of the following:
 - (a) Up to five unrelated persons who have disabilities/are disabled or handicapped under the Fair Housing Amendment Act (FHAA) or the Americans with Disabilities Act (ADA), are living as a single nonprofit housekeeping unit and sharing common living, sleeping, cooking and eating facilities because of their disability, and require assistance from a caregiver (except that this definition excludes persons currently illegally using or addicted to a "controlled substance" as defined in the Controlled Substances Act, 21 U.S.C. Section 802 (6)).

- (b) Up to two personal attendants who provide caregiver services, such as personal care, housekeeping, meal preparation, laundry, or companionship, for, and live together with, persons identified in Sec. 82-4(3)(a).
- (4) Any number of human beings, whether related or not, if determined to be a functional family, except that societies, clubs, fraternities, sororities, associations, lodges, combines, communes, federations, or similar organizations are expressly excluded from being considered a functional family. Groups of six or more unrelated adult human beings shall be rebuttably presumed not to be a functional family. Subject to the exception that societies, clubs, fraternities, sororities, associations, lodges, combines, communes, federations, or similar organizations are expressly excluded from being considered a functional family under this definition, compliance with the following criteria may collectively be used as favorable evidence to rebut the presumption that a group of six or more unrelated human beings is not a functional family:
- (a) Members of the group engage in group living activities such as shopping, cooking, eating and socializing.
- (b) Members of the group consistently share household expenses or a budget including expenses for food, rent or ownership costs, utilities and other common household expenses.
- (c) Members of the group have established a joint bank account or other similar means to consistently provide for the payment of common expenses.
- (d) Members of the group share common ownership of vehicles, furniture, major appliances, and other significant household resources.
- (e) Minor dependent children, if any, share the living facility as their principal residence and are enrolled in local schools.
- (f) Members of the group share the address for voter registration, drivers licensing, vehicle registration, tax filing or other similar purposes.
- (g) Members of the group are employed in non-seasonal and nontransient jobs in the local area.
- (h) Members of the group have been living together under similar arrangements for a period of one year or more, whether at the current address or other addresses.
- (i) A lease, sublease or other agreement does not limit access to portions of the shared living facility to less than all the members of the group living in that facility.
- (j) A lease, sublease or other agreement does not make each occupant jointly or severally liable for the performance of the lease, sublease, or agreement.
- (k) A lease, sublease or other agreement does not hold a relative or any other person who is not an occupant of the household to be a guarantor of the lease, sublease, or agreement.

- (1) Any other factors reasonably determined by the zoning administrator, or the board of appeals as applicable.

~~Community living arrangement means, the following facilities which are licensed, operated or permitted under the authority of statutes:~~

- ~~(1) Child welfare agencies under Wis. Stats. § 48.60;~~
~~(2) Group foster homes for children under Wis. Stats. § 48.02(7m); and~~
~~(3) Community based residential facilities under Wis. Stats. § 50.01, but not including day care centers, nursing homes, general hospitals, special hospitals, prisons and jails.~~

~~The establishment of a community living arrangement shall be in conformance with applicable sections of statutes, including Wis. Stats. §§ 46.03(22), 62.23(7)(i) and 62.23(7a), as amended, and the Wisconsin Administrative Code.~~

...

~~Dwelling, single-family, means a detached building which contains one dwelling unit and is designed for or occupied by not more than one common household.~~

~~Dwelling, two-family, means a detached building which contains two separate dwelling units; and is designed for or occupied occupancy by not more than two common households.~~

...

~~Foster family home means the primary domicile of a foster parent who has four or fewer foster children, and who is licensed under Wis. Stats. § 48.62, as amended.~~

...

~~Group foster home means a facility operated by a person required to be licensed by the state under Wis. Stats. § 48.62 for the care and maintenance of five eight foster children.~~

...

This Ordinance shall take effect the day after publication.

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

This Ordinance Amending Zoning Definitions Relating to Family Dwellings and Common Households passed, approved, and adopted on September 10, 2024.

ROLL CALL VOTE:

_____ AYES

_____ NAYS

_____ ABSENT

CITY OF BERLIN

BY: _____
JOEL E. BRUESSEL
Mayor

ATTEST: _____
SARA L. RUTKOWSKI
City Administrator/City Clerk

APPROVED AS TO FORM:

MATTHEW G. CHIER
City Attorney

DRAFT 8-20-2024

Sara Rutkowski

From: Mayor
Sent: Monday, September 2, 2024 7:27 PM
To: Sara Rutkowski
Subject: Veto of ordinance

Hi Sarah,

I am not in agreement with and am going to veto the Ordinance Amending Zoning Definitions Relating to family dwellings and Common Households.

Thank you,
Joel Bruessel

Berlin Police Department



08-26-24

To: City of Berlin Common Council

From: Brian Pulvermacher
Chief of Police

Dear Mayor and Alderpersons:

Last month's alteration of City Code 46-44 necessitates adjustment of the Fee Schedule. Given the safety hazards and disruption of said activities, my recommendations are somewhat higher than most of the violations in the Fee Schedule. Please consider the following recommendations:

Code#	Description	Dep.	w/Costs
46-44(a)	Aircraft Altitude Restricted 1 st	\$200	\$313
46-44(a)	Aircraft Altitude Restricted 2 nd	\$300	\$439
46-44(a)	Aircraft Altitude Restricted 3 rd	\$400	\$565
46-44(b)	T/O or land Aircraft w/in 400ft of dwelling 1 st	\$200	\$313
46-44(b)	T/O or land Aircraft w/in 400ft of dwelling 2 nd	\$300	\$439
46-44(b)	T/O or land Aircraft w/in 400ft of dwelling 3 rd	\$400	\$565

Thank you,

Brian Pulvermacher
Chief of Police

BOARD, COMMITTEE, COMMISSION & COMMON COUNCIL
APPLICATION FORM

Name: Terry Przybyl
Address: 410 Sacramento St Berlin
Phone Number(s): 920-290-1232
E-mail address: terrylynn88@gmail.com

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

Area of Interest: (choose all that you have interest in)

- | | |
|--------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Oakwood Cemetery Board |
| <input type="checkbox"/> Parks & Recreation Commission | <input type="checkbox"/> Committee On Aging |
| <input type="checkbox"/> Plan Commission | <input checked="" type="checkbox"/> Common Council Vacancy, Ward # <u>127</u> |
| <input type="checkbox"/> Police & Fire Commission | <input type="checkbox"/> Community Development Authority |
| <input type="checkbox"/> Water & Sewer Commission | <input type="checkbox"/> Housing Task Force |
| <input type="checkbox"/> Zoning Board of Appeals | <input type="checkbox"/> Library Board |
| <input type="checkbox"/> Other _____ | |

Applicant Questions (attach additional sheets if necessary)

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

Should not be any issues

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

It is my passion to continue to serve the City of Berlin & represent the community to serve their needs & improve our city

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

I served on City Council in 2018 until an unexpected move ended my term early. I am currently on BCDC board, farmers market committee, & walleyes for tomorrow board.

4. Please provide any additional information for consideration:

It would be an honor to be appointed to City Council for Wards 127, as someone who grew up in Berlin & recently purchased my first home, I

To: Common Council
Date: September 10, 2024
RE: Preliminary Budget Discussion
From: City Administrator

- 1) Road Projects. I am unsure where the funding could come for this as we used the Capital savings to do the three road blocks this year. We will not qualify for a grant until we do an income survey and hope our population is more than 51% low to moderate income. The only real option is to borrow.
 - a. Included in the packet are quotes for the following suggested projects:
 - i. Van Horn Street
 - ii. McKittrick Street
 - iii. Walkush Street
 - iv. Hallman Street
 - v. West Berlin Street
 - vi. West Liberty Street
 - vii. East Park Avenue
- 2) Pool. Debt schedules are attached.
 - a. \$500,000
 - b. \$1,000,000
 - c. \$1,500,000
 - d. \$2,000,000
- 3) Staff Wage increase – I will have the numbers showing cost at the meeting, this item can also be in closed session.
- 4) ARPA FUNDS:
 - Attached is a request from DPW concerning needed equipment that is a **high priority**
 - We have received a request from Builders in the area to refund the Housing Rebate Program.
 - We have requested multiple quotes and will share what I can on Tuesday:
 - o Shelter house bathroom doors
 - o Shelter house plumbing
 - o Entrance signage
 - o Park signs
 - o Tourism directional signage
 - o Restrooms at Nathan Strong Park
 - o Sandblasting of Front Doors (City Hall entrance and PD entrance)
 - o Digitization of Property Files
 - o Salary Scale update

Scenario 1 (Placement)

**City of Berlin
HYPOTHETICAL FINANCING PLAN**



**\$500,000
G.O. PROMISSORY NOTES**

Dated: March 1, 2025
First Interest: March 1, 2026

LEVY YEAR	YEAR DUE	EXISTING DEBT SERVICE (Levy Supported)	G.O. PROMISSORY NOTES		COMBINED DEBT SERVICE (Levy Supported)	COMBINED MILL RATE (A)	YEAR DUE
			PRINCIPAL (3/1)	INTEREST (3/1 & 9/1) AVG = 4.30%			

2024	2025	\$883,901	\$30,000	\$31,605	\$61,605	\$3.49	2025
2025	2026	\$862,356	\$45,000	\$19,243	\$64,243	\$3.61	2026
2026	2027	\$863,530	\$45,000	\$17,308	\$62,308	\$3.59	2027
2027	2028	\$864,052	\$50,000	\$15,265	\$65,265	\$3.55	2028
2028	2029	\$860,848	\$50,000	\$13,115	\$63,115	\$3.51	2029
2029	2030	\$857,224	\$50,000	\$10,965	\$60,965	\$3.46	2030
2030	2031	\$395,003	\$55,000	\$8,708	\$63,708	\$1.70	2031
2031	2032	\$387,924	\$55,000	\$6,343	\$61,343	\$1.66	2032
2032	2033	\$391,478	\$60,000	\$3,870	\$63,870	\$1.65	2033
2033	2034	\$244,800	\$60,000	\$1,290	\$61,290	\$1.11	2034
2034	2035					\$0.22	2035
		<u>\$6,611,116</u>	<u>\$500,000</u>	<u>\$127,710</u>	<u>\$627,710</u>		
					<u>\$7,238,826</u>		

(A) Mill rate based on 2023 Assessed Valuation (TID-OUT) of \$242,820,616 with annual growth of 1.00% thereafter. Assumes TID #10 closes in 2023 with a TID Increment Value of \$8,009,900 to hit valuation in 2024 for debt service due in 2025.

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Scenario 2

**City of Berlin
HYPOTHETICAL FINANCING PLAN**



**\$1,000,000
G.O. PROMISSORY NOTES**

Dated: March 1, 2025
First interest: September 1, 2025)

LEVY YEAR	YEAR DUE	EXISTING DEBT SERVICE (Levy Supported)	PRINCIPAL (3/1)	INTEREST (3/1 & 9/1) TIC = 3.78%	LESS:		TOTAL	COMBINED DEBT SERVICE (Levy Supported)	COMBINED MILL RATE (A)	YEAR DUE
					HYPOTHETICAL	BID PREMIUM				
2024	2025	\$883,901	\$90,000	\$25,175	(\$25,175)	\$0	\$883,901	\$3.49	2025	
2025	2026	\$862,356	\$85,000	\$48,100	(\$14,008)	\$124,092	\$986,447	\$3.86	2026	
2026	2027	\$863,530	\$85,000	\$43,725		\$128,725	\$992,255	\$3.84	2027	
2027	2028	\$864,052	\$90,000	\$39,475		\$124,475	\$988,527	\$3.79	2028	
2028	2029	\$860,848	\$95,000	\$35,100		\$125,100	\$985,948	\$3.74	2029	
2029	2030	\$857,224	\$100,000	\$30,475		\$125,475	\$982,699	\$3.69	2030	
2030	2031	\$395,003	\$105,000	\$25,600		\$125,600	\$520,603	\$1.94	2031	
2031	2032	\$387,924	\$110,000	\$20,475		\$125,475	\$513,399	\$1.89	2032	
2032	2033	\$391,478	\$115,000	\$15,045		\$125,045	\$516,523	\$1.88	2033	
2033	2034	\$244,800	\$125,000	\$9,308		\$124,308	\$369,108	\$1.33	2034	
2034	2035			\$3,188		\$128,188	\$128,188	\$0.46	2035	
		<u>\$6,611,116</u>	<u>\$1,000,000</u>	<u>\$295,665</u>	<u>(\$39,183)</u>	<u>\$1,256,482</u>	<u>\$7,867,597</u>			

(A) Mill rate based on 2023 Assessed Valuation (TID-OUT) of \$242,820,616 with annual growth of 1.00% thereafter. Assumes TID #10 closes in 2023 with a TID Increment Value of \$8,009,900 to hit valuation in 2024 for debt service due in 2025.

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Scenario 3

**City of Berlin
HYPOTHETICAL FINANCING PLAN**



**\$1,500,000
G.O. PROMISSORY NOTES**

Dated: March 1, 2025

(First interest: September 1, 2025)

LEVY YEAR	EXISTING DEBT SERVICE (Levy Supported)	PRINCIPAL (3/1)	INTEREST (3/1 & 9/1) TIC= 3.78%	LESS: HYPOTHETICAL BID PREMIUM	TOTAL	COMBINED DEBT SERVICE (Levy Supported)	COMBINED MILL RATE (A)	YEAR DUE

2024	\$883,901	\$145,000	\$37,763	(\$37,763)	\$0	\$883,901	\$3.49	2025
2025	\$862,356	\$120,000	\$71,900	(\$29,084)	\$187,816	\$1,050,172	\$4.11	2026
2026	\$863,530	\$130,000	\$65,275		\$185,275	\$1,048,805	\$4.06	2027
2027	\$864,052	\$135,000	\$59,025		\$189,025	\$1,053,077	\$4.04	2028
2028	\$860,848	\$140,000	\$52,400		\$187,400	\$1,048,248	\$3.98	2029
2029	\$857,224	\$150,000	\$45,525		\$185,525	\$1,042,749	\$3.92	2030
2030	\$395,003	\$150,000	\$38,275		\$188,275	\$583,278	\$2.17	2031
2031	\$387,924	\$155,000	\$30,650		\$185,650	\$573,574	\$2.11	2032
2032	\$391,478	\$165,000	\$22,568		\$187,568	\$579,046	\$2.11	2033
2033	\$244,800	\$175,000	\$13,898		\$188,898	\$433,698	\$1.57	2034
2034		\$185,000	\$4,718		\$189,718	\$189,718	\$0.68	2035

<u>\$6,611,116</u>	<u>\$1,500,000</u>	<u>\$441,995</u>	<u>(\$66,847)</u>	<u>\$1,875,149</u>	<u>\$8,486,264</u>
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(A) Mill rate based on 2023 Assessed Valuation (TID-OUT) of \$242,820,616 with annual growth of 1.00% thereafter. Assumes TID #10 closes in 2023 with a TID Increment Value of \$8,009,900 to hit valuation in 2024 for debt service due in 2025.

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Scenario 4

**City of Berlin
HYPOTHETICAL FINANCING PLAN**



**\$2,000,000
G.O. PROMISSORY NOTES**

Dated: March 1, 2025

(First Interest: September 1, 2025)

LEVY YEAR	YEAR DUE	EXISTING DEBT SERVICE (Levy Supported)	PRINCIPAL (3/1)	INTEREST (3/1 & 9/1) TIC= 3.78%	LESS: HYPOTHETICAL BID PREMIUM	TOTAL	COMBINED DEBT SERVICE (Levy Supported)	COMBINED MILL RATE (A)	YEAR DUE
2024	2025	\$883,901		\$50,348	(\$50,348)	\$0	\$883,901	\$3.49	2025
2025	2026	\$862,356	\$195,000	\$95,820	(\$44,424)	\$246,396	\$1,108,752	\$4.33	2026
2026	2027	\$863,530	\$160,000	\$86,945		\$246,945	\$1,110,475	\$4.30	2027
2027	2028	\$864,052	\$170,000	\$78,695		\$248,695	\$1,112,747	\$4.26	2028
2028	2029	\$860,848	\$180,000	\$69,945		\$249,945	\$1,110,793	\$4.21	2029
2029	2030	\$857,224	\$190,000	\$60,695		\$250,695	\$1,107,919	\$4.16	2030
2030	2031	\$395,003	\$200,000	\$50,945		\$250,945	\$645,948	\$2.40	2031
2031	2032	\$387,924	\$210,000	\$40,695		\$250,695	\$638,619	\$2.35	2032
2032	2033	\$391,478	\$220,000	\$29,835		\$249,835	\$641,313	\$2.34	2033
2033	2034	\$244,800	\$230,000	\$18,360		\$248,360	\$493,160	\$1.78	2034
2034	2035		\$245,000	\$6,248		\$251,248	\$251,248	\$0.90	2035
		<u>\$6,611,116</u>	<u>\$2,000,000</u>	<u>\$588,530</u>	<u>(\$94,772)</u>	<u>\$2,493,758</u>	<u>\$9,104,874</u>		

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The OTA Company

2840 Bradley St.
 Oshkosh, WI 54902
 Ph: 920-235-3170
 Fx: 920-235-7100
www.otainc.com

QUOTE

Quote Valid for 60 Days

Sold To:

City of Berlin
 Attn: Scott Zabel
 241 Spring Street
 Berlin, WI 54923
 920.361.5425

szabel@cityofberlin.wi.gov

Quote Date: 9/10/2023

Install At:

City Hall Berlin

County: Green Lake

Lead Time: 4-5 Weeks

Qty	Description	Unit	Price										
1	<u>New Custom Staple Frame Traditional Awning</u> 132.75" width x 57" height x 48" projection Backbar will need to run along the top of the door frame for updraft wind. Awning will be 4" outside of the door opening, and 4" onto the above brick		\$2,375.00										
	<table border="0"> <tr> <td>Fabric: Sunbrella</td> <td>PVC Trim: Best Match</td> </tr> <tr> <td>Color: TBD</td> <td>Graphics: TBD</td> </tr> <tr> <td>Style: Traditional</td> <td>Lights: None</td> </tr> <tr> <td>Valance: Rigid 8" (IIIH)</td> <td>Egg Crating: None</td> </tr> <tr> <td>Closed Ends</td> <td></td> </tr> </table>	Fabric: Sunbrella	PVC Trim: Best Match	Color: TBD	Graphics: TBD	Style: Traditional	Lights: None	Valance: Rigid 8" (IIIH)	Egg Crating: None	Closed Ends			
Fabric: Sunbrella	PVC Trim: Best Match												
Color: TBD	Graphics: TBD												
Style: Traditional	Lights: None												
Valance: Rigid 8" (IIIH)	Egg Crating: None												
Closed Ends													

1 **Installation of the Awning**

included included

Permits to be supplied by customer if necessary

Proper Backing to be done by Customer if Necessary

Conditions: All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and such charges will become part of this agreement. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our employees are covered by Worker's Compensation Insurance. All work listed above is considered custom made and non-refundable. A finance charge of 1.5% (18% per annum) will be added to all past due invoices. Collection and attorneys fees will be assessed to all accounts placed for collection.

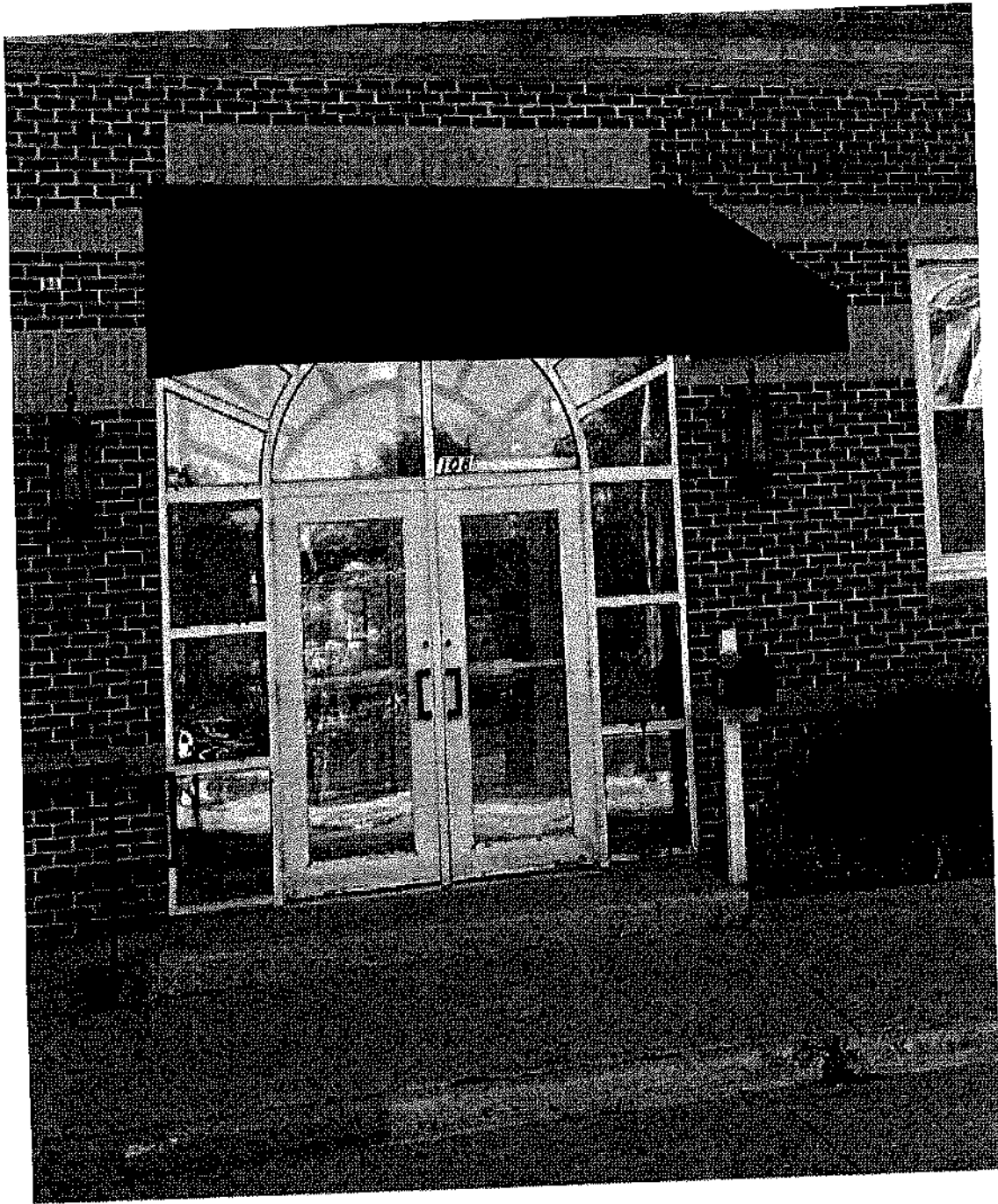
Subtotal	\$2,375.00
5.5 % Sales Tax	\$130.63
Total	\$2,505.63

Thank you for allowing us this opportunity to provide a quote. We look forward to working with you.

<p align="center">Terms</p> <p>Purchase order or contract with approved credit or 50% down payment required to schedule, balance due at time of installation.</p> <p>Payment Options: Cash, Check, MasterCard or Visa Credit Cards</p>	<p align="center">Credit Card</p> <p>Name (as it appears on card): _____</p> <p>Number: _____</p> <p>Expiration date: ____/____/____</p> <p>Card Type: MC <input type="checkbox"/> Visa <input type="checkbox"/> Billing Zip Code _____</p> <p>Security Code (from back of card): _____</p> <p>Balance will be processed two working days after installation.</p>
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Please sign here to indicate acceptance of conditions, terms, lead-time, and price quote.

	<i>Toby Hegner</i>	<i>10-Sep-23</i>
Customer	Quoted by Toby Hegner	Date





CUSTOMER AGREEMENT

IRON MOUNTAIN INFORMATION MANAGEMENT, LLC

Address of Iron Mountain Branch/District Office:

FOR IRON MOUNTAIN PURPOSES ONLY

Account Number:

NAICS Code:

Branch/District Cost Ctr. No.:

Contract Effective Date: 09/23/2024

CUSTOMER: City of Berlin

BILLING ADDRESS (If Different):

Street Address: 108 North Capron Street

Street or Box No.:

City: Berlin

State:
WI

Zip + 4:
54923

City:

State:

Zip + 4:

Primary Contact and Title:

Tim Ludolph Community Development Director

Billing Contact:

Telephone: 9203615156

Fax:

Telephone:

Fax:

E-mail: tludolph@cityofberlin.wi.gov

E-mail:

Iron Mountain Information Management, LLC ("Iron Mountain" or "IM") will perform the services described on schedules annexed to this Agreement, either physically or by reference (each a "Schedule"), and Customer will pay IM for such services according to the rates and provisions in the Schedules. All services will be provided subject to this Agreement, which consists of this page, the Basic Terms and Conditions, the Schedules and the Glossary of terms that can be found at <https://www.ironmountain.com/support/how-it-works>.

VALUE OF DEPOSITS. Customer declares, for the purposes of this Agreement, that (a) with respect to hard-copy (paper) records, other materials, microfilm and microfiche stored pursuant to this Agreement, the value of such stored items is one dollar (\$1.00) per carton, linear foot of open-shelf files, container or other storage unit, and (b) with respect to round reel tape, audio tape, video tape, film, data tape, cartridges or cassettes or other non-paper media stored pursuant to this Agreement, the value of such stored items is equal to the cost of replacing the physical media. Customer acknowledges that it has declined to declare an excess valuation, for which an excess valuation fee would have been charged.

LIMITATION OF LIABILITY. IM's liability, if any, for loss or destruction of, or damage to, materials stored with IM ("Deposits") is limited to the value of each Deposit as described above, or as otherwise set forth herein. IM's maximum liability with respect to services not related to storage is the amount paid by Customer for a discrete project or, if the loss is related to service of an ongoing and continuing nature, six (6) months of fees paid by Customer for such service. Other limitations on IM's and/or Customer's liability are set forth on the following pages.

CUSTOMER: CITY OF BERLIN

IRON MOUNTAIN

Individual Signing:
[print name]

Tim Ludolph

Individual Signing:
[print name]

Signature:

Signature:

Title:

Title:

Signing Date:

Signing Date:

In order to keep Customer apprised of IM's service offerings, new regulations that may be of interest to customers and similar information, IM will add Customer's representative to its informational mailing list, if an email address is provided above, to receive newsletters and communications through email or postal delivery. Customer may elect to unsubscribe any time after receiving the first newsletter or communication.

Schedule A: PROGRAM PRICING SCHEDULE

Records Management

This Records Management Pricing Schedule is incorporated into and made part of the Customer Agreement ("Agreement") between Iron Mountain Information Management LLC, (the "Company" or "Iron Mountain") and City of Berlin, (the "Customer").

List Price is the standard Iron Mountain price for a given service.

Please see our Customer Information Center at cic.ironmountain.com for a Glossary with definitions of the terms used in this Pricing Schedule and more detail regarding our services, standard processes, and billing practices. In addition, restrictions apply to volume and/or stated timeframes for some service transaction types and these may be found in the Glossary under each service type.

This Records Management Pricing Schedule supersedes and terminates any prior Records Management Pricing Schedule and/or Schedule A existing between Iron Mountain and the Customer for the accounts noted below. All other Records Management services not specifically listed on this Schedule A will be charged at Iron Mountain's then current rates.

District Name/Number: | Customer No.
Effective Date: 09/23/2024

List Prices (as of 8/23/2024)

STANDARD STORAGE AND SERVICES (see <http://cic.ironmountain.com/records/glossary> for service definitions)

DESCRIPTION	CURRENT LIST PRICE	PER
■ Carton Storage	\$0.79	Cubic Foot
■ Receiving and Entering - Carton	\$4.75	Cubic Foot
■ Regular Retrieval - Carton	\$5.95	Cubic Foot
■ Regular Retrieval - File from Carton	\$8.00	File
■ Regular Refile - Carton	\$5.95	Cubic Foot
■ Regular Refile - File to Carton	\$8.00	File
■ Archival Destruction - Carton	\$9.40	CF plus Regular Retrieval Charge
■ Permanent Withdrawal - Carton	\$8.95	CF plus Regular Retrieval Charge
■ Permanent Withdrawal - File from Carton	\$2.35	File plus Regular Retrieval Charge
■ Next Day Delivery	\$55.90	Visit plus Handling Charge
■ Regular Pickup	\$55.90	Visit plus Handling Charge
■ Handling Charge	\$5.45	Cubic Foot

PREMIUM STORAGE AND SERVICES (see <http://cic.ironmountain.com/records/glossary> for service definitions)

DESCRIPTION	CURRENT LIST PRICE	PER
■ Rush Retrieval - Carton	\$8.85	Cubic Foot
■ Rush Retrieval - File from Carton	\$11.80	File
■ Regular Interfile - Carton	\$10.75	Each
■ Half Day Delivery	\$88.30	Visit plus Handling Charge
■ Rush Delivery - Business Day	\$175.00	Visit plus Handling Charge
■ Rush Delivery - Weekends/Holidays/After Hours	\$325.00	Visit plus Handling Charge
■ Rush Pickup - Business Day	\$175.00	Visit plus Handling Charge
■ Archival Destruction - File from Carton	\$6.75	File plus Regular Retrieval Charge
■ Miscellaneous Services - Labor	\$79.50	Hour
■ Re-Boxing Charge	\$8.00	Labor plus New Carton Cost

OTHER PROGRAM FEES (see <http://cic.ironmountain.com/records/glossary> for service definitions)

DESCRIPTION	CURRENT LIST PRICE	PER
■ Administrative Fee (Summary Billing)	\$64.95	Account ID per Month
■ Administrative Fee (Detailed Billing)	\$109.95	Account ID per Month
■ Fuel Surcharge		* Transportation Visit

*A Fuel Surcharge is applied monthly based upon changes in the price of diesel fuel as published by the US Department of Energy. This charge is calculated monthly and included as a percentage of transportation related service charges. The current monthly Fuel Surcharge information can be found at <http://cic.ironmountain.com/FuelSurcharge>.

Custom Pricing

CUSTOM STORAGE AND SERVICES (see http://cic.ironmountain.com/records/glossary for service definitions)		
DESCRIPTION	CURRENT LIST PRICE	PER
■ Initial Move - Carton	\$0	Cubic Foot
■ Initial Move - Individual Listing	\$0.94	File
■ Initial Move - Labor	\$79.50	Hour
■ Individual Listing	\$0.94	File
■ Storage Minimum	\$250.00	Month
■ Minimum Service Order Charge	\$20.10	Order
■ Image on Demand - Imaging Minimum (includes first 50 images)	\$29.00	Order
■ Image on Demand - Digital Images Scanned (in excess of the first 50 images)	\$0.33	Image
■ Image on Demand - Hourly Labor	\$79.50	Hour
■ Image on Demand - Professional Services	\$355.50	Hour
■ RFID Z Label	\$0.60	File
■ RFID T Label	\$0.60	File

**Note: Storage Minimum will not apply during the first 30 days following the effective date of your Agreement. Following this grace period, one of the accounts under this schedule designated by Customer will be assessed a Storage Minimum if the aggregate storage charges for the account(s) under this Schedule is less than the amount specified, even if no records have been moved into an Iron Mountain storage facility.

Image on Demand is not available in all markets. If the customer's requirements differ from those described in "Image on Demand - Overview" within the glossary of the Customer Information Center (<http://cic.ironmountain.com/records/glossary>), then custom services are available and must be described in an agreed upon statement of work.

Additional Services beyond those listed in this Pricing Schedule are available. For service descriptions, please go to Additional Services at cic.ironmountain.com/additionalservices.

Initial Move

Initial Move prices apply for the services listed for Items received during the startup process (Initial Move) of a new customer program and applies to all initial volume received by Iron Mountain within three (3) months of the date of the Agreement.



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

MEMO

TO: Common Council
FROM: Timothy Ludolph, Planning & Development Director
RE: Residential Housing Incentive Program
DATE: September 3rd 2024

Background

The Residential Housing Incentive Program encouraged residential development by providing financial incentives to a developer or builder of residential housing within the City of Berlin.

- The incentive payment has been applied to any new residential construction;
- The incentive payment did not apply to additions, remodeling or construction of accessory buildings;
- The incentive payment was to be awarded when an Occupancy Permit is granted by the Building Inspector;
- The incentive payment will be calculated on the improvement value as determined by the City Tax Assessor (land value not included);
- Maximum amount of the incentive payment was \$5,000 per property;
- The incentive payment was in a non-lapsing account whereas any carry-over will be taken to the next year, and if there were a shortfall, the project would be funded out of the next year's allotment.

The Economic Development Plan indicates that the Residential Housing Incentive was initiated in the summer of 2005 and has continued to operate, with the exception of the year 2012. Rebates have been processed annually, with the notable exceptions of 2014 and 2015. The program was originally established to support both single-family and multi-family home builders by providing a rebate of 4% of the assessed value of improvements, capped at \$10,000, upon the issuance of a certificate of occupancy for a residence. To better manage the remaining funds in the account for future applicants, the maximum rebate amount was reduced to \$5,000.

Discussion

The housing rebate incentive account will reach a zero balance after the final application is processed, contingent upon the receipt of improvement value information from the assessor, as requested by the staff. The Builder who has received this information has encouraged both staff and the council to maintain the program, citing that it incentivizes other builders to undertake construction projects. A few applicants have unfortunately been declined due to the impending zero balance and the lack of any indication that the account will be replenished. Staff will persist in managing this program, provided it receives adequate funding.

Recommendation

The current budget quantity for this was \$15,000. Approval of this quantity would allow continuation based on the last year's amount and cover the known applicants if funding were available.



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, 2024
Revised August. 20, 2024

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	\$4.00	\$17,960
455	CY	EBS & Sub Base Course	\$55.00	\$25,025
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		\$15,785
		Engineering & Contingencies		
		Total for Full Depth Mill & Repave		\$173,630



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, 2024
 Revised Aug. 20, 2024

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	\$4.50	\$15,120
335	CY	EBS & Sub Base Course	\$55.00	\$18,425
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		\$12,201
		Engineering & Contingencies		
		Total for Full Depth Mill & Repave		\$134,206



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, 2024
 Revised Aug. 20, 2024

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	\$55.00	\$14,575
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		\$9,404
		Engineering & Contingencies		\$103,439
Total for Pulverize & Repave				\$103,439

West Liberty Street

From Traverse St N Wisconsin Street

1,450 LF

37 Ft Back to Back of Curb Street Width

Replace San Sewer, Watermain and Service laterals
 Storm sewer improvements included with curb and gutter installation
 Full Street Reconstruction with Driveway Aprons & Sidewalk
 Meet 2021 Project at Traverse St Inter & Omit Capron St Inter (2019)

Sanitary Sewer & Watermain with Restoration			Utility	
Quantity	Unit	Item	Unit Cost	Item Cost
			\$85.00	\$139,400
1,640	LF	8" San Sewer		
5	EA	San Sewer Manhole	\$5,200.00	\$26,000
1,300	LF	6" San Sewer Lateral	\$70.00	\$91,000
1,468	LF	Gran Backfill San Sewer	\$20.00	\$29,360
1,700	LF	8" Watermain	\$95.00	\$161,500
200	LF	6" Watermain	\$85.00	\$17,000
7	EA	8" Gate Valve & Box	\$3,500.00	\$24,500
3	EA	6" Gate Valve & Box	\$2,500.00	\$7,500
3	EA	Hydrant	\$6,700.00	\$20,100
5	EA	Connect to Ex Watermain	\$5,000.00	\$25,000
37	EA	Water Service Fittings	\$850.00	\$31,450
1,295	LF	1 1/4" Water Service	\$75.00	\$97,125
1,260	LF	Gran Backfill Watermain	\$12.00	\$15,120
1	LS	Construction Erosion Control		\$4,000
		Engineering & Contingencies		\$103,358
		Watermain & Sewer Street Restoration		\$133,615
Subtotal Sewer & Watermain Costs				\$926,028

Street Improvements			Street		Utility
Quantity	Unit	Item	Unit Cost	Item Cost	Item Cost
1	LS	Unclassified Excavation		\$92,500	
1,300	LF	12" Storm Sewer	\$70.00	\$91,000	
5	EA	Storm Sewer Manhole	\$3,600.00	\$18,000	
13	EA	Curb Inlet	\$3,200.00	\$41,600	
650	LF	Gran Backfill Storm Sewer	\$12.00	\$7,800	
1,150	CY	EBS & Sub Base Course	\$35.00	\$40,250	
6,850	SY	SubBase Course, 8"	\$8.00	\$29,624	\$25,176
6,850	SY	Base Agg Dense, 4"	\$5.00	\$18,515	\$15,735
1,340	TN	HMA Pavement, 4"	\$85.00	\$49,725	\$64,175
12	TN	HMA Drwy Patching	\$200.00	\$2,400	
2,900	LF	Curb & Gutter, 30"	\$22.00	\$55,660	\$8,140
7,392	SF	PCC Drwy Apron, 6"	\$9.00	\$66,528	
10,500	SF	PCC Sidewalk, 4"	\$8.00	\$84,000	
12	EA	Detectable Warning Field, 4 Ft	\$425.00	\$5,100	
4,050	SY	Topsoil & Seeding	\$9.00	\$33,489	\$2,961
1	LS	Traffic Control & Access		\$9,000	
		Engineering & Contingencies		\$96,779	\$17,428
Subtotal Street Improvements Costs				\$608,355	\$133,615

Units that are normally part of restoration for utility construction are separated

Subtotal Sewer & Watermain Costs

\$926,028

Utility
City

Subtotal Street Improvements

\$608,355

Total W Liberty Street Improvement Costs

\$1,534,383

East Park Avenue

From N Wisconsin Street To North Swetting Street

1950 LF

37 Ft Back to Back of Curb Street Width

Replace San Sewer, Watermain and Service laterals
 Storm sewer improvements included with curb and gutter installation
 Full Street Reconstruction with Driveway Aprons & Sidewalk Patching

Sanitary Sewer & Watermain with Restoration				Utility	
Quantity	Unit	Item	Unit Cost	Item Cost	
2,075	LF	8" San Sewer	\$85.00	\$176,375	
8	EA	San Sewer Manhole	\$5,200.00	\$41,600	
1,260	LF	6" San Sewer Lateral	\$70.00	\$88,200	
1,700	LF	Gran Backfill San Sewer	\$20.00	\$34,000	
2,175	LF	8" Watermain	\$95.00	\$206,625	
70	LF	6" Watermain	\$85.00	\$5,950	
6	EA	8" Gate Valve & Box	\$3,500.00	\$21,000	
5	EA	6" Gate Valve & Box	\$2,500.00	\$12,500	
5	EA	Hydrant	\$6,700.00	\$33,500	
9	EA	Connect to Ex Watermain	\$5,000.00	\$45,000	
36	EA	Water Service Fittings	\$850.00	\$30,600	
1,260	LF	1 1/4" Water Service	\$75.00	\$94,500	
1,750	LF	Gran Backfill Watermain	\$12.00	\$21,000	
1	LS	Construction Erosion Control		\$5,000	
		Engineering & Contingencies		\$122,378	
		Watermain & Sewer Street Restoration		\$159,954	
Subtotal Sewer & Watermain Costs				\$1,098,182	
Street Improvements				Street	Utility
Quantity	Unit	Item	Unit Cost	Item Cost	Item Cost
1	LS	Unclassified Excavation		\$125,000	
820	LF	12" Storm Sewer	\$70.00	\$57,400	
4	EA	Storm Sewer Manhole	\$3,600.00	\$14,400	
8	EA	Curb Inlet	\$3,200.00	\$25,600	
410	LF	Gran Backfill Storm Sewer	\$12.00	\$4,920	
1,150	CY	EBS & Sub Base Course	\$35.00	\$40,250	
9,750	SY	SubBase Course, 8"	\$8.00	\$47,280	\$30,720
9,750	SY	Base Agg Dense, 4"	\$5.00	\$29,550	\$19,200
1,920	TN	HMA Pavement, 4"	\$85.00	\$84,830	\$78,370
13	TN	HMA Drwy Patching	\$200.00	\$2,600	
3,900	LF	Curb & Gutter, 30"	\$22.00	\$77,880	\$7,920
8,070	SF	PCC Drwy Apron, 6"	\$9.00	\$72,630	
10,500	SF	PCC Sidewalk, 4"	\$8.00	\$84,000	
36	EA	Detectable Warning Field, 4 Ft	\$425.00	\$15,300	
5,450	SY	Topsoil & Seeding	\$9.00	\$46,170	\$2,880
1	LS	Traffic Control & Access		\$10,000	
		Engineering & Contingencies		\$110,672	\$20,864
Subtotal Street Improvements Costs				\$688,528	\$159,954
Units that are normally part of restoration for utility construction are separated					
Subtotal Sewer & Watermain Costs				\$1,098,182	
Subtotal Street Improvements				\$688,528	
Total E Park Ave Improvement Costs				\$1,786,710	

Items to replace and consider using ARPA funds to purchase.

1. The parks mower that we are looking to replace is a 2008 Grasshopper with a collection system. It has 3400 hours on it and has been costly to keep operational as it is used 20 hours per week to maintain the parks grounds. The cost to replace is \$24,000.00.
2. The Oakwood Cemetery mower we are looking to replace is a 2012 Husqvarna zero turn with a rear collection system which has 2200+ hours. The cost to replace is \$13,500.00 with a 50%-50% cost share between the city and the Oakwood cemetery. The cities cost share would be \$6,750.00.
3. The board walk along the river in Riverside park has been failing over the years due to decayed top boards and fasteners. The estimated cost to replace the top boards with coated fasteners is \$7,000.00. This is for the cost of the materials only, installing the materials would be done by staff.

Thank you for your consideration,

Scott Zabel

Sara Rutkowski

To: Scott Zabel
Subject: RE: Proposed Gas & Electric Service to Nathan Strong Park restrooms - ESTIMATE

From: Ducat, Alysa <AllysaDucat@alliantenergy.com>
Sent: Wednesday, August 14, 2024 4:23 PM
To: Scott Zabel <szabel@cityofberlin.wi.gov>
Cc: Oldenburg, Max <MaxOldenburg@alliantenergy.com>
Subject: RE: Proposed Gas & Electric Service to Nathan Strong Park restrooms - ESTIMATE

Hey Scott – Max has rotated. I can help you.

I think his estimate is close. You may see it reach \$9,400 or so, tops.
Thanks,

Allysa Ducat | Lead Engineering Technician
Cell: 920-946-6498
AllysaDucat@alliantenergy.com

“Trade expectation for appreciation, and the world changes instantly.”

From: Scott Zabel <szabel@cityofberlin.wi.gov>
Sent: Wednesday, August 14, 2024 4:10 PM
To: Oldenburg, Max <MaxOldenburg@alliantenergy.com>
Cc: Ducat, Alysa <AllysaDucat@alliantenergy.com>
Subject: [EXTERNAL] RE: Proposed Gas & Electric Service to Nathan Strong Park restrooms - ESTIMATE

Good afternoon Max,
Could you tell me if the estimated cost below is still accurate and if not what the new cost is, thank you.

From: Oldenburg, Max <MaxOldenburg@alliantenergy.com>
Sent: Thursday, November 2, 2023 9:35 AM
To: Scott Zabel <szabel@cityofberlin.wi.gov>
Cc: Ducat, Alysa <AllysaDucat@alliantenergy.com>
Subject: Proposed Gas & Electric Service to Nathan Strong Park restrooms - ESTIMATE

Good morning Scott,

Per our phone call I wanted to send you a preliminary written estimate of what it would cost to get facilities to the proposed restrooms in Nathan Strong Park.

- With our existing Natural Gas facilities existing in the area, a new gas service would be within the free limit assuming it is constructed within 100' (free limit footage for new gas service) of the property line. **Estimated cost – Free limit.**

- For a Electric service, we would drill/plow new distribution in to the park and set a new transformer in the general location of the new building (service footage would be free). **Estimated cost - \$8,900.00**

Please let me know if you have any further questions or need any other details.

Max Oldenburg | Engineer Technician

Alliant Energy

400B Koopman Lane, Elkhorn, WI 53121

alliantenergy.com | 1-800-ALLIANT | maxoldenburg@alliantenergy.com (262) 379-9438



[M:\ALLIANT ENERGY SERVICE RULES & EQUIPMENT LINK.html](#)



Public Administration Associates, LLC

**Proposal to Provide Executive Search Services
(City Administrator/Clerk-Treasurer) to the City of Berlin**



Public Administration Associates

Public Administration Associates
1155 W. South Street
Whitewater, WI 53190
262.903.9509

www.public-administration.com
kevin.brunner1013@gmail.com

September 5, 2024
Mayor Joel Bruessel
City of Berlin
108 N. Capron Street
Berlin, WI 54923

Dear Mayor Bruessel,

I am herewith submitting a proposal to assist the City of Berlin in response to the Request for Proposals (RFP) for the recruitment/selection of the community's next City Administrator/Clerk-Treasurer. Since 1998, Public Administration Associates (PAA) has worked with over 200 different Wisconsin municipalities on the recruitment/selection of their chief administrative officers and we would be quite honored and privileged to work with the Mayor, City Council and City Staff on this very important work. In the last couple of years, we have assisted many municipalities in northeastern Wisconsin in their searches for chief administrative officers including Allouez, Bellevue, Greenville, Little Chute, Ripon and Waupun as well as the Towns of Algoma, Clayton and Grand Chute so we are very familiar with and attuned to northeastern Wisconsin's municipal job market dynamics. We have also successfully completed many recent city administrator searches for communities similar in size and complexity to Berlin in Illinois, Minnesota and Wisconsin. Because of our extensive experience in these particular municipal executive searches, we are very aware of many well qualified candidates that we would actively recruit for the Berlin position.

To date, PAA has conducted over 400 Wisconsin municipal executive searches. What follows is information about our company and the value-added assistance that we would bring to the City of Berlin. Please feel free to visit our website at www.public-administration.com.

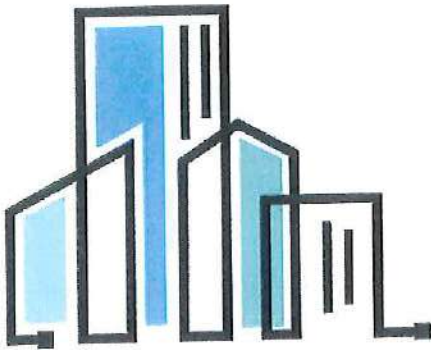
Please call if I can answer any questions or concerns you may have regarding this proposal. I would be also more than willing to present this proposal to your City Council and/or Selection Committee if requested.

Thank you for your consideration.

Sincerely,

Kevin M. Brunner

Kevin M. Brunner, President



Public Administration Associates

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1. About Public Administration Associates

Taking Local Government
to New Heights...

Public Administration Associates, LLC (PAA) is recognized among the most trusted, skilled and effective local government consultants in Wisconsin and the Midwest. Our consultants are highly skilled practitioners who get the job done through unparalleled commitment to public service, the highest standards of service to its clients and the efficient use of client time and resources. PAA has built a sterling reputation earned from 25 plus years of municipal consulting and a combined 400+ years of public management experience.

Celebrating 26 Years of Municipal Consulting in Wisconsin

PAA was organized in April 1998 by partners William Frueh, Denise Frueh, and Dr. Stephen Hintz. Kevin Brunner is now President of PAA and the Fruehs and Hintz are PAA Associates along with approximately fifteen other local government professionals who are affiliated with PAA and work on a project-to-project basis. In 2020, Kevin Brunner was joined by David Bretl and Christopher Swartz as partners of the firm. Brunner currently serves as the firm's president while Bretl serves as vice-president and Swartz as its secretary/treasurer.



Kevin Brunner

President/Partner

Kevin Brunner has over forty years of experience in serving Wisconsin local governments. He served as the manager/administrator in Saukville, Monona, De Pere, and Whitewater and worked as an assistant administrator for the City of Appleton and Kenosha County. He retired from public service as the Director of Central Services/Public Works for Walworth County. Brunner was the recipient of the 2007 Wisconsin City/County Manager of the Year and 2012 Service Innovation awards, both from the Wisconsin City/County Management Association (WCMA). Brunner is a past president of the WCMA and served on the League of Wisconsin Municipalities and Alliance of Cities Boards of Directors. He received his BA in Political Science and Criminal Justice from Carthage College (Magna Cum Laude and Rhodes Scholar Nominee); MPA from Michigan State University and is a graduate of the University of Virginia Senior Executive Institute. He achieved credentialed manager (ICMA-CM) status from the International City/County Management Association during his city management career. He has served on numerous public and non-profit boards and is currently chair of the Geneva Lake Conservancy. Brunner has been actively consulting since 2014.



David Bretl

Vice President/Partner

David Bretl has served local governments in Wisconsin for the past twenty-nine years. He retired in early 2020 from his position as County Administrator and Corporation Counsel for Walworth County, a combined position that he held since 2003. He has joined PAA as a partner in January 2020 but has been working as a consultant with the firm since 2018. During his eighteen years at Walworth County, Dave was involved in the two board downsizings, the replacement of most of the County's facilities and the consolidation of six departments. Dave has moderated the county's Intergovernmental Cooperation Council (a collaborative effort among municipal, county and town governments) since 2008 and serves as an advisor to Leadership Walworth, a program designed to develop public, non-profit, and private sector leaders. In 2005 he helped organize a county-wide private-public economic development initiative, WCEDA (Walworth County Economic Development Alliance, Inc.). In 2015 that organization honored him by establishing the Dave Bretl Community Betterment Award.



Chris Swartz

Secretary-Treasurer/Partner

Chris Swartz has served as a municipal manager in Wisconsin for over 30 years, most recently as Village Manager for the Village of Shorewood (2004-2017), Administrator for the Village of Sussex (1990-2004) and Clerk-Treasurer Administrative Coordinator Village of East Troy (1986-1990). He started his career as a researcher for the Citizens Governmental Research Bureau/Public Policy Forum (1983-1985). He retired from Shorewood in 2017 as a credentialed manager as designated by the International City Management Association ICMA). Swartz has a Master of Science degree in Urban Affairs from the University of Wisconsin-Milwaukee (1983) and an undergraduate degree from University of Wisconsin-Stevens Point. Swartz has been recognized for his

innovative approach to economic development, strategic and financial planning, organizational development and intergovernmental cooperation. He is known as a mentor to emerging public administration leaders through his tenure as an adjunct professor within the Masters of Public Administration (MPA) graduate program at the University of Wisconsin-Milwaukee. Swartz has been formally recognized for his lifetime achievements, including Wisconsin City/County Management Association "Meritorious Service Award" (2015), James R. Ryan Lifetime Achievement Award from the Public Policy Forum (2017) and Wisconsin Economic Development Association Fredrick C. Pearce Lifetime Achievement award (2017).

Comprehensive Government Consulting Services



Executive Recruitment

Assisting municipalities in the recruitment and selection of management personnel including managers, administrators and department/division heads.



Interim Management Services

Providing skilled and experienced administrators on a full-time or part-time basis for a limited period of time.



Organization & Management Studies

Analyzing municipal organizations, operations, and management structure and procedures using best practice standards. Specializing in organizational assessments, public works, and +public safety.



Classification & Compensation Studies

Analyzing and developing of classification and compensation plans using internal and external equity standards.



Economic Development Services

Assisting communities establish and implement economic development projects and programs, including downtown revitalization initiatives, redevelopment and tax incremental financing, business improvement district plans, brownfields initiatives, and business and industrial park planning and development.



Strategic Planning & Implementation

Performing community needs assessments, preparation of plans, strategies for implementation of community plans, site planning/development review assistance, and assisting communities in development of boundary agreements and cooperative plans.

PAA Executive Recruitment Clients



Over 400 Municipal Administrator Searches Since 1998

The number beside the municipality name is the number of times PAA has assisted the municipality. State of Wisconsin unless otherwise noted. View the [interactive map](#) on our website for the work that we have performed for these communities.

Cities

Abbotsford (2)
 Adams (2)
 Algoma
 Antigo (4)
 Ashland (2)
 Baraboo (3)
 Berlin (2)
 Brillion
 Chilton (2)
 Chippewa Falls (2)
 Clintonville (2)
 Columbus (5)
 Crystal River, FL
 Cudahy
 Delavan (2)
 DePere (3)
 Durand (3)
 Eagle River
 El Paso, IL

Elkhorn
 Elroy (3)
 Evansville (3)
 Fond du Lac
 Fort Atkinson (2)
 Fox Lake (3)
 Franklin
 Geneseo, IL
 Glendale
 Hartford
 Hillsboro (3)
 Horicon (2)
 Hudson (3)
 Independence, IA
 Jefferson (5)
 Kewaunee
 Lake Elmo, MN
 Lake Geneva (2)
 Lake Mills
 Lancaster (4)

Marinette (2)
 Marquette, IA
 Marshfield (2)
 Mauston (3)
 Menominee, MI
 Menomonie (2)
 Mequon
 Menasha
 Merrill
 Middleton (2)
 Milton (2)
 Mineral Point
 Minonk, IL (3)
 Monona (3)
 Monroe (3)
 New Holstein
 New Lisbon
 New London (3)
 Niagara
 Oak Park Heights, MN

Oconto (2)
 Omro (2)
 Park Falls (2)
 Pine Island, MN
 Platteville (5)
 Prairie du Chien (2)
 Princeton (2)
 Portage
 Port Washington (2)
 Racine
 Reedsburg (2)
 Rhinelander
 Rice Lake
 Richland Center
 Ripon (2)
 Shawano (5)
 South Haven, MI
 St. Croix Falls
 St. Francis
 Sturgeon Bay (5)

Thorp
Tomah (2)
Verona (3)
Washburn (3)
Waukesha
Waupaca
Waupun (2)
Wautoma
Wauwatosa (2)
Weyauwega (3)
Whitewater (3)

Villages

Ashwaubenon
Bayside (3)
Bellevue (2)
Belleville(3)
Black Earth
Bonduel
Brown Deer
Clinton (2)
Colfax
Cross Plains (2)
Darien
Deerfield(2)
DeForest (2)
Denmark (2)
East Troy
Edgar
Egg Harbor (2)
Elkhart Lake
Elm Grove
Ephraim
Fox Point (2)

Germantown(2)
Grafton (2)
Greendale (2)
Greenville
Hales Corners
Hammond
Hartland (3)
Howard (3)
Johnson Creek (3)
Kewaskum
Little Chute (5)
Lodi (3)
Marathon City
Marshall (3)
Maple Bluff
McFarland (2)
Menomonee Falls
Merton
New Glarus (4)
North Fond du Lac (3)
Oregon (2)
Osceola (4)
Paddock Lake (2)
Palmyra
Pardeeville
Pewaukee
Port Edwards
Poynette
Prairie du Sac
Pulaski
Rothschild (2)
Sherwood
Shorewood Hills (3)
Slinger (2)
Somerset
Spring Green

Suamico (3)
Stanley
Sussex
Thiensville (2)
Turtle Lake
Twin Lakes (2)
Union Grove (2)
Vernon
Waterford
Waunakee
W. Milwaukee (3)
Weston
Williams Bay (2)
Wind Point (4)
Winneconne (4)
Whitefish Bay (3)
Wrightstown (3)

Towns

Algoma (4)
Beloit
Buchanan (5)
Cedarburg (2)
Clayton
Empire
Fox Crossing (Menasha)
(4)
Gibraltar (2)
Grand Chute (4)
Greenville (2)
La Pointe (3)
Lawrence (2)
Ledgewiew
Little Suamico
Linn

Lisbon
Oconto
Osceola
Rib Mountain
Richfield (2)
Sevastopoi
Troy(2)
Washington
Weston

Counties

Ashland
Chippewa (3)
Dodge (2)
Door
Grant
Green Lake (2)
Kewaunee
Iowa
Monroe
Oconto (2)
Pepin
Polk (3)
Price
Richland
Sauk
Sawyer
Shawano
Trempeleau
Vernon
Wabasha, MN (2)
Washburn (2)
Waushara

2.

PAA Consultants (Associates)-Summary and Qualifications



Dr. Stephen Hintz - Associate

Associate Stephen Hintz served on the faculty of the University of Wisconsin Oshkosh from 1972 to 2001 where he taught personnel, budgeting, and municipal management in the Master of Public Administration program. For twenty years, he served as executive secretary of the Wisconsin City/County Management Association. Hintz holds a Ph.D. in political science from Yale University. He has been consulting with municipalities on recruitment and management issues since 1980. In 1998, Hintz was elected to the Oshkosh Common Council and was the Mayor of Oshkosh from 2002 to 2004. In 2001, he received the prestigious Sweeney Academic Award from the International City/County Management Association for his lifelong work in promoting public administration.

Dr. Hintz works on executive recruitment and general management studies for PAA.



William Frueh – Associate

Associate William Frueh has served local and state governments since 1962, as a City Manager in Council Bluffs, Iowa; Newton, New Jersey; Shawnee, Oklahoma and retired in 1996 after 20 years as the city manager of Oshkosh, Wisconsin. He also served as the Director of Economic and Community Affairs for the State of Oklahoma. Oshkosh Citizens and the Oshkosh Northwestern newspaper named Frueh as one of the ten people in Oshkosh who most influenced the development of Oshkosh during the twentieth century. Frueh received his bachelor's degree in Civil Engineering from Iowa State University and has experience as a City Engineer and Public Works Director. He has been actively consulting since 1996 and is a Life Member of both the International City/County Management Association and WCMA.

Mr. Frueh works on executive recruitment and public works-related management studies for PAA.



Denise Frueh - Business Manager/Associate

Denise Frueh received both her bachelor's and master's degrees in Business Administration from the University of Wisconsin. She has over 20 years of experience in serving municipal governments, as Deputy Assessor for the City of Oshkosh, WI and as a consultant to local governments. In addition to serving as the business manager for Public Administration Associates, she has been actively consulting since 1996 on numerous executive searches and administrative studies for Midwest municipalities in Wisconsin, Illinois, Minnesota and Iowa.



Dave Tebo – Associate

Dave Tebo served as a Municipal Administrator in Wisconsin for 25 years, most recently in the Village of Poynette (1994-2000) and Town of Greenville (2000-2017). Tebo has a master's degree in Public Affairs & Administration from UW-Madison and a bachelor's in Urban & Regional Studies from UW-Oshkosh. Dave is a Credentialed Manager (CM) by the International City Management Association (ICMA) and Certified Public Manager (CPM) by the State of Wisconsin. He is experienced in all local government management duties including: budgeting, financial analysis, human resources, community development, planning and economic development. Project areas Dave had in-depth experience and success with in Greenville include: Land Use Planning, Sustainability, Land Stewardship (Creation of Two DATCP recognized Agricultural Enterprise Areas), Grant writing for Trail Construction and Administration (\$3 million in trail projects over the last 15 years), and Economic Development (TID Development and work with Fox Cities Regional Partnership). Tebo's work in Greenville was featured in the book *The New Public Service-Serving, Not Steering* by Janet and Robert Denhardt in 2007.

Mr. Tebo works on interim management assignments, executive recruitment and classification/compensation studies for PAA.



Duane Gau – Associate

Duane Gau has over thirty years of experience in Wisconsin local government. He has worked on cooperative agreements, boundary agreements, TID management, personnel management, recruitment, public works/utilities and finance. In 2001, as Village Administrator, he assisted in a merger of a Village and Township to create a new governmental entity. Gau provided organizational analysis and salary studies for the Villages of Holman and Cross Plains and has served as interim administrator for the Villages of Mount Horeb, Holmen, Maine, Brokaw, Town of Texas and interim Public Works/Utilities Director for Ripon Wisconsin. Duane has a bachelor's degree in Business Management from Cardinal Stritch University in Milwaukee and an associate's Degree in Civil Engineering from Madison College Technical College. He is member of WCMA.

Mr. Gau works on interim management assignments, executive recruitment and management studies for PAA.



Sue McDade – Associate

Sue McDade has over 30 years of experience as a local government recreation and facilities administrator. She is currently the Community Services Director in Waunakee, Wisconsin, a fast-growing north Madison suburb. Responsibilities include recreational programming, supervision of the community center (including a fitness center, gymnasium, community room and senior center), and development of the park system, currently consisting of over 200 acres of park land. McDade obtained a master's degree in Recreation and Park Administration from Penn State University. She is a past president of the Wisconsin Park and Recreation Association (WPRA), serving from 2014-2016. She is the recipient of numerous Wisconsin and regional honors and awards, including the prestigious WPRA Professional Award of Merit in 2010. McDade teaches courses in the Recreation Management Program at Madison Area Technical College.

Ms. McDade works on executive recruitment and park and recreation-related management studies for PAA.



Anthony Brown – Associate

Anthony Brown is the current City Administrator for the City of Waukesha, WI. Anthony has over a decade worth of experience serving Wisconsin local governments. He has served in different municipal management capacities in southeast Wisconsin and the Fox Valley. Mr. Brown is recognized as a functional, hands-on servant leader, who believes in empowering employees to become leaders. He is experienced in all local government management duties including budgeting, financial management, human resources, community and economic development, strategic planning, and performance management. Anthony has a master's degree in Public Administration with an emphasis on municipal management and a Bachelor of Arts in Political Science with an emphasis on law studies from the University of Wisconsin-Milwaukee. In addition, Anthony has sought additional educational opportunities by graduating from the Government Finance Officers Association (GFOA) Budget Academy, obtaining his Lean Six Sigma Yellow and Green Belt Certification, and getting accredited through the Congress for New Urbanism (CNU).

Mr. Brown works on executive search and general consulting projects for PAA.

Timothy Franz – Associate



Timothy Franz is the retired fire chief of the Oshkosh Fire Department and has been in the fire service for over 30 years. Franz has an associate's degree in fire protection from Fox Valley Technical College and a bachelor's degree in fire science from the University of Cincinnati. He also is a graduate of the National Fire Academy Executive Fire Officer Program. Franz is a past president of the Wisconsin State Fire Chiefs' Association and has served as a consultant on various fire and emergency management studies. Recently, he has worked on the Fire/EMS studies for Verona, Sevastopol, Door County, Buchanan, five Oconto County Townships, Little Chute, Platteville, Sturgeon Bay and Park Falls with PAA.

Mr. Franz works on Fire/EMS-related studies and Fire Chief executive search projects as well as Fire/EMS compliance audits for PAA.



James Austad – Associate

James Austad is an instructor in the Fire Protection Program at Fox Valley Technical College. He is a 28-year veteran of the fire service, spending 22 years with the Oshkosh Fire Department. He was the battalion chief in charge of the emergency medical services division of the Oshkosh Fire Department. Austad received an associate's degree in fire protection from Fox Valley Technical College, a bachelor's degree in business management from Silver Lake College, and a master's degree in public administration from the University of Wisconsin Oshkosh. He also is a graduate of the National Fire Academy Executive Officer Program. Austad has recently worked on the PAA Fire/EMS Studies for Sevastopol, Door County, Buchanan, Oconto Township, Sturgeon Bay, Little Chute, Platteville and Park Falls.

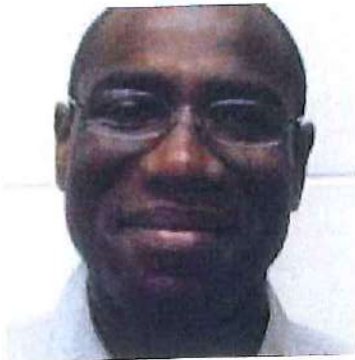
Mr. Austad works on Fire/EMS-related studies and Fire Chief executive search projects as well as Fire/EMS compliance audits for PAA.



Darrell Hofland – Associate

Darrell Hofland has 35 years of municipal management experience in Wisconsin, most recently as City Administrator for Sheboygan (2016-2020), Village Administrator for Grafton (1990-2016), Village Administrator for Little Chute (1986-1990), and Administrative Assistant to the Mayor for Appleton (1985-1986). Mr. Hofland was the first recipient of the Meritorious Service Award in 2000 by the Wisconsin City/County Management Association and Wisconsin's first Credentialed Manager by the International City/County Management Association. He is experienced in all local government management duties including budgeting, financial management, human resources, community and economic development, strategic planning, and performance management. His academic credentials include attainment of a Master's Degree in Public Administration from American University with a concentration in Financial Management and a Bachelor of Arts Degree in Political Science and Psychology from University of Iowa. He is also a graduate of the Senior Executive Institute of the University of Virginia's Weldon Cooper Center for Public Service.

Mr. Hofland works on executive recruitment, interim management assignments and municipal strategic planning projects for PAA.



Dr. Mamadou Coulibaly - Associate

Associate Dr. Mamadou Coulibaly is a specialist in the application of Geographic Information Systems (GIS). Coulibaly is an Associate Professor of Geography at the University of Wisconsin-Oshkosh where he teaches and conducts research on information processing, data analysis, mapping, and solutions to environmental and socioeconomic problems. He received his Ph.D. from the Southern Illinois University at Carbondale in 2004. Coulibaly has worked on mapping for PAA on several Fire/EMS Studies including Cottage Grove, Jackson, Lake Geneva, Little Chute, Lodi, Platteville and Park Falls.

Dr. Coulibaly works on a wide variety of management studies for PAA.



Steve Kubacki – Associate

Steve Kubacki has nearly 40 years of Municipal Government experience in the State of Wisconsin beginning with the City of Janesville as an Environmental Technician, Assistant Director of Public Works and Street Superintendent. He has since served as an Administrator for the City of Brillion, Villages of Germantown, Ashwaubenon and Suamico and Chippewa County. He has extensive experience and knowledge in economic and community development working to create, plan, administer and manage extremely successful TIF districts in Suamico, Germantown and Ashwaubenon, including the TIF district that now encompasses the "Titledown" Development District that surrounds Lambeau Field. Steve retired from the Village of Suamico in May of 2019 and has worked on a number of projects for PAA for the cities of Park Falls and Marinette as well as the Village of Bellevue and Town of Little Suamico. He is a graduate of UW- Stevens Point with a BS in Resource Management and has completed graduate level coursework at both UW- Whitewater and Oshkosh in Public Administration and Urban/Regional Planning.

Mr. Kubacki works on interim management assignments and public works-related management studies for PAA.



Bruce Stelzner – Associate

Bruce Stelzner has over 30 years of experience in Wisconsin local government. Stelzner has served as a County Highway Commissioner, Public Works Superintendent and Business Park Administrator. His responsibilities have included administration, management, design, and construction of public works/ utilities; highways and bridges; public infrastructure, personnel management, asset management, fleet management, building and grounds management. Stelzner has served as the State Director for the National Association of County Engineers and President of the Wisconsin County Highway Association. Stelzner has served as the Chairman, Co-Chair or member of many national, State, and Local committees including the NACo Transportation Steering Committee, FHWA State Transportation Innovation Council, Wisconsin Regional Planning/MPO, Wisconsin Local Roads and Streets Council and many other boards and commissions.

Mr. Stelzner works on interim management assignments and public works-related management studies for PAA.



Jon Hochkammer – Associate

Jon Hochkammer has over forty years of public sector experience in Wisconsin. He retired in 2021 from his twenty-one-year employment with the Wisconsin Counties Association (WCA). While employed with the WCA, Jon served as Director of Insurance Operations, Legislative Director and Outreach Manager. He was elected Wisconsin State Senate Sergeant-at-Arms in 1994 and held that position for eight years during which he also served as President of the National Association of Legislative Services and Security Association. Jon gained extensive first-hand experience working at the local, state and federal level through these employment opportunities. Jon has twenty-nine years of local elected experience. He was elected to the Manitowoc County Board of Supervisors in 1984. He served for eight years including serving as its board chairperson/administrative coordinator. He was elected to the Verona City Council in 1997 including serving as Mayor from 2006 - 2018. Jon was President of the Dane County Cities and Villages Association from 2007 - 2018. Jon is a member of the Leadership Wisconsin Board of Directors. He is President of the Friends of the Dane County Bookmobile Board and chairs the Dane County Area Agency on Aging Access Committee. Prior service with Dane County includes the following boards: Area Agency on Aging Board (Chair), Specialized Transportation Commission, Human Services Board, and Library Board (Chair). Additionally, he was Fitch-Rona EMS Commission Treasurer, Verona Fire

District President, Newton Fire Department President and 1st Assistant Chief, and on the Madison Family Medicine Residency Board

Mr. Hochkammer works on interim management assignments and county-related organization and operations studies for PAA.



Shawn Murphy – Associate

Shawn Murphy has held positions in state and local government for over 30 years with 26 years' experience as a Municipal Administrator. After obtaining his Bachelor Degree in Business Administration from the University of Wisconsin-Eau Claire in 1986 and Master's Degree in Public Administration from the University of Wisconsin-Milwaukee in 1990, Murphy began his career as a Budget & Program Coordinator for the Wisconsin Department of Transportation. Murphy served as Assistant Village Manager in Whitefish Bay from 1992-1997; Village Administrator in Prairie du Sac from 1997 to 2007; City Administrator in Verona from 2007 to 2010 and City Administrator in Portage from 2012 to 2023. Murphy has a strong track record of collaboration and was involved in the formation of the North Shore Fire Department, the reformation of a joint Police Department between Prairie du Sac and Sauk City; worked closely with the Sauk Prairie School District to create the Sauk Prairie Recreation Commission that includes 6 municipalities and was involved in the creation of a joint municipal court commission that includes 4 municipalities. Murphy was an active member of the Wisconsin City/County Managers Association (WCMA) and the International City Manager's Association serving on numerous committees. In 2023 Murphy received a lifetime achievement award from the WCMA.

Mr. Murphy works on interim management assignments and executive recruitment projects for PAA.

3.

PAA's Expectations and Results-Our Approach to Executive Recruitment

Our primary objectives are (1) to attract the highest number of professionally qualified, experienced and diverse applicants and (2) to facilitate a selection process that is thorough, professional and timely, resulting in the selection of the candidate who best meets the requirements of the City.

We believe that the Mayor and full City Council should be actively involved in the selection process at all stages of the process and that our primary role is to provide progressively more information about candidates to assist the Mayor and City Council in selecting semi-finalists, finalists, and the final choice. While we certainly review applicants very carefully, it is not our role to select candidates.

We believe that the process consists both of recruiting—the City officials involved will be actively selling themselves to potential candidates—and selecting—the Mayor and City Council carefully reviewing applicants for the best possible choice. Too often municipalities only consider the selection part.

We believe that the Berlin city staff has a large stake in the process. We recommend that department heads and other staff have an opportunity to meet and talk with each of the finalists. However, we fully recognize that the final decision rests with the governing body.

Finally, we believe that the process should be conducted in a planned, deliberate, and timely fashion. Specific preferences of the City should be accommodated in the design of the process, not as the process unfolds.

4.

Our Proposed Methods and Plan for Berlin

The following is our 12-step process that describes the scope of activities to be performed by Public Administration Associates, LLC during a typical municipal executive recruitment and selection process. We can readily adapt the process that we utilize to a schedule as may be requested by the City.

PAA President Kevin Brunner and PAA Associate Darrell Hofland, will be the consultants on the Berlin recruitment/selection project and Hofland who lives in nearby Sheboygan will be the project leader. This team has worked on a large number of recent municipal chief executive searches throughout Wisconsin (in the last six months for Allouez, Baraboo, Cudahy, Deerfield, Durand, Hudson, Lake Elmo (MN), Pewaukee, Park Falls, Washburn and

Whitefish Bay) and collectively have worked on over 150 successful municipal administrator search projects.

Activities to be Performed for Berlin by PAA Consultants

1. Meet with the Mayor, City Council and City Staff as appropriate to discuss the characteristics desired in the next Berlin City Administrator and the process of recruitment; review the City Administrator ordinance and job description and prepare needed revisions; prepare the position description; determine recruitment procedures and the interview and selection process, and determine the optimal time schedule for the City of Berlin;

These meetings are important to establish the qualifications and qualities that the City wants in its next City Administrator and to determine the recruitment procedures and schedule.

2. Place advertisements in appropriate publications and on-line sources, including the International City/County Management Association (ICMA), Illinois City/County Management Association (ILCMA), League of Wisconsin Municipalities, Wisconsin City/County Management Association (WCMA), Government Finance Officers Association (GFOA); Iowa Municipal League, Minnesota League of Cities; Strategic Government Resources (SGR), Local Government Hispanic Network, Black Public Administrators Association, universities with nationally recognized public administration programs (city management) including the University of Kansas, Northern Illinois University, University of Minnesota, Mankato State University, Syracuse University and Brigham Young University; also contact and encourage personally known qualified individuals to apply;

ICMA, ILCMA, WCMA, Strategic Government Resources, Minnesota League of Cities and the League of Wisconsin Municipalities are the premier channels for reaching qualified applicants for the Berlin City Administrator position in our opinion. All told, we will post the Berlin position on over 50 on-line governmental and university job sites.

3. Produce a two-minute video with the City to promote the position via social media (primarily YouTube and LinkedIn) to prospective applicants. PAA will assist in writing the script for the video and the City will assist in providing readily available still photography and/or video content of the City. Mayor Bruessel will also be videotaped as part of this video to promote the position. Here are two links to recent video job announcements (for the Cities of Monroe and

Platteville respectively) we distribute via social media as examples.



Monroe City Administrator
<https://youtu.be/Rm3trHWgyrE>



Platteville City Manager
<https://youtu.be/yhbnWgRo9kw>

PAA will also produce a digital Berlin City Administrator Position Profile that will be used in the direct marketing of the position to targeted candidates identified by PAA and the City. Here are links to two recent PAA Position Profiles developed for Middleton and DeForest respectively.

DeForest: <https://public-administration.com/wp-content/uploads/2022/07/DeForest-Community-Development-Director-Position-Profile-Org-Chart.pdf>

Middleton: <https://public-administration.com/wp-content/uploads/2023/06/Middleton-City-Administrator-Position-Profile-1221-1-2.pdf>

4. Receive applications and acknowledge receipt. We will download all application materials onto a Google Drive file and will share that with the City Clerk so that a full and complete record of all submitted information is fully maintained for municipal recordkeeping and open records purposes.

5. Review applications and provide a “Mini-Resume” Candidates Report to the Mayor and City Council that will include a rating of the candidates as “qualified”, “unqualified” and “wild card” (these candidates may not strictly meet the qualifications but may have skills or work experience that may warrant continued consideration as candidates for the City Administrator position).

6. Review applications with the Mayor and City Council for the selection of semi-finalists (typically there will be between six and ten candidates who would continue as semi-finalists).

7. Contact semi-finalists designated by the Mayor and City Council; conduct background and reference checks; prepare semi-finalist candidate profile statements (see attachment for an example of the detailed 4–5-page reference report that we produce on each candidate at this stage); provide material to the Mayor and City Council.

This is the most important and time-consuming part of the search process. Semi-finalists must supply references that are from elected officials and staff superiors, peers, and

subordinates with whom the applicant has worked. If references are not appropriate, semi-finalists must supply additional references. Questions are asked about accomplishments, strengths, skills, interpersonal relationships, and needed areas of improvement. This information is critical in evaluating the candidates and preparing the candidate profile statements. Semi-finalists will prepare electronic video interview presentations for the Mayor and City Council to review. If desired as an alternative, telephone or video conference interview can be arranged.

8. Review semi-finalists with the Mayor and City Council for selection of candidates to be interviewed on site in Berlin.

The Mayor and City Council review the resumes, the reports developed from the reference/background information and the electronic presentations. It then selects candidates as finalists to be interviewed. At this stage, all the candidates should be technically qualified to be Berlin's next City Administrator. The primary value of the interview is to determine the "fit" with the Mayor, City Council, City staff and the Berlin community.

9. Work with the Berlin Mayor and Staff to arrange interviews and the on-site candidate assessment center in Berlin.

10. Assist in the interview process, including arranging the schedule, coordinating plans with candidates, providing sample interview questions, conducting a writing exercise, observing the interviews, facilitating the selection of the first choice, and seeing that the interviews run smoothly.

While there are a variety of approaches to the interview process, PAA normally recommends a two-day "assessment center" type process. On the first day, all the finalists on individual schedules tour Berlin and meet with the city leadership team (typically department heads) and appropriate department staff. Although the department staff members do not participate in the final selection of the City Administrator, each of them is asked to comment on the candidates as further evidence for the Mayor and City Council to consider. These meetings are important for both the candidates and the staff and City officials. Other activities for the Mayor and City Council to consider are a community reception or meet and greet for the candidates, an in-basket exercise, a leaderless group discussion, an emotional intelligence assessment and a psychological review.

On the second day, the Mayor and full City Council interview each candidate for approximately one hour. In addition, each candidate participates in a writing exercise to

determine writing skills. The actual interview day(s) are scheduled at the convenience of the Mayor and City Council members.

There are other approaches to the interview process. PAA will work with the Mayor, City Council and City Staff to determine the process that is most suitable for Berlin.

11. Draft the recommended City Administrator employment agreement and provide assistance in the negotiation of an employment agreement.

Normally, PAA receives instructions from the Mayor and City Council and negotiates an employment agreement for review and approval by the City Council at its next meeting or at a special meeting. However, we are prepared to work with the Mayor, City Council and Berlin City Staff in any capacity in negotiating an employment agreement with the selected candidate. It is also imperative that the Berlin City Attorney approve as to form the employment agreement that will be negotiated with the chosen candidate. While PAA has drafted many city administrator employment agreements, the final document to be negotiated must have the full review/approval of the City Attorney.

12. Prepare letters for Mayor Bruessel's signature thanking all applicants and notifying them of the result.

5. Project Costs for Berlin/Insurance

We strive to make our costs affordable to the municipal clients that we serve. We know that in Wisconsin, with local government levy limits and expenditure restraints, that municipalities must be ever cost-conscious.

Total Cost (Including all Direct Marketing Costs Estimated at Between \$2,200 and \$2,400 for the Berlin Posting and Direct Consultant Expenses Estimated at Between \$1,500 and \$2,000)-
\$14,900.

Not included in our lump sum amount are any aptitude/psychological tests, emotional intelligence assessments; post-offer background checks and/or interview visits to the candidate's community of residence if desired or requested. If requested by the City, PAA will facilitate this work and just pass-through these costs to the City (PAA does not apply any mark-up to them).

PAA will bill the City for one-third of the quoted lump sum amount at the time of execution of the executive services contract with PAA; one-third at the mid-point in the search process (selection of semi-finalists) and will bill the remainder of any other costs incurred on behalf of the City after the new City Administrator's employment agreement has been approved by the Berlin City Council.

The Berlin RFP references licensing and bonding...no licensure is required for the consulting work that PAA is proposing and if a bond is required (PAA has never been required to post a bond for any of its consulting work over the last 26 years), the cost of such bonding would be passed through to the City and is not part of the above quoted costs.

PAA carries professional liability insurance with limits of \$1,000,000 per occurrence/\$1,000,000 aggregate. We can provide a certificate of insurance to the City of Berlin upon request.

6. Berlin Recruitment/Selection Schedule

PAA can start the recruitment process for Berlin's next City Administrator as soon as it might be awarded a contract for such work. However, PAA will work closely with City officials to maintain a schedule that will get a new administrator on board as soon as what the City desires. Early in the recruitment phase of the search process, we would like to discuss the full search schedule and what the most effective and efficient transition between departing Administrator Rutkowski and her selected successor should be.

WEEKS	1-4	5-8	9-12	12-16
Project Discovery/City Administrator Qualification & Qualities Discernment				
Ad Placement, Video Production, Position Announcement				

Application Reception

**Application Review,
Assessment, Presentation**

Contact Semi-finalists

Review Semi-finalists

**City Administrator Candidate
Assessment Center/Interviews**

**Negotiations with Selected
Candidate**

**New City Administrator on
Board in Berlin**

7.

Our Commitment to Berlin

Public Administration Associates, LLC will commit whatever time and effort is necessary to fully and successfully complete all tasks described in this proposal.

Public Administration Associates, LLC provides the following guarantees:

- If the initial search is not successful, PAA will conduct an additional search until the Berlin City Administrator position is filled. If additional marketing costs are incurred by PAA for any additional searches for this position, only these direct marketing costs and not any additional PAA consulting costs will be charged to Berlin.
- If the candidate selected either resigns or is terminated for cause within the first twelve months of employment, PAA will conduct a new search and waive its consultation fee. We have had to only honor this guarantee four times for the 400+ municipal executive

searches that we have conducted over the past 26 years (that is a success rate of over 99%!). As such, we are very confident in our recruitment/selection processes that we employ.

8.

PAA References-Recent Wisconsin Local Government Executive Searches

Quotes from two of our most recent municipal clients:

"PAA consultants exceeded our expectations in every area of recruiting and hiring our new city administrator. They were invested in creating an inclusive and successful process for our staff, community, and the candidates. Their high degree of professionalism, knowledge, and communication skills were demonstrated throughout the project. We could not be more pleased. There is no hesitation in recommending them to any community."

Mayor Anissa Welch, City of Milton

"Thanks to Public Administration Associates, LLC, we were able to secure both an interim administrator who seamlessly guided us through a transitional phase and a permanent administrator who has already brought a fresh perspective and dynamic leadership to our organization. Their dedication to excellence and their unwavering support were integral to this successful outcome.

Without hesitation, I highly recommend Public Administration Associates, LLC to any organization seeking unparalleled professionalism, expertise, and results in their administrative recruitment endeavors. Their commitment to identifying the right talent is truly commendable, and their contributions have had a lasting positive impact on our organization."

President Chris Campbell, Village of Marshall

PAA Municipal Executive Search References

Jack Anderson, Village President, Village of Greenville, Phone 920-757-5181 (C)

Michael Bablick, Former Mayor, City of Park Falls, Phone 715-661-3025 (C)

Marty Becker, Former Mayor, City of Port Washington, Phone 262-707-1464 (C)

Mason Becker, Former City Council President, City of Fort Atkinson, Phone 920-723-4924 (C)

Gurdip Brar, Former Mayor, City of Middleton, Phone 608-821-8359 (C)

Marty Brewer, Chair, Richland County Board of Supervisors, 608-383-0207 (H)

Chris Campbell, Village President, Village of Marshall, Phone 608-655-4017 (O)

Glenn Carlson, Town of LaPointe (Madeline Island), Phone 715-747-6654 (O)

Jeanne Carpenter, Former Village President, Village of Oregon, Phone 608-358-7837 (C)

Mitchel Craig, Mayor, City of Portage, 608-697-7065

Barbara Daus, City Council President, City of Platteville, Phone 608-348-3365

Donna Douglas, Mayor, City of Monroe, Phone 608-214-8566(C)

Dr. Bill Duncan, Village President, Village of Williams Bay, Phone 262-245-2700 (C)

Greg Frutinger, Village President, Village of Deerfield, Phone 608-764-5505 (H)

Russ Geise, Chair, Town of Clayton, Phone 920-427-4126 (C)

Steve Genisot, Mayor, City of Marinette, Phone 906-399-8854 (C)

Theodore Grant, Mayor, City of Ripon, Phone 920-896-6900 (O)

Joseph Hammer, Mayor, City of Columbus, Phone 920-623-5900 (C)

Tom Hartz, Former Mayor, City of Lake Geneva, Phone 262-374-9127 (C)

Brian Heckendorf, President, Village of Jackson, 414-416-2234 (C)

John Imes, Village President, Village of Shorewood Hills, Phone 608-535-2960

John Jarvis, County Board Chair, Waushara County, 920-572-0029 (C)

Diana Kaschinske, President, Village of Poynette, 608-635-8960 (C)

Dr. Bryan Kennedy, Mayor, City of Glendale, 414-228-1700 (O)

Randy Knaack, Mayor, City of Menomonie, Phone 715-232-2369 (ext.100)

Jeff Knutson, President, Village of Pewaukee, Phone 262-620-6565 (C)

Ben Krumenauer, Administrator, Village of Bellevue, Phone 920-410-5563 (O)

Bruce Lechner, Mayor, City of Elkhorn, Phone 262-379-0890 (C)

Tim McCumber, County Board Chair, Sauk County, 608-963-6581 (C)

Patrick Milliren, Mayor, City of Durand, Phone 715-672-8770 (O)

Wanda Montgomery, President, Village of Brown Deer, Phone 262-502-1460 (O)

Laura Nelson, Former President, Village of Suamico, Phone 920-246-8212 (C)

Rich O'Connor, Mayor, City of Hudson, Phone 715-386-4765 (Ext. 120) (O)

Joe Osterman, Chair, Town of Lisbon, Wisconsin, Phone 262-246-6100 (Ext. 1200) (O)

Thomas Pavlic, Mayor, City of Cudahy, Phone 414-769-2222 (O)

George Peterson, President, Village of Rothschild, Phone 715-359-3660 (O)

Deb Rose, President, Village of Osceola, 715-294-2598 (H)

Doug Rowen, Chair, Town of Troy, Phone 715-808-1372 (C)

Susan Sanabria, Former President, Village of Wind Point, Phone 262-994-0733 (C)

Kathy Schlieve, Administrator, City of Waupun, Phone 920-324-5563 (O)

Ryan Schroeder, Mayor, City of Delavan, Phone 262-728-5585 ext. 113 (O)

Daniel Shoemaker, Mayor, City of Cumberland, Phone 952-270-1266 (C)

Tweed Shuman, County Board Chair, Sawyer County, Phone 701-330-6897 (C)

Richard Snelson, Mayor, City of New Holstein, 920-898-5766 (O)

Steven Soukop, President, Village of Bellevue, Phone 920-593-5508 (O)

Dr. Lanny Tibaldo, Chair, Town of Lawrence, Phone: 920-336-9131 (O)

Roger Truttman, President, Village of New Glarus, Phone 608-212-6785 (C)

Greg Waters, City Council President, City of Lake Mills, Phone 920-648-2344 (O)

Anissa Welch, Mayor, City of Milton, Phone 608-751-7198 (C)*

Jane Cahill-Wolfgram, President, Village of DeForest, Phone 608-438-5358 (C)

Jim Weiss, Chair, Town of Linn, Phone 262-245-2700 (C)

Proposal
For Professional
Consulting Services

Administrator/Clerk-Treasurer Selection

Prepared for The



GREEN LAKE AND WAUSHARA COUNTIES, WISCONSIN

September 4, 2024

Prepared By
Lori Gosz, Senior Public Management Specialist
Jeffrey R. Roemer, Public Safety Manager



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Prepared By
McMahon Associates, Inc. | NEENAH, WISCONSIN
September 4, 2024

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 - Fee Schedule
 - Reimbursable Expenses
 - Position Announcement - Example
 - Job Posting - Example



September 4, 2024

City of Berlin
Attn: Mayor Joel Bruessel
108 N. Capron Street
PO Box 272
Berlin, WI 54923

Dear Mayor Bruessel,

We are pleased to submit a proposal for Executive Selection for the City of Berlin. Our teams' passion for Public Safety and Municipal Management provides the basis for our interest in submitting this proposal. The McMahon Associates, Inc. (McMahon) team of consultants will not only meet your expectations, but also has extensive Executive Selection experience.

McMahon's Public Safety and Municipal Management Division is a national and international consulting group whose focus is on public sector consulting services. Most of our clients are public sector entities: municipalities, counties, tribes, or special districts. Our team of consultants are all senior level staff and are either current or former municipal management practitioners. An important component of our approach is frequent communication with the Village Administration.

Our extensive operational and strategic experience in the public administration area uniquely qualifies us for a project of this nature. The team has management, operational, technical, and consulting experience with all types of municipal and public safety operations experience.

Thank you again for the opportunity to submit this proposal. If you have any questions or desire to schedule a meeting where we can present our proposal in more detail and answer any questions, please feel free to contact me at 920-875-0501 or by email at lgosz@mcmgrp.com. We look forward to working with you on this important project!

Respectfully,
McMahon Associates, Inc.

Lori M. Gosz
Public Management Specialist

Jeffrey R. Roemer
Public Safety Manager

Qualifications

McMahon provides public management consulting that provides professional, high quality public management consulting, project management and other related services to organizations throughout the United States and abroad. Our consultants have served the needs of numerous municipalities throughout the United States and remain very active with several public safety and government related organizations including:

- Wisconsin City/County Management Association
- International City/County Management Association
- Wisconsin State Fire Chiefs Association
- International Association of Fire Chiefs
- International Association of Police Chiefs
- Association of Public Safety Communications Officials
- Paramedic Systems of Wisconsin
- National Emergency Number Association
- National Police Protection Association
- Wisconsin Society of Certified Public Managers
- Wisconsin State Police Chiefs Association
- Wisconsin Association of Public Safety Communications Officials

Our consultants possess in-depth knowledge of relevant aspects of public service, which includes administration, communications, organization, labor relations, human resources, economics, and standards. This knowledge allows us to provide clients with an intellectual and objective analysis of the information received. This information is then presented in an easily understood format, allowing policy boards to make knowledgeable and informed decisions.

Project progress is measured against an established work plan, timetables, budget, and list of deliverables. Project methodology includes frequently scheduled progress meetings to discuss progress as well as new or unanticipated issues. The work plans are focused, coordinated, and logical. Project team members are also available throughout the duration of the project.

Methodology

Our approach to this project requires a clear understanding of the current City of Berlin organization, staffing, operations, administration, planning, and related concerns. The key elements of our methodology include:

- A clear understanding of the project background, complex issues involved and the goals and objectives.
- A work plan that is comprehensive, well designed, practical and provides for ample opportunity for client input.
- Sufficient resources and a commitment to successfully completing the project within the desired time frame and at a reasonable cost.

Client Input

To complete a comprehensive Executive Selection Process and make specific recommendations, it is critical that we receive quality information from officials, staff, and members of the City of Berlin. Accordingly, our approach includes regular meetings with the Administration, along with associated agencies that would have valuable information to communicate to the City .

Practical Recommendations

Our goal is to provide you with recommendations that can be used now, and in the future, to improve the efficiency and effectiveness of the City of Berlin during this transition. These recommendations need to be based on industry standards and legal considerations.

Project Management

A successful assessment and the provision of effective recommendations requires a special effort to ensure that all levels of the project receive adequate attention and those findings and recommendations are thoroughly coordinated. This is accomplished by the development and adherence to a project work plan, clear management team assignments, and frequent communications with City Administration.

Preliminary Planning and Development of Candidate Profile

- Meet with the City Mayor to discuss our recruitment approach, strategy, and methodology. During this meeting we will also discuss salary, benefits, and other terms of employment so that we can be clear to potential candidates regarding the expectations of the City Mayor.
- Interview the members of the City Council, Department Heads and other appropriate officials and staff for input on needed Administrator/Clerk Treasurer qualifications.
- Provide a questionnaire to be completed by elected officials, staff members, and other potential stakeholders asking for their ranking of key management characteristics that will be used to develop the core position profile.
- Document and develop City 's expectations for the position and characteristics deemed desirable in the candidate that will be necessary to continue to provide excellence in municipal services.
- Develop a candidate profile for the Administrator/Clerk Treasurer position and a community profile to attract top quality applicants.

Advertising/Candidate Search

- Develop the Administrator/Clerk Treasurer position advertisement based on the City 's candidate profile.
- Recommend effective publications and announcement networks, avoiding those we have found costly and ineffective.
- Place advertisements to obtain national exposure for the position.
- Pursue potential candidates through firm resources and networks (i.e., websites inside and outside of Wisconsin, state, regional and national contacts we have developed over the years).

Resume Review

- Serve as the point of contact between candidates and the City, answering candidate's questions and providing additional information to candidates.
- Review all resumes and match qualifications as indicated on resumes to the candidate profile and position requirements.
- Summarize applicant information in an easy-to-read format for the City Council or Search Committee to review.

Pre-Qualify Candidates

- Facilitate a meeting with the City Council or Search Committee to review and narrow the list of applicants to ten (10) maximum for personal contact (first cut).
- McMahon will conduct telephone/virtual interviews with the first cut applicants.
- Based on the telephone/virtual interviews, we will develop a summary of first cut applicants for the City Council or Search Committee review.
- We will facilitate a meeting with the City Council or Search Committee to narrow the list of applicants to the top three to five (3 to 5) candidates (second cut) for further consideration.

Personal Interviews

- We will provide the City Council or Search Committee with a list of appropriate interview questions and conduct a brief interview training session to discuss those questions they can and cannot ask by law, to avoid any legal entanglements.
- Schedule interviews with candidates.
- Facilitate candidate interviews and make all necessary interview arrangements.
- Review interview results with the City Council or Search Committee after the interviews are completed.
- Offer our professional observations and assist the City Council in reaching a consensus on a finalist through a facilitated meeting process which is designed to identify the strengths, weaknesses, and cultural fit of the finalists.

Pre-Employment Checks of Finalist

- Verify past employment history.
- Obtain three to five (3 – 5) professional references of finalist (our vast network of contacts in the municipal management profession frequently allows us to obtain references beyond that which is provided by the applicant).
- Verify academic credentials of finalist.
- Conduct a criminal, internet, and financial background check of the finalist.

Employment Contract Negotiations

- Obtain authority from the City Council on the acceptable range of salary, benefits, and other conditions of employment to offer to the finalist.
- Negotiate the employment agreement within the parameters established by the City Council.
- Draft the formal employment agreement for consideration by the City Council and applicant.

Employment Transition

- We will meet with the City Mayor to discuss immediate and on-going issues in which the City is involved.
- We will work with the Administrator/Clerk Treasurer finalist to ensure that he/she understands these issues and has a prioritized list that must be addressed to have a smooth transition.

Project Fee / Schedule

Project Fee

McMahon Associates, Inc. proposes to provide the Scope of Services described in this Proposal for the Executive Search Services as follows:

Time & Expense estimated at: \$15,000 to \$18,000

The breakdown of McMAHON hours for the various recruitment activities are based on estimates of what we know about the engagement at this time. Hours are flexible should circumstances require. The number of candidates in the pool will also have an impact on the consultant hours allocated for the project.

- Meetings to flush out desired candidate qualifications and management qualities, conduct survey with City stakeholders, prepare Candidate and Community Profile.
- Develop advertisement, advertising plan and place advertisements.
- Candidate Outreach – in state. Includes developing written correspondence and phone calls to potential candidates.
- Applicant screening – review all resumes, contact candidates for clarification of information provided, check candidate resumes against desired qualifications and prepare candidate summary report to Search Committee.
- Phone/Skype and on-site interviews, both 1st and 2nd rounds, includes question development, Search Committee interview training, question/exercise preparation for each round, participation in the interviews and community meet and greet.
- Prepare and negotiate Conditional Offer of Employment, Employment Agreement preparation, attend Board meeting.

Upon acceptance of this Proposal, McMahon will prepare an Agreement incorporating the Scope of Services and terms outlined here. All services will be provided in accordance with our General Terms & Conditions, dated May 10, 2024, which will be incorporated into the Agreement for reference.

Invoices will be sent every month based on the previous months' time and expenses.

Project Schedule

McMahon has the staff available to begin this project immediately upon award. Based on our prior experience in projects like that requested, an executive recruitment of this nature typically will take three to four (3 – 4) months to complete, plus any additional transition time needed for an individual to move to the area and begin employment.

Weeks	1-4	5-8	9-12	13-16
Preliminary Planning/Development of Candidate Profile	\$2,400 - \$3,000			
Advertising/Candidate Search		\$1,300 - \$1,500		
Resume Review		\$650 - \$750	\$650 - \$750	
Pre-Qualifying Candidates			\$2,400 - \$3,000	
Personal Interviews			\$1,300 - \$1,500	\$1,300 - \$1,500
Pre-Employment Checks of Finalists				\$2,400 - \$3,000
Employment Contract Negotiations				\$1,300 - \$1,500
Employment Transition				\$1,300 - \$1,500

Project Team / Resumes

Personnel assigned to this project are selected from McMahon Associates, Inc. (McMahon). The Project Manager supervises the Project Team and clerical personnel support the team. The combined resources ensure that the client receives the best possible combination of professional attention.

Lori M. Gosz – Public Management Specialist

Lori will function as Project Manager and is a self-motivated, results driven professional with over 25 years of municipal management experience in Northeast Wisconsin. A people, process and solution-oriented leader who appreciates the needs of the local government. Her focused experience is in human resource management, data research and analysis, operational and organizational studies, compliance to federal, state, and local regulations. She has worked successfully with the Wisconsin Department of Administration, Department of Natural Resources, and Department of Transportation on grant funding and administration of numerous projects.

Russ M. Van Gompel – Public Management Specialist

Russ will assist the Project Team and has over 39 years of experience in local governments serving in the States of Wisconsin and Minnesota. His experience includes working in the governments of large cities to smaller units of government and includes public cooperation agreements, public private partnerships and impact fee analysis and forecasting. Russ currently serves as the Finance Director for the City of Oshkosh.

Henry B. Veleker – Public Management Specialist

Henry will assist the Project Team and is a forward thinking, pragmatic public manager bringing 30 years of public management experience to the challenges facing local governments and their respective communities. A collaborative leader who values the commitment and work of local government elected officials and staff. He is a professional who appreciates that successful local governments must always strive to be strategic, transparent, fiscally prudent and action oriented.

Raymond C. Maurer

Ray will assist the Project Team and has over thirty years as a leader in the Park and Recreation area. He was and is responsible for the management and administration of the City Parks Department, including parks, landscape operations, aquatics, cemeteries, zoo, special events and Senior Services. He also has administrative direction over full time staff, development of annual and capital improvement budgets.

Project Team / Resumes

Ed M. Henschel – Public Management Specialist

Ed will assist the Project Team. Ed is a Public Management Specialist with 40 years of municipal management experience. Prior to joining McMahon, he served as a City Manager for 30+ years, serving municipalities in Wisconsin and Michigan. He was the Executive Director of the Wisconsin City/County Management Association for 10 years. He also has 20 years of municipal consulting experience conducting municipal recruitments, consolidation studies, department operation reviews, and labor negotiations. As a consultant, he has specialized in shared service and consolidation studies as well as management reviews for a wide range of municipal departments. In 2019 he published a book entitled Municipal Shared Service and Consolidation Handbook.

Jeffrey R. Roemer – Public Safety Manager

Jeff manages the PS&MM Division and will be a major resource for the entire project. He has over 35 years of experience in public safety and is currently Public Safety Manager of the Public Safety & Municipal Management division for McMahon. Jeff is a certified public manager and has been providing full-time public safety management consulting for the last 21 years. He worked as a Fire Chief, Police Chief, EMS Director, and Emergency Management Director before moving into public management consulting. He has worked with over 300 public safety clients nationwide and internationally.

References

CITY OF WEYAUWEGA
Executive Selection and Management Counsel
Rich Luedke, Mayor
rluedke@cityofweyauwega-wi.gov
920-284-0110

TOWN OF BUCHANAN
Executive Selection and Management Counsel
Karen Lawrence, Supervisor 1
Supervisor1@townofbuchanan.wi.gov
920-734-8599

VILLAGE OF UNION GROVE
Executive Selection
Steve Wicklund, Village President
swicklund@uniongrove.net
262-878-1818

CITY OF WAUPACA
Execute Selection and Management Counsel
Aaron Jenson, City Administrator
ajenson@cityofwaupaca.org
715-258-4411

VILLAGE OF KIMBERLY
Executive Selection
Chuck Kuen, Village President
ckuen@valleymanagment.com
920-716-4502

1. STANDARD OF CARE

- 1.1 **Services:** McMahon Associates, Inc. (McMahon) shall perform services consistent with the professional skill and care ordinarily provided by engineers/architects practicing in the same or similar locality under the same or similar circumstances. McMahon shall provide its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.
- 1.2 **Client's Representative:** McMahon intends to serve as the Client's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Client as a professional. Any opinions of probable project costs, approvals and other decisions made by McMahon for the Client are rendered based on experience and qualifications and represent our professional judgment. This Agreement does not create, nor does it intend to create a fiduciary relationship between the parties.
- 1.3 **Warranty, Guarantees, Terms and Conditions:** McMahon does not provide a warranty or guarantee, expressed or implied, for professional services. This Agreement or contract for services is not subject to the provisions of uniform commercial codes. Similarly, McMahon will not accept those terms and conditions offered by the Client in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

2. PAYMENT AND COMPENSATION

- 2.1 **Invoices:** McMahon will bill the Client monthly with net payment due in 30-days. Past due balances shall be subject to an interest charge of 1.0% per month. Client is responsible for interest charges on past due Invoices, collection agency fees and attorney fees incurred by McMahon to collect all monies due McMahon. Client is responsible for all taxes levied on professional services and on reimbursable expenses. McMahon and Client hereby acknowledge that McMahon has and may exercise lien rights on subject property.
- 2.2 **Reimbursables:** Expenses Incurred by McMahon for the project including, but not limited to, equipment rental will be billed to the Client at cost plus 10% and sub-consultants at cost plus 12%. When McMahon, after execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Client has been notified and agrees to these costs.
- 2.3 **Changes:** The stated fees and Scope of Services constitute McMahon's professional opinion of probable cost of the fees and tasks required to perform the services as defined. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. Changes by the Client during design may necessitate re-design efforts. McMahon will promptly inform the Client in writing of such situations so changes in this Agreement can be negotiated, as required.
- 2.4 **Delays and Uncontrollable Forces:** Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Client's failure to provide specified facilities or information, or for force majeure delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases or pandemics, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.

3. INSURANCE

- 3.1 **Limits:** McMahon will maintain insurance coverage in the following amounts:

Worker's Compensation	Statutory
General Liability	
Bodily Injury - Per Incident/Annual Aggregate	\$1,000,000 / \$2,000,000
Automobile Liability	
Bodily Injury	\$1,000,000
Property Damage	\$1,000,000
Professional Liability Coverage	\$2,000,000

If the Client requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Client.

McMahon's liability to Client for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract or based on tort, breach of contract, or any other theory, is limited to ten (10) times McMahon's fee not to exceed to \$250,000.

- 3.2 **Additional Insureds:** Upon request and to the extent permitted by law, McMahon shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Client as an additional insured for claims caused in whole or in part by McMahon's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Client's insurance policies and shall apply to both ongoing and completed operations.

To the extent permitted by law, Client shall cause the contractor, if any, to include McMahon as an additional insured on contractor's Commercial General Liability, Automobile Liability and Excess or Umbrella policies to include McMahon as an additional insured for claims caused in whole or in part by contractor's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of McMahon's insurance policies and shall apply to both ongoing and completed operations.

4. CLAIMS AND DISPUTES

- 4.1 **General:** In the event of a dispute between the Client and McMahon arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. The Client and McMahon agree to first attempt to resolve the dispute by direct negotiation.
- 4.2 **Mediation:** If an agreement cannot be reached by the Client and McMahon unresolved disputes shall be submitted to mediation per the rules of the American Arbitration Association. The Client and McMahon shall share the mediator's fee and any filing fees equally.
- 4.3 **Binding Dispute Resolution:** If the parties do not resolve a dispute through mediation the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

5. TERMINATION OR SUSPENSION

- 5.1 Client: Termination of this Agreement by the Client shall be effective upon seven (7) day written notice to McMahon. The written notice shall include the reasons and details for termination; payment is due as stated in above Section 2.
- 5.2 McMahon: If the Client defaults in any of the Agreements entered into between McMahon and the Client, or if the Client fails to carry out any of the duties contained in these Terms & Conditions, McMahon may, upon seven (7) days written notice, suspend its services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of McMahon.
- 5.3 Suspension for Non-Payment: McMahon may, after giving 48-hours' notice, suspend service under any Agreement until the Client has paid in full all amounts due for services rendered and expenses incurred.

6. COPYRIGHTS AND LICENSES

- 6.1 Instruments of Service: McMahon and its subconsultants shall be deemed the author and owner of their respective Instruments of Service (IOS), including the Drawings, Specifications, reports, and any computer modeling (BIM, etc.), and shall retain all common law, statutory and other reserved rights, including copyrights.
- 6.2 Licenses: McMahon grants to the Client a nonexclusive license to use McMahon's IOS solely and exclusively for the purposes of constructing, using, and maintaining the project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due.
- 6.3 Re-use: Use of IOS pertaining to this project by the Client for extensions of this project or on any other project shall be at the Client's sole risk and the Client agrees to defend, indemnify, and hold harmless McMahon from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the IOS by the Client or by others acting through the Client.

7. AGREEMENT CONDITIONS

- 7.1 The stipulated fee is firm for acceptance by the Client within 60-days from date of Agreement publication.
- 7.2 Modifications: This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties.
- 7.3 Governing Law: This Agreement shall be governed by the law of the place where the project is located, excluding that jurisdiction's choice of law rules.
- 7.4 Mutual Non-Assignment: The Client and McMahon, respectively bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Client nor McMahon shall assign this Agreement without the written consent of the other.
- 7.5 Severability: The invalidity of any provision of this Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.
- 7.6 Third Party: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against McMahon.

8. MISCELLANEOUS PROVISIONS

- 8.1 Additional Client Services: The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.
- 8.2 Means and Methods: McMahon is not responsible for direction or supervision of construction means, methods, techniques, sequence, or procedures of construction selected by contractors or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.
- 8.3 Purchase Orders: In the event the Client issues a purchase order or other instrument related to McMahon's services, it is understood and agreed that such document is for Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If the Client does issue a purchase order, or other similar instrument, it is understood and agreed that McMahon shall indicate the purchase order number on the invoice(s) sent to the Client.
- 8.4 Project Maintenance: The Client (or Owner if applicable) shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Client or Owner. McMahon shall have no responsibility for such issues or resulting damages.
- 8.5 Consequential Damages: Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or the Design Professional, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.
- 8.6 Corporate Protection: It is intended by the parties to this Agreement that McMahon's services in connection with the project shall not subject McMahon's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against McMahon, a Wisconsin corporation, and not against any of McMahon's employees, officers, or directors.
- 8.7 Contingency: McMahon's professional services are not a warranty or guarantee. The project will evolve and be refined over time. The Client shall provide appropriate contingency for design and construction costs consistent with the reasonable progression of the project. The Client and McMahon agree that revisions due to design clarifications or omissions which result in changes in work during the construction phase which amount to 5% or less of construction costs shall be deemed within the contingency and consistent with the professional standard of care. The Client agrees to make no claim for costs related to changes in work within this threshold. Claims in excess of this threshold shall be resolved per the dispute resolution process.
- 8.8 Project Costs Associated with Agency Plan Review: McMahon will not be responsible for additional project costs due to changes to the design, construction documents, and specifications resulting from the agency plan review process. The project schedule shall either allow for the agency plan review process to occur prior to the Bid Phase or if this review occurs after the Bid Phase the Client agrees that any additional costs would be considered part of the project contingency.
- 8.9 Hazardous Materials: McMahon shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of person to, hazardous materials or toxic substance in any form at the project site.
- 8.10 Climate: Design standards which exceed the minimum requirements within current codes and regulations are excluded. If requested by the Client, climate-related design services or evaluations can be provided for additional compensation.



FEE SCHEDULE | 2024

McMahon Associates, Inc.

Effective: 01/01/2024

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

**NEENAH, WISCONSIN
CORPORATE HEADQUARTERS**

Street Address:
1445 McMAHON DRIVE
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Mailing Address:
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Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2
VALPARAISO, IN 46385
Ph 219.462.7743 | Fax 219.464.8248
Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM

LABOR CLASSIFICATION	HOURLY RATE
Principal	\$205.00
Senior Project Manager	\$205.00
Project Manager	\$145.00 - \$195.00
Senior Engineer	\$185.00 - \$195.00
Engineer	\$105.00 - \$175.00
Senior Engineering Technician	\$135.00 - \$145.00
Engineering Technician	\$75.00 - \$125.00
Senior Architect	\$170.00 - \$190.00
Architect	\$145.00 - \$165.00
Senior Designer	\$120.00 - \$140.00
Designer	\$90.00 - \$110.00
Senior Land Surveyor	\$130.00 - \$170.00
Land Surveyor	\$120.00
Land Surveyor Technician	\$85.00 - \$105.00
Surveyor Apprentice	\$70.00
Erosion Control Technician	\$90.00
Senior Hydrogeologist	\$205.00
Senior Ecologist	\$195.00
Environmental Scientist	\$100.00 - \$115.00
Senior G.I.S. Analyst	\$170.00
G.I.S. Analyst	\$95.00 - \$115.00
Wetland Delineator	\$115.00
Senior Public Management Specialist	\$160.00
Public Management Specialist	\$130.00
Senior Public Safety Specialist	\$160.00
Public Safety Specialist	\$130.00
Building Inspector Specialist	\$130.00
Water / Wastewater Specialist	\$105.00 - \$135.00
Senior On-Site Project Representative	\$120.00
On-Site Project Representative	\$60.00 - \$105.00
K-12 Administrative Specialist	\$125.00
State Plan Reviewer	\$145.00
Certified Grant Specialist	\$145.00
Graphic Designer	\$110.00
Senior Administrative Assistant	\$95.00 - \$105.00
Administrative Assistant	\$85.00
Intern	\$45.00 - \$70.00
Professional Witness Services	\$370.00



REIMBURSABLE EXPENSE SCHEDULE * | 2024

McMahon Associates, Inc.

Effective: 01/01/2024

DESCRIPTION	RATE
REIMBURSABLE EXPENSES:	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	\$1,500.00
REIMBURSABLE UNITS:	
Copy Charges - Black & White	\$0.08/Image
Copy Charges - Color / 8½" x 11"	\$0.45/Image
Copy Charges - Color / 8½" x 14" and 11" x 17"	\$0.75/Image
Mileage	\$0.75/Mile
Mileage - Truck/Van	\$1.05/Mile
All-Terrain Vehicle	\$100.00/Day
Global Positioning System (GPS)	\$21.00/Hour
Hand-Held Global Positioning System (GPS)	\$15.00/Hour
Robotic Total Station	\$20.00/Hour
Survey Hubs	\$0.45/Each
Survey Lath	\$0.80/Each
Survey Paint	\$6.00/Can
Survey Ribbon	\$3.00/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.50/Each
Survey Rebars - ½"	\$3.00/Each
Survey Iron Pipe - 1"	\$4.50/Each
Survey Steel Fence Post - 1"	\$7.75/Each
Control Spikes	\$1.75/Each

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956

Mailing Address:
P.O. BOX 1025
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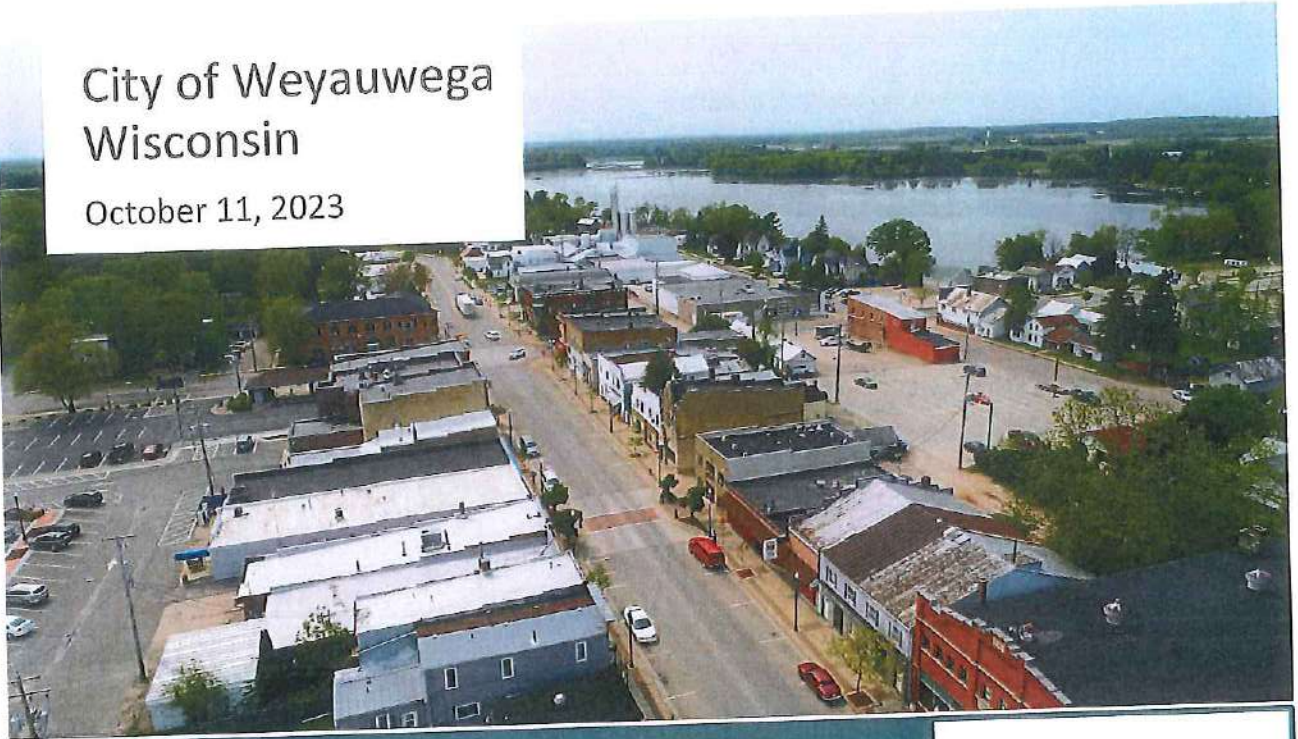
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Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM

* This schedule is not all inclusive.

City of Weyauwega Wisconsin

October 11, 2023



City Administrator

City of
Weyauwega
Wisconsin

The City of Weyauwega is seeking applicants for its next City Administrator.

WHO WE ARE

The City of Weyauwega (pop. 1,882) is located in south central Waupaca County along US Highway 10 and State Highway 110. The City of Weyauwega is a quiet small-town community that offers full-services to its residents, business community, and industry. The City also operates a Water and Sanitary Sewer system and offers 24-hour police protection.

The City operates under a City Council-City Mayor form of government including six elected City Council members. There are four appointed officials including the City Administrator, Clerk, Treasurer, and Police Chief. The City has 12 full-time employees with 30-40 seasonal part-time employees, with an annual budget exceeding \$3.8 million (all funds, including TIF).

OUR HISTORY

The City of Weyauwega is located in scenic central Wisconsin on the historic Yellowstone Trail. The name Weyauwega comes from a Native American term meaning "here we rest" because it was the resting place between two rivers, the Waupaca River and the Wolf River. In the mid-nineteenth century, Henry Tourtelotte founded Weyauwega, establishing several of the first homes and buildings. Soon thereafter, the Wisconsin Central Railroad ran through the city, and a rye mill, the largest in the world at the time, was built in 1855. Weyauwega first became a village in 1856, and then became a city in 1939. Farm families and city business people have worked hand-in-hand for generations and the city grew and prospered. Today, Weyauwega is a quaint community with a small-town atmosphere. Only thirty miles from the Fox Cities, residents have access to all the amenities of a big city. Weyauwega prides itself on being a great place to live, work and relax!



OUR FUTURE

Weyauwega is a small community with a robust and diverse economy. Weyauwega is home to several large employers and offers excellent employment opportunities for area residents and services that are needed in a community. Weyauwega has a vibrant commercial business which includes professional services.

Weyauwega is home to one of the production facilities for Agropur, an international cheese and ingredients producer. Weyauwega is one of seven facilities in the United States. Weyauwega is also home to a variety of manufacturers and service-related companies.

The City has two industrial parks, Industrial Park East and Industrial Park West, and makes land available to companies seeking a new site or to expand their facilities. The industrial parks are fully served with utilities and streets and is home to several local companies. The City also has numerous opportunities in the downtown area for retail and service business growth and entrepreneurial success. The City is very committed to revitalizing our community!

OUR MISSION STATEMENT

The City of Weyauwega will continue to embrace its great heritage and history while actively researching, attracting, and implementing new opportunities and business for residents and guests to improve their quality of life through cost effective quality public services, great community events and recreational activities appropriate for all ages and cultures.

THE POSITION

The position of City Administrator is a managerial position that involves planning, developing, operating, and maintaining the municipal government of the City. The City Administrator is under the supervision of the Weyauwega Common Council. He/she will carry out such projects as the Mayor or the City Council may designate; is responsible for the direction and coordination of city operations in accordance and consistent with all policies established by the City Council, and ensures that all city ordinances, resolutions, City Council motions and State Statutes are enforced. He/she acts as purchasing agent, personnel officer, Public Information Officer, Zoning Administrator, City Planner and Economic Development Coordinator. He/she serves as City liaison with consultants that are retained by the City Council, meets with developers, sub-dividers, builders, contractors and their engineers and agents, and coordinates with the City's consultants and auditors, accountants, and the general public. He/she investigates, prepares, and expedites applications for state and federal grants, prepares and submits to the City Council an annual budget for the anticipated expenditures and income for the ensuing fiscal year, supervises and controls the expenditures of money, and administers such budget as adopted by the Common Council. He/she researches various methods and makes recommendations for policies and procedures that promote the efficiency and effectiveness of City services. He/she attends all official meetings of the City and its committees.

MANAGEMENT STYLE & ATTRIBUTES

The ideal candidate will be a leader of high integrity, with a record of strong budgeting and organizational skills, be innovative in problem solving and decision-making, have a positive personality with listening and reasoning skills, have strong verbal and written communication skills, and the ability to reason with and promote positive and productive relationships with staff, elected officials, and community members.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Public Administration, Finance, Accounting or related field and three (3) to five (5) years of municipal management. Thorough knowledge of Wisconsin municipal operations including zoning, planning, budgeting, tax collections, economic development, and financial management. Knowledge of state and federal mandates, policies, procedures, and programs. Knowledge of human resource management including federal and state guidelines and requirements. Working knowledge of ADA, FMLA (Federal and State), Workers Compensation Laws, Unemployment Compensation and the benefits offered under the State of Wisconsin Employee Trust Fund. Ability to communicate effectively, both orally and in writing. Ability to deal diplomatically with staff and the general public and apply policies and ordinances fairly and uniformly to specific situations.

COMPENSATION AND BENEFITS

This position is posted with a salary range of \$75,000 – 105,000 with a full benefits package. Starting salary will be DOQ.

APPLICATION PROCESS

Interested professionals should submit application material to khackbarth@mcmgrp.com at McMahon Associates, Inc.

During the online application process, interested professionals should submit the following:

- ✓ City of Weyauwega Employment Application
- ✓ Cover Letter
- ✓ Resume'
- ✓ Five Work Related References
- ✓ Wage Earning History

Complete applications will be accepted until filled with a first review taking place on or around **Friday, November 17, 2023**. All questions should be directed to Lori Gosz, McMahon Senior Public Management Specialist who can be reached by email at lgosz@mcmgrp.com.

Additional information about the City of Weyauwega can be found on the City website:

cityofweyauwega-wi.gov

The City of Weyauwega is an equal opportunity employer

MORE ABOUT THE COMMUNITY OF WEYAUWEGA...

EDUCATION

Weyauwega is served by the Weyauwega Fremont School District. The Weyauwega-Fremont School District serves students from Waupaca, Waushara, and Winnebago Counties with an enrollment of about 871 students in grades 4K - 12. The District includes two elementary schools, a middle school and a high school. One elementary building is located in the City of Fremont, while the high school, middle school and other elementary school are combined in a complex in the City of Weyauwega.

The Weyauwega-Fremont School District includes the City of Weyauwega, the City of Fremont, and the towns of Weyauwega and Fremont, and portions of the towns of Bloomfield, Lind, Mukwa, Royalton, Saxeville, and Wolf River. There are two public libraries within our district: Weyauwega Public Library and Neushafer Public Library in Fremont.



RECREATION

The City of Weyauwega has a total of four park and recreation areas within its community. Most notable is a 12-acre community park, which contains an outdoor swimming pool.



The City is also home to the Waupaca County Fairgrounds. The fairgrounds are used throughout the year for a variety of events and is home to the Waupaca County Fair in August.

Lake Weyauwega, located on the northeast side of the City, offers a wide range of seasonal activities. The lake is part of the Waupaca County recreational system that has over 240 lakes, 79 rivers and 35 trout streams. Southeast of the City is Gills Landing, a Waupaca County Park which is located along the Wolf River. The park features three concrete boat launches, two accessible docks and shoreline fishing areas, picnic benches, small shelter, rest rooms, and a large parking area. A scenic, 9-hole golf course is located just southwest of the City.

PUBLIC SAFETY

The Police Department has 24-hour service to protect and serves the community with six full-time and two-four part-time officers. The City of Weyauwega is served by the Weyauwega Area Fire District, which also covers the nearby towns of Weyauwega, southern three fourths of the Town of Royalton and the eastern half of the Town of Lind. Ambulance service is provided by Gold Cross.

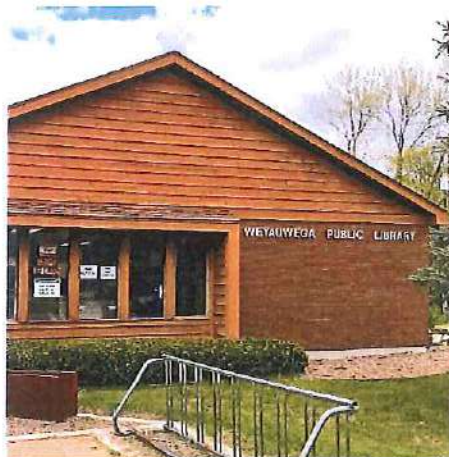


PUBLIC WORKS

The Public Works area includes a Street Department and Water and Sewer Utilities and is served by four full-time employees. The City utilizes three wells to produce and treat ground water for residential, commercial, and industrial use. Wastewater is collected and treated by the City's treatment plant.

LIBRARY

The City has a full-service public library located at 301 S. Mill Street. The library is a member of the Outagamie Waupaca Library System that offers patrons access to materials from other libraries in the region and state. The library has books, research materials, periodicals, computers and more available to the public. The library also offers wireless internet, public internet access, and children's programming.



CITY OF WEYAUWEGA, WISCONSIN

City Administrator Position Opening

The City of Weyauwega is seeking applicants for its next City Administrator.

Who We Are

The City of Weyauwega (pop. 1,882) is located in south central Waupaca County along US Highway 10 and State Highway 110. The City of Weyauwega is a quiet small-town community that offers full- services to its residents, business community, and industry. The City also operates a Water and Sanitary Sewer system and offers 24-hour police protection.

The City operates under a City Council-City Mayor form of government including six elected City Council members. There are four appointed officials including the City Administrator, Clerk, Treasurer, and Police Chief. The City has 12 full-time employees with 30-40 seasonal part-time employees, with an annual budget exceeding \$3.8 million (all funds, including TIF).

The Position

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For detailed information about the City of Weyauwega and the City Administration position can be found at <https://mcmgrp.com/what-we-do/public-safety-municipal-management/>.

To learn more about **McMahon Public Safety and Municipal Management** services or other Municipal Positions available, [visit our website](#).

