

COMMON COUNCIL MEETING AGENDA
TUESDAY, FEBRUARY 11, 2025 at 7:00PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE
CITY MEETINGS CAN BE WATCHED LIVE OR RECORDED
ON THE CITY OF BERLIN YOUTUBE PAGE @CITYOFBERLIN5623

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.
5. Accept and place on file reports from the City Clerk, Treasurer, and Building Inspector.
6. Approve payment of bills.
7. Approve minutes from the January 14 2025, August 6 2024, September 16 2024, October 14, 18, 29, 2024 Common Council meetings, and closed session minutes from August 6, 2024 and January 14, 2025.

END OF CONSENT AGENDA

8. Review Proposals for Strategic Plan.
 - a. Interview with Allyson Brunette Consulting
 - b. Interview with CP2 Consulting
9. Mayoral appointment of Richard Lashbrook to Committee on Aging.
10. Review Letter of Resignation from Attorney Chier as City Attorney.
RECOMMENDATION: Accept Letter of Resignation from the current City Attorney effective at the end of the day on February 28, 2025.
11. Appoint Attorney Chier as Special Counsel and approve City of Berlin Special Counsel Retainer Agreement with Chier Law Office LLC. RECOMMENDATION: Discuss in closed session if desired. Appoint Attorney Chier as Special Counsel and approve the City of Berlin Special Counsel Retainer Agreement with Chier Law Office LLC, including authorization of signatures by the Mayor and City Administrator/City Clerk, for Attorney Chier to continue providing municipal citation prosecution and enforcement, aid in the

transition to the newly appointed City Attorney, and provide any additional services as mutually agreed upon from time to time during and following the transition, all as more specifically described in the Agreement.

12. Mayoral Appointment and Council Confirmation of Municipal Law & Litigation Group, S.C. as City Attorney. RECOMMENDATION: Approve appointment of Municipal Law & Litigation Group, S.C. as City Attorney effective March 1, 2025 through April 30, 2025.
13. Approval of City Attorney Engagement Letter with Municipal Law & Litigation Group, S.C. RECOMMENDATION: Discuss in closed session if desired. Approve the City Attorney Engagement Letter with Municipal Law & Litigation Group, S.C. to be effective March 1, 2025, including authorization of signatures by the Mayor and City Administrator/City Clerk.
14. Approval of Wage and Compensation Study/Plan. RECOMMENDATION: Approve Proposal and Municipal Services Agreement submitted by Public Administration Associates LLC to complete a Wage and Compensation Study/Plan for the City of Berlin.
15. Increase Interim Fire Chief wages to match the former Fire Chief wages
RECOMMENDATION: Accept recommendation from the Police & Fire Commission to increase the Interim Fire Chief wages to match those of the retired Chief, plus the planned 3% wage increase, retroactive to February 1, 2025.
16. Ordinance 01-25 An Ordinance Rezoning A Parcel of Land From A-1 (Agricultural) to R-1 (Residential) City of Berlin. RECOMMENDATION: Approve Ordinance 01-25.
17. Ordinance 02-25 An Ordinance Rezoning A Parcel of Land From R-1 (Residential) to R-3 (Residential) City of Berlin. RECOMMENDATION: Approve Ordinance 02-25.
18. Ordinance 03-25 An Ordinance Establishing A Municipal Court for the Cities of Fond du Lac and Ripon, Towns of Auburn, Calumet, Empire, Fond du Lac, Friendship, Oakfield, Osceola, Ripon and Taycheedah in Fond du Lac County, Town of Wilson in Sheboygan County and the Villages of Brandon, Campbellsport, Eden, Fairwater, North Fond du Lac, Oakfield and St. Cloud in Fond du Lac County and The City of Berlin in Green Lake County and Waushara Counties, The Cities of Green Lake, Markesan and Princeton in Green Lake County. RECOMMENDATION: Approve Ordinance 03-25.
19. Ordinance 04-25 Amending Code to Remove Referendum and Sunset as to Designation of ATV and UTV Routes on all City Streets, and to Remove Curfew for ATV and UTV Operation. RECOMMENDATION: Approve Ordinance 04-25.
20. 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.)
21. New Business (To be used to request items of new business be put on a future agenda)
22. Motion to convene into closed session pursuant to *Wis. Stats. 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. (Review of City of Berlin Special Counsel Retainer Agreement with Chier Law Office LLC and City Attorney Contract/Engagement Letter with Municipal Law & Litigation Group, S.C.).

AND

Wis. Stats. 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. (Review closed session minutes from August 6, 2024 Common Council meeting.)

23. Reconvene into open session and take appropriate action as a result of closed session discussion.

24. 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

PAYROLL FOR JANUARY - 2025

Net Payroll

PAYDATE	Payroll #	PAYROLL TITLE	GENERAL CITY	UTILITY	EMS
1/3/2025	1	General City	55,904.65		
1/3/2025	1	Utility		11,948.70	
1/3/2025	1	EMS			39,269.49
1/17/2025	2	General City	73,851.65		
1/17/2025	2	Utility		12,219.39	
1/17/2025	2	EMS			43,323.08
1/31/2025	3	General City	59,155.44		
1/31/2025	3	Utility		12,715.36	
1/31/2025	3	EMS			41,124.67
TOTAL MONTHLY PAYROLL			\$188,911.74	\$36,883.45	\$123,717.24

CITY OF BERLIN BUILDING REPORT January 2025

TYPE OF PERMIT	MONTH			YEAR TO DATE			LAST YEAR TO DATE		
	No.	Estimated Value	Permit Cost	No.	Estimated Value	Permit Cost	No.	Estimated Value	Permit Cost
Single Family Residence				9	\$3,042,000.00	\$10,685.34	0	\$0.00	\$0.00
Multi-Family Residence				2	\$600,000.00	\$2,166.54	0	\$0.00	\$0.00
Residential Alteration	1	\$23,995.00	\$167.97	62	\$1,286,064.00	\$10,145.65	4	\$87,674.00	\$489.68
Residential Addition				4	\$175,000.00	\$1,218.68	1	\$43,000.00	\$240.00
Residential Garage				8	\$171,000.00	\$1,814.11	0	\$0.00	\$0.00
Residential Garage Alteration				1	\$9,500.00	\$180.00	0	\$0.00	\$0.00
Commercial Building				1	\$300,000.00	\$1,460.20	0	\$0.00	\$0.00
Commercial Alteration	3	\$124,000.00	\$744.04	4	\$254,000.00	\$1,654.04	0	\$0.00	\$0.00
Commercial Addition				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Signs				9	\$21,955.00	\$810.86	1	\$1,080.00	\$54.00
Miscellaneous				19	\$117,630.00	\$1,595.00	0	\$0.00	\$0.00
Demolition				2	\$2,000.00	\$150.00	0	\$0.00	\$0.00
Hospital				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Church				0	\$0.00	\$0.00	0	\$0.00	\$0.00
School				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Driveways				3	\$11,400.00	\$60.00	0	\$0.00	\$0.00
Trailer Homes				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Total Building Permits				120	\$5,842,554.00	\$31,028.41	6	\$131,754.00	\$783.68
				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Commercial Plan Approval				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Plumbing Permits	2	\$28,000.00	\$382.00	34	\$233,519.00	\$3,750.40	1	\$4,000.00	\$65.00
Electrical Permits	1	\$600.00	\$65.00	48	\$200,961.00	\$5,672.32	4	\$42,700.00	\$397.16
Heating Permits	1	\$7,000.00	\$65.00	21	\$314,306.00	\$3,835.97	2	\$207,200.00	\$1,402.16
Total Permit Fees	4	\$35,600.00	\$512.00	214	\$6,325,131.00	\$41,535.04	13.00	\$385,654.00	2,648.00

**City of Berlin WI
A/P Pay Status**

<u>Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Paid</u>	<u>Balance</u>
FERGUSON WATERWORKS	0436461	4X12 ALL SS REP CLAMP	1/02/2025	2/01/2025	476.67	476.67	0.00
US POSTAL OFFICE- POST MASTER		JANUARY 2025 BILLING	1/03/2025	2/02/2025	923.22	923.22	0.00
MORaine PARK TECHNICAL COLLEGE		December tax settlement for payments through 12/31/2024	1/14/2025	1/15/2025	2,507.19	2,507.19	0.00
Berlin Area School District		December tax settlement for payments thru 12/31/2025	1/14/2025	1/15/2025	28,222.02	28,222.02	0.00
WAUSHARA COUNTY		December tax settlement for taxes paid through 12/31/2025	1/14/2025	1/15/2025	23,885.18	23,885.18	0.00
Berlin Area School District		December tax settlement for payments through 12/31/2025	1/14/2025	1/15/2025	765,245.02	765,245.02	0.00
MORaine PARK TECHNICAL COLLEGE		December tax settlement for taxes paid through 12/31/2024	1/14/2025	1/15/2025	67,982.99	67,982.99	0.00
GREEN LAKE COUNTY TREASURER		December tax settlement for taxes paid through 12/31/2024	1/14/2025	1/15/2025	585,949.85	585,949.85	0.00
Freimark, Jacob		Scholarship Donation	1/16/2025	2/15/2025	500.00	500.00	0.00
GREEN LAKE COUNTY TREASURER		Car Show Account					
Finish Line Studios	19484	2024 Dog Report	1/16/2025	2/15/2025	1,126.75	1,126.75	0.00
WISCONSIN PROFESSIONAL POLICE	12312024	1st Quarter Web Hosting	1/01/2025	2/15/2025	120.00	120.00	0.00
Fire Inspection Services	2178	Union Dues	1/01/2025	2/15/2025	411.30	411.30	0.00
KUNKEL ENGINEERING GROUP	274066	December 2024 Fire inspections	12/13/2024	2/15/2025	1,619.75	1,619.75	0.00
		Building Inspection services through November 30, 2024	12/31/2024	2/15/2025	12,108.50	12,108.50	0.00
KUNKEL ENGINEERING GROUP	0274073	Building Inspection services included through November 30, 2024	12/31/2024	2/15/2025	292.50	292.50	0.00
BERLIN JOURNAL	187047 (1)	Sept 10, Oct 8, Nov 5, 12, 16 Council Minutes	1/16/2025	2/15/2025	1,801.00	0.00	1,801.00
Gordon Flesch	14981821	October Clerks Office-Images over base amount	1/01/2025	1/11/2025	307.66	307.66	0.00
Mont L. Martin - Trustee	01162025	Garnishment for Chris Orange Case Code: 31007	1/16/2025	2/15/2025	120.00	120.00	0.00
Finish Line Studios	19483	Payroll 1/3 & 1/17					
J. F. AHERN COMPANY	700932	Annual SSL certificate	1/01/2025	2/15/2025	100.00	100.00	0.00
MISA	009523	Annual inspection	12/19/2024	1/18/2025	461.28	461.28	0.00
		Interfirm Admin -invoice from 10/14/2024 which was skipped	12/17/2024	2/15/2025	5,083.75	5,083.75	0.00
Alicvia	3985	Fuel	12/27/2024	2/15/2025	740.85	740.85	0.00
ATIS ELEVATOR INSPECTION, LLC	383819	elevator inspection	12/18/2024	2/15/2025	128.63	128.63	0.00
VIKING ELECTRIC SUPPLY	S008254561.004	Street Light parts	12/11/2024	2/15/2025	4,920.00	4,920.00	0.00
TASC	IN3330574	Cobra Administration Fee 12/1-12/31/2024	12/29/2024	2/15/2025	100.00	100.00	0.00
Convergent Solutions	57653	ECS Software for 2025	1/06/2025	2/15/2025	350.00	350.00	0.00

<u>Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Paid</u>	<u>Balance</u>
MOUNTAINEER COMPUTER SYSTEMS, INC.	28570	Assistance with Accufund	1/02/2025	2/15/2025	58.75	58.75	0.00
Culligan Water	01162025	2025-Equipment rental at Senior Center	12/31/2024	2/15/2025	171.43	171.43	0.00
Culligan Water	395-0000380839	City Clerks Office Water Connecting Hwy	12/24/2024	2/15/2025	9.00	9.00	0.00
SECTION			1/02/2025	2/01/2025	3,813.55	3,813.55	0.00
RIDGE STONE PRODUCTS, INC	11199	Snow Hauling Service	12/31/2024	2/15/2025	910.00	910.00	0.00
J. F. AHERN COMPANY	700924	Annual Inspection-Library	12/19/2024	2/15/2025	110.55	110.55	0.00
AQUACHEM OF AMERICA INC	92552AQ (1)	AQUACHEM DP 2575	1/17/2025	2/16/2025	3,289.00	0.00	0.00
AQUACHEM OF AMERICA INC	9457AQ	AQUACHEM DP 3180	1/02/2025	2/01/2025	3,289.00	3,289.00	0.00
Badger Laboratories, Inc.	25-000133	BOD/SS/PHOSPHORUS/AMMONIA	1/13/2025	2/12/2025	1,782.95	1,782.95	0.00
Badger Laboratories, Inc.	25-002054	TOTAL COLIFORM BACTERIA	1/13/2025	2/12/2025	108.00	108.00	0.00
Berlin City Treasurer 1015	1/1/25	UTILITY BENEFITS FOR JAN 2025	1/01/2025	1/31/2025	13,817.70	13,817.70	0.00
Brightspeed	1/9/25	LOCAL SERVICE FROM JAN 09 TO FEB 08, 2025	1/09/2025	2/08/2025	68.05	68.05	0.00
FERGUSON WATERWORKS	0436805	CLAMPS	1/08/2025	2/07/2025	1,140.44	1,140.44	0.00
Great Lakes Roofing	A72582-DP	516 N WISCONSIN ST- MAINT FOR WELLS BUILDING	1/02/2025	2/01/2025	7,000.00	7,000.00	0.00
MARTELLE WATER TREATMENT	28567	EMPTY CHLORINE CYLINDER- AQUA MAG BULK	1/13/2025	2/12/2025	2,603.65	2,603.65	0.00
MOUNTAINEER COMPUTER SYSTEMS, INC.	U28570	ASSISTANCE WITH UTILITY BILLING	1/02/2025	2/01/2025	58.75	58.75	0.00
Superior Chemical, LLC	407526	SEKO JET NEAT FOAMER	1/10/2025	2/09/2025	86.41	86.41	0.00
WISCONSIN EMERGENCY	246246	WWTP	1/13/2025	2/12/2025	275.00	275.00	0.00
MANAGEMENT- FEE PROCESSING SERVICE							
WISCONSIN EMERGENCY	246247	BERLIN WELL #4	1/13/2025	2/12/2025	275.00	275.00	0.00
MANAGEMENT- FEE PROCESSING SERVICE							
WISCONSIN EMERGENCY	246248	BERLIN WELL #5	1/13/2025	2/12/2025	275.00	275.00	0.00
MANAGEMENT- FEE PROCESSING SERVICE							
WISCONSIN EMERGENCY	246249	BERLIN WELL #6	1/13/2025	2/12/2025	275.00	275.00	0.00
MANAGEMENT- FEE PROCESSING SERVICE							
SONDALLE FORD LINCOLN MERCURY	75341	Vehicle still has tire light coming on left front	1/03/2025	2/02/2025	182.19	182.19	0.00
SONDALLE FORD LINCOLN MERCURY	75246	Oil Change - 2023 Ford Explorer	12/27/2024	2/20/2025	82.85	82.85	0.00
SONDALLE FORD LINCOLN MERCURY	75229	Oil Change - 2021 Ford Explorer	1/21/2025	2/20/2025	283.08	283.08	0.00
SONDALLE FORD LINCOLN MERCURY	75072	Alignment - 2023 Ford Explorer	12/17/2024	2/20/2025	127.15	127.15	0.00
SONDALLE FORD LINCOLN MERCURY	75068	Alignment - 2021 Ford Explorer	12/17/2024	2/20/2025	127.15	127.15	0.00

City of Berlin
AP Pay Status

Name	Invoice	Description	Invoice Date	Due Date	Amount	Paid	Balance
ENVISIONWARE, INC	INV-US-74394	1 YR M aintenance	1/01/2025	1/31/2025	420.22	420.22	0.00
Gordon Fleisch	IN14981816	Images over base amount	1/01/2025	1/31/2025	153.90	153.90	0.00
OBRIST, LISA	2024-12	Cleaning Service	1/09/2025	2/08/2025	573.75	573.75	0.00
MIDWEST TAPE	506554457	Audiobook, BingePass, Ebook, Movie, Television (Digital)	1/01/2025	1/31/2025	319.89	319.89	0.00
Princeton Utilities	25015	Utilities at the Princeton House	1/18/2025	2/17/2025	249.73	249.73	0.00
Culligan Water	25016	Water for Berlin EMS House	1/18/2025	2/17/2025	94.50	94.50	0.00
Bountree Medical, LLC	25007	Medical Supplies	1/08/2025	2/07/2025	1,873.07	1,873.07	0.00
Life-Assist, Inc.	25018	Medical Supplies	1/18/2025	2/17/2025	437.50	437.50	0.00
DEWHURST, DOUGLAS R	012425	Christmas Party and Retirement Party for Gary Podoll and Bob Paugels - Car Show Account	1/24/2025	2/23/2025	3,154.50	3,154.50	0.00
Airgas	5513613669	Hazmat Charge	1/01/2025	2/23/2025	132.34	132.34	0.00
City Of Appleton	16152	January 2025 Weights & Measures	1/03/2025	2/23/2025	575.00	575.00	0.00
Associated Bank	26285	2020 Promissory Note	1/13/2025	2/23/2025	475.00	475.00	0.00
BELLA BY DESIGN	3366	Plaques for Gary Podoll & Bob Paugels - Retirement	1/17/2025	2/16/2025	120.00	120.00	0.00
Brightspeed	301579974	service 1-9/2-8 2025	1/24/2025	2/23/2025	494.81	494.81	0.00
BERLIN JOURNAL	187701 & 29678	Window Envelopes and Add for 246 E. Park	1/09/2025	2/08/2025	182.60	182.60	0.00
GREEN LAKE COUNTY TREASURER	16775	Board of Appeals	1/10/2025	1/31/2025	54.00	54.00	0.00
Alcivia	4048	Service - Evelyn Yahr - \$40 Mileage - \$14.00	1/27/2025	2/26/2025	247.09	247.09	0.00
Business Radio Licensing	1/29/25	BUSINESS RADIO LICENSING FEE	1/29/2025	2/28/2025	125.00	125.00	0.00
CINTAS	4217425673	MOP & PARTS/MAT	1/09/2025	2/08/2025	160.69	160.69	0.00
Diggers Hotline	250 1 60201	PREPAYMENT FOR 2025	1/17/2025	2/16/2025	1,046.20	1,046.20	0.00
ENVIRONMENTAL CONSULTING & TESTING	7944	ACUTE WHOLE EFFLUENT TOXICITY TESTING-WISCONSIN	1/27/2025	2/26/2025	1,050.00	1,050.00	0.00
FERGUSON WATERWORKS	0437406	LEAK DET	1/21/2025	2/20/2025	650.00	650.00	0.00
FERGUSON WATERWORKS	0437400	6 X 12 ALL SS REP CLAMP	1/21/2025	2/20/2025	337.12	337.12	0.00
FERGUSON WATERWORKS	0437222	LEAK DET	1/16/2025	2/15/2025	650.00	650.00	0.00
GFL Solid Waste	U4000106434	STANDARD TRASH/RECYCLING SERVICE	1/20/2025	2/19/2025	355.90	355.90	0.00
JOHNSON ELECTRIC	14231	LAMPS T8 LED	1/16/2025	2/15/2025	172.00	172.00	0.00
STRAND ASSOCIATES, INC	0219666	DIGESTER MIXING & PIPING- PROFESSIONAL SERVICES 12/1/24 TO 12/31/24	1/13/2025	2/12/2025	11,600.00	11,600.00	0.00
Superior Chemical, LLC	408062	SEKO JET NEAT FOAMER	1/17/2025	2/16/2025	96.21	96.21	0.00
MORTON SALT	5402856849	MORTON SALT Road Salt	1/31/2025	3/02/2025	2,183.87	2,183.87	0.00
MORTON SALT	5402856226	MORTON SALT Road Salt	1/31/2025	3/02/2025	21,738.68	21,738.68	0.00
Christianson, Doug	013125	Retiree Health Payment	1/31/2025	3/02/2025	464.86	464.86	0.00
Dave Labuda	013125	Retiree Health Insurance	1/31/2025	3/02/2025	721.62	721.62	0.00

CITY OF BERLIN, MD
AP SERVICES

Name	Invoice	Description	Invoice Date	Due Date	Amount	Paid	Balance
HEXCO MOTORSPORTS	4772789	O-Ring	1/22/2025	2/21/2025	19.44	19.44	0.00
MODERN RENTALS, INC	326918	Leaf Blower	1/23/2025	2/22/2025	300.00	300.00	0.00
MOUNTAINEER COMPUTER SYSTEMS, INC.	28627	Assistance with W2 Processing 12/31-1/10/2025	1/10/2025	2/09/2025	646.25	646.25	0.00
MOUNTAINEER COMPUTER SYSTEMS, INC.	28627 (1)	Assistance with W2 Processing 12/31-1/10/2025	1/24/2025	2/23/2025	646.25	0.00	646.25
MOUNTAINEER COMPUTER SYSTEMS, INC.	28673	Assistance with W2 Processing 1/14-1/24-2025	1/24/2025	2/23/2025	1,762.50	1,762.50	0.00
TAPCO SAFE TRAVELS	1795216	Traffic signal service	1/27/2025	2/26/2025	520.00	520.00	0.00
TAPCO SAFE TRAVELS	1795208	Traffic signal service	1/27/2025	2/26/2025	617.50	617.50	0.00
Pemp's Tire Service, Inc.	270123368	Chipper Tires	1/30/2025	3/01/2025	565.38	565.38	0.00
DTN, LLC	210-00121925	Jan 2025 Service	1/08/2025	2/07/2025	476.00	476.00	0.00
Gordon Flesch	15004297	October Clerks Office-Base and Images over base amount	1/26/2025	2/25/2025	21.29	21.29	0.00
MSA	012515	Interim Admin -invoice from 12/1-12/28/2024	1/16/2025	2/15/2025	2,645.26	2,645.26	0.00
MUTUAL OF OMAHA	001809574964	City Accident Insurance	1/01/2025	1/31/2025	385.02	385.02	0.00
PITCH BLACK REPAIR LLC	1715	Radiator Services	1/21/2025	2/20/2025	2,478.46	2,478.46	0.00
Brewer Heating & Cooling	158571	Service Call	1/09/2025	2/08/2025	282.87	282.87	0.00
ITU ABSORBTECH, INC.	8474338	Towels	1/21/2025	2/20/2025	76.93	76.93	0.00
INTERSTATE BATTERY	60206583	1 MT - 24F	1/09/2025	2/08/2025	161.85	161.85	0.00
Complete Office of Wisconsin	853186	Office Supplies	1/16/2025	2/15/2025	210.31	210.31	0.00
PITCH BLACK REPAIR LLC	1709	Transmission Services	1/02/2025	2/01/2025	1,696.96	1,696.96	0.00
RHPro LLC	2645	Fab Work	1/17/2025	2/16/2025	2,550.00	2,550.00	0.00
THEDACARE AT WORK	364204	EAP Contract	1/06/2025	2/05/2025	486.00	486.00	0.00
vonBRIESEN & ROPER, s.c.	481668	25 Police Negotiations	1/15/2025	2/14/2025	724.50	724.50	0.00
Gary Fife-Dassow	013125	Witness Fee checks	1/31/2025	3/02/2025	5.00	5.00	0.00
Jasmin Litton	013125	Witness Fee	1/31/2025	3/02/2025	5.00	5.00	0.00
Berlin Area School District	013125	Witness Fee	1/31/2025	3/02/2025	10.00	10.00	0.00
Total					1,613,906.58	1,608,170.33	2,447.25

COMMON COUNCIL MEETING MINUTES
TUESDAY, JANUARY 14, 2025 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: Alderperson Boeck – Aye, Alderperson Burgess – Aye, Alderperson Durtschi – Aye, Alderperson Nigbor – Aye, Alderperson Przybyl – Aye, Alderperson Stobbe, Aye. Staff present: Tim Ludolph, Planning and Development Director, Debbie Thiel, Deputy Clerk Treasurer, Jessi Balcom, City Administrator, Matt Chier, City Attorney
2. Seat Virtual Attendees - None
3. General Public Comments. Registration card required (located at podium in Council Chamber). - None

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. *Alderperson Nigbor made a motion to accept the agenda items as presented. Alderperson Stobbe seconded the motion. Roll call: Alderperson Stobbe – Aye, Alderperson Nigbor, Aye, Alderperson Burgess – Aye, Alderperson Przybyl – Aye, Alderperson Durtschi – Aye, Alderperson Boeck – Aye. Motion carried.*

4. 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.
5. Bills List. RECOMMENDATION: Approve the list of bills for payment.
6. Minutes from the December 10, 2024 Common Council Meeting. RECOMMENDATION: Approve the Common Council Meeting minutes.
7. Committee of the Whole recommendation to Common Council that the city attorney work with the developer for the vacation of South Fox Alley with costs to be reimbursed by the developer. RECOMMENDATION:
8. Committee of the Whole recommendation to approve the proclamation for Clem’s Bar 120th Anniversary. RECOMMENDATION: Accept recommendation from Committee of the Whole.
9. Plan Commission recommendation of Comprehensive Plan request for proposal.
RECOMMENDATION: Accept recommendation from Plan Commission.

END OF CONSENT AGENDA

10. Mayoral appointment of Council representative and Parks and Recreation Commission representative to the Evaluation Team which will review RFP's for the Comprehensive Plan development and make a recommendation to the Council. *Motion made by Alderperson Durtschi to appoint Bobbi Erdman and Terry Przybyl to be representatives on the Evaluation Team. Alderperson Stobbe seconded the motion. Motion carried with a unanimous voice vote.*
11. Mayoral appointment of Alderperson Terry Przybyl to Boards, Committees, or Commissions. RECOMMENDATION: Mayor Bruessel to appoint Alderson Przybyl to Planning Commission and Community Development Authority. *Motion made by Alderperson Burgess to accept the mayoral appointment. Alderperson Stobbe seconded the motion. Motion carried with a unanimous voice vote.*
12. Façade and Building Improvement Program Fund Requests for 104 E. Huron Street RECOMMENDATION: Approve application of 104 E Huron Street. *Alderperson Stobbe made a motion to approve the façade not to exceed \$8138.00. Alderperson Przybyl seconded the motion. Motion carried with a unanimous voice vote.*
13. Façade and Building Improvement Program Fund Requests for 120 N. Brooklyn Street RECOMMENDATION: Approve application of 120 N. Brooklyn Street. *Alderperson Burgess made a motion to approve the façade not to exceed \$20000.00. Alderperson Stobbe seconded the motion. Motion carried with a unanimous voice vote.*
14. Request proposal for general legal counsel. RECOMMENDATION: Discussion and action as appropriate. *Motion made by Alderperson Burgess to accept the RFP and send out. Alderperson Stobbe seconded the motion. Motion carried with a unanimous voice vote.*
15. 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.) - *None*
16. New Business (To be used to request items of new business be put on a future agenda) *Alderperson Burgess would like to order plaques from the city to thank Fire Chief Bob Paugels and Emergency Management Director/ Assistant Fire Chief Gary Podoll for their years of service.*
17. Motion to convene into closed session pursuant to *Wis. Stats. 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. Police Union Contract Negotiations. Alderperson Burgess made a motion to convene into closed session at 7:23pm. Alderperson Przybyl 2nd the motion. Roll call: Alderperson Burgess – Aye, Alderperson Przybyl – Aye, Alderperson Durtschi – Aye, Alderperson Nigbor – Aye, Alderperson Boeck – Aye, Alderperson Stobbe, Aye.*

18. Reconvene into open session and take action as a result of closed session discussion. +
Motion to reconvene into open session made by Alderperson Burgess and seconded by Alderperson Stobbe at 8:06pm. Roll call: Alderperson Boeck – Aye, Alderperson Burgess – Aye, Alderperson Durtschi – Aye, Alderperson Nigbor – Aye, Alderperson Przybyl – Aye and Alderperson Stobbe - Aye

a. Consider ratification of a successor collective bargaining agreement with the Police Union. – No action taken

19. Adjourn. *Motion to adjourn at 8:07pm made by Alderperson Burgess and seconded by Alderperson Nigbor. Roll Call: Alderperson Boeck – Aye, Alderperson Burgess – Aye, Alderperson Durtschi – Aye, Alderperson Nigbor – Aye, Alderperson Przybyl – Aye, Alderperson Stobbe.*

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 SPECIAL COMMON COUNCIL MEETING MINUTES
TUESDAY AUGUST 6, 2024
IMMEDIATELY FOLLOWING THE COMMITTEE OF THE WHOLE MEETING
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

Special Common Council meeting called to order at _____ PM, by _____

Present: _____

Seat virtual attendees _____

Public comment _____

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 (*Discussions regarding current personnel and process in regards to City Administrator upcoming vacancy*).

M/S _____ / _____ at _____ PM. Roll call: _____

Reconvene into open session M/S _____ / _____ Roll call: _____

Motion to adjourn at _____ PM. M/S _____ / _____ Roll call:

DRAFT

CITY OF BERLIN SPECIAL COMMON COUNCIL MEETING MINUTES
MONDAY, SEPTEMBER 16, 2024 6:30 PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

Mayor Bruessel called the Common Council special meeting to order at 6:30. Present: Ald Boeck, Burgess, Durtschi, and Stobbe. Matt Chier was also in attendance. Absent: Ald Nigbor.

Virtual attendees included two representatives from PAA. There was no public comment.

Discussion:

Diane discussed her next steps as the interim city manager. Sara communicated with her regarding upcoming actions needed. She will do agendas for City Council and Council of the Whole meetings. How many hours a week does she think will be needed? Sara had shared 15-20 hours per week. Diane will keep her hours to 15-20 a week on average. If it starts growing beyond 20, she will keep the City Council posted. Diane will provide a weekly emailed update to the City Council with work accomplished. Sara has reached out to get Diane a login and email access, but it hasn't been completed yet.

PAA representatives attended virtually. They introduced themselves and discussed next steps. Kevin Brunner, President of PAA. Darrel Hofman, Associate of PAA. Darrel will take the lead on the schedule and process until a new city manager is hired. See proposal for recruitment and selection process. They outlined the 12 step process to outline the qualifications and qualifications, with City Council and staff. They do 25-30 recruitments a year in Wisconsin. The PAA will look nationally with a large number of advertising opportunities. Current candidates will be contacted about the new plan to utilize PAA.

There was a discussion about the position and job description and posting. The council was unanimous about having the position title of City Administrator, who also serves as treasurer and clerk, although some duties might be delegated. The current job descriptions are separate, but the position could cover both jobs or positions. Three out of the four council members and the mayor agreed to a salary range of \$95,000 to \$110,000.

Decided to have our next special council meeting on Thursday, September 26th at 6:30 pm.

PAA will resend their contract to Mayor Bruessel who will sign and return to PAA.

Ald Durtschi motioned to adjourn and Ald Boeck seconded. The motion passed unanimously at 7:35.

CITY OF BERLIN SPECIAL COMMON COUNCIL MEETING MINUTES
Monday, OCTOBER 14, 2024 5:30 PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

Mayor Bruessel called the Common Council meeting to order at 5:34 p.m. Present: Ald Boeck, Burgess, Durtschi, Stobbe and Przybyl. Nigbor was Absent. Staff present Caitlin Hilgart and Attorney Matt Chier.

No Virtual Attendees. There was no public comment.

Item number 4 was the 2025 Budget Schedule. Sara Rutkowski was present to suggest helping finish the 2025 Budget. The budget would need to be published in the paper next week. Discussion was held in regards to the budget and other decisions not being made because of the lack of information.

Burgess made a motion to convene into closed session pursuant to Wis. Stat. § 19.85(1)(e) Deliberating or negotiating the purchasing of Public properties, the investing of public funds, or conducting of specified public business, whenever competitive or bargaining reasons require a closed session. (contract negotiation for budget service with Sara Rutkowski.) Przybyl seconded the motion that passed on a roll call vote. (5) Ayes. One (1) absent.

Discussion continued in Closed Session.

Motion by Stobbe to reconvene into open session, with a second by Przybyl. Motion carried roll call vote. Five (5) Ayes and One (1) absent.

Durtschi made motion to adjourn at 6:14pm pm with a second by Stobbe. Motion carried via voice vote.

Caitlin Hilgart, Interim City Clerk

CITY OF BERLIN SPECIAL COMMON COUNCIL MEETING MINUTES
FRIDAY, OCTOBER 18, 2024 5:30 PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

Mayor Bruessel called the Common Council meeting to order at 5:34 p.m. Present: Ald Boeck, Burgess, Durtschi, Nigbor, Stobbe and Przybyl.

No Virtual Attendees. There was no public comment.

Discussion was held on revenues and expenditures for the City's general fund. Discussion was held on the possibility of capital projects and borrowing for 2025. Discussion was held concerning the City's financial status and the impact on future years' budgets.

Nigbor 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) Stobbe seconded the motion that passed on a roll call vote of six (6) Ayes. Nigbor made a motion to seat Sara Rutkowski in closed, with a second by Stobbe. Motion carried via voice vote.

Discussion continued in Closed Session.

Motion by Nigbor to reconvene into open session, with a second by Durtschi. Motion carried via voice vote.

Stobbe made motion to adjourn at 7:21 pm with a second by Nigbor. Motion carried via voice vote.

Caitlin Hilgart, Interim City Clerk

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

Meeting called to order by Diane Wessell, Interim City Administrator at 4:32pm, looking for a motion to appoint a chairperson to run the meeting. Ald Stobbe made a motion to make Emmet the chairperson of the meeting. Ald Boeck 2nd the meeting. Motion carried with the following roll call vote: Ald Boeck, Aye, Ald Burgess, Aye, E Durtschi, Aye, J. Nigbor, Aye, Ald Przybl, Aye, Ald Stobbe, Aye. Present: Ald Boeck, Burgess, Durtschi, Nigbor, Stobbe and Przybyl.

No Virtual Attendees. There was no public comment.

Election of Council President. Ald Boeck nominated Ald Burgess for Council President. Ald Stobbe nominated Ald Durtschi for Council President. Ald Burgess was nominated as Council President with the following roll call vote: Ald Boeck – Burgess, Ald Burgess – Burgess, Ald Durtschi – Burgess, Ald Nigbor – Burgess, Ald Przybyl – Burgess, Ald Stobbe – Durtschi

Without objection Ald Burgess was appointed to run the meeting in the Mayor's absence as Council President.

Roles, responsibilities and communication between council and administration discussion. Interim City Administrator, Diane had questions regarding what her responsibilities are with the former City Administrator, Sara helping out. Sara was temporarily hired to get the budget completed. If the budget is completed then her job is completed. Ald Durtschi stated that Sara should be the person to present the budget at the hearing with Diane assisting. Once the budget has been accepted Sara's services will no longer be needed. Diane has some discretionary items that she added to the budget that weren't on the one Sara completed and would like the council to consider those items. Reporting structure is as follows: Sara will report to Diane and Diane will report to the council.

Ald Durtschi made a motion to seat the Mayor at 4:47pm. Ald Boeck 2nd the motion.

Ald Burgess would like to send the family of Ron Harke condolences on behalf of the city council, thanking him for all he had done for the city.

Ald Burgess made a motion at 4:49pm 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. Ald Durtschi seconded the motion. Motion passed with the following roll call vote: Ald Stobbe, Aye, Ald Boeck, Aye, Ald Przybyl, Aye, Ald Burgess, Aye, Ald Nigbor, Aye, Ald. Durtschi, Aye.

Motion to seat _____ made by _____, seconded by _____. Motion passed unanimously.

Discussion continued in Closed Session.

Motion to reconvene into open session by _____, seconded by _____. Motion passed unanimously.

Motion to adjourn by _____, seconded by _____. Motion passed unanimously.

Debbie Thiel, Interim City Treasurer

**CITY OF BERLIN
COMMON COUNCIL MEETING
STAFF REPORT**

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Review of Proposals for Strategic Plan Development
MEETING DATE: February 11, 2025

BACKGROUND

The Interim City Administrator requested quotes for Strategic Plan development services in late 2024. Two proposals were received, one from CP2 Consulting and one from Allyson Brunette Consulting. The proposals are in the agenda packet for your review and were also provided in the January and February Committee of the Whole packets.

Both Cory Poris Plasch of CP2 Consulting and Allyson Burnette of Allyson Burnette Consulting are planning to provide a brief presentation on their proposal to provide Strategic Planning Services to the City.

The Council may approve one of the proposals following the presentations, or may direct staff to bring the item back for further discussion at a future meeting.

City of Berlin
Strategic Planning
Services Proposal

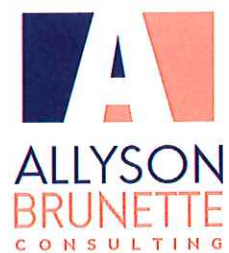


Photo from City of Berlin Facebook



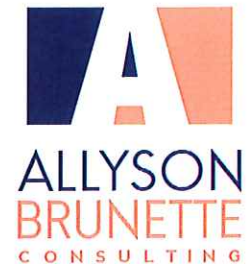
Proposal Released:
December 31, 2024

Prepared for:
Ms. Diane Wessel, Interim City Administrator



December 31, 2024

Ms. Diane Wessel
Interim City Administrator
City of Berlin
108 N. Capron St.
Berlin, WI 54923



Delivered Electronically

Dear Ms. Wessel:

I am genuinely excited about the prospect of working with the City of Berlin and their new administrator to develop a municipal strategic plan. My company was established in 2021 and is rooted in my passion for empowering leaders. I am a former public servant and a champion for high-functioning public and independent sector organizations; my company works exclusively with the public and non-profit sectors.

PRINCIPAL CONTACT:

Allyson Brunette
Owner, Allyson Brunette Consulting, LLC
1644 Glen Road, Green Bay, WI 54313
920-371-9797
allyson@allysonbrunette.com

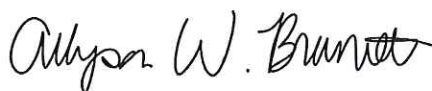
I have **extensive experience in municipal / county government** and community engagement, as well as in **individual and team leadership development**. I am not only committed to listening to your community and leaders to deliver a plan that is truly customized to your needs, but further, I am committed to empowering your leaders (as individuals and as a team) to implement this plan and help you to reach your goals effectively. A high-quality strategic plan can serve as a valuable mechanism for stakeholders to uplift one another, feel heard, reconnect with the purpose and meaning behind their work, and **gain a renewed appreciation for public service**.

What sets Allyson Brunette Consulting apart from other firms in this consulting landscape are the building blocks of my business:

- I serve **mission-driven clients only**, including non-profits and local governments.
- I am a **respected thought leader** and regular writer on topics of innovation in workplace culture and local governments.
- I provide my clients with **living deliverables and ongoing support** well after the ink is dry on their strategic plans. My implementation approach includes individual coaching for organizational leaders, robust strategies, toolkits, reporting mechanisms and a process to support your organization in revisiting your strategic plan on a monthly (or more frequent) basis, as well as post-plan check-in visits in the years following plan development.

The building blocks of my business help to bring strong synergy and a personal touch to my clients. Thank you for your consideration of my proposal - I hope to earn your business in the coming year.

Sincerely,

A handwritten signature in dark blue ink that reads "Allyson W. Brunette".

Allyson Brunette, Founder/Owner
Allyson Brunette Consulting



COMPANY PROFILE

A. Background

After a decade spent working in the public and non-profit sectors, Allyson started her own company in 2021 with a focus on public and non-profit sector clients. In 2023, Allyson Brunette Consulting was certified by the State of Wisconsin as a Woman-Owned Business Enterprise.

B. Size

As a small business, Allyson is the only employee of the company, but we lean heavily on our network of subcontractors nationally and locally to bring local government expertise to our projects. Our subcontractors are either current local government employees or former public servants. Our small size allows us to be competitive on our pricing for municipal contracts. We believe in delivering a high-quality product and personal service at a fair price. We offer a level of radical pricing transparency into what the true cost of our products is that our competitors do not. *For the scope of work for a community the size of the City of Berlin, we do not anticipate use of subcontractors.*


C. Scope

Our core business areas are organizational development consulting; thought leadership writing; and individual and team leadership coaching. Allyson was formally trained in the Bryson Method of Strategic Planning in 2015 and has facilitated and developed more than 20 strategic plans for non-profit organizations, local government organizations (Towns, Villages, Cities, Counties, or departments within these organizations) over the past decade. Allyson developed her proprietary Civic Health Check™ product in 2022, which is a “skinny” strategic planning product for organizations that lack the capacity (financially or staff-wise) to implement full strategic planning efforts.

D. Differentiators

What sets our firm apart from competitors is our unique blend of strategic insight (as former public servants AND as experienced strategic planning practitioners) and personal relationship development. Allyson is a certified YouMap® coach and is invested in getting to understand the unique personalities, goals, and strengths of your leaders to customize a strategic plan that fits your community AND your leadership team which will be tasked with implementation.

We are mindful of the volume of work we take on annually, as well. We take on approximately 4-5 strategic plan clients annually and have no more than 3 in execution concurrently. This allows us to deliver a streamlined focus on our clients and to ensure that they never feel that they are just a number to us.



ASSIGNED CONSULTANTS

Our team consists of one facilitator and one graphic design professional who will support this project effort. Allyson Brunette is the primary facilitator who will be working day-to-day with the client and will be onsite for facilitation exercises. Sue will work fully remotely on project deliverables.

INTRODUCTION TO OUR TEAM

Allyson Watson Brunette
Founder/Owner, Allyson Brunette Consulting
www.allysonbrunette.com
Role: Project Lead



Education: MPA, Marist College School of Management; BA Economics and Political Science, Rider University.

Responsibility: Lead client contact (will meet at minimum bi-weekly with client by phone or video conference to manage project.) Will facilitate all workshops onsite and conduct stakeholder interviews. Will author strategic plan.

Areas of Focus: Communication + Strategic Insights + Project Management + Individual and Team Leadership Coaching

My Strengths:

My top strengths are **Strategic, Discipline, Communication, Belief** and **Responsibility**.

Fun Stuff:

I believe in getting to know the person you're hiring, so here are some fun things you should know about me:

1. I am locally* famous for my bacon, egg and cheese sandwiches.
2. I have a 6-year old retired racing greyhound named Paisley.

*Locally: within my household, but still very famous!

Sue Schinkten
Owner, Schinkten Design
Role: Graphic Designer



Education: BA in Advertising Design, University of Wisconsin-Eau Claire

Role: Will support project remotely. Responsible for final project deliverable design and layout.

Area of Focus: Graphic Design

Fun Stuff:

- In addition to running her own boutique graphic design firm, Sue teaches graphic design to students at the local technical college in Green Bay. A cool, once-in-a-lifetime experience for Sue was designing the logo for the Mulva Cultural Center, a new museum which opened in De Pere (her hometown) last year.

RECOMMENDED APPROACH

Phase 1: Pre-Planning and Information Gathering:

Our information gathering process is time-intensive, but it is critical to our effectiveness as facilitators. One of our organization's core values is to Listen Loudly. We pride ourselves on truly listening to what your elected officials, department heads, staff members, and community members have to say.

- **Review of existing research and documentation.** Our team will review your existing adopted documents at the department level or recent surveys / sentiment analysis completed.
- **Elected Official Engagement.** We recommend utilization of an online survey tool for City Council members be deployed very early in the process, the results of which will inform our one-on-one confidential interviews.
- **Employee Engagement.** We begin our information gathering process with confidential surveys deployed to organizational staff members at all levels within the organization. We use the information from these surveys to guide one-on-one confidential interviews with these individuals.
- **One-on-One Interviews with Department Heads & Elected Officials.** Your project scope includes confidential, one-on-one interviews (30-45 minutes per person), with up to 15 individuals of your choosing. We aim to speak directly with every elected official (Mayor / City Council) and department heads. This is time-intensive, but it is invaluable to ensure that we guide you in a meaningful direction in your strategic planning process.

Phase 2: Strategic Planning Facilitation:

Data gathered from survey feedback, focus groups, interviews, and community research, and previous City studies will feed into four components of our strategic planning process. Our in-person engagement will take place through three in-person on-site visits to Berlin.

- **Mission, Vision, and Values Workshop:** One (1) 1.5-hour workshop will be held with staff members, department heads, and elected officials. There is an option to split this into two workshops on the same day – one for team members and one for elected officials and department heads at no additional charge.
- **SWOT Analysis:** This report will be developed following the completion of information gathering through surveys, focus groups, and interviews. This report will be divided into external (community) issues and internal (operational) issues.
- **Strategic Planning Workshop #1 for department heads and City Council members:** A 2-hour workshop focused on external strategic issues.
- **Strategic Planning Workshop #2 for a cross-section of staff and department heads:** A 2-hour workshop focused on internal operational issues. These workshops would be held on a second onsite day in Berlin

Phase 3: Strategic Plan Development


- **Strategic Framework:** The meat of the strategic plan, the framework spells out in table form the following: Problem or challenge statement to be mitigated; Desired outcome(s) for said challenge by 2030.; Specific action step(s) to reach said outcome; Resources (costs, if monetary) needed to reach said outcome; Responsible parties for each action step; Timeline for completion of each action step and priority for each action step within the context of the plan as a whole; Additional consultant recommendations, where applicable. This framework is designed to be as easy and functional to implement as possible.
- **Strategic Plan Narrative:** To supplement the framework, the strategic plan will include an accompanying narrative that outlines the process of reaching the framework. This will include a summary of the methodology used, data themes pulled from the data-gathering process, and a detailed summary of workshop and focus group themes. The strategic plan narrative will also include: an executive summary of the strategic outcomes the organization is aiming to accomplish within the plan time frame and a statement of mission, vision, and values.



RECOMMENDED APPROACH

Phase 4: Implementation and Leadership Training

What sets our firm apart is that we don't stop our engagement upon plan delivery. We build personal relationships with your leaders and help to set them up for success in implementation with both individual and group coaching, rooted in Clifton Strengths.

- **Individual Leadership Coaching for Department Heads:** Our team will work with your department heads to conduct one-on-one leadership coaching. As a certified YouMap® facilitator, Allyson will work one-on-one with 8 department heads to complete a series of four assessments that help the individual to better understand their strengths, skills, values, and personality as it applies to their leadership role. This is approximately a 45-minute time commitment to complete the assessments for the individual and will be followed up with a one-hour virtual coaching session to review results with Allyson Brunette. This individual exercise helps participants to better understand their own leadership approach from a strengths-based perspective.
 - **Team Leadership Coaching and Plan Implementation Workshop:** Our final onsite workshop will bring together department heads to engage in a team building workshop that highlights and builds the strengths across the TEAM. By helping leaders to better understand how they work individually and as a team, this will set your organization up for more effective day-to-day operations and strategic plan implementation. Our workshop also includes a deep dive into best practices for implementing your strategic plan.
 - **Implementation Toolkit:** Even across a five-year time frame, organizational realities can change drastically. This is why our process empowers organizations to revisit - and when necessary, reframe - their strategic goals on a 90-day schedule that is not overly time-consuming. Our implementation process includes a toolkit which segments strategic goal implementation into the first year, and then further on a quarterly basis. Our implementation approach is based largely on the principles of EOS (Entrepreneurial Operating System), a strategic management approach used in the private sector. We believe in this system so much that we even provide our clients with copies of the training books for this approach at no cost so you can hit the ground running. We have adapted these tools for public and non-profit sector use. We provide to our clients the following tools and resources:
 - Two copies of Entrepreneurial Operating System books (for both managers and employees) to help kickstart your strategic plan implementation process.
 - Outlines for breaking down the Strategic Plan framework into quarterly and one-year strategic goal setting.
 - Outlines for breaking down the Strategic Plan framework into quarterly and one-year strategic goal setting.
 - Agendas for self-facilitated quarterly and annual strategic planning meetings and necessary worksheets for your teams to use. We also recommend that organizations add 1-2 one-hour meetings for strategic planning to their monthly schedule. Revisiting a strategic plan frequently is an often-missed step that ensures that staff and leadership stay on the same page for strategic goals, and that if unexpected changes occur, the organization and plan can pivot accordingly.
- 



RECOMMENDED APPROACH

Details on Proposed Workshops

MISSION, VISION, AND VALUES WORKSHOP: Up to two (2) 1.5-hour workshops for staff, department heads, and elected officials are an important kickoff milestone within the strategic planning project. These workshops bring all parties together to identify shared organizational values; frame a big-picture vision of where the organization aims to be in the future; and check in with your existing mission within the context of a five year plan.

STRATEGIC PLANNING WORKSHOPS: We will facilitate two 2-hour workshops with department heads and elected officials to Ideate, Discuss, and Solve around the External and Internal Operational issues. We frame these workshops around addressing Weaknesses and Threats specifically identified in the organizational SWOT analysis. Generally, two hours are sufficient for engagement with these audiences. If two hours are not sufficient, we are able to (as needed) provide follow-up sessions for administrative leadership.


IMPLEMENTATION AND STAFF TEAM BUILDING WORKSHOP: Our final 2.5-hour workshop with department heads will offer best practice insights on how to be highly effective in implementing your strategic plan as well as offering department heads the chance to better understand their strengths and individual leadership styles and how they mesh with those of their colleagues. This is an excellent way to build the capacity of your leadership team and to boost morale as you exit the strategic planning process.

TIMELINE

A proposed timeline is included which demonstrates the average time for the completion of a municipal strategic plan with our firm. This is, of course, adaptable to your preferred timelines should you want to wait for 2025 municipal elections to proceed with planning efforts. We anticipate an approximately 15-week timeline from start to finish, with the ability to adopt a final plan in mid-May with a February 2025 start date.

COMPENSATION AND RATES

A detailed line-item estimate is attached in this proposal. **Our project estimate for this project is \$14,994.00.** This is a not-to-exceed estimate, but actual costs will be billed should estimates come in below the projected rate. Our compensation rate is a maximum of \$180.00/hour.



REFERENCES

References below include a variety of some of our recent clients. Interested in seeing samples of our work? We got you! We have a link to sample work which we'll include with this proposal submission.

City of Fitchburg (WI) 2025-2029 Strategic Plan

(Currently in Common Council final review phase as of January 2025.)

Reference: Assistant City Administrator Adam Sayre,
adam.sayre@fitchburgwi.gov, 608-270-4209



Kalamazoo County (MI) 2025-2029 Strategic Plan

Adopted 10/2024

Reference: Kevin Catlin, County Administrator / Controller,
kacatl@kalcounty.com, 269-383-8843



City of Ludington (MI) 2025-2029 Strategic Plan

Adopted 9/2024

Reference: Kaitlyn Aldrich, City Manager, kaldrich@ci.ludington.mi.us,
231-845-6237



Oneida County (WI) Management Analysis

Presented 10/2023

Reference: Tina M. Smigielski, CPA, Oneida County Finance Director,
tsmigielsk@co.oneida.wi.us, 715-369-6145



Town of Ledgeview Strategic Plan(s)

Adopted 2022, 2018, 2015, and ongoing support of restructure of
Community Development Department (2023-2024)

Reference: Sarah Burdette, Town Administrator,
sburdette@ledgeview.wi.gov, 920-336-3360 *108





**ALLYSON
BRUNETTE**
CONSULTING

From **Allyson Brunette Consulting**
1644 Glen Road
Green Bay, WI 54313
allyson@allysonbrunette.com
EIN: 87-4759824

Estimate ID | **1050**
Issue Date | 12/31/2024
Subject | City of Berlin Strategic Plan Estimate

Estimate For **City of Berlin**
108 N. Capron St.
Berlin, WI 54923

Item Type	Description	Quantity	Unit Price	Amount
Service	One-time charge to add to Added the City as an added insured on Allyson Brunette Consulting LLC Commercial Liability Policy	1.00	\$100.00	\$100.00
Service	Phase 0 - Project Kickoff: Confirmation of dates, tool development, project planning.	2.00	\$180.00	\$360.00
Service	Phase 1 - Pre-Planning and Information Gathering: Launch of internal survey tools, one-on-one interviews with stakeholders, community focus group facilitation, survey analysis. Regular client check-in meetings bi-weekly through this phase.	20.00	\$180.00	\$3,600.00
Service	Phase 2 - Strategic Plan Facilitation: Mission Vision Values workshop(s) (1 or 2), SWOT analysis development, Strategic plan workshops (2), and post-workshop analysis. Regular client check-in meetings bi-weekly through this phase.	18.00	\$180.00	\$3,240.00
Service	Phase 3 - Strategic Plan Development: Hours of plan development and drafting, additional hours of client meetings for plan review and edits.	12.00	\$180.00	\$2,160.00
Service	Phase 4 - Implementation and Leadership Development: Individual YouMap profile development and debrief coaching for up to 15 department heads in the Village. Facilitation of one strategic plan implementation / team building workshop for department heads. This is a not-to-exceed cost based on 8 participating department heads, and cost will decrease if the Village opts to have fewer employees participate in this training.	1.00	\$2,000.00	\$2,000.00
Product	Travel costs: Mileage and travel time (billed at 40% of regular hourly rate) for three onsite visits to Berlin. This is based on the IRS 2025 rate of \$0.70/mile. Actual amount will be billed, this is a not to exceed number. (Mileage = \$294.00, Travel time = \$540.00)	1.00	\$834.00	\$834.00
Product	Facilitation supplies: Printing costs or workshop materials, supplies for Mission, Vision, Values; Strategic Planning and Implementation workshops. Actual amount will be billed, this is a not to exceed number.	1.00	\$200.00	\$200.00

Product	Graphic design and printing: Printing and professional graphic design of final strategic plan. Actual amount will be billed, this is a not to exceed number.	1.00	\$2,500.00	\$2,500.00
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Estimate Total \$14,994.00

Notes

Project deposit of 20% of maximum project cost is due as a client retainer upon acceptance of this estimate.
This estimate is valid for up to 90 days following issuance.

City of Berlin

Proposal for Comprehensive Strategic Plan Services



December 2024

Prepared by: CP2 Consulting

Strategic Plan Proposal for Berlin, WI

December 26, 2024

Diane Wessel
City of Berlin, WI

RE: Comprehensive Strategic Plan Proposal

Dear Diane Wessel,

CP2 Consulting is pleased to submit our proposal to assist the City with Strategic Planning services. The following approach/framework specifically addresses the organization's desired outcomes as we understand them. The following proposal outlines how CP2 Consulting can address the following needs:

- Conduct internal and external stakeholder engagement activities via varied methods such as focus groups, online surveys, and interviews;
- Facilitate the development of the organization's mission, vision, and values to set organizational priorities and the City's overall strategic direction;
- Facilitate a strategic Plan workshop, including SWOT analysis, with the City's elected officials and senior leadership to develop short-term and long-term organizational goals that can be monitored;
- Facilitate a governance session;
- Provide a final summary report of the strategic plan process and outcomes.

As the attached proposal reflects, we have considerable experience facilitating strategic planning and implementation processes like the one envisioned for City of Berlin. CP2 Consulting specializes in serving public sector clients. I will be the one of two consultants for this project, and my career has been focused on roles either in local government or nonprofits, including as the former Executive Director of the Wisconsin City County Management Association. My Master of Public Administration (MPA) degree includes a specialization in public leadership and strategic management, and I hold a certification in Strategic Planning endorsed by George Washington University and the Baldrige Foundation. Winnie Frankel, who will also be working on this project, has a Master of Social Work (MSW) degree, a Clinical License (LCSW,) as well as a bachelor's degree in organizational communication and political science. Her career has focused on facilitating understanding and organizational consensus in public, professional, and academic settings. The CP2 Consulting team has a long-standing commitment to strategic thinking, cultivating leadership, transparent practices, and measurable results.

Thank you for the opportunity to provide these services to the City of Berlin.

Sincerely,



Cory Poris Plasch, President/CEO
CP2 Consulting, Inc.

Project Approach

Strategic planning, at its core, is establishing a clear direction forward for the organization in alignment with its mission and core values.

The CP2 Consulting strategic planning methodology is based upon leading practices in strategic planning, refined and continually updated based upon industry trends and knowledge gained through client engagements. Organizational culture is a key component in meeting strategic goals, and we employ and promote strategies to create a Learning Culture, where growth, curiosity and authenticity prevail. Our methodology is comprehensive and thorough, while remaining flexible enough to meet the specific needs of our clients.

In the following proposal, CP2 Consulting recommends a multi-phased, participative format to engage City leadership and staff to shape the desired future direction of the City.

Phase 1: Strategic Plan Development

Phase 1A: Project Launch

This phase involves project start-up activities, including:

1. Project review meetings with key City project staff to confirm the scope of work and expected outcomes;
2. Provide an overview of the strategic plan process;
3. Review history and current fit of mission, vision and values of the organization and determine the extent of needed adjustments;
4. Identify and confirm stakeholder involvement and the overall environmental scanning process elements; and,
5. Discuss current organizational culture.

The purpose of this phase is to confirm the overall project scope and intended outcomes and make any necessary refinement to the project Plan and budget.

Phase 1B: Stakeholder Engagement

Stakeholder engagement is a key component of the strategic planning effort as it allows you to understand your organization from a variety of perspectives.

- **Internal stakeholders** – refers to individuals or groups who are within the organization by virtue of being elected to or employed/appointed by the organization, including employees at all levels. Internal stakeholders are essential to successful implementation of the strategic plan and their input should be considered and incorporated into the strategic planning process.
- **External stakeholders** – refers to individuals or groups who are outside the organization but are impacted by the actions of the organization and the quality of life in the community. These include, but are not limited to, businesses, neighborhoods, residents of all ages, historically underrepresented populations, special interest groups, and other taxing jurisdictions.

There are two avenues proposed for collecting original stakeholder feedback specific to this project, including:

- **Online survey of stakeholders.** These surveys can be targeted to internal or external stakeholder groups, a subsection of internal or external stakeholder groups, and/or the entire community. A

semi-custom survey is developed collaboratively between the Administrator and/or other key staff and the consultant. The survey is administered by the consultant and the raw data is owned by the consultant but upon request will be anonymized and shared with the client. *For this project, a community survey is recommended.*

- **Invitational Focus groups.** These groups are facilitated by the consulting team with groups identified and invited by the client. The sessions run approximately 90 minutes and consist of ten to 12 individuals from each of the selected stakeholder groups. Groups can be either internal or external stakeholders. While some information may be gathered during the Comprehensive Plan data collection process, it is often helpful to have a more thorough understanding of internal operations and strategic opportunities for the organization through dedicated employee focus groups. Additionally, direct stakeholder engagement helps to build buy-in for the strategic Plan process, an important consideration for successful implementation. *For this project, three focus groups are recommended, one consisting of city staff, one of residents, and a third to be determined at a later time.*

Both proposed stakeholder engagement activities include:

1. Discussion and finalization of methods to be used (e.g., focus groups – number and types, etc.).
2. Facilitation of the process with selected approaches.
3. Summarization and presentation of results derived from the raw data.

It is the responsibility of the City to secure any facilities or meeting rooms as well as coordinate invites needed for stakeholder engagement. The City will coordinate with CP2 Consulting for room arrangements/set-up, participant list, and refreshments for all workshops and project sessions. The City should check with its legal counsel to make sure all meeting postings are consistent with any open meetings act procedures. The City is responsible for reviewing and securing facilities including technology or equipment, supplies and/or other ancillary logistical items, as well as refreshments and any associated costs.

Phase 1C: Understanding the Operating Environment

The introductory step in the strategic planning process is to understand the operating environment. In addition to the stakeholder data in Phase 1B above, this is accomplished in the following four ways: (1) an Environmental Scan; (2) an Organizational Profile; (3) interviews with members of the elected board; and (4) a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis.

- **Conduct Environmental Scan**

An environmental scan is a thoughtful analysis and evaluation of the strategic environment facing the organization. Environmental factors affecting the organization's operative environment should be reviewed, including financial and economic conditions, demographics, political and intergovernmental relations, citizen and stakeholder issues, technology changes, environmental sustainability, and the regulatory environment. This will be generated by the staff with guidance from the consultant.

- **Develop Organizational Profile**

An organizational profile is a snapshot of your organization, the key influences on how it operates and the key challenges it faces. Information regarding organizational structure, work processes, staff capacity and capabilities, and the strategic environment are included. Employee focus group data can help inform the organizational profile along with employee surveys and other internal documents. This will be generated by the staff with guidance from the consultant.

➤ Interviews

Interviews with members of the elected board will be conducted to introduce the consultant(s) and acquire the perspective of the elected leadership regarding the current environment, challenges, and issues.

➤ SWOT Analysis

A SWOT questionnaire is administered in advance of the strategic planning retreat to all strategic planning participants. This provides a leadership perspective on the current internal and external environments. The SWOT is administered by the consultant to ensure anonymity; candor by participants is encouraged to uncover and understand strategic issues. The data generated is used at the strategic planning sessions.

Phase 1D: Strategic Plan Workshops

Governance Session

This session includes the governing Board and staff leadership team and is focused on establishing a collective, working understanding of rules, roles and norms for individuals and the group. The consultants will review opportunities to enhance responsible and effective team interaction by increasing awareness of successful group communication dynamics. The session will enhance responsible and effective team interaction by increasing awareness of successful group communication dynamics.

Strategic Planning Session #1 – Review Stakeholder Feedback, Environmental Scan, and Organizational Profile

This session includes the governing Board and leadership team and is dedicated to reviewing the results of the internal and external stakeholder feedback, the environmental scan, and the organizational profile. The consultants will present focus group and survey results (if applicable); the staff will present the organizational profile and environmental scan. The session concludes with a facilitated discussion amongst the governing Board regarding issues raised. (This session is typically one hour or less in length and can be combined with a regularly scheduled Board meeting or work session)

Strategic Planning Session #2 – Facilitate Strategic Discussion, Mission, and Vision Review, and Strategic Goal Development

This session includes the governing Board and leadership team and focuses on reviewing or confirming organizational purpose, examining the operating environment, and establishing strategic goals. The impact of organizational culture will be discussed via a facilitated conversation. The current mission, vision, and values will be reviewed and updated as appropriate. A facilitated process is held to generate a list of organizational challenges and a resulting set of strategic goals. The group's effort will be informed by the results of the information generated by the scan, profile, and results of the SWOT questionnaire. (This session is typically 3-4 hours and is the morning session of a one-day retreat, combined with Session #3)

Strategic Planning Session #3 – Establish Outcomes, Key Indicators, Targets

This session includes the government Board and leadership team and is dedicated to defining a set of outcomes, key performance indicators, and targets to measure progress towards the strategic goals established in Session #2. Measures are established with the priority of establishing clear alignment between all measures, resulting in buy-in through all levels of the organization. (This session is typically 3-4 hours and is the afternoon session of a one-day retreat, combined with Session #2)

Phase 2: Implementation Strategy and Plan

Achieving strategic goals can be a daunting challenge unless deadlines and accountability measures are put into place. CP2 Consulting will work to develop an implementation strategy that clearly demonstrates how employees throughout the organization play a role in breathing life into the strategic goals and overall strategic plan that is intended to guide the community forward over the next 3-5 years.

CP2 Consulting will work with the City to assemble an Implementation Team, representing staff from multiple levels and job functions throughout the organization. The Implementation Plan development process aligns efforts to ensure that every department works together in a complementary fashion as they achieve measurable progress towards common goals. We will discuss resources for tracking progress using systems ranging from spreadsheets to software, depending on your organizational preference.

Strategic Plan Implementation Session—Develop Strategic Initiatives

This session is conducted with the Implementation Team and focuses on cascading the strategic plan throughout the organization through the development of initiatives. Project plans will be introduced as a method to define milestones that measure progress on initiatives, providing accountability. Options to manage the Strategic Plan progress, including internal tracking or using external software, will be determined with the leadership team. A Strategic Plan Final Report that includes an Executive Summary will be submitted once initiatives are established. (This session is generally 3 hours)

Company Information

Firm Overview

CP2 Consulting is a woman-owned strategic planning and organizational development company that works with local governments to create and implement strategic plans that achieve measurable outcomes. Our company provides data-based solutions that enable organizations to actively engage stakeholders, define future outcomes with significant impact and implement result-oriented strategies to meet those goals. We incorporate leading performance management practices to help our clients measure and analyze performance data and implement strategies to achieve results with considerable impact.

CP2 Consulting was founded in 2021 by Cory Poris Plasch, an experienced local government and 501(c)3 nonprofit leader passionate about helping the public sector and nonprofits achieve significant impact and results. Since 2015 she has worked with municipalities in numerous states, assisting them in stakeholder engagement, developing measurable and impactful strategic plans, and designing implementation plans that inspire the entire organization. CP2 Consulting works primarily with clients in Wisconsin, Illinois, Tennessee, and Iowa. Current Wisconsin clients include Burlington, Mukwonago, Shorewood Hills, Appleton, and Franklin.

Project Members

Cory Poris Plasch, MPA, President/CEO of CP2 Consulting. Cory has served in variety of leadership positions in the public and private sector including Executive Director of the Wisconsin City/County Management Association, Membership Director for the Alliance for Innovation, and most recently as Vice President of Strategic Development at POLCO. Her local government experience ranges from 911 Dispatcher to the City Manager's Office in several communities. She speaks across the country on topics including the use of data, implementation of strategic plans, engaging hard-to-reach populations, and innovation in local government. She has a master's degree in public administration from Northern Illinois University and a certification in strategic planning from George Washington University. She has been assisting local governments with stakeholder engagement, developing performance measures, and establishing a learning culture since 2015.

Cory can be reached at:

Office: 262-362-8841

Cell: 630-476-0763

Email: cory@cp2-consulting.com

Wilyna (Winnie) Frankel, LCSW, Senior Manager, Training and Stakeholder Engagement. With over 20 years of professional experience in leadership and communication, Winnie is an adept facilitator. She has extensive experience working as a liaison between residents, elected officials, and city staff. She specializes in the collaborative process necessary to engage stakeholders in meaningful and productive discussions. She has a bachelor's degree in organizational communication and political science, and a master's degree in social work. Over the last ten years, Winnie has worked in a variety of settings including as a school social worker and coordinating public relations for a State Representative and has served on the Strategic Planning Advisory Committee for the City of Geneva, IL since 2018, most recently as Committee Chair.

References

CP2 Consulting has worked with numerous clients on strategic plans, and strategic plan implementation. References include:

Matt Harline, Village Manager, Villa Park, IL
E-mail: mharline@invillapark.com Phone: 630-592-6052 (O)

Villa Park, IL had struggled with lack of specific performance indicators and clear outcomes in past strategic plans, impacting their ability to implement their plan successfully. The plan is already producing tangible results, informing decisions about the upcoming budget and helping the Village understand what data they need to better understand in order to meet strategic plan goals. (case study and adopted strategic plan attached)

Anna Christopherson, Assistant City Manager, Whitefish Bay, WI
E-mail: A.Christopherson@wfbvillage.gov Phone: 414-962-6690 (O)

Whitefish Bay, WI was new to the strategic planning process, but with a highly educated community that desired better understanding of their local government, they enlisted CP2 Consulting to draft their first plan. Despite their Village Manager leaving during the stakeholder engagement portion of the process, the strategic plan continued, providing a road map of priorities for the community into the future. (adopted strategic plan attached)

Phil Kiraly, Village Manager, Glencoe, IL
E-mail: pkiraly@villageofglencoe.org Phone: 847-461-1101 (O)

Glencoe, IL is a high-performing local government that adopted an ambitious strategic plan in FY 2019. With their team over-extended, they desired a right-sized strategic plan with a clear implementation strategy to ensure successful accomplishment of the Village's long-term goals. (case study and draft strategic plan attached. Strategic plan has been reviewed by the Board and is anticipated to be adopted at the November 21st meeting)

Brian Mooney, Village Administrator, Shorewood Hills, WI
Email: BMooney@shorewood-hills.org; Phone: 608-267-2680 (O)

Shorewood Hills, WI was new to the strategic planning process and with a brand-new administrator, the timing was right to develop a unified vision for the Village, to provide guidance now and into the future. Cory worked with the board and staff to establish strategic direction, leading to common goals and measurable targets that this small organization felt were achievable but would also make a significant impact. (Strategic plan report is anticipated to be adopted at the January 2025 Board meeting).

Schedule

The strategic planning meeting activities and workshops will be held on dates that are mutually convenient for both the City's participants and CP2 Consulting. The completion date will be dependent on the timing and sequence of the various planning components and leadership workshops. The following is a sample timeline for the recommended multi-phased approach:

Sample Project Plan

STEP	POTENTIAL DATES*	ACTIVITIES
Project Initiation	January 1st	Project planning, meeting(s) with key project staff
Development of Environmental Scan, Organizational Profile	January 1 st – February 3 rd	Review and analysis of data; draft Environmental Scan, Organizational Profile
Stakeholder Engagement	January 15 th	Focus Group and community survey preparation, execution and follow up
Data review, preparation	February 3 rd – 10 th	Synthesis of data; focus group and community survey reports; presentation preparation
Governance Session	February 5 th	Governance Session with elected officials and senior staff
Strategic Planning Session #1	February 14 th	Review Focus Group Feedback, Environmental Scan, Organizational Profile, Meeting preparation and follow up
SWOT Survey and Interviews	February 15 th - 24 th	SWOT survey, interviews with City Leadership Team
Strategic Plan Session #2- Executive Team Retreat	February 25 th	Meeting preparation, Strategic Plan session including review and updating of mission, vision, and values as appropriate, determine Goals
Strategic Plan Session #3	March 5 th	Meeting preparation, Strategic Plan session including Establish Outcomes, Key Indicators, Targets
Summary Report including Executive Summary	April 31 st	Professionally designed report submitted for client review

^Hours include all planning, preparation, execution, and follow-up from activities.

**Dates to be confirmed after initial project meeting between the City project staff and CP2 Consulting*

Budget

Breakdown of Costs

The fee for this project (including stakeholder engagement) is: \$12,500

Payments shall occur according to the following schedule:

1. Twenty-five percent (25%), upon execution of the agreement.
2. Twenty-five percent (25%) 60 days after the execution of the agreement
3. Twenty-five percent (25%) 90 days after the execution of the agreement
4. Twenty-five percent (25%) upon submittal of final report
5. Payments shall be made upon receipt of invoice

If this proposal is acceptable, please sign below and return one copy to Cory Poris Plasch at cory@cp2-consulting.com



December 26, 2024

Cory Poris Plasch

Date

Approval:

for Berlin, WI

Date

**CITY OF BERLIN
COMMON COUNCIL MEETING
STAFF REPORT**

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Mayoral appointment of Richard Lashbrook to Committee on Aging
MEETING DATE: February 11, 2025

BACKGROUND Enclosed please find the application form of Richard Lashbrook for appointment to the Committee on Aging.

ISSUE The Committee on Aging currently has two vacancies, as a member passed away last week.

SUGGESTED MOTION Motion to approve the Mayor's appointment of Richard Lashbrook to the Committee on Aging.

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

Name: RICHARD E. LASHBROOK

Address: [REDACTED]

Phone Number(s): [REDACTED]

E-mail address: [REDACTED]

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 checked="" type="checkbox"/> Committee On Aging |
| <input type="checkbox"/> Plan Commission | <input type="checkbox"/> Common Council Vacancy, Ward # <u> </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 <u> </u> | |

Applicant Questions (attach additional sheets if necessary)

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

NO ISSUES

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

TO CONTINUE HELPING OUR AGING AND SENIOR CITIZENS OF THE CITY OF BERLIN.

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

AGE 81, RETIRED US NAVY MASTER CHIEF PETTY OFFICER W/ 30 YEARS. VOLUNTEER AT BERLIN SENIOR CENTER, AMERICAN LEGION SERVICE OFFICER POST 346.

4. Please provide any additional information for consideration:

**CITY OF BERLIN
COMMON COUNCIL MEETING
STAFF REPORT**

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Review Letter of Resignation from Attorney Chier as City Attorney,
Approve Contract to Appoint Attorney Chier as Special Counsel,
Mayoral Appointment and Council Confirmation of City Attorney Municipal Law
& Litigation Group, S.C.,
Approval of City Attorney Contract
MEETING DATE: February 11, 2025

BACKGROUND The Mayor annually appoints the City Attorney to serve the City from May 1 to April 30 of the following year. After more than 27 years of dedicated service, Attorney Chier has communicated his desire to move forward as Special Counsel to the City, rather than City Attorney. He plans to continue to deal with all aspects of Municipal Court and help with the transition of the City Attorney role. He requested, and it was written into the RFP, that this transition start March 1, with the appointment of a new City Attorney. His resignation letter is enclosed.

ANALYSIS The Council interviewed two attorneys for the City Attorney role at the Committee of the Whole meeting on February 4, 2025. The Mayor plans to appoint, with Council approval, Municipal Law & Litigation Group, S.C. (with Eric Larson to be the primary attorney and contact for the City).

Attorney Larson has provided an Engagement Letter for the Municipal Law & Litigation Group's services to the City at a rate of \$221.00 per hour (as stated in the proposal). The engagement letter is enclosed.

To accommodate the needs of the City and the request of Attorney Chier, I recommend that the City accept Attorney Chier's resignation effective at the end of the day on February 28, appoint Municipal Law & Litigation Group as the City Attorney, approve the engagement letter/contract with Municipal Law & Litigation Group for City Attorney services and approve the contract with Attorney Chier for Special Counsel services (to continue his work regarding Municipal Court matters.)

SUGGESTED MOTIONS

Review Letter of Resignation from Attorney Chier as City Attorney. RECOMMENDATION: Accept Letter of Resignation from the current City Attorney effective February 28, 2025.

Motion to accept the Letter of Resignation from City Attorney Chier effective at the end of the day on February 28, 2025.

Appoint Attorney Chier as Special Counsel and approve City of Berlin Special Counsel Retainer Agreement with Chier Law Office LLC. RECOMMENDATION: Discuss in closed session if desired. Appoint Attorney Chier as Special Counsel and approve the City of Berlin Special Counsel Retainer Agreement with Chier Law Office LLC, including authorization of signatures by the Mayor and City Administrator/City Clerk, for Attorney Chier to continue providing municipal citation prosecution and enforcement, aid in the transition to the newly appointed City Attorney, and provide any additional

services as mutually agreed upon from time to time during and following the transition, all as more specifically described in the Agreement.

Motion to appoint Attorney Chier as Special Counsel and approve the City of Berlin Special Counsel Retainer Agreement with Chier Law Office LLC, including authorization of signatures by the Mayor and City Administrator/City Clerk, for Attorney Chier to continue providing municipal citation prosecution and enforcement, aid in the transition to the newly appointed City Attorney, and provide any additional services as mutually agreed upon from time to time during and following the transition, all as more specifically described in the Agreement.

Mayoral Appointment and Council Confirmation of Municipal Law & Litigation Group, S.C. as City Attorney. RECOMMENDATION: Approve appointment of Municipal Law & Litigation Group, S.C. as City Attorney effective March 1, 2025 through April 30, 2025.

Motion to approve appointment of Municipal Law & Litigation Group, S.C. as City Attorney effective March 1, 2025 through April 30, 2025.

Approval of City Attorney Engagement Letter with Municipal Law & Litigation Group, S.C. RECOMMENDATION: Discuss in closed session if desired. Approve the City Attorney Engagement Letter with Municipal Law & Litigation Group, S.C. to be effective March 1, 2025, including authorization of signatures by the Mayor and City Administrator/City Clerk.

Motion to approve the City Attorney Engagement Letter with Municipal Law & Litigation Group, S.C. to be effective March 1, 2025, including authorization of signatures by the Mayor and City Administrator/City Clerk.



CHIER LAW OFFICE LLC

Matthew G. Chier
Attorney at Law

February 6, 2025

City of Berlin Common Council
108 N. Capron Street
Berlin, WI 54923

RE: Resignation as City of Berlin City Attorney; continued service as Special Counsel

Dear Common Council:

Please accept this as my formal resignation as City of Berlin City Attorney, effective at the end of day on February 28, 2025. Your acceptance of this resignation will also officially terminate, effective on February 28, 2025, my City of Berlin Attorney Retainer Contract dated May 1, 2024, which was set to run through April 30, 2025.

Of course, as previously discussed, my intention is to continue serving the City of Berlin as Special Counsel pursuant to Wis. Stat. § 62.09(12)(g) to continue municipal citation prosecution and enforcement, including but not limited, to building code enforcement actions, zoning violation enforcement actions, nuisance enforcement actions, raze order enforcement actions, and all municipal court and circuit court citation and complaint prosecution. My appointment as Special Counsel will be a separate matter and the exact terms of my retainer in that regard will be under a new retainer agreement, separate and distinct from my current City of Berlin Attorney Retainer Contract dated May 1, 2024. My new retainer agreement will also allow me to keep working on specific projects that have been started to either complete them or get them smoothly transitioned over the next few months. Further, going forward my contract will allow me to always consult or provide additional services to the City from time to time as mutually agreed upon. For example, if the new City Attorney or City Administrator needs to consult with me about a past project or requests assistance, or has a conflict of interest on a matter, I can provide services, subject to my availability, but I will not be contractually committed to do so. I will look forward to our further discussions on my new retainer agreement and my continued work for the City of Berlin.

I also wanted to thank you all, as well as all past Common Council members, Mayors, City Administrators, Department Heads, and other staff members, for the opportunity to have worked with you as City Attorney over the past nearly 28 years. It has been an honor and a pleasure. I was born and raised in Berlin, attended school here, came back here after college and law school to start a business, purchase a home, raise my family, and build a building in the downtown area. Berlin will always proudly be my hometown no matter where I go.

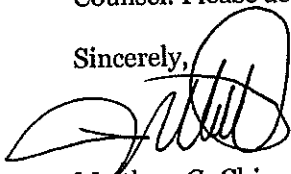
I was appointed as the Berlin City Attorney by Mayor Steve Sponholtz in May 1997, after graduating from Marquette University Law School in 1996. Mayor Sponholtz was newly elected, and a new City Administrator Dennis Jordan was just hired. They approached me to consider being the new City Attorney, taking over for Attorney Milton Spoehr who served in the position for 40 years. I pushed back on the offer at first, explaining that I had no experience at that point. However, Mayor Sponholtz said he knew me well enough to know that I loved the community and would do everything in my power to learn as quickly as possible and do a great job in the position. His confidence inspired me to try, and I took his expectation to heart by giving it my all to learn as much as I could about municipal law and provide the highest level of legal service possible. While I am not going to reach the same incredible 40-year milestone as Attorney Spoehr, I am certainly proud of my service, particularly when the position requires annual reappointment by the Mayor (of which there were a total of five during my tenure) and confirmation by the Common Council. While the City has gone through so much transition, I believe I was successful in being a source of stability and consistency that people could rely on.

I was proudly involved in many impactful projects and saw the City of Berlin grow in positive ways. Despite Mayor Sponholtz's promises that I would have time to wade into the position slowly, I was almost immediately thrown in headfirst to the job of legally guiding the process of eliminating the City's Communications Center/Dispatch Center and transitioning to the County. Despite that being a politically charged topic at the time, the transition ended up going very smoothly, which ultimately gave me the confidence needed to keep moving forward. Some of the other thousands of projects that I have been involved with over the years include:

- New developments (Wal-Mart Supercenter, High and Middle Schools, Hospital)
- New subdivisions (Hunter's Pond, Riverview, Meadowlark Acres, and others)
- Agreements with townships and the hospital, and ultimately with county, for EMS services
- Comprehensive Plan and Official City Map
- Acquisition of new land for Parks, City Wildlife Area, and Industrial Parks
- Acquisition of properties for Leskey Street and easements for Northeast Drainage District
- Clock Tower Lease
- COVID crisis
- Nativity Scene in Firefighter's Park
- Second Fox River Bridge Crossing
- Recodification of City's Code of Ordinances
- Hundreds of individual ordinances, addressing various topics, including but not limited to the following:
 - Cruising and Targeted Enforcement of Downtown Violations
 - Housing Task Force Street & Utility Development Policies
 - Municipal Court Creation
 - Adult Entertainment
 - Child Safety Zones from Sexual Predators
 - Keeping of Chickens and Bees
 - ATV, UTV, and Off-Road Motor Vehicles
 - Curfew, Bullying, Truancy, and various other juvenile related offenses
 - Daycare Centers
 - Farmers Market
 - Heavy Traffic Routes
 - Hotel & Motel Room Tax
 - Hunting & Firearms
 - Tobacco, Nicotine Products, Vapor Products, Marijuana, and Drug Paraphernalia
 - Residential Landlord Licenses and Vacant Building Registration
 - Winter Parking, and other various street regulations
 - Variety of Zoning Issues (Defining Family Dwellings & Common Households, Adaptive Reuse of Churches, Kennels, Creation of RR-1 District, Live-Work, Urban Agriculture, Signs, Livestock Siting, Aircraft Operation and Landing, Planned Unit Development, Conditional Use Permits, and many more)
 - Street Use Permits (Sidewalk Café, Peddlers & Solicitors, Parades, Special Events)

Needless to say, stepping away from the full City Attorney position will be sentimentally challenging and emotional, but it is the right decision for me. I will still be a resident and business owner in Berlin, and I will always want success for this city. I will also look forward to my continued work for the City of Berlin as Special Counsel. Please accept my best wishes going forward and thank you again for everything.

Sincerely,



Matthew G. Chier
City of Berlin City Attorney

CITY OF BERLIN SPECIAL COUNSEL RETAINER AGREEMENT

This City of Berlin Special Counsel Retainer Agreement (hereinafter referred to as "RA") is effective as of March 1, 2025 (hereinafter referred to as "EFFECTIVE DATE"), notwithstanding the actual date of signature, by CITY OF BERLIN, a Wisconsin municipal corporation (hereinafter referred to as "CITY") and CHIER LAW OFFICE LLC, a Wisconsin limited liability company (hereinafter referred to as "CHIER").

IT IS HEREBY AGREED as follows:

1. Retainer

CITY hereby retains CHIER as special counsel pursuant to Wis. Stat. § 62.09(12)(g), and CHIER shall serve as special counsel and provide legal services to CITY, upon the terms and conditions hereinafter set forth.

2. Term and Extension

The retainer of CHIER hereunder shall commence on the EFFECTIVE DATE and shall continue indefinitely until terminated by either party as provided herein (hereinafter referred to as "TERM").

3. Services Provided

During the TERM, CHIER shall provide all the following services to CITY:

- a. Municipal citation prosecution and enforcement, including but not limited, to building code enforcement actions, zoning violation enforcement actions, nuisance enforcement actions, raze order enforcement actions, and all municipal court and circuit court citation and complaint prosecution.
- b. Continued legal services related to such other projects in which CHIER was actively involved prior to the EFFECTIVE DATE while CHIER was acting as City Attorney for CITY prior to his resignation at the end of the day on February 28, 2025. The identification of such projects shall be as mutually agreed upon by CITY and CHIER, under the advisement of CITY'S newly appointed City Attorney and/or CITY'S City Administrator, and CHIER'S services shall be pursuant to the goal of completing those projects expeditiously, if possible, or smoothly and expeditiously transitioning those projects to CITY'S newly appointed City Attorney.
- c. Continued legal services related to any other projects as mutually agreed upon by CITY and CHIER, under the advisement of CITY'S newly appointed City Attorney and/or CITY'S City Administrator. CHIER shall have complete discretion as to whether to provide such legal services, and nothing in this RA shall commit CHIER to provide any legal services beyond that described in subsections 3.a. and b. above.

4. Compensation

- a. CITY will pay CHIER, for legal services performed, based on hourly fee rates. CHIER'S hourly legal services rate shall be \$172.00 per hour commencing on the EFFECTIVE DATE through April 30, 2025. CHIER's hourly legal services rate shall be \$225.00 per hour commencing May 1, 2025. CHIER may change said hourly rate at any time, effective upon 30 days advance written notice to CITY. Legal services will be charged by one-tenth hour units, with a minimum charge for any legal service, including time spent during telephone calls, emails, text messages, and any other form of communication, of one-tenth hour.

- b. To be compensated, CHIER shall from time to time submit to CITY'S City Administrator invoices denoting total hours worked multiplied by the applicable hourly legal services rate showing the total amount due, with an attached chart of CHIER'S hours performed since the last billing, which shall be due upon receipt. At a minimum, said chart shall, for each day during the applicable billing period, designate each file name or general subject matter for which work was performed by CHIER on that day, and the number of hours worked on that day on that file or subject. If CITY has objections to CHIER'S invoices, CITY will make them to CHIER in writing within 15 days of the invoice's date or CHIER may deem any right to objection waived. CITY acknowledges that CHIER will levy a delinquency charge of 1% per month or a nominal rate of 12% per year on any unpaid monthly payment hereunder 15 days after the payment is due. If CITY fails to fulfill its duty to pay an invoice from CHIER, and CHIER is takes action to collect such fees, CITY agrees to bear CHIER'S costs of collection, including reasonable attorney fees and all other costs.

5. **Services Separately Billed**

- a. In the event CHIER performs legal services relating to the CITY'S Community Development Block Grant Residential or Industrial Revolving Loan Fund programs, CHIER shall separately bill the CITY for those services. CHIER'S hourly legal services rate for these services shall be \$138.00 per hour commencing on the EFFECTIVE DATE through April 30, 2025. CHIER'S hourly legal services rate for these services will be \$225.00 per hour commencing May 1, 2025.
- b. In the event CHIER performs legal services for the CITY'S Sewer & Water Utility, CHIER shall separately bill for those services to the CITY'S Sewer & Water Utility. CHIER'S hourly legal services rate for these services shall be \$141.00 per hour commencing on the EFFECTIVE DATE through April 30, 2025. CHIER'S hourly legal services rate for these services will be \$225.00 per hour commencing May 1, 2025.

6. **Expense Charges and Reimbursements**

- a. In addition to the compensation and services separately billed described above in Sections 4 and 5, CITY shall be responsible for all the following:
- (1) Payment of variable operating expense charges incurred in relation to and during CHIER'S services hereunder including, but not limited to, photocopy and scanning charges, telephone charges, and filing supply charges, all of which shall be billed by CHIER at the same standard rates utilized for billing to CHIER'S other clients.
 - (2) Reimbursement for actual out-of-pocket expenses incurred in relation to and during CHIER'S services hereunder including, but not limited to, postage, filing fees, recording fees, witness fees, expert witness fees, travel expenses, paper and supply expenses, and third-party research fees.
 - (3) Reimbursement for actual out-of-pocket expenses incurred in relation to and during CHIER'S attendance of CITY related functions which CHIER is required to attend, and continuing legal education events expressly specified in this Subsection 6.a(3) below or otherwise approved by CITY in advance of attendance. Such out-of-pocket expenses shall include, but not be limited to, event charges, lodging and travel expenses if the function or event is over 45 miles from Berlin, as well as per diem payments for meals not provided (or not viable due to CHIER'S dietary restrictions) through the event during attendance of such functions and events based at the same per diem rate for meals used for federal employees in Wisconsin set by the United States General Services Administration. During the TERM, CHIER shall be anticipated and permitted to annually attend the Wisconsin Department of Justice Prosecutor's Seminar on OWI.

- (4) Actual out-of-pocket expenses for books and legal library materials that would be reasonably supportive to CHIER'S services hereunder, evidenced by receipts submitted to the CITY'S City Administrator in support of any request for such reimbursement, which shall be capped at a total of \$2,333.33 during the period commencing on the EFFECTIVE DATE through April 30, 2026, and a total of \$2,000.00 during each one-year period thereafter.
- b. CITY appoints CHIER as CITY'S agent and authorizes CHIER to hire experts and to make advances to those experts on CITY'S behalf, although CITY is liable for all expense charges and reimbursements as provided in Subsection 6.a. If convenient, CHIER may make arrangements with any experts, and CHIER will enter into independent fee agreements with them.
- c. CHIER may include billing for the expense charges and reimbursements described in Subsection 6.a. on the same invoices submitted by CHIER pursuant to Subsection 4.b. or Section 5, or on separate invoices. Alternatively, CHIER may arrange for CITY to pay expenses directly to applicable third parties, such as witnesses, suppliers, or vendors as directed by CHIER. CHIER'S billing for such expense charges and reimbursements shall be divided so that such amounts specifically for municipal court and circuit court citation prosecution matters are identified and totaled separately on the same invoice, or on separate invoices, from amounts for all other legal matters. In order to minimize CITY'S administrative burden, CHIER agrees to advance all operating expenses and add such expenses to CHIER'S billing, except for the following which shall be paid directly by CITY, (i) lay and expert witness fees, (ii) expenses which are unreasonably large and are approved by CITY'S City Administrator, and (iii) fees and expenses incurred by special prosecutors appointed to handle municipal court cases due to a recusal by CHIER for any reason, which shall all be paid directly by CITY. All special prosecutors' invoices, for fees and expenses, for municipal court and circuit court citation prosecution matters shall be submitted directly to CITY by the special prosecutors and paid directly by the CITY.
- d. Subject to certain exceptions, including but not limited to certain attorney work products and intraoffice correspondence, CITY is the owner of CITY'S files held by CHIER. CHIER makes it a regular practice to provide courtesy copies of all documents produced by CHIER to CITY on an ongoing basis. The expense charges for these courtesy copies shall be the responsibility of CITY. Further, it is the policy of CHIER to maintain a copy of CITY'S file for a period designated by CHIER and otherwise in compliance with Wisconsin Public Records laws. If CITY ever requests CITY'S files, or any specific item therefrom, CHIER shall provide such files or items to CITY but shall have the authority to maintain copies at CITY'S expense. CITY acknowledges and agrees that CITY'S file may be maintained by CHIER in a format (whether in hard copy or electronic/digital) chosen by CHIER.

7. Withdrawal or Termination

CHIER may withdraw from representation on an individual matter for any reason upon written notification to CITY and CITY will execute the necessary documents to permit CHIER to do so. CITY may also discharge CHIER from any individual matter upon written notification to CHIER for any reason at any time. In such event, CHIER will withdraw from the representation, subject to CHIER'S duties to perform any further required legal services pursuant to any ethical or licensing rules or regulations or because of a court's failure to permit CHIER'S withdrawal from a pending proceeding. Either CHIER or

CITY may terminate this RA upon 60 days' advance written notice to the other Party, subject to CHIER'S duties to perform any further required legal services pursuant to any ethical or licensing rules or regulations or because of a court's failure to permit CHIER'S withdrawal from a pending proceeding. In the event of termination by either Party, CITY will remain liable to CHIER for all obligations for compensation, expense charges, and reimbursements incurred pursuant to this RA, including for and in relation to any further required legal services CHIER performs after termination pursuant to any ethical or licensing rules or regulations or because of a court's failure to permit CHIER'S withdrawal from a pending proceeding.

8. Decision Making Authority

CITY has the sole authority to make substantive decisions regarding all matters for which CHIER provides legal services hereunder, such as approving a purchase and sale agreement in a transactional matter, or a settlement agreement in a litigation matter. However, CHIER has authority to negotiate such agreements on behalf of CITY and make procedural and strategic decisions concerning CHIER'S representation of CITY.

9. No Promises or Guarantees

CITY acknowledges that CHIER has made no promises or guarantees to CITY concerning the outcome of any matters for which CHIER provides legal services hereunder.

10. Email Communications

By signing below, CITY hereby authorizes CHIER, to communicate with CITY or others authorized by CITY regarding CITY'S confidential legal matters via email. CITY understands that due to the nature of such communications, email communication could be intercepted and read by others. CITY also understands that email sent to and received by CHIER is not encrypted and is not sent through a secure server. CITY agrees to accept such risk and agrees to hold CHIER harmless from any damage that might result from intercepted email communications.

11. Entire Agreement

This RA represents the entire fee arrangement CITY has with CHIER. Any mutually agreed-upon changes concerning this RA must be in writing to be effective and to avoid any misunderstandings.

12. Relationship Between Parties

CHIER is retained by CITY only for the purposes and to the extent set forth in this RA, and CHIER'S relation to CITY shall, during the period or periods of CHIER'S retainer and services hereunder, be that of an independent contractor and practitioner. CHIER shall be free to dispose of such portion of CHIER'S entire time, energy, and skill during regular business hours as CHIER is not obligated to devote hereunder to CITY in such manner as CHIER sees fit and to such persons, firms, or corporations as CHIER deems advisable. CHIER, and employees of CHIER, shall not be considered as having employee status in relation to CITY, nor be entitled to participate in any plans, arrangements or distributions by CITY pertaining to or in connection with any pension, stock, bonus, profit sharing or other similar benefits for CITY'S regular employees.

13. Professional Responsibility

Nothing in this RA shall be construed to interfere with or otherwise affect the rendering of services by CHIER in accordance with CHIER'S independent and professional judgment. CHIER shall perform CHIER'S services substantially in accordance with the ethical responsibilities and rules as established by the Wisconsin Supreme Court and any other applicable regulatory authority.

14. **Counterparts and Electronic Signatures**

This RA may be executed in one or more counterparts, all of which when combined together shall be considered one and the same document and shall become effective when counterparts have been signed by each signing person and delivered to the other signing persons, it being understood that all signing persons need not sign the same counterpart. If any signature is delivered by electronic delivery, such signature shall create a valid and binding obligation of the person executing (or on whose behalf such signature is executed) with the same force and effect as if such signature page were an original thereof.

15. **Limited Liability Company**

CHIER operates as a limited liability company. The law governing limited liability entities shields its owners from vicarious liability. This means that in the event of an error, CHIER and its insurer may be liable, as may the attorneys who worked on or directly supervised the matter, but not other attorneys who did not work on or directly supervise the matter. As a limited liability company organized under Chapter 183 of the Wisconsin Statutes, CHIER is required to register annually with the State Bar of Wisconsin and to carry certain minimum professional liability insurance coverage.

Dated as of the EFFECTIVE DATE.

CITY OF BERLIN

CITY OF BERLIN

JOEL E. BRUESSEL
Mayor

JESSIE L. BALCOM
City Administrator/City Clerk

CHIER LAW OFFICE LLC

MATTHEW G. CHIER
Sole Member

MATTHEW G. CHIER
Attorney at Law

UPDATED DRAFT 2-6-2025

Municipal LAW

& LITIGATION GROUP

DALE W. ARENZ – 1935-2022
DONALD S. MOLTER, Jr. - Retired
JOHN P. MACY
H. STANLEY RIFFLE - Court Commissioner
ERIC J. LARSON
REMZY D. BITAR

730 N. GRAND AVENUE
WAUKESHA, WISCONSIN 53186
Telephone (262) 548-1340
Direct (262) 806-0215
Facsimile (262) 548-9211
Email: elarson@ammr.net

PAUL E. ALEXY
MATTEO REGINATO
LUKE A. MARTELL
SAMANTHA R. SCHMID
CHRISTOPHER R. SCHULTZ
LUCAS C. LOGIC
BENJAMIN T. CROCKETT
GREGORY M. PROCOPIO
ADAM J. MEYERS
SAVANAH M. GAIN
JAIME STAFFARONI

STEPHEN J. CENTINARIO, JR.
MICHAEL J. MORSE
JAMES P. WALSH

TO: City of Berlin

FROM: Attorney Eric J. Larson, Municipal Law & Litigation Group, S.C.

RE: Legal Services Engagement Letter

DATE: February 6, 2025

This engagement letter describes the scope of representation and fee arrangement between the City of Berlin, and Municipal Law & Litigation Group, S.C. (MLLG).

Scope of Representation

We will serve as City Attorney for the City of Berlin, performing all duties in that capacity as may be directed to our attention by those officials and staff as are authorized by the City to engage our services. We understand the appointment will commence immediately. We understand, further, that the City annually appoints the City Attorney at its organizational meeting in May, so the term is subject to mutual agreement to continue at that time.

Conflict of Interest

Although we do not anticipate having conflicts of interest, we are obligated to advise of the following. Conflicts of interest may arise between two or more clients represented by our firm, entities owned or controlled by clients, or other interpersonal relationships. If a conflict of interest should arise, ethical considerations may prohibit us as the lawyer having represented currently or in the past both entities from currently representing either one against the other. We would not be able to advocate fairly the position of either against the other, and we will then be required to withdraw as the lawyers for both parties. If this were to occur, we would advise you accordingly. There is no current conflict of interest.

Legal Fees & Costs

Our experience has indicated that it is not possible to accurately and professionally forecast the amount of time or effort which will be required to successfully conclude a particular legal matter. Accordingly, it is our firm policy to set an hourly fee for our services. Thus, the City of Berlin will

Engagement Letter – City of Berlin

be billed monthly at an hourly rate for services performed. Our hourly rate is \$221.00/hour. This rate may be reviewed and adjusted annually, generally tied to consumer price index changes since the previous fee adjustment. We do charge the hourly rate while traveling to court appearances or meetings. It is not our practice to bill for in-house costs and expenses incurred on your behalf such as mileage, photocopying charges, facsimile costs, and Westlaw legal research tools. Minimum charges apply, which are currently \$30 for review of documents and communications, and \$35 for drafting work and letters/emails. While not contemplated for the Project, if it would arise, the actual and reasonable costs of transcript fees, filing fees and court costs required in the handling of any litigation issues will be billed.

Billing Practice

Each month we will furnish you with a statement describing our services and separately showing disbursements and other charges. Our normal billing period closes in the first half of each month and a monthly statement which summarizes all professional charges incurred during the previous month will be sent to you. Sometimes there may be an unavoidable delay in reporting disbursements and other charges, and therefore, not all disbursements and charges may be billed at the same time as the related legal services.

File Retention

It is the policy of the Municipal Law & Litigation Group, S.C. to destroy all files ten (10) years after the file is closed. No information from the files will be retained or available after that time.

Firm Limited Liability Entity Status

Municipal Law & Litigation Group, S.C. is a Wisconsin Service Corporation which is a legal entity separate from the attorneys of the firm who are its shareholders. The structure provides limited liability to the owners and the employees of our company. The corporation is liable for the actions of all of its attorneys and employees and maintains legal malpractice insurance coverage equaling or in excess of what is required by the rules regulating lawyers in Wisconsin.

If questions arise about our services, staffing, billing or other aspects of our representation for you, please do not hesitate to contact me.

Yours Very Truly,
MUNICIPAL LAW & LITIGATION GROUP, S.C

Eric J. Larson

Eric J. Larson

**CITY OF BERLIN
COMMON COUNCIL MEETING
STAFF REPORT**

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Approval of Wage and Compensation Study/Plan
MEETING DATE: February 11, 2025

BACKGROUND

Interim Administrator Wessel requested quotes on behalf of the City from three firms in late 2024. The request was to complete an employee compensation study/plan.

Public Administration Associates LLC (PAA) responded to the request.

I reached out to PAA to let them know that the Council would like Omro, Wautoma, Ripon and Green Lake to be included among the comparable communities and also to provide a more accurate list of positions. It was noted at the Committee of the Whole meeting that the City's "lead" positions were not listed in the proposal. After further follow up, it was discovered that the list of positions that was originally provided to PAA to put together their proposal was not comprehensive. I have since updated the list, and there are now 10 more and different job titles.

The current job title list consists of: City Administrator/Clerk/Treasurer, Deputy Clerk-Treasurer, Administrative Assistant, Police Chief, Assistant Police Chief, Police Administrative Assistant, Utility Superintendent, Lead Sewer & Water Operator, Lead Plant Operator, Utility Operator, Utility Clerk, DPW Superintendent/Parks Director, DPW Foreman, Shop Mechanic, Cemetery Sexton, Parks Supervisor, Street Department Laborer, Custodian, EMS Chief, Assistant EMS Chief, Captain, EMT, A-EMT, Paramedic, Library Director, Adult Librarian, Youth Librarian, Library Assistant, Library Clerk, Senior Center Director, Senior Center Programming Assistant, Senior Center Head Cook, Senior Center Driver, Planning and Development Director, Economic Development Assistant

I received an update to the proposal via email, incorporating the additional 10 positions. The total cost of the proposal is \$18,910. The email is enclosed. The Municipal Services Agreement would need to be amended to reflect the new proposed cost of services.

SUGGESTED MOTION

Motion to approve the Proposal and Municipal Services Agreement submitted by Public Administration Associates LLC to complete a Wage and Compensation Study/Plan for the City of Berlin for \$18,910.

Clarification of Number of Positions in Proposed Class/Comp Study-Need to Revise Contract Amount

Kevin Brunner <kevin.brunner1013@gmail.com>
To: City Administrator
Cc: Dave Tebo

Reply Reply All Forward ...
Thu 2/6/2025 4:05 PM

Dear City Administrator Balcom,

Thank you for clarifying the total number of positions that are to be included in the Berlin Employee Classification/Compensation Study/Plan.

When we submitted our original proposal on January 2nd to Interim City Administrator Diane Wessel we were given a total of 28 separate positions that would need to be included in the Berlin Class/Comp Study. We typically charge \$600 per position when we conduct this work on behalf of municipalities but we discounted your proposal by about \$1,000 (or to \$568 per position) to be closer to the amount the city budgeted for this project in 2025. Subsequently, when we learned that three of the positions (all in the police department that we have lots of comparable data on) would be eliminated and we reduced our price accordingly.

We have now received information that there are an additional ten positions that need to be included within the scope of the Berlin Class/Comp Study. We are certainly willing to add those positions to the scope of our work but we will need to increase our cost by \$4,000 (10 @ \$400 per position). This equates to a discount of \$1,680 from what we had quoted in our initial proposal at \$568 per position.

We are also willing to work with the city on deferring at least a portion of the total project cost in order to fit into your 2025 budget (we know first hand how budget limitations severely affect Wisconsin municipalities).

Please let me know if you have any questions.

Kevin Brunner, ICMA-CM
President



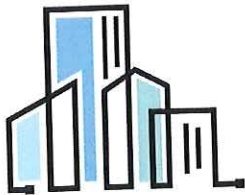
Public Administration Associates LLC
262-903-9509
public-administration.com

**Proposal for Wage
and Compensation Study/Plan for the
City of Berlin**



Prepared by
Public Administration Associates, LLC

January 2, 2025 (Revised January 24, 2025)



Public Administration Associates, LLC



Public Administration Associates, LLC

Re: Proposal for Wage and Compensation Study (City of Berlin Positions)

Interim City Administrator Diane Wessel
City of Berlin
108 N. Capron Street
Berlin, WI 54923

Dear Interim City Administrator Wessel:

On behalf of Public Administration Associates, LLC (PAA), I am pleased to submit the following proposal for the City of Berlin's consideration that addresses your desire for a wage and compensation study/plan to include 25 separate municipal positions (total of approximately 42 employees).

As you may be aware, PAA has specialized in working with smaller municipalities in Wisconsin on organizational audits/management reviews, executive recruitment, and human resource-related studies since its founding in 1998. We have a track record of success and we encourage you to contact any of the 200 plus Wisconsin cities, counties, villages and towns that we have served.

PAA would be extremely privileged and honored to work with the City of Berlin. We know that our PAA partners and associates who will work with the City on this project can provide significant value to your organization based on their extensive municipal experience and expertise.

Sincerely,

Kevin M. Brunner

Kevin M. Brunner
President

cc-David Tebo, PAA Associate

About Public Administration Associates

SINCE 1998

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 20 plus years of municipal consulting and a combined 300+ years of public management experience.

A New Generation of PAA Leadership

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 twelve 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 thirty-five 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 as 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.

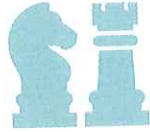


Chris Swartz

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.



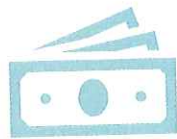
Organization & Management Studies

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.

I. Proposed Methodology and Scope of Work

PAA is aware that the City of Berlin has requested a proposal for the preparation of a Wage and Compensation Study that will evaluate current salaries and fringe benefits for 28 City positions. These positions are the following:

Administrator; Police Chief; Administrative Assistant-Police; Assistant Police Chief; Sewer & Water Superintendent; Administrative Assistant-Sewer & Water; Sewer and Water Operator; Street and Parks Superintendent; Street and Parks Laborer; Senior Center Programmer/Coordinator; Senior Center Programming Assistant; Senior Center Head Cook; Senior Center Transportation Driver; Deputy Clerk/Treasurer; Planning and Development Director; Economic Development Assistant; EMS Director; Assistant EMS Director; EMS Personnel Supervisor; Adult Librarian; Children's Librarian and Librarian Aid.

It is PAA's understanding that the Berlin Volunteer Fire Department and its employees will not be part of the scope of this study.

The purpose of the study is to ensure the City maintains a competitive standing in relation to other similar municipalities with a compensation system that is attractive, equitable and effective.

The general scope of work for the proposed study would consist generally of the steps listed below and can be fine-tuned and refined after meeting with City representatives at the initiation of the project:

- A. Review and analyze relevant organizational values and concerns. Determine current organizational needs in relation to the possible updating of a wage and compensation system.***

PAA takes very seriously the importance of understanding current organizational values, needs and concerns. PAA has found in its studies that each organization has a different set of values and concerns affecting the design of the classification and compensation system. Organizational information will be obtained through discussions with the Administrator, staff and Mayor and/or City Council members if needed. Other important historical background materials will be reviewed that may have a bearing on an updated wage comp study such as upcoming referendums, budgets, personnel policies, past plans, etc. After discussion with key staff to determine what issues might have arisen in the past, PAA will provide recommendations and options for ways the City could move forward.

- B. Engage employees in the process through a written explanation of steps for the Wage/Comp Study and an Employee Job Questionnaire. Allow for individual input and communication with project consultants.***

We are sensitive to the fact that classification and compensation plans require buy-in from employees. Important information for PAA's evaluation of internal equity between positions is gained through the Employee Job Questionnaire and conversations with employees.

- C. Review and recommend revisions to position descriptions.***

PAA will review each position description and verify with each employee that the position description accurately and completely describes the current work being done and the requirements for the position. We utilize a survey form conforming to established human

resource information standards to be completed by each employee. All discrepancies listed by employees are noted and any proposed changes will be documented for the City. It is expected that many of the position descriptions may need substantial updating and that cost is reflected in our proposal.

D. Rank all positions using a point factor approach to determine internal position evaluation.

The internal position evaluation consists of eight factors that are weighted: knowledge/education (20%), experience (20%), job complexity (20%), supervision exercised (10%), supervision received (10%), consequences of decisions (10%), interaction with other sets of people (5%), and work environment (5%). The internal evaluation is based upon a thorough review of position descriptions and responses to the Employee Job Questionnaire.

E. Establish an external peer group of 12-16 communities from which to obtain salary and benefit information for all designated positions.

PAA develops the market peer group of communities and comparability factors in consultation with the City. Factors typically compared include regional proximity, municipality size, organizational complexity, number of FTE's, equalized value and per capita spending. Where appropriate private market data are available, they will also be used. PAA will create a survey instrument for City approval that will capture the wage and benefit data they feel is most important to compare positions equitably across peer municipalities.

F. Develop a wage range midpoint for each benchmark position surveyed and optional wage ranges for consideration by the City at .8-1.20, .85-1.15 and .9-1.10 of midpoint.

One of the challenges confronting consultants in external compensation surveys is dealing with peer municipalities that have salary ranges and those having single point salaries without ranges. PAA uses a special methodology to capture both kinds of data enabling the calculation of what is termed the **external midpoint**. We then establish a **working range**, consisting, for example, of 80% to 120% of the external midpoint. This is a commonly used range for municipalities. The actual range that is used depends on decisions by the community. PAA will calculate several working ranges using different minimum to maximum spread.

G. Identify various pay plan options. Discuss with community leadership the issue of pay progression with appropriate consideration for both length of service and performance. Make recommendations based on the identified pay philosophy, feasibility and affordability.

We believe that the performance evaluation of every employee should be conducted by a municipality. However, we recognize that there are different perspectives on the relationship of performance evaluation and salary/wage adjustments. Systems range from what we describe as loosely linked evaluation to salary approaches to tight pay for performance approaches. If desired by the City we will offer options for how they might structure a compensation plan moving forward.

H. Design final pay ranges for the requested 28 positions that are consistent with the municipality's pay policy, internal equity scores and reflect appropriate pay and benefit compensation practices for employees at these levels.

- I. Prepare a written report for the City outlining the findings of the pay and benefit survey any recommendations for action;*
- J. Conduct compensation appeals following adoption of a new plan by the City. Appeals must be submitted within 30 days of plan adoption.*

II. Schedule for Comprehensive Wage/Compensation Analysis

Public Administration Associates, LLC can begin this project in January or February, 2025. Based on the time-sensitive nature of compiling the wage and compensation data and to coordinate with current PAA project workload we recommend a two- phase approach.

Phase 1: (Estimated Completion Date-April 1)

Late January-April 1: Meet with City Administrator (and other appropriate City officials) to prepare information about potential peer communities, establish criteria for comparisons, prepare wage and benefit surveys for approval, send out to peer communities and follow up to ensure adequate participation and accurate comparable. Collect and input data. Compute wage medians and prepare potential wage ranges for City review. Prepare comparative employee benefits summaries based on peer community benefits information received.

Phase 2: (Estimated Completion Date-June 15)

April 1-June 15: Meet with employees to discuss the purpose of a wage/comp study and review job questionnaires. Receive job questionnaires from employees. Employee interviews where necessary. Create job descriptions if requested and included in the scope of our work. Review data with City Administrator and get agreement on approach for final study presentation. Finalize data, write report and prepare for study presentation to Mayor, City Council, City Administrator and affected City Staff. Make presentation to Mayor and City Council at a Council Committee or full City Council meeting.

III. Employee Involvement

PAA may request information from Berlin as we research background materials and historical documents related to the Classification/Comp Study. We will need employees to prepare a job description questionnaire and to participate in requested information sessions. Department heads may be involved in reviewing position description information. All external data and all analysis of internal and external data will be the responsibility of the PAA consultants.

IV. Meetings and Presentations (In-Person or Zoom if Needed)

PAA will agree to work closely with the City Administrator and other City officials (including the applicable City Council committee) and keep them updated on study progress. There will be a minimum of three official visits (in-person or zoom) by our consultants to Berlin: (1) An initial visit which would include-Meeting with the City Administrator, and any other requested participants to formally initiate the Classification/Comp study project; (2) A second visit to include a meeting with all

employees to discuss the purpose of the study and review job questionnaires; 3) A third visit for a formal presentation to the Mayor, City Council, City Administrator and City Staff members once the plan is completed to answer any questions about final study recommendations.

V. Proposed Fee Structure for Services

Phase 1: (Estimated Completion Date-April 1)

Meet with the City Administrator (and appropriate City Council committee if desired) to prepare information about potential peer communities, establish criteria for comparisons, prepare wage and benefit surveys for approval, send out to peer communities and follow up to ensure adequate participation and accurate comparable municipalities. Collect and input data. Compute wage medians and prepare potential wage ranges for City review.

Estimated Cost for Phase 1 = 82 hours x Consultant Fees of Avg. \$105.00/hr. = \$8,610

Phase 2: (Estimated Completion Date-June 15)

Meet with employees to discuss the purpose of a wage/comp study and review job questionnaires. Receive job questionnaires from employees. Employee interviews where necessary. Review data with City Administrator and get agreement on approach for final study presentation. Finalize data, write report and prepare for study presentation to Mayor, City Council, City Administrator and City Staff.

Estimated Cost for Phase 2 = 60 hours x Consultant Fees of Avg. \$105.00/hr. = \$6,300

Total Not-to Exceed Cost for Complete Study and Compensation Step Plan (including travel/mileage) = \$14,910

Quote good until February 1, 2025

Please note that the above price quote does not include writing new position descriptions for those City positions which do not exist currently. **If the City would like PAA to develop those totally new job descriptions, it would charge \$350 per position description.** As mentioned in Section I above, PAA will have each current City of Berlin position holder complete an Employee Job Questionnaire and PAA will provide those documents to the City. City staff could certainly develop needed new position descriptions from those Employee Job Questionnaires as well as update those other position descriptions that are currently lacking. **If the City would desire to have PAA update all of its current job descriptions based upon the job questionnaires received as well as our own expertise and analysis, the cost would be \$200 per position description.**

If Berlin would like assistance in developing a performance review/professional development system that would be tied to the newly developed employee classification/compensation plan, PAA would provide a separate proposal for the City's consideration after further discussion with city officials. The cost of the development of an employee performance review/professional development system would be highly dependent on what the City's objectives would be for such a system and what software component of such a system would entail.

Relevant Experience

Public Administration Associates, LLC, specializes in organizational and administrative studies for smaller municipalities in Wisconsin as well as municipal executive recruitment and strategic planning.

Organization and Management Studies Performed by PAA for Wisconsin Municipalities (Last Five-Year Period)

- Classification/Compensation Study, Village of Union Grove, 2024
- Fire/EMS Consolidation Study, Town of Troy/Village of East Troy, 2024
- Municipal Governance Workshop, City of Burlington, 2024
- Fire/EMS Consolidation Study, Town of Linn/City of Lake Geneva, 2024
- Fire/EMS Staffing Study, City of Menomonie, 2024
- Fire/EMS Organizational Study, City of Ripon, 2024
- Classification/Compensation Study, Town of Freedom, 2024
- Fire/Organizational Study, Village of Fontana, 2024
- Fire/EMS Organizational Study, City of Waupun, 2024
- Organization/Governance Study, Village of Maple Bluff, 2024
- Organizational Audit/Staffing Study, Town of Rome, 2024
- Railroad ROW Study, Village of Germantown, 2024
- Classification/Compensation Study, Village of Campbellsport, 2023
- Classification/Compensation Study, Village of Weston, 2023
- Classification/Compensation Study, Village of Dane, 2023
- Fire/Organizational Study, Village of Williams Bay, 2023
- Wage/Compensation Study, Village of Belleville, 2023
- Fire/EMS Organizational Study, City of Lake Geneva, 2023
- Fire/EMS Organizational Study, Town of Linn, 2023
- Classification/Compensation Study, Village of Shorewood Hills, 2022
- Classification/Compensation Study, Walworth County Metropolitan Sewerage District 2022/

Update 2024

- Fire/EMS Organizational Study, City of Park Falls, 2021
- Fire Department Organizational Study, Village and Town of Cottage Grove, 2021
- EMS Operational Study, Deer Grove EMS District, 2021
- DPW Organizational/Staffing Study, City of Columbus, 2021
- DPW Organizational and Planning Study, Village of Kronenwetter, 2021
- DPW Organizational Analysis; Village of Waunakee, 2020-21
- Organizational Study, Town of Little Suamico, 2021
- Organizational Audit/Staffing Study, Village of Hortonville, 2020
- Classification/Compensation Study Update, City of Mauston, 2020
- Fire Department Organizational Study/Space Needs Analysis, City of Platteville, 2020
- County Administration Study, Sauk County, 2020
- Fire/EMS Organizational Study, Village of Little Chute, 2019-2020
- DPW Organizational Analysis/Staffing Study, Village of Germantown, 2020
- Classification/Compensation Study, City of Park Falls, 2020
- Organizational Audit/Staffing Study and Employee Personnel Policies, City of Park Falls, 2020
- City of Marinette Legal Services Study/Reorganization, 2020
- Organizational Audit/Staffing Study, Village of Port Edwards, 2020
- Organizational Audit/Staffing Study and Employee Personnel Policies, Village of Merton, 2019
- Organizational Audit/Staffing Study, Town of Osceola, 2019
- Organizational Audit/Feasibility Study for Creation of City Administrator Position, City of Mineral Point, 2019
- Streetlighting Fee Feasibility Study, City of Oak Creek, 2019
- Classification/Compensation Study, City of Sturgeon Bay, 2019
- Organizational Audit/Feasibility Study for Creation of City Administrator Position, City of Park Falls, 2019
- Organizational Audit and Classification Study, Town and Village of Somers, 2019
- Lodi Fire/EMS District Organization and New Station Location Study, 2019
- Employee Personnel Manual Development, Village of Williams Bay, 2019
- Community Collaboration Planning Project-Cities of Marinette and Menominee, MI, 2019

References from Recent Comparable Municipal Consulting Projects

Justin Carlson, Administrator, Town of Freedom, 920-788-4548, Wage and Compensation Study, Completed May 2024

Jami Gebert, Administrator, Village of Weston, 715-359-6114 (Ext. 2610), Wage and Compensation Study, Completed October, 2023

Teresa Hughey Groves, Clerk-Treasurer, Village of Dane, 608-849-5422, Wage and Compensation Study, Completed September, 2023

John Imes, President, Village of Shorewood Hills, 608-800-9920, Wage and Compensation Study, Completed June 2022

Neal Kolb, Administrator, Walworth County Metropolitan Sewerage District, 262-728-4140, Wage and Compensation Study, Completed, July 2022/Update April, 2024

Charlie Kudy, Administrator, Village of Campbellsport, 920-533-8321, Wage and Compensation Study, Completed September, 2023

Connor LaPointe, Administrator, Village of Union Grove, 262-878-1818, Classification/Compensation Study/Plan; Completed November, 2024

Josh Van Lieshout, Administrator, City of Sturgeon Bay, 920-746-2900 (O) Wage and Compensation Study, Completed December 2019/2021 Update

Qualifications of PAA Consulting Team for City of Berlin Classification/Compensation Plan

PAA will assign an interdisciplinary team to work with the Village on this consulting assignment. Kevin Brunner will serve as Project Manager and Dave Tebo will be the principal consultant (Project Lead).

Project Manager



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. Brunner has worked on over 25 local government classification/compensation projects for PAA.

Principal Consultant



Dave Tebo – Associate

Dave Tebo served as a Municipal Administrator in Wisconsin for over 30 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. He has completed approximately 20 classification/compensation projects with PAA.

Understanding

Public Administration Associates, LLC will commit whatever time and effort is necessary to fully and successfully complete all tasks described in this proposal for the specified costs. PAA will invoice 50% of total at contract acceptance and again at 100% of project completion (presentation and acceptance of the Berlin Classification/Compensation Plan by the Berlin City Council).

**If PAA believes a specific task requested by the City is beyond the agreed upon scope of work it will negotiate any potential extra charges with the municipality.

Approval:

Offered by: Kevin M. Brunner 1/24/2025
Public Administration Associates, LLC Date

Accepted by: _____
City of Berlin Date

MUNICIPAL SERVICES AGREEMENT

This Services Agreement is entered into as of this ___th day of February, 2025 by and between PUBLIC ADMINISTRATION ASSOCIATES, LLC, "PAA", and the CITY OF BERLIN, "CITY".

Whereas, City needs assistance with the study and analysis of its staffing classification and compensation plan; and

Whereas, PAA has expertise in preparing municipal classification and compensation plans;

Therefore, the parties agree as follows:

1. **Services.** At City's request, PAA will provide those services listed in Exhibit A to City (Updated PAA Proposal to City, dated January 24, 2025).
2. **Term.** PAA anticipates that this municipal study will take between 12 and 16 weeks.
3. **Payment.** For these services, City will pay PAA a not to exceed amount of Fourteen Thousand Nine Hundred Ten Dollars (\$14,910) as quoted in Exhibit A. PAA will submit an initial invoice for one-third (\$4,970) of the quoted cost upon the execution of this agreement and subsequent invoices for one-third (\$4,970) at 65% and 100% of project completion to the City, which will remit payment within 30 days of invoicing.

A. If City terminates this contract prior to the conclusion of services by PAA, City will immediately pay PAA for all services rendered to City.

B. PAA may terminate this agreement at any time if City has not made payment within 30 days of invoicing.

C. In the event that additional consulting work for preparation of employee job descriptions is desired by City, City agrees to pay the quoted cost per job description as contained in Exhibit A.

4. **Professional Conduct.** PAA will provide the services to City in a professional and business-like manner, and will

act in accordance with all Federal, State, and local laws, regulations, rules and ordinances. PAA will at all times endeavor to uphold and preserve the reputation of the City.

5. **Cooperation & Conduct.** Similarly, City and its representatives will act and communicate at all times in a professional manner, will provide its full cooperation to PAA in PAA's study on behalf of City, will provide PAA with accurate data and information as requested by PAA for the study, and will comply with all Federal, State, and local laws, regulations, rules and ordinances.
6. **Accurate Information.** City will endeavor to provide PAA with accurate information and data so that PAA may prepare meaningful studies to City.
7. **Liability Insurance.** PAA carries professional liability insurance with limits of \$1,000,000 per occurrence/\$1,000,000 aggregate.
8. **Hold Harmless & Indemnity.** City agrees to hold harmless, indemnify, and defend PAA from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or City for City's negligent or intentional conduct resulting in damages to a third party.

Similarly, PAA agrees to hold harmless, indemnify, and defend City from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or City for PAA's negligent or intentional conduct resulting in damages to a third party.
9. **Authorized Signatory.** The person signing this contract on behalf of each party warrants and represents that she/he/they have the authority to do so.
10. **No Assignment.** Neither party may assign this contract without the written consent of the other party.
11. **Entire Agreement.** This contract contains the entire agreement between the parties, and supersedes all prior discussions and negotiations between them. This contract may only be amended by a written contract signed by both parties.

12. **Disclosure of Attorney.** PAA discloses to City that one of PAA's members is an attorney; however, PAA will not provide City with legal advice. City must seek legal advice from its own counsel.
13. **Governing Law.** This agreement is governed by the laws of the State of Wisconsin.
14. **Public Records Law.** Each party herein shall reasonably cooperate with the other parties herein to facilitate compliance with the Wisconsin Public Records Law, sec. 19.21, et seq., Wis. Stats., and upon request by any other party, provide to the requesting party all documents in their possession or control which are subject to release under such law.
15. **No Partnership.** Nothing in this Agreement shall be construed to create any co-partnership, principal and agent, joint venture or other similar relationship between the parties hereto and no party may incur debts or liabilities in the name, or on behalf, of any other party unless expressly approved by the party to be bound thereby in a written instrument signed by such party.
16. **Nonwaiver of Governmental Immunity.** Notwithstanding any provision to the contrary contained herein, no provision of this Agreement shall be construed as a waiver of any immunity or limitation of liability granted to or conferred upon any party by applicable provisions of Wisconsin law.

Dated this ___th day of February, 2025.

PUBLIC ADMINISTRATION ASSOCIATES CITY OF BERLIN

By *Kevin M. Brunner*
KEVIN M. BRUNNER, President
Public Administration Assoc.
1155 W South Street
Whitewater, WI 53190
kevin.brunner1013@gmail.com

By _____

**CITY OF BERLIN
COMMON COUNCIL MEETING
STAFF REPORT**

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Interim Fire Chief Wages
MEETING DATE: February 11, 2025

BACKGROUND The Police & Fire Commission met on Wednesday, February 5 and discussed the need to compensate Interim Fire Chief Dewhurst as the Chief.

ANALYSIS Because the funds are available in the budget, as the Chief position is funded, there are funds available to increase the Interim Chief's wage to the current wage level of the now retired Chief. Retro to February 1, 2025, Interim Chief Dewhurst would be compensated at the Chief's wage including the 3% wage adjustment that went into effect at the beginning of the year.

Additionally, Interim Chief Dewhurst has appointed his officers. The list is enclosed. These officers will assume the payrates of their positions.

SUGGESTED MOTION Motion to accept the recommendation from the Police & Fire Commission to increase the Interim Fire Chief wages to match those of the retired Chief, plus the planned 3% wage increase, retroactive to February 1, 2025.

POLICE AND FIRE COMMISSION
FEBRUARY 5, 2025

7:40 RECONVENED BACK INTO OPEN SESSION

MOTION BY KNOKE/ROSS TO PAY INTERIM FIRE CHIEF THE SAME AS
PREVIOUS FIRE CHIEF AND PASS ONTO COMMON COUNCIL: \$1248.61
PER MONTH. RETROACTIVE TO FEBRUARY 1, 2025 MOTION PASSED

7:42 MEETING ADJOURNED BY CHAIRPERSON GUDEN


KEITH C HESS
SECRETARY



BERLIN FIRE DEPARTMENT
226 Spring St.
Berlin, WI 54923



DATE: January 27, 2025
TO: Berlin Police & Fire Commission
FROM: Doug Dewhurst, Interim Fire Chief
SUBJECT: Interim Fire Chiefs Officer Appointments

I am making the following 5 new appointments to the Fire Officer positions:

Deputy Chief:	Mike Radke		New Appointment
Assistant Chief:	John Schrader	1 st	No Change
	Chad Hahn	2 nd	New Appointment
	Joel Johansen	3 rd	New Appointment
Captain:	Matt Walker	1 st	New Appointment
	Tim Bending	2 nd	New Appointment
		3 rd	
Lieutenant:		1 st	
		2 nd	
		3 rd	
Maintenance Person:	Jared Elendt		No Change

I will be at the meeting to go over my appointments and answer any questions.

ORDINANCE #01-25

**AN ORDINANCE REZONING A PARCEL OF LAND FROM
A-1 (AGRICULTURAL) TO R-1 (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 A-1 (Agricultural) to R-1 (Residential); and

WHEREAS, the Plan Commission met and has considered the petition on February 27th 2024; and

WHEREAS, the Plan Commission also held a public hearing on March 26th 2024, 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 NICHOLAS W BIJAK with a description as follows:

Parcel number 206-01073-0200, City of Berlin, Green Lake County, to be rezoned from A-1 (Agricultural) to R-1 (Residential); and the Zoning Map and Municipal Code of the City of Berlin shall be modified to reflect the zoning change.

PASSED, APPROVED, AND ADOPTED THIS 11th DAY OF FEBRUARY 2025.

This Ordinance is intended to be the same as, and a readoption of the provisions of, City of Berlin Ordinance #02-24 adopted on April 9, 2024, which was not published within the statutory 15-day period after adoption.

ROLL CALL VOTE:

_____ AYES

_____ NAYS

_____ ABSENT

CITY OF BERLIN

BY:

JOEL E. BRUESSEL
Mayor

ATTEST:

JESSI L. BALCOM
City Administrator/City Clerk

APPROVED AS TO FORM:

MATTHEW G. CHIER
City Attorney

ORDINANCE #02-25

**AN ORDINANCE REZONING A PARCEL OF LAND FROM
R-1 (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-1 (Residential) to R-3 (Residential); and

WHEREAS, the Plan Commission met and has considered the petition on February 27th 2024; and

WHEREAS, the Plan Commission also held a public hearing on March 26th 2024, 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 RICHARD L & KRISTA J SOBIESKI with a description as follows:

Parcel number 206-01082-0200, City of Berlin, Green Lake County, to be rezoned from R-1 (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.

PASSED, APPROVED, AND ADOPTED THIS 11th DAY OF FEBRUARY 2025.

This Ordinance is intended to be the same as, and a readoption of the provisions of, City of Berlin Ordinance #03-24 adopted on April 9, 2024, which was not published within the statutory 15-day period after adoption.

ROLL CALL VOTE:

_____ AYES

_____ NAYS

_____ ABSENT

CITY OF BERLIN

BY:

JOEL E. BRUESSEL
Mayor

ATTEST:

JESSI L. BALCOM
City Administrator/City Clerk

APPROVED AS TO FORM:

MATTHEW G. CHIER
City Attorney

ORDINANCE #03-25

AN ORDINANCE ESTABLISHING A MUNICIPAL COURT
FOR THE
CITIES OF FOND DU LAC AND RIPON, TOWNS OF AUBURN, CALUMET, EMPIRE, FOND DU
LAC, FRIENDSHIP, OAKFIELD, OSCEOLA, RIPON AND TAYCHEEDAH IN FOND DU LAC
COUNTY, TOWN OF WILSON IN SHEBOYGAN COUNTY AND THE VILLAGES OF BRANDON,
CAMPBELLSPORT, EDEN, FAIRWATER, NORTH FOND DU LAC, OAKFIELD AND ST. CLOUD
IN FOND DU LAC COUNTY
AND
THE CITY OF BERLIN IN GREEN LAKE AND WAUSHARA COUNTIES, THE CITIES OF GREEN
LAKE, MARKESAN AND PRINCETON IN GREEN LAKE COUNTY

The CITY OF BERLIN Common Council do ordain as follows:

Sec. 1-19 of the CITY OF BERLIN Code of Ordinances shall be repealed and recreated as follows:

Sec. 1-19. – Municipal court.

(a) Municipal Court Created.

Court Established. Pursuant to the authority granted by Chapter 755 of the Wisconsin Statutes, there is hereby created and established a joint municipal court to be designated Lakeside Municipal Court shall take effect and be in full force and effect from and after its passage by the municipalities that are party to the agreement and publication as required by law.

(b) Municipal Judge.

Qualifications. The joint court shall be under the jurisdiction of and presided over by a municipal judge who resides in one of the municipalities that is a party to the agreement forming this joint court.

Oath and Bond. The Judge shall, after election or appointment to fill a vacancy, take and file the official oath as prescribed in Wis Stat. § 757.02(1) and at the same time execute and file an official bond in the amount of \$1,000, or an appropriate insurance policy of not less than \$20,000 as prescribed in Wis. Stat. § 66.0609(4). The judge shall not act until the oath and bond and/or appropriate insurance policy have been filed as required by Wis. Stat. § 19.01(4)(c), and the requirements of Wis. Stat. § 755.03(2), have been complied with.

Salary. The salary of the municipal judge shall be fixed by the Village Board of Village of North Fond du Lac which shall be in lieu of fees and costs. No salary shall be paid for any time during the term during which such Judge has not executed the official bond or appropriate insurance policy and official oath, as required by Wis. Stat. § 755.03, and filed pursuant to Wis. Stat. § 19.01(4)(c).

(c) Elections.

Term. The municipal judge shall be elected at large in the spring election for a term of four years commencing on May 1. All candidates for the position of municipal judge shall be nominated by nomination papers as provided in Wis. Stat. § 8.10, and selection at a primary election if such is held as provided in Wis. Stat. § 8.11. The Fond du Lac County Clerk shall serve as filing officer for the candidates.

Electors. Electors in all municipalities that are parties to the agreement shall vote for judge.

(d) Jurisdiction.

The municipal court shall have jurisdiction over incidents occurring on or after May 1, 2024, as provided in Article VII, § 14 of the Wisconsin Constitution, Wis. Stat. § 755.045 and § 755.05, and as otherwise provided by State Law. In addition, it shall have exclusive jurisdiction over actions in the municipalities that are parties to the agreement seeking to impose forfeitures for violations of municipal ordinances, resolutions and by-laws.

The municipal judge may issue civil warrants to enforce matters under the jurisdiction of the municipal court under Wis. Stat. § 755.045(2), § 66.0119.

The municipal court has jurisdiction over juvenile offenders when a municipality that is party to the agreement enacts an ordinance under the authority of Wis. Stat. § 938.17(2)(cm).

Court authority to impose alternative juvenile dispositions and sanctions.

- (1) For a juvenile adjudged to have violated an ordinance, a court is authorized to impose any of the dispositions listed in Wis. Stat. § 938.343 and § 938.344, in accordance with the provisions of those statutes.
- (2) For a juvenile adjudged to have violated an ordinance who violates a condition of a dispositional order of the court under Wis. Stat. § 938.343 or § 938.344, the municipal court is authorized to impose any of the sanctions listed in Wis. Stat. § 938.355(6)(d), in accordance with the provisions of those statutes.

(e) Municipal Court.

Hours. Lakeside Municipal Court shall be open as determined by order of the Municipal Judge.

Employees. The Judge shall, in writing, appoint such an Administrator, clerks, deputy clerks and assistants as are authorized by the Village Board of North Fond du Lac.

Location. The Municipal Judge shall keep his/her office at a location provided by the Board of Trustees of the Village of North Fond du Lac and shall hold court at locations agreed to by members of Lakeside Municipal Court. The Municipal Judge may issue, process and perform ministerial functions any place in the State of Wisconsin.

(f) Collection of Forfeitures and Costs.

Collection of Forfeitures and Costs. The Municipal Judge may impose punishment and sentences as provided by Chapters 800 and 938 of the Wisconsin Statutes and as provided in ordinances of the municipalities that are parties to the agreement. All forfeitures, fees, assessments, surcharges and costs shall be paid to the treasurer of the Village of North Fond du Lac in accordance with State Statute. At such time, the Municipal Court shall report to the treasurer the title, nature of offense and total amount of judgments imposed in actions and proceedings in which such monies are collected.

(g) Contempt of Court.

Contempt of Court. The Municipal Judge, after affording an opportunity to the person accused to be heard in defense, may punish for contempt as provided in Wis. Stat. § 800.12, and impose a forfeiture and/or a jail sentence in accordance with State Statute.

(h) Stipulations and/or Deposits.

Deposits for Ordinance Violations. The Municipal Judge shall establish and submit to the City Councils or Town or Village Boards of the member municipalities for approval in accordance with Wis. Stat. § 800.037, a schedule of deposits for violations of each ordinance, resolutions and by-laws.

Deposits for Traffic and Boating Violations. The deposit schedule established by the Wisconsin Judicial Conference and the procedures set forth in Chapters 23 and 345 of the Wisconsin Statutes, shall apply to stipulations and deposits for violations of traffic regulations enacted in accordance with Wis. Stat. § 345.11, and boating regulations enacted in accordance with Wis. Stat. § 30.77.

Stipulations and Deposits in Lieu of Court Appearance. Persons cited for violations of the member municipalities ordinances, resolutions or by-laws or violations of traffic or boating regulations for which a deposit has been established, shall be permitted to make a stipulation of no contest and a deposit in lieu of court appearance as provided in Wis. Stat. § 800.035, Wis. Stat. § 800.045, Wis. Stat. § 800.09, unless personal appearance is required.

(i) Abolition.

The Municipal Court hereby established shall not be abolished while the Wis. Stat. § 755.01(4), agreement is in effect.

All ordinances or parts of ordinances contravening or inconsistent with the provisions of this Ordinance be and are hereby repealed.

This Ordinance shall take effect May 1, 2024, and be in full force and effect from and after its passage by the municipalities that are party to the agreement and publication as required by law.

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 An Ordinance Establishing a Municipal Court for the Cities of Fond Du Lac and Ripon, Towns of Auburn, Calumet, Empire, Fond Du Lac, Friendship, Oakfield, Osceola, Ripon and Taycheedah in Fond Du Lac County, Town of Wilson in Sheboygan County and the Villages of Brandon, Campbellsport, Eden, Fairwater, North Fond Du Lac, Oakfield and St. Cloud in Fond Du Lac County and the City of Berlin in Green Lake and Waushara Counties, the Cities of Green Lake, Markesan and Princeton in Green Lake County passed, approved, and adopted February 11, 2025.

This Ordinance is intended to be the same as, and a readoption of the provisions of, City of Berlin Ordinance #05-24 adopted on April 9, 2024, which was not published within the statutory 15-day period after adoption.

ROLL CALL VOTE:

_____ AYES

_____ NAYS

_____ ABSENT

CITY OF BERLIN

BY: _____
JOEL E. BRUESSEL
Mayor

ATTEST: _____
JESSI L. BALCOM
City Administrator/City Clerk

APPROVED AS TO FORM:

MATTHEW G. CHIER
City Attorney

ORDINANCE #04-25

**ORDINANCE AMENDING CODE TO REMOVE REFERENDUM AND SUNSET
AS TO DESIGNATION OF ATV AND UTV ROUTES ON ALL CITY STREETS, AND
TO REMOVE CURFEW FOR ATV AND UTV OPERATION**

The CITY OF BERLIN Common Council do ordain as follows:

Subsection 70-65(c) of the CITY OF BERLIN Code of Ordinances is repealed.

Section 70-67 of the CITY OF BERLIN Code of Ordinances is repealed.

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 Code to Remove Referendum and Sunset as to Designation of ATV and UTV Routes on all City Streets, and to Remove Curfew for ATV and UTV Operation passed, approved, and adopted on February 11, 2025.

This Ordinance is intended to be the same as, and a readoption of the provisions of, City of Berlin Ordinance #13-24 adopted on November 12, 2024, which was not published within the statutory 15-day period after adoption.

ROLL CALL VOTE:

_____ AYES

_____ NAYS

_____ ABSENT

CITY OF BERLIN

BY: _____
JOEL E. BRUESSEL
Mayor

ATTEST: _____
JESSI L. BALCOM
City Administrator/City Clerk

APPROVED AS TO FORM:

MATTHEW G. CHIER
City Attorney