

COMMON COUNCIL MEETING AGENDA  
TUESDAY, MAY 13, 2025 AT 7PM  
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 Chambers). Comments will be limited to **3 minutes** per registrant. NOTE: No comments will be heard during this agenda item concerning any matter that has been or will be the subject of a public hearing, as the appropriate time for such comments is at the duly noticed public hearing, so that all interested persons can hear the comments and due process is preserved.

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 4.8.2025 Common Council meeting and 4.8.2025 Closed Session meeting.
8. Ordinance 07-25 An Ordinance to Amend the Zoning Map of the City of Berlin From R-1 (Residential) District to RR-1 (Rural Residential) District City of Berlin.  
RECOMMENDATION: Approve Ordinance 07-25 Rezoning 2 Parcels of Land (Parcels 206-01277-0000 and 206-01275-0000) From R-1 (Residential) District to RR-1 (Rural Residential) District as recommended by the Plan Commission.
9. Approve Police and Fire Commission's Recommendation to utilize Fund 15 Capital Expenditures for Assistant Chief Knetzger to attend WI Command College at the Wisconsin State Patrol Academy. RECOMMENDATION: Approve the recommendation of the Police and Fire Commission.

END OF CONSENT AGENDA

10. Consideration and possible action to adopt the Written Decision to Deny the Permit Request of Thomas F. Kafer for an exception to the Sex Offender Child Safety Zone.  
RECOMMENDATION: Consider, revise if necessary to express the Council's intent, and adopt the Findings of Fact, Conclusions of Law, Determination and Order drafted per the Council's direction, denying the request of Thomas F. Kafer.

The Common Council may convene in closed session pursuant to Wis. Stats. §19.85(1)(a) to deliberate concerning the hearing regarding the permit request of Thomas F. Kafer for an exception to the Child Safety Zone residence restrictions that would allow him to reside at 270 S. Brooklyn Street, Berlin WI, and the associated Findings of Fact, Conclusions of Law, Determination and Order drafted per the Council's direction, denying the request of Thomas F. Kafer.

11. No Mow May. RECOMMENDATION: Suspend Ordinance 78-4, Length of lawn and grasses, from May 1 to May 30 annually to allow resident participation in No Mow May.
12. TID#15 Building Improvement (\$15,000 grant) & Façade Improvement (\$5,000 grant) Application from 219 Broadway, Bijak's Culinary Café. RECOMMENDATION: Listen to presentation with discussion and action as appropriate.
13. TID#15 Building Improvement (\$15,000 grant) & Façade Improvement (\$5,000 grant) grant timeline extension request from 120 N Brooklyn Street, Fungi Fusion. RECOMMENDATION: Listen to presentation with discussion and action as appropriate.
14. 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.)
15. New Business (To be used to request items of new business be put on a future agenda)
16. 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.*

*Please note, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information to request services, contact the municipal Clerk at 920-361-5400.*

*It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance in the above stated meeting to gather information; no action will be taken by any other governmental body except by the governing body noticed above.*

# City of Berlin WI

A/P Distribution from 4/01/2025 to 4/30/2025

Account	Vendor	Invoice Date	Invoice	A/P Due Date	Description	A/P Owed
100-00-21510-000 Health Insurance	[WI PHY [NS] WI Physician Insurance	4/11/2025	2025-08	5/11/2025	Pay period ending 4/05/2025, EmpHealth	23,661.75
			100-00-21510-000 Health Insurance Total			23,661.75
100-00-51400-170 Employee Benefits Retiree Payout & Insurance	[Jodie Olson ] Jodie Olson	4/16/2025	041625	5/16/2025	Health Benefits Reimbursement	7,867.34
			100-00-51400-170 Employee Benefits Retiree Payout & Insurance Total			7,867.34
100-10-51415-320 City Administrator Publication Fees	[BIN] BERLIN JOURNAL	4/03/2025	190465	5/03/2025	Joint Review Board Meeting	177.00
			100-10-51415-320 City Administrator Publication Fees Total			177.00
100-10-51510-210 Independent Auditing Professional Services	[HACPA] HAWKINS ASH CPAS	4/01/2025	3227913	5/01/2025	Professional Services through 4/1/2025	1,315.00
			100-10-51510-210 Independent Auditing Professional Services Total			1,315.00
100-10-51530-210 Assessment Professional Services	[AAC] Associated Appraisal Consultants	4/01/2025	179517	5/01/2025	April 2025 Service	2,000.00
			100-10-51530-210 Assessment Professional Services Total			2,000.00
100-10-51530-330 Assessment Conferences and Training	[UW Madison] UW Madison - Local Government Center	4/16/2025	3771	5/16/2025	2025 Board of Review Materials - Hearing	50.00
			100-10-51530-330 Assessment Conferences and Training Total			50.00
100-10-52232-220 Hydrant Rental Utilities	[BH20] Berlin Water & Sewer Department	4/03/2025	032825 (1)	5/03/2025	April Water & Sewer	20,543.73
			100-10-52232-220 Hydrant Rental Utilities Total			20,543.73
100-10-52400-210 Sealer of Weights & Measures Professional Services	[City of Appleton] City Of Appleton	4/01/2025	16934	5/01/2025	April 2025 Weights & Measures	575.00
			100-10-52400-210 Sealer of Weights & Measures Professional Services Total			575.00
100-12-51420-210 City Clerk Professional Services	[vonBRIESEN & ROPER, s.c.] vonBRIESEN & ROPER, s.c.	4/14/2025	490354	5/14/2025	General Labor	401.50
			100-12-51420-210 City Clerk Professional Services Total			401.50
100-12-51420-320 City Clerk Publication Fees	[BIN] BERLIN JOURNAL	4/17/2025	190858	5/17/2025	March 11, 2025 CC meeting minutes	337.00
			100-12-51420-320 City Clerk Publication Fees Total			337.00
100-12-51440-120 Elections Wages	[01-00012103-38-7] ZUHLKE, THOMAS	4/25/2025	042525	5/25/2025	Election pay - account closed	170.00
			100-12-51440-120 Elections Wages Total			170.00
100-12-51440-340 Elections Operating Supplies	[1051] Barton, Andrew	4/16/2025	041625	5/16/2025	Mileage to drop off the brains in Green Lake	11.62
	[GLCO-02] GREEN LAKE COUNTY TREASURER	4/04/2025	16935	5/04/2025	Tax Statement Envelopes & Postage	99.00
			100-12-51440-340 Elections Operating Supplies Total			110.62
100-12-51440-342 Elections POSTAGE	[GLCO-02] GREEN LAKE COUNTY TREASURER	4/04/2025	16935	5/04/2025	Tax Statement Envelopes & Postage	1,428.67
			100-12-51440-342 Elections POSTAGE Total			1,428.67

**City of Berlin WI**  
A/P Distribution from 4/01/2025 to 4/30/2025

Account	Vendor	Invoice Date	Invoice	A/P Due Date	Description	A/P Owed
100-12-51450-221	Central Duplicating Phone/Data					
	[BRIGHT] Brightspeed	4/09/2025	042425	5/09/2025	service 4-9/8-8 2025	451.45
			100-12-51450-221		Central Duplicating Phone/Data Total	451.45
100-12-51450-340	Central Duplicating Operating Supplies					
	[GFCOM] Gordon Flesch	4/11/2025	IN15104581	5/11/2025	Clerks Office	597.51
			100-12-51450-340		Central Duplicating Operating Supplies Total	597.51
100-12-51450-401	Central Duplicating Computer Maintenance Agreement					
	[FINLINE] Finish Line Studios	4/01/2025	19573	5/01/2025	2nd Quarter Web Hosting	120.00
			100-12-51450-401		Central Duplicating Computer Maintenance Agreement Total	120.00
100-20-52100-110	Police Department Salaries					
	[WI SCTF] WI SCTF	4/11/2025	041125	5/11/2025	Garnishment - Child Support	111.23
	[WI SCTF] WI SCTF	4/24/2025	042425	5/24/2025	Garnishment - Child Support	111.23
			100-20-52100-110		Police Department Salaries Total	222.46
100-20-52100-210	Police Department Professional Services					
	[vonBRIESEN & ROPER, s.c.] vonBRIESEN & ROPER, s.c.	4/14/2025	490355	5/14/2025	2025 Police Negotiations	511.00
			100-20-52100-210		Police Department Professional Services Total	511.00
100-20-52100-330	Police Department Conferences and Training					
	[GLCDHHS] Green Lake County DHHS	4/11/2025	041125	5/11/2025	CPR Instruction for Officers	400.00
			100-20-52100-330		Police Department Conferences and Training Total	400.00
100-22-48500-000	Donations to Fire Dept					
	[Gaber Signs] Gaber Signs	4/17/2025	16112	5/17/2025	Plaque for Bob Paugels	292.30
			100-22-48500-000		Donations to Fire Dept Total	292.30
100-30-51600-120	Municipal Building Wages					
	[DLF, LLC] Dobberstein Law Firm, LLC	4/24/2025	042425	5/24/2025	Garnishment-Andrew Barton	293.89
			100-30-51600-120		Municipal Building Wages Total	293.89
100-30-51600-360	Municipal Building Other Repairs & Maintenance					
	[AEW] Automatic Entrances of Wisconsin, Inc.	4/15/2025	2048578	5/15/2025	Wave Sensor	273.45
			100-30-51600-360		Municipal Building Other Repairs & Maintenance Total	273.45
100-30-51610-220	Buildings & Grounds Utilities					
	[BH20] Berlin Water & Sewer Department	4/03/2025	032825 (1)	5/03/2025	April Water & Sewer	419.64
			100-30-51610-220		Buildings & Grounds Utilities Total	419.64
100-30-53311-210	Public Works General Streets Professional Services					
	[ITUAB] ITU ABSORBTech, INC.	4/14/2025	8518577	5/14/2025	Shop Towels	76.93
			100-30-53311-210		Public Works General Streets Professional Services Total	76.93
100-30-53311-220	Public Works General Streets Utilities					
	[BH20] Berlin Water & Sewer Department	4/03/2025	032825 (1)	5/03/2025	April Water & Sewer	265.69
			100-30-53311-220		Public Works General Streets Utilities Total	265.69
100-30-53311-340	Public Works General Streets Operating Supplies					
	[TAPCO SAFE TRAVELS] TAPCO SAFE TRAVELS	4/07/2025	1799504	5/07/2025	Sign Posts	2,022.15
	[TAPCO SAFE TRAVELS] TAPCO SAFE TRAVELS	4/07/2025	1799528	5/07/2025	No Parking Signs	1,001.00

# City of Berlin WI

A/P Distribution from 4/01/2025 to 4/30/2025

Account	Vendor	Invoice Date	Invoice	A/P Due Date	Description	A/P Owed
	[ALCIVIA] Alcivia	4/09/2025	4199	5/09/2025	Fuel	777.48
100-30-53620-290 Garbage & Refuse Other Contractual Services			100-30-53311-340 Public Works General Streets Operating Supplies Total			3,800.63
	[WM] WASTE MANAGEMENT	4/01/2025	0031275-0414-4	5/01/2025	March 2025 Service	20,337.47
100-30-53635-290 Recycling Other Contractual Services			100-30-53620-290 Garbage & Refuse Other Contractual Services Total			20,337.47
	[WM] WASTE MANAGEMENT	4/01/2025	0031275-0414-4	5/01/2025	March 2025 Service	12,431.44
100-30-55420-220 Swimming Pool Utilities			100-30-53635-290 Recycling Other Contractual Services Total			12,431.44
	[BH20] Berlin Water & Sewer Department	4/03/2025	032825 (1)	5/03/2025	April Water & Sewer	443.19
	[CHCOMM - POOL] Charter Communication	4/07/2025	171718801040725	5/07/2025	Pool 4/13-5/12/2025	169.98
100-35-54910-345 Cemetery Property Services - Vehicles			100-30-55420-220 Swimming Pool Utilities Total			613.17
	[BMW] Barron Mobile Welding	4/04/2025	040425	5/04/2025	Fence Repair -	1,745.00
	[MODRENT] MODERN RENTALS, INC	4/17/2025	328826	5/17/2025	Cemetery Throttle Cable	49.99
	[IBU] INTERSTATE BATTERY	4/08/2025	50208050	5/08/2025	Battery	62.95
100-40-54600-220 Senior Center Utilities			100-35-54910-345 Cemetery Property Services - Vehicles Total			1,857.94
	[BH20] Berlin Water & Sewer Department	4/03/2025	032825 (1)	5/03/2025	April Water & Sewer	107.53
100-40-54600-221 Senior Center Phone/Data			100-40-54600-220 Senior Center Utilities Total			107.53
	[BRIGHT] Brightspeed	4/09/2025	042425	5/09/2025	service 4-9/8-8 2025	26.50
100-40-54600-340 Senior Center Operating Supplies			100-40-54600-221 Senior Center Phone/Data Total			26.50
	[AAP] All-American Publishing	4/01/2025	1081242	5/01/2025	Hang Tags	350.00
100-40-54600-360 Senior Center Other Repairs & Maintenance			100-40-54600-340 Senior Center Operating Supplies Total			350.00
	[BREWER] Brewer Heating & Cooling	4/17/2025	160455	5/17/2025	Annual Spring Clean	54.88
100-50-55110-220 Library Utilities			100-40-54600-360 Senior Center Other Repairs & Maintenance Total			54.88
	[BH20] Berlin Water & Sewer Department	4/03/2025	032825 (1)	5/03/2025	April Water & Sewer	104.09
100-50-55110-221 Library Phone/Data			100-50-55110-220 Library Utilities Total			104.09
	[BRIGHT] Brightspeed	4/09/2025	042425	5/09/2025	service 4-9/8-8 2025	78.98
100-50-55110-290 Library Other Contractual Services			100-50-55110-221 Library Phone/Data Total			78.98
	[GFCOM] Gordon Flesch	4/01/2025	15104576	5/01/2025	Images over Base Amount	115.65
	[01-00002113-02-8] OBRIST, LISA	4/07/2025	2025-03	5/07/2025	Cleaning Service	577.50
			100-50-55110-290 Library Other Contractual Services Total			693.15

**City of Berlin WI**  
A/P Distribution from 4/01/2025 to 4/30/2025

Account	Vendor	Invoice Date	Invoice	A/P Due Date	Description	A/P Owed
100-50-55110-340 Library Operating Supplies [Baker & Taylor] Baker & Taylor		4/04/2025	2038930027	5/04/2025	2025 Baker & Taylor Date Range 03/01/2025 100-50-55110-340 Library Operating Supplies Total	1,706.48 <u>1,706.48</u>
100-52-55200-220 Parks Utilities [BHZ0] Berlin Water & Sewer Department		4/03/2025	032825 (1)	5/03/2025	April Water & Sewer 100-52-55200-220 Parks Utilities Total	739.48 <u>739.48</u>
100-60-56700-210 Economic Development Professional Services [Attorney JAO] Attorney Joan A Olson		4/11/2025	041125	5/11/2025	Zoning Violation 100-60-56700-210 Economic Development Professional Services Total	824.55 <u>824.55</u>
100-60-56710-390 BCDC Miscellaneous [1056] Reilly, Marie		4/16/2025	041625	5/16/2025	BCDC Mileage 100-60-56710-390 BCDC Miscellaneous Total	58.10 <u>58.10</u>
300-00-58591-000 Paying Agent Fees [ASSOCBNK] Associated Bank		4/10/2025	26578	5/10/2025	Dated March 1st, 2023 Promissory Note	475.00
	[ASSOCBNK] Associated Bank	4/10/2025	26579	5/10/2025	Dated March 1st 2024 Promissory Note	475.00
			300-00-58591-000 Paying Agent Fees Total			<u>950.00</u>
315-00-56600-390 Miscellaneous [JT Recharge LLC] JT Recharge LLC		4/11/2025	041125	5/11/2025	TID 15 Bldg Improvement	4,536.25
	[HTR] Happy Teeth Realstate	4/16/2025	041625	5/16/2025	TID 15 Bldg & Facade Improvement	10,540.70
			315-00-56600-390 Miscellaneous Total			<u>15,076.95</u>
400-00-48500-000 Donations/Contributions from Private Orgs [ADVATECH] Adva Tech Systems		4/11/2025	20250121	5/11/2025	4TB Server and Wi-Fi WAP 400-00-48500-000 Donations/Contributions from Private Orgs Total	1,500.00 <u>1,500.00</u>
400-20-57210-810 Vehicle/Equip Replcmnt-Police [ADVATECH] Adva Tech Systems		4/11/2025	20250118	5/11/2025	Annual RSA Agreement	2,300.00
	[ADVATECH] Adva Tech Systems	4/11/2025	20250119	5/11/2025	Evidence Management - Setup	2,100.00
	[ADVATECH] Adva Tech Systems	4/11/2025	20250120	5/11/2025	1TB-1 Year - Cloud	196.00
	[ADVATECH] Adva Tech Systems	4/11/2025	20250121	5/11/2025	4TB Server and Wi-Fi WAP	6,072.77
	[ADVATECH] Adva Tech Systems	4/11/2025	20250122	5/11/2025	1 In-Vehicle Axis Video System	5,528.00
			400-20-57210-810 Vehicle/Equip Replcmnt-Police Total			<u>17,196.77</u>
400-30-57332-820 State Highway Outlay (Broadway/Huron) [WI Department of Transportation] WI Department of		4/01/2025	395-0000390422	5/01/2025	Connecting HWY	1,937.56
	[WI Department of Transportation] WI Department of	4/01/2025	39565400103	5/01/2025	Connecting Hwy	1,075.51
			400-30-57332-820 State Highway Outlay (Broadway/Huron) Total			<u>3,013.07</u>
600-00-21510-000 Health Insurance [WI PHY INS] WI Physician Insurance		4/11/2025	2025-08	5/11/2025	Pay period ending 4/05/2025, EmphHealth	14,787.97
			600-00-21510-000 Health Insurance Total			<u>14,787.97</u>
600-00-52300-220 Utilities [Princeton] Princeton Utilities		4/20/2025	25100	5/20/2025	Utilities	130.29
			600-00-52300-220 Utilities Total			<u>130.29</u>

# City of Berlin WI

A/P Distribution from 4/01/2025 to 4/30/2025

Account	Vendor	Invoice Date	Invoice	A/P Due Date	Description	A/P Owed
600-00-52300-221 Phone/Data	[FirstNet] AT & T Mobility	4/07/2025	25099	5/07/2025	Cell phone bill	1,175.10
			600-00-52300-221 Phone/Data Total			1,175.10
600-00-52300-290 Other Contractual Services						
	[CVK] Cvikota MBS	4/02/2025		5/02/2025	March 2025 Collections	3,602.85
	[Smith] Smith, Linda	4/03/2025		5/03/2025	State Farm paid	136.70
	[Walker] Walker, Peggy	4/03/2025		5/03/2025	Pt paid twice	125.00
	[Fabricius] Fabricius, Ralph	4/03/2025		5/03/2025	Pt paid twice	250.00
	[Raatz] Mark Raatz	4/03/2025		5/03/2025	Pt paid twice	178.23
	[Chaney] Wayne Chaney	4/03/2025		5/03/2025	Pt overpaid	615.00
	[Brown] Brown, Mary	4/03/2025		5/03/2025	Pt paid twice	580.00
	[Burkart] Burkart, Linda	4/03/2025		5/03/2025	Pt paid twice	200.00
	[Retzlaff] Retzlaff, Rebecca	4/03/2025		5/03/2025	Pt made payment before giving us insurance	100.00
	[Helen Smith] Helen Smith	4/20/2025	042025	5/20/2025	Insurance paid in full	275.00
	[Quartz] Quartz	4/20/2025	042025	5/20/2025	Liability paid in full - Garret Wesner	970.00
	[United Health] United Health Care Dual Complete	4/20/2025	042025	5/20/2025	Insurance paid again after a correction - Steve	325.37
	[United Health] United Health Care Dual Complete	4/20/2025	042025	5/20/2025	Veterans Administration paid in full - Joe	526.47
	[Network Health] Network Health	4/20/2025	042025	5/20/2025	Insurance paid again after a correction - Patti	293.90
	[Network Health] Network Health	4/20/2025	042025	5/20/2025	Insurance paid again after a correction -	75.07
	[Managed Health Service] Managed Health Service	4/20/2025	042025	5/20/2025	Insurance paid again after a correction -	99.19
	[UMR] UMR HC Claim	4/20/2025	042025	5/20/2025	Liability paid in full - Theresa Wals	581.22
	[AIR] Airgas	4/30/2025	5515057342	5/30/2025	Airgas hazmat charge	431.08
			600-00-52300-290 Other Contractual Services Total			9,365.08
600-00-52300-330 Conferences and Training						
	[GLCO-02] GREEN LAKE COUNTY TREASURER	4/15/2025	25103	5/15/2025	Swat Class ammo	230.00
			600-00-52300-330 Conferences and Training Total			230.00
600-00-52300-340 Operating Supplies						
	[BTM] Boundtree Medical, LLC	4/23/2025	25080	5/23/2025	Med Supply	1,105.34
	[BTM] Boundtree Medical, LLC	4/01/2025	25081	5/01/2025	Med Supply	354.08
	[CULLWA] Culligan Water	4/23/2025	25104	5/23/2025	Water Rental	238.24
			600-00-52300-340 Operating Supplies Total			1,697.66
600-00-52300-343 Equipment Maintenance						
	[FIRE & SAFETY EQUIPMENT, INC.] FIRE & SAFETY EQUIPMENT,	4/18/2025	196697	5/18/2025	Fire ext. Service	107.60
			600-00-52300-343 Equipment Maintenance Total			107.60
600-00-52300-530 Lease Payment & Rent						
	[ZP-RENTAL] ZIETLOW PROPERTIES, LLC	4/03/2025		5/03/2025	April 2025	900.00
	[ZP-RENTAL] ZIETLOW PROPERTIES, LLC	4/24/2025	042425	5/24/2025	May 2025	900.00
			600-00-52300-530 Lease Payment & Rent Total			1,800.00
601-00-21510-000 Health Insurance						
	[WI PHY INS] WI Physician Insurance	4/11/2025	2025-08	5/11/2025	Pay period ending 4/05/2025,EmpHealth	4,122.26
			601-00-21510-000 Health Insurance Total			4,122.26

**City of Berlin WI**  
A/P Distribution from 4/01/2025 to 4/30/2025

Account	Vendor	Invoice Date	Invoice	A/P Due Date	Description	A/P Owed
601-00-21514-000 SOCIAL SECURITY [BCT1015] Berlin City Treasurer 1015		4/01/2025	4/1/25 601-00-21514-000 SOCIAL SECURITY Total	5/01/2025	HELP FROM S.T.	28.87 28.87
601-00-21515-000 FEDERAL WITHHOLDING [BCT1015] Berlin City Treasurer 1015		4/01/2025	4/1/25 601-00-21515-000 FEDERAL WITHHOLDING Total	5/01/2025	HELP FROM S.T.	37.50 37.50
601-00-21516-000 STATE WITHHOLDING [BCT1015] Berlin City Treasurer 1015		4/01/2025	4/1/25 601-00-21516-000 STATE WITHHOLDING Total	5/01/2025	HELP FROM S.T.	13.62 13.62
601-00-21518-000 MEDICARE [BCT1015] Berlin City Treasurer 1015		4/01/2025	4/1/25 601-00-21518-000 MEDICARE Total	5/01/2025	HELP FROM S.T.	6.75 6.75
601-00-53610-843 Phosphorus Removal Chemical [MART] MARTELLE WATER TREATMENT		4/05/2025	28860 601-00-53610-843 Phosphorus Removal Chemical Total	5/05/2025	LIQUID ALUMINUM SULFATE	5,600.48 5,600.48
601-00-53610-845 OTHER SUPPLY-OPERATION EXPENSE [BRIGHT] Brightspeed [CIN] CINTAS [AMERICAN] AMERICAN MESSAGING		4/09/2025 4/03/2025 4/01/2025	4/9/25 4226178247 U1850068ZD 601-00-53610-845 OTHER SUPPLY-OPERATION EXPENSE Total	5/09/2025 5/03/2025 5/01/2025	LOCAL SERVICE 4/9/25 TO 5/8/25 MOP & PARTS/RUGS MESSAGES	34.05 80.35 36.48 150.88
601-00-53611-883 MATERIALS-MAINT EXP-TMT/DIS EQ [BADGER STATE] BADGER STATE WASTE LLC		4/01/2025	4714 601-00-53611-883 MATERIALS-MAINT EXP-TMT/DIS EQ Total	5/01/2025	BIO SOLIDS HAULING	21,110.00 21,110.00
601-00-53612-824 Supply Exp-Cust Accts Meters [USPSU010] US POSTAL OFFICE- POST MASTER		4/03/2025	4/3/25 601-00-53612-824 Supply Exp-Cust Accts Meters Total	5/03/2025	APRIL MONTHLY BILLING	309.89 309.89
601-00-53613-742 EMPL PENS & BENEFITS HEALTH IN [BCT1015] Berlin City Treasurer 1015		4/01/2025	4/1/25 601-00-53613-742 EMPL PENS & BENEFITS HEALTH IN Total	5/01/2025	HELP FROM S.T.	125.00 125.00
601-00-53613-745 EMPL PENS & BENEFITS LIFE INS [BCT1015] Berlin City Treasurer 1015		4/01/2025	4/1/25 601-00-53613-745 EMPL PENS & BENEFITS LIFE INS Total	5/01/2025	HELP FROM S.T.	125.00 125.00
601-00-53613-816 Outside Serv Empl(testing) [BAD] Badger Laboratories, Inc. [BAD] Badger Laboratories, Inc. [MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC. [MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC.		4/04/2025 4/10/2025 4/04/2025 4/02/2025	25-004542 25-005394 29013 29041 601-00-53613-816 Outside Serv Empl(testing) Total	5/04/2025 5/10/2025 5/04/2025 5/02/2025	SOLIDS/AMMONIA/PHOSPHORUS/COLIFORM BOD/SS/PHOSPHORUS/AMMONIA CREATE EMAIL & FINAL BILL TEMPLATES ASSIST WITH UTILITY BILLING	774.55 1,942.20 323.13 117.50 3,157.38
602-00-21510-000 Health Insurance [WI PHY INS] WI Physician Insurance		4/11/2025	2025-08 602-00-21510-000 Health Insurance Total	5/11/2025	Pay period ending 4/05/2025,EmpHealth	3,015.54 3,015.54



# City of Berlin WI

A/P Distribution from 4/01/2025 to 4/30/2025

Account	Vendor	Invoice Date	Invoice	A/P Due Date	Description	A/P Owed
602-00-26103-000 Overpayments [05-00008170-00-5] FUTURE WISCONSIN BERLIN LLC		4/11/2025	602-00-26103-000 Overpayments Total	4/26/2025	OVERPAYMENT	4,647.97 4,647.97
602-00-53612-824 Supply Exp-Cust Accts Meters [USPSU010] US POSTAL OFFICE- POST MASTER		4/03/2025	4/3/25 602-00-53612-824 Supply Exp-Cust Accts Meters Total	5/03/2025	APRIL MONTHLY BILLING	309.88 309.88
602-00-53613-742 EMPL PENS & BENEFITS HEALTH IN [BCT1015] Berlin City Treasurer 1015		4/01/2025	4/1/25 602-00-53613-742 EMPL PENS & BENEFITS HEALTH IN Total	5/01/2025	HELP FROM S.T.	125.00 125.00
602-00-53613-745 EMPL PENS & BENEFITS LIFE INS [BCT1015] Berlin City Treasurer 1015		4/01/2025	4/1/25 602-00-53613-745 EMPL PENS & BENEFITS LIFE INS Total	5/01/2025	HELP FROM S.T.	125.00 125.00
602-00-53613-816 Outside Serv Empl(testing) [BAD] Badger Laboratories, Inc.		4/10/2025	25-007626	5/10/2025	TOTAL COLIFORM BACTERIA	108.00
[MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC.		4/04/2025	29013	5/04/2025	CREATE EMAIL & FINAL BILL TEMPLATES	323.12
[MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC.		4/02/2025	29041	5/02/2025	ASSIST WITH UTILITY BILLING	117.50
			602-00-53613-816 Outside Serv Empl(testing) Total			548.62
602-00-53613-822 Misc Gen Admin Exp [NWPA] NORTHEASTERN WATER PROFESSIONALS		4/21/2025	4/21/25 602-00-53613-822 Misc Gen Admin Exp Total	5/21/2025	TRAINING FOR RICHARD SOBIESKI AND	90.00 90.00
602-00-53704-851 SUPPLY/EXP-TRANS DIST SYS-OPER [BRIGHT] Brightspeed		4/09/2025	4/9/25	5/09/2025	LOCAL SERVICE 4/9/25 TO 5/8/25	34.04
[CIN] CINTAS		4/03/2025	4226178247	5/03/2025	MOP & PARTS/RUGS	80.34
[AMERICAN] AMERICAN MESSAGING		4/01/2025	U18500682D	5/01/2025	MESSAGES	36.47
			602-00-53704-851 SUPPLY/EXP-TRANS DIST SYS-OPER Total			150.85
602-00-53704-890 MATERIALS-MAINT OF MAINS [FERGUSON] FERGUSON WATERWORKS		4/01/2025	0441175	5/01/2025	LF 2 CT COMP TEE/STRT COUP/INS STFN	559.88
[FERGUSON] FERGUSON WATERWORKS		4/11/2025	0442181	5/11/2025	MAIN VLV RUB	594.00
			602-00-53704-890 MATERIALS-MAINT OF MAINS Total			1,153.88
700-00-51490-132 Life Insurance 1 [MOMAHA] MUTUAL OF OMAHA		4/03/2025	001864370258	5/03/2025	April 2025	123.96
			700-00-51490-132 Life Insurance 1 Total			123.96
700-00-51490-133 Life Insurance 2 [SFG] SECURIAN FINANCIAL GROUP		4/03/2025	040325	5/03/2025	April	977.23
			700-00-51490-133 Life Insurance 2 Total			977.23
700-00-51490-136 Accident [MOMAHA] MUTUAL OF OMAHA		4/03/2025	001864370258	5/03/2025	April 2025	284.76
			700-00-51490-136 Accident Total			284.76
700-00-51490-210 Professional Services [TCAW] THEDACARE AT WORK		4/15/2025	042425	5/15/2025	Quest NON-DOT Drug Screen Collection	44.00
[CONCENTRA] CONCENTRA MED COMPLIANCE ADMIN		4/01/2025	18192545	5/01/2025	Random Test T.H.	64.00

City of Berlin WI  
A/P Distribution from 4/01/2025 to 4/30/2025

Account	Vendor	Invoice Date	Invoice	A/P Due Date	Description	A/P Owed
[TCAW] THEDACARE AT WORK		4/01/2025	367858	5/01/2025	EAP Contract	499.50
			700-00-51490-210 Professional Services Total			607.50
					Report Total	220,324.63

CITY OF BERLIN						
PAYROLL FOR APRIL - 2025						
Net Payroll						
PAYDATE	Payroll #	PAYROLL TITLE	GENERAL CITY	AMBULANCE	UTILITY	
4/11/2025	8	General City	55,560.62			
4/11/2025	8	Utility			11957.13	
4/11/2025	8	Ambulance		39,096.02		
4/26/2024	9	General City	70,641.83			
4/26/2024		Extra PD (Back pay for contract)	4,639.66			
4/26/2024	9	Utility			12135.75	
4/26/2024	9	Ambulance		41,071.02		
		TOTAL MONTHLY PAYROLL	130,842.11	80,167.04	24,092.88	
		TOTAL MONTHLY PAYROLL	235,102.03			

COMMON COUNCIL MEETING MINUTES  
TUESDAY, APRIL 8, 2025 AT 7PM  
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

1. Call to order/Roll Call *Meeting called to order by Mayor Bruessel at 7:00PM. Alderpersons Przybyl, Durtschi, Boeck, Stobbe, Nigbor and Burgess – Present.*
2. Seat Virtual Attendees – *none.*
3. General Public Comments.  
*Rhoda Nelson, 301 S Brooklyn Street, Berlin, WI, provided information and shared concerns regarding the Fire Department, firefighting requirements, the Police Department and her desire to join the Fire Department.*

CONSENT AGENDA: *Motion by Alderperson Burgess to approve the Consent Agenda as presented. Seconded by Alderperson Boeck. Roll call: Alderpersons Przybyl, Durtschi, Boeck, Stobbe, Nigbor and Burgess – Aye (6); No (0). Motion carried.*

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 3.11.2025 Common Council meeting.

END OF CONSENT AGENDA

8. Police Department purchase of a squad camera, server and cloud based evidence storage with funds from Capital Funds account #400-34157-000. RECOMMENDATION: Approve Police & Fire Commission's recommendation to purchase a squad camera, server and cloud based evidence storage with funds from Capital Funds account #400-34157-000. *Discussion: Alderperson Stobbe noted that Joanne Guden has retired from the Police and Fire Commission after several years of dedicated service and asked that the City's thanks and appreciation be communicated to her. Motion by Alderperson Stobbe to approve the purchase of a squad camera, server and cloud based evidence storage with funds from Capital Funds account #400-34157-000 as presented. Seconded by Alderperson Przybyl. Motion carried (passed 6-0).*
9. Class "B" (Picnic) License for Bugle Mouth Bass Fishing Tournament on July 26, 2025 at 455 River Drive. RECOMMENDATION: Approve a Temporary Class "B" License for the Berlin Bugle Mouth Bass Foundation Inc to allow the sale of fermented malt beverages at the Bugle Mouth Bass Fishing Tournament at 455 River Drive in Berlin on July 26, 2025. *Motion by Alderperson Nigbor to approve the Temporary Class "B" License for the Berlin Bugle Mouth Bass Foundation Inc to allow the sale of fermented malt beverages at the Bugle Mouth Bass Fishing Tournament at 455 River Drive in Berlin on July 26, 2025. Seconded by Alderperson Stobbe. Motion carried (pass 6-0).*
10. Fire Department request to sell beer (fermented malt beverages) at the Car Show (in Riverside Park) on August 10, 2025. RECOMMENDATION: Approve Fire Department request to sell beer (fermented malt beverages) at the 2025 Car Show as permitted under State Statute §125.06(6) and Resolution #13-21. *Motion by Alderperson Burgess to approve the Fire Department's request to sell beer (fermented malt beverages) at the 2025 Car Show as permitted under State Statute §125.06(6) and Resolution #13.21. Seconded by Alderperson Stobbe. Motion carried (pass 6-0).*

11. Class “B” (Picnic) and “Class B” License for Achieving a Better Community, Inc. (ABC Group) on July 3, 2025 at 455 River Drive. RECOMMENDATION: Approve a Temporary Class “B” and “Class B” License for the ABC Group to allow the sale of fermented malt beverages and wine at the Let Freedom Ring Independence Day celebration at 455 River Drive on July 3, 2025. *Motion by Alderperson Boeck to approve a Temporary Class “B” and “Class B” License for the ABC Group Inc to allow the sale of fermented malt beverages and wine at the Let Freedom Ring event at 455 River Drive on July 3, 2025. Seconded by Alderperson Stobbe. Roll call: Alderpersons Durtschi, Boeck, Stobbe, Nigbor – Aye (4), No (0); Alderpersons Przybyl and Burgess – Abstain (2). Motion carried.*
12. Temporary Street Privilege Permit for Stacy Zietlow at Pearl Street between the alley and Park Avenue. RECOMMENDATION: Approve the Temporary Street closure of Pearl Street from the alley to Park Avenue from noon to 6PM (during the Celebration of Life) on May 3, 2025. No alcohol is to be served or consumed outside or in the street. *Motion by Alderperson Burgess to approve the Temporary Street Privilege permit to close Pearl Street between the alley and Park Avenue from noon to 6PM on May 3, 2025. Seconded by Alderperson Stobbe. Motion carried (pass 6-0).*
13. Special Events on Streets, Highways, and Municipal Parking Lots Permit for O’Connor-Chiers American Legion Post 340 for a Memorial Day Procession on May 26, 2025. RECOMMENDATION: Approve the Special Events on Streets, Highways, and Municipal Parking Lots Permit for Legion Post 340 for a Memorial Day Procession on Water Street to the Berlin Veterans War Memorial in Riverside Park from approximately 9-11AM on May 26, 2025. *Motion by Alderperson Przybyl to approve the Special Events on Streets, Highways and Municipal Parking Lots permit to the O’Connor-Chiers American Legion Post 340 for the Memorial Day Procession on May 26, 2025. Seconded by Alderperson Nigbor. Motion carried (pass 6-0).*
14. Creation of Tax Increment District #17, including Resolution #25-03 Creation of Tax Increment District #17, TID #17 Project Plan and TID #17 Boundary. RECOMMENDATION: Approve Resolution #25-03 for the Creation of Tax Increment District #17, approve the TID #17 Project Plan and approve the TID #17 Boundary. *Motion by Alderperson Burgess to approve the Creation of Tax Increment District #17, including the adoption of Resolution #25-03 Creation of Tax Increment District #17 and approval of the Tax Increment District #17 Project Plan and Boundary. Seconded by Alderperson Przybyl. Roll call: Alderpersons Przybyl, Durtschi, Boeck, Stobbe, Nigbor and Burgess – Aye (6); No (0). Motion carried.*
15. TID Building Improvement Program Application for matching grant funds by Wingate Barraclough of Fox River Property Management. RECOMMENDATION: Review application submitted by Fox River Property Management for matching funds to complete interior building improvements at 106-108 E Huron Street in TID #15 and take action as appropriate. *Motion by Alderperson Burgess to approve the TID Building Improvement Program matching grant for 106-108 E Huron Street in TID #15 for reimbursement (of 50% of eligible expenses per the program) up to \$15,000. Seconded by Alderperson Przybyl. Motion carried (6-0).*
16. TID Building Improvement Program Application for matching grant funds by Kevin Resop of Four Reel Sports and More LLC. RECOMMENDATION: Review application submitted by

Four Reel Sports and more LLC for matching funds to complete interior building improvements at 208 Broadway Street in TID #15 and take action as appropriate. *Motion by Alderperson Nigbor to approve the TID Building Improvement Program matching grant for 208 Broadway Street in TID #15 for reimbursement (of 50% of eligible expenses per the program) up to \$3,415.85. Seconded by Alderperson Przybyl. Motion carried (6-0).*

17. Memorandum of Understanding (MOU) and Grant Agreement for Wisconsin STARS: Simulation Training to Advance Rural Services for Children (EMS grant). RECOMMENDATION: Approve Berlin EMS involvement in the Wisconsin STARS training program and authorize staff to sign the MOU and Grant Agreement. *Motion by Alderperson Nigbor to approve Berlin EMS involvement in the Wisconsin STARS training program and authorize staff to sign the Memorandum of Understanding and Grant Agreement. Seconded by Alderperson Boeck. Motion carried (pass 6-0).*
18. Amend Special Covenant Settlement Agreement with Northern Express Bus Services LLC. RECOMMENDATION: Amend the Special Covenant Settlement Agreement with Northern Express Bus Services LLC to allow Mr. Walker to retain one acre of the parcel, adjacent to his property that houses the Northern Express Bus Services Building; the City to receive the remaining portion of the parcel at no cost. All costs associated with the preparation of necessary documents for the property division, closing and covenant amendment to be the responsibility of Mr. Walker. *Motion by Alderperson Nigbor to amend the Special Covenant Agreement with Northern Express Bus Services LLC to allow Mr. Walker to retain one (1) acre of the parcel, adjacent to his property that houses the Northern Express Bus Services building; the City to receive the remaining portion of the parcel at no cost. All costs associated with the preparation of necessary documents for the property division, closing and covenant amendment to be the responsibility of Mr. Walker. Seconded by Alderperson Durtschi. Motion carried (6-0).*
19. Discussion of City Pool Facility. RECOMMENDATION: Listen to staff presentation and provide direction as to needed information and potential next steps. *Discussion: Staff noted questions that have been brought forward from the Community as to the future of the pool. Staff presented information on the Capital Improvement Plan development, rehabilitation costs of the pool and the anticipated cost of borrowing. Council directed that a balanced budget and determination of the City's current financial state are needed before a decision can be made as to how to move forward with the pool.*
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.) *Alderperson Boeck requested an update on the status of 166 W Huron Street, Berlin, WI.*
21. New Business (To be used to request items of new business be put on a future agenda). – *none.*
22. 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. AND Wis. Stats. 19.85 (1) (e) Deliberating or negotiating the purchase of public properties,*

*the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Police Union Contract Negotiations.*

*Motion by Alderperson Przybyl 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. AND Wis. Stats. 19.85 (1) (e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session to discuss Police Union Contract Negotiations. Seconded by Alderperson Nigbor. Roll call: Alderpersons Przybyl, Durtschi, Boeck, Stobbe, Nigbor and Burgess – Aye (6); No (0). Motion carried.*

23. Reconvene into open session and take appropriate action as a result of closed session discussion. *Motion to reconvene into open session by Alderperson Nigbor at 8:51PM. Seconded by Alderperson Stobbe. Roll call: Alderpersons Przybyl, Durtschi, Boeck, Stobbe, Nigbor and Burgess – Aye (6); No (0). Motion carried.*

*Motion by Alderperson Durtschi to accept the WPPA Tentative Agreement and ratify the contract. Second by Alderperson Stobbe. Roll call: Alderpersons Przybyl, Durtschi, Boeck, Stobbe, Nigbor and Burgess – Aye (6); No (0). Motion carried.*

24. Adjourn. *Motion by Alderperson Burgess to adjourn. Seconded by Alderperson Durtschi. Meeting adjourned at 8:53PM.*

*Minutes respectfully submitted by Jessi Balcom, City Administrator/Clerk/Treasurer*

**MEMO**

TO: Common Council

FROM: Timothy Ludolph, Planning & Development Director

RE: Rezoning of Parcels 206-01664-0000

DATE: May 13, 2025

**Background**

On April 29<sup>th</sup> 2025 the Plan Commission held a Public Hearing to consider the petition for parcels #206-01277-0000 and 206-01275-0000 to be rezoned from R-1 (Residential) to (RR-1 Rural Residential). Kubiak presented a motion to recommend to Common Council to accept the Rezone Request at Parcels #206-01277-0000 and 206-01275-0000 from R-1 (Residential) to (RR-1 Rural Residential). Reeves seconded the motion which passed by roll call vote (5-0).

**Discussion**

The Draft Ordinance is included for your review.

**Recommendation**

Accept the Recommendation from the Plan Commission in regards to the Rezone Request at Parcels #206-01277-0000 and 206-01275-0000 from R-1 (Residential) to (RR-1 Rural Residential). This will direct the Zoning Map to be amended to reflect this rezoning.



**ORDINANCE # 07-25**

---

**AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF BERLIN FROM  
R-1 (RESIDENTIAL) DISTRICTS TO RR-1 (RURAL RESIDENTIAL) DISTRICT  
CITY OF BERLIN**

---

**WHEREAS**, a Petition has been filed by Kathryn C Stewart ("Petitioner") the owner of certain lands in the City of Berlin, to rezone certain property located at Parcel # 206-01277-0000 and 206-01275-0000 ("Subject Properties")

**WHEREAS**, said rezoning petition was submitted to rezone the Subject Property from R-1 (Residential) District to RR-1 (Rural Residential) District; and

**WHEREAS**, the Petitioner has supplied all required data pursuant to the Section 82-66 of the Municipal Code of the City of Berlin; and the Plan Commission met and has considered the petition on the 25<sup>th</sup> day of March 2025; and

**WHEREAS**, the Plan Commission also held a public hearing on 29<sup>th</sup> day of April 2025, and has complied with Section 82-66 of the Municipal Code of the City of Berlin; and has on a motion, duly made seconded and adopted, affirmatively recommended the zoning change and referred the matter to the Common Council of the City of Berlin for adoption of the zoning change.

**WHEREAS**, the Common Council of the City of Berlin having determined that all procedural requirements and notice requirements have been satisfied, having given the matter due consideration, and having based its determination on the effect of the granting of such rezoning on the health, safety and welfare of the community, and the immediate neighborhood in which said use will be located, and having given due consideration to the municipal problems involved as well as the impact on the surrounding properties as to noise, dust, smoke and odor, and others, hereby determine that the rezoning will not violate the spirit or intent of the Zoning Code for the City of Berlin will not be contrary to the public health, safety or general welfare of the City of Berlin, will not be hazardous, harmful, noxious, offensive and will not for any other reason cause a substantial adverse effect on the property values and general desirability of the neighborhood as long as the operation is conducted pursuant to the following conditions and in strict compliance with the same and the rezoning is consistent with the City of Berlin Smart Growth Plan.

**NOW, THEREFORE** the Common Council of the City of Berlin, DOES HEREBY ORDAIN AS FOLLOWS

The described real estate owned by Kathryn C Stewart with a description as follows:

Sec. 9, T17N, R13E ARNOLDS ADDITION LOTS 8, 9, 10, 11, 12, 13 & 14 BLK A AND COM AT THE SW COR OF LOT 1 CSM 2622 V13; THENCE E 300.35'; S 635.54'; W 302.84'; N635.53' TO POB Parcel # 206-01277-0000 and 206-01275-0000, City of Berlin, Green Lake County,  
Is hereby rezoned from R-1 (Residential) to RR-1 (Rural Residential), in accordance with the Municipal Code of the City of Berlin, and the zoning map shall be modified accordingly.

This ordinance shall take effect the day after publication.

PASSED, APPROVED, AND ADOPTED THIS \_\_\_\_th DAY OF \_\_\_\_\_ 2025.

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ ABSENT

ATTEST:

\_\_\_\_\_  
CATRINA BURGESS, MAYOR

\_\_\_\_\_  
JESSI BALCOM, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
ERIC LARSON, CITY ATTORNEY



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

Planning and Development  
Director  
Timothy Ludolph

Phone (920) 361-5156

**Memo**

**To:** Plan Commission Members

**From:** Timothy Ludolph, Planning & Development Director

**RE:** Rezone request for 2 Parcels on Arnold Street- Property Identification # 206-01277-0000 and 206-01275-0000

**Date:** 04/29/2025

**Background:**

Name, Address, and phone number of applicant:

Kathryn Stewart – 920-354-7777 [kaceracer12@gmail.com](mailto:kaceracer12@gmail.com)

Nature of Request:

Rezoning subject properties on the end of Arnold St from R-1 Residential to RR-1 Rural Residential.

Brief description of property and surrounding conditions:

206-01277-0000

Legal Description: Sec. 9, T17N, R13E

ARNOLDS ADD COM AT THE SW COR OF LOT1 CSM 2622 V13; THENCE E 300.35'; S 635.54"; W 302.84"; N

635.53' TO POB

4.400 ACRES

206-01275-0000

Legal Description: Sec. 9, T17N, R13E

ARNOLDS ADD LOTS8,9,10, 11, 12, 13 & 14 BLK A



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

Planning and Development  
Director  
Timothy Ludolph

Phone (920) 361-5156

6.410 ACRES

Both parcels are currently vacant as far as Residential uses are concerned. The parcel located on the east side of Arnold Street is classified as a wetland according to the DNR Surface Water Map Viewer, which means it cannot be developed; a map is attached for reference. At the moment, there are no utilities running to these three lots. While it is possible to extend utilities to service them, doing so would require substantial construction to install the necessary grinders and pumps. Additionally, the City Utility Department prohibits the installation of a well in this area because it falls within the wellhead protection zone, which has a designated buffer overlay. Attached are relevant maps and information. The future land use map indicates that the entire area is planned for residential development, although it currently designates only the western section as agricultural or vacant. The Rural Residential designation was created to support the diverse nature of parcels like these and allows for potential future residential development, provided that any construction meets the conditions set by the overlay district.

**Brief description of proposal:**

Rezone to allow the rural character uses included in the new Rural Residential District including Gardening, harvesting of wild crops, sustained-yields forestry and tree farms, all normal farming uses, storage and wholesaling of agricultural products, retail sale of agricultural products, and truck gardens, orchards and non-commercial greenhouses. Functionally, the eastern parcel will resemble the Conservancy zoned one to the east of it, though due to being under 5 acres will be appropriate as Rural Residential. The Western Parcels, with a joining instrument to be determined, will fit the spirit of this district in being able to use the rural/agriculturally uses as planned in the future land use map, but also be open to development if determined feasible due to the substantial costs

**Discussion:**

**Criteria Reviewing Proposed Zoning Amendments**

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

Answer Yes or No then tally.

1. Is the request consistent with the comprehensive plan?

Yes- the applicant has carefully chosen an amendment fitting the planned uses for the subject parcels.



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

Planning and Development  
Director  
Timothy Ludolph

Phone (920) 361-5156

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

Yes- as this does not diminish the overall quantity of land able to be developed for infill housing, this maintains the objectives in the most recent plans.

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

No- These parcels are one of the areas considered when we adopted the ordinance, really the only ones not on the periphery of the City. They have site specific challenges, hindering their near term development potential, and are the appropriate size to fit the range recommended in the Ordinance.

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

No- Development as proposed should take into account the difficulty of serving these parcels with utilities while also assisting the stormwater, storm sewer, and other infrastructure by having native plants and wetland management to mitigate the effects of runoff in the vicinity.

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

No- The property will be compliant with all Nuisance codes and this zone will enable the construction of accessory structures to allow any equipment to be stored indoors.

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

No- this will contribute to the Rural character of the vicinity, as the parcel to the south of the eastern one already does.

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

No- there will be minimal noise, odors, light, and activity.

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

interests)

No- this fits with the adjacent mix of residential, conservancy, and agricultural as mirroring this mix. Technically the use is under the Residential and allows for much of the same development as the existing R-1 causing no injury to the long term plans.



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

Planning and Development  
Director  
Timothy Ludolph

Phone (920) 361-5156

**Recommendation:**

This property does meet the criteria for a Zoning Map Amendment and should be rezoned as RR-1. Staff would encourage Plan Commission to recommend to Common Council to ultimately approve the rezone request for parcels 206-01277-0000 and 206-01275-0000 from R-1 Residential to RR-1 Rural Residential.

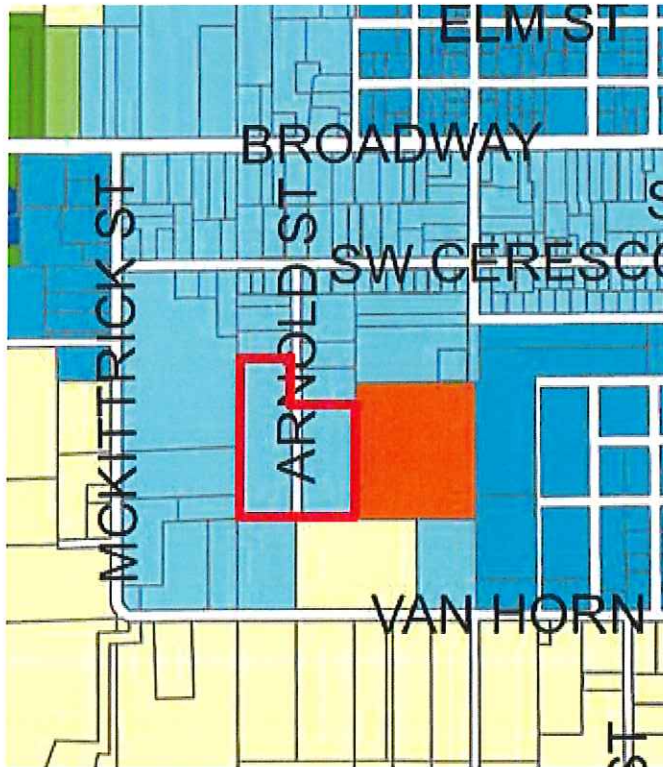




City of Berlin, WI  
Planning & Development Department  
108 N Capron St. • Suite 200  
Berlin, WI 54923

Planning and Development  
Director  
Timothy Ludolph

Phone (920) 361-5156



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

**TO:** Common Council  
**FROM:** Jessi Balcom, City Administrator  
**AGENDA ITEM:** Approve Police and Fire Commission's Recommendation to utilize Fund 15 Capital Expenditures for Assistant Chief Knetzger to attend WI Command College at the Wisconsin State Patrol Academy  
**MEETING DATE:** May 13, 2025

**BACKGROUND**

The Police and Fire Commission recommended to the Common Council at their May 7 Meeting to expend funds from Fund 15, the Police Department's Capital Expenditure fund, to send Assistant Chief Knetzger to the WI Command College at the Wisconsin State Patrol Academy. Please see the attached "Command College (training) Proposal" from Chief Pulvermacher.

**SUGGESTED MOTION**

This item may be included in the approval of the Consent Agenda.



### **Command College (training) Proposal**

Assistant Chief Noah Knetzger has held his current position since November 5<sup>th</sup>, 2023. As the Assistant Chief, he is performing admirably well, he is respected and seeks to develop his managerial and leadership skills.

Assistant Chief Noah Knetzger applied for a seat at the Department of Justice Wisconsin Command College (Class #12). The Wisconsin Command College is a nationally accredited leadership and management development training program. It is a joint venture of the Wisconsin Department of Justice and the University of Wisconsin- Madison, Local Government Education Program. This is an intense, six-week program, upon completion, the student would be recognized as a Certified Public Manager by the University of Wisconsin. The training is broken into one-week sessions between August 2025 and June 2026. Some of the focal points of instruction include: Personal and Organizational Integrity, Leading People, System Integration, Change Management, Managing Work, Self-Development and Public Service Focus.

Assistant Chief Knetzger was selected for the training from a competitive field of about 80 applicants. To attend, he must accept the seat by June 2<sup>nd</sup>, 2025. WI Command College is held at the Wisconsin State Patrol Academy in Fort McCoy, WI. The training expense is \$2000, which includes lodging and meals. The entire 2025 Berlin Police Department training budget is \$6000.

I propose the expenditure of \$2000 be approved and forwarded to the Common Council with the recommendation to use "roll-over" Fund 15 money. The current balance in Fund 15 is approximately \$86,000 and is a product of budgetary surplus due to staffing levels in 2020. This money was set aside as means to update systems and functions during the Police Chief transitional period.



Brian Pulvermacher

Chief of Police

**CITY OF BERLIN  
SPECIAL COMMON COUNCIL MEETING  
PERMIT REQUEST FOR EXCEPTION TO  
CHILD SAFETY ZONES**

---

**PETITION NO. 2025-01**

**Petitioner: Thomas F. Kafer**

---

**FINDINGS OF FACT<sup>1</sup>**

The Petitioner appeared in person before the Common Council serving in their capacity as the sex offender residency board, hereinafter referred to as "Common Council" on April 28, 2025. The Petitioner appeared to provide evidence to support the Petitioner's Petition for Exception to the Child Safety Zones filed with the City Clerk's office.

The Petitioner's basis for the exception is strictly to request an exception to the Child Safety Zone residence restrictions to allow him to reside at 270 S. Brooklyn St. in the City of Berlin (the "Property").

1. The Petitioner is the interested party petitioning for the exception.
2. The Petitioner petitions for an exception to Section 46-172 of the City Code which prohibits convicted sex offenders from residing within 300 feet of "Child Safety Zones" within the City. The Property is located within 300 feet of a public park.
3. Section 46-173 of the City Code creates exceptions to the Child Safety Zones, including by petitioning to the City of Berlin Common Council.
4. Section 46-173(9) of the City Code states that a person does not commit a violation of Section 46-172 of the City Code upon the following:

"Under a permit granted by the common council, upon recommendation from the chief of police, or his or her designee. A permit shall only be issued upon a determination that the permitted activities of the person will not likely lead to a disruption of the stated purpose of this article. The chief of police, or his or her designee, shall establish an application process and permit form consistent with this purpose, which process and permit form shall be approved by the common council. The chief of police, or his or her designee, shall have the power to revoke or temporarily suspend a permit issued hereunder if, in his or her opinion, the activities of the permit holder are not in compliance with the terms and conditions of this article or the permit granted, or circumstances have changed from the date of initial permit issuance whereby the permitted activities will constitute an unreasonable safety hazard to the general public or will otherwise lead to a disruption of the stated purpose of this article. Further, any permit granted hereunder may be revoked or temporarily suspended by the chief of police, or his or her designee, if the permit holder commits a crime or violates any other city ordinance as a result of or during

---

<sup>1</sup> To the extent that any Finding of Fact herein involves issues of law, it is intended in that respect to be a Conclusion of Law, and to the extent that a Conclusion of Law herein involves factual issues, it is intended in that respect to be a Finding of Fact. The heading under which the statement is made shall not be controlling.

the permitted activities hereunder. The decision of the chief or police, or his or her designee, to revoke or suspend a permit hereunder shall be final, subject only to review by the common council under Wis. Stats. Ch. 68."

5. The Property is located within 300 feet of a public park, in violation of Section 46-172(1) of the City Code.
6. The Petitioner's offenses occurred on multiple occasions between 2003 and 2010 in Waukesha County.
7. At the public hearing of the Common Council, one person appeared to speak in support of the Petitioner, she was sworn under oath, and testified as follows.
  - a. Karolyn Kafer, the sister of the Petitioner. The Property is their late mother's house, and before that, it was their grandfather's house. Thomas lived there for some time. He had a long-time relationship with the victims' family. They called him Uncle Tom. At times was irritating. The victims are not random people. They are in the same family, and were all very close.

So he was not going out and finding one child and then finding another child. It's been quite a while since the offenses occurred. The stepmother was the "evil stepmother". She abused the boys and locked them in the basement with no access to food or a bathroom. The children were physically abused. There was talk of sexual abuse in the family. The brother wanted to report the stepmother.

Tom was convicted of four charges. On the fourth charge, the victim said it was a Tom K. that had abused him. The victim that first made the complaint learned it wasn't the right person.

Tom was in the middle of an appeal, so he made a deal. The District Attorney Brad Schimel even said there's nothing here, because it was recanted. None of the anal penetration happened. On the first two charges, there's a CD with the children being interviewed. The parents are not supposed to be answering the questions. The parents would jump in and answer the questions. Witnesses in the church heard the stepmother say that she forced the kids to lie. The younger boy had 8 different versions of what happened to him. Not here to go after children. The adolescent witnesses were coached. He was supposed to be presented with a plea deal, and no plea was offered. If he had accepted the plea deal, he most likely would not have been put in jail.

Petitioner has a statement that goes along with the criminal conviction and this is all listed. The Petitioner did admit to lewd texting. She is not condoning it, but it was a close relationship, like family blood. Get a bunch of teenagers in the room and they will start talking like this. Tom admitted to giving massages, and admitted to seeing them naked. He realizes now that he should not have been doing that.

She noted that the park that is too close to the Property wasn't even there when they were growing up. The distance to the park from the home, per the parole officer, is 270 feet. So, he is only asking for an exception for 30 feet. The way it is being measured is a straight line, and nobody would ever go that way.

She states there are 30 sex offenders in the City. She stated he does not plan to go to the park. He served the full 15 years that he was sentenced to. She stated that the

recidivism rate is not as high as suggested. She has seen the posts on Facebook, and understands the neighbors and others don't want him there. But others have a past too.

Petitioner would be willing to say he will never go South of the home toward the park. He would put up a fence. There is no line of vision from his house to the park.

His trial and conviction should have been a mistrial due to the jury selection. There are criminals among us, and most of the time you never know. Try to focus on the drug problem, which really is going to affect your children. She can give word that he won't look at kids or wave at them. If any neighbor or resident sees something that shouldn't be happening, give her a call. Petitioner has been doing a fine job since he's been out. Jenifer Dorow was one of his attorneys, and she believed in him. He did appeal twice. The second time, one of the three judges showed him some favor. That judge retired, and the replacement just denied it.

8. At the public hearing of the Common Council, the Petitioner was sworn under oath and testified and responded to questions presented by the Common Council. His testimony included the following:
  - a. He stated that his Sister presented it well. He admitted and acknowledges that he is a convicted sex offender. But, he served his 15 years. When he was originally incarcerated, he was on high risk, but went to low custody, and then chose to stay medium. He argued he is not the same person that he was when he went there. Christian belief has helped. He stated he does have a different thought process. He wants the City to work with him. He is willing to put up a privacy fence around his property. He noted that he will be wearing a GPS monitor. There is no direct line of sight from his property to the park. He is willing to do what people want him to do so people feel safe.
9. The City of Berlin Chief of Police testified regarding the nature of the offenses. The Petitioner was charged in two separate instances, as follows:
  - a. In the first instance, he was charged with three felonies:
    1. First Degree Sexual Assault of a child under 13 years old;
    2. Repeated Sexual Assault of a Child; and
    3. Child Enticement
  - b. The second instance he was charged with First Degree Sexual Assault of a child under 16 years old. This was originally charged as a felony, but was pled down to a misdemeanor of Fourth Degree Sexual Assault.

The incidents occurred between 2003 and 2010. The Chief of Police noted that it is not within the City's role to retry his prior convictions. Only capable of looking at his conviction record. The City does not know the recommendation of the parole agent. The Parole Agent was not aware that he's out of prison. The park is not just a rectangle, it also extends to the West. Using GIS measurements, it is about 186 feet. The Chief of Police drove along 4<sup>th</sup> Street today, and he noted that you can clearly see the jungle gym from the property. The Petitioner did take certain classes while he was incarcerated. Those are in the packet. As for the Petitioner's remorse, only the Petitioner can speak to that. The Chief of Police does not know what his local support is. He noted that the Petitioner lived in Berlin in 1983-1984, long before the offense. The Chief of Police ultimately recommend against granting the

exception. The Police Chief's written recommendation is included as part of Exhibit H, attached hereto and incorporated herein by reference.

10. At the hearing, several residents were sworn under oath and testified in opposition to the Petitioner's exemption, including the following:
  - a. Edmund Marks of 172 S. State Street noted that before his current address, he lived for 49 years behind the Property. He strongly requests that the Common Council deny the request. The ordinance was adopted in 2008 to protect safety of children. The ordinance's statement of purpose is powerful. There is a long muddy history regarding the Petitioner's offenses. It happened over a long period of time. He noted that the Petitioner is on the lifetime registry for a reason. This is an area with a high population of children, and the City needs to protect the children and neighborhoods. He noted how the Property is only 186 feet away according to GIS. Mr. Marks noted that he has looked into that park and has seen children playing there.
  - b. Amanda Osterberg of 584 N. Wisconsin Street noted that she just put an accepted offer on the property next door. She has a 12 year old daughter, and is concerned about feeling safe. The bedroom windows all face that house. Her daughter rides her bike, goes to the park, and goes to the pool. She wants to feel safe and secure.
  - c. Cheryl Heil of 241 S. Brooklyn Street asked whether the neighbors have any say in this matter. She noted that she lives two houses down. The park is right there. It's a block up, and half a block down. There are many children that go to the park. The Common Council has to think about the damage that was done to these victims.
  - d. Trevor Krizan of 247 S. Brooklyn Street spoke of his concern and in opposition to the petition. The park is so close. When buses are running, the bus stop is on the same street. It is a very child heavy area. There are many small children, and there are always children going to the park. The children always go right down Brooklyn to get to the park. This Property would be a poor choice of a location. He wants to keep it safe.
  - e. Josh Modigrano of W853 Klondike Road noted that he is trying to purchase a home. He planned to put an offer next door. He noted that it is hard to find a home. He has a growing family. These locations might not be an option if the Petitioner resides here. Only 4 of the convicted sex offenders in Berlin were 1<sup>st</sup> degree. If his sister cares about him, she can live with him.
  - f. Stephanie Bosquez of 267 S Brooklyn Street noted she lives directly across the street. She is a mother of 3 children, a 4 year old and two 11 year olds. She had never heard this history with the Petitioner. The bedrooms face Brooklyn Street. She has active kids, and they have a basketball hoop in front yard. They can't skate or ride bikes in back yard, they have to do that in the front of the house. They go to the park on Forest Street. You can see the playground from her house. The park is next to the apartment buildings where there are many kids, and there is a lot of foot traffic. In addition, adults with special needs walk that route often.
  - g. Colleen Caulfield of 241 Mound Street noted that she does not have any children at her residence, except grandchildren. She goes over to the park, and watches for the children. She is concerned for those children. Kids go back and forth on the street a lot with no adult supervision. For all of our children's sake, it is better to move where there aren't so many children.

- h. Josh Reed of 269 Mound Street noted that he live directly behind the Property. He has a son who is 1 ½ years old. He stated he would not have purchased his residence if he knew of this. The acts of the Petitioner can't be dismissed. The Property is close to the park. He questions why you would place someone with his history here, and create the very conditions the ordinance protects against.
  - i. Ryan Gaetzke of 214 S. Brooklyn Street notes that his daughter goes down that street, sometimes with friends. Testimony from him and his sister. They want denial of the Petition. He stated that once you are an offender, you are always an offender. He agrees with the Chief of Police for denial. He lives 4 houses North of the Property.
  - j. Erin Reed of 269 Mound Street noted that she moved to the City of Berlin from Milwaukee to have a safer environment. The Property is directly in her back yard. She has a 1 ½ year old. Safety for her child is main thing. You can see the playground. Constructing a fence might be appealing, but when the distance is measured from the trees it doesn't do much. It doesn't stop a crime. It also would prevent anyone from seeing into the yard. Her son is young, and she doesn't know what might happen. Kids don't always listen. She will pray for Petitioner and care for his well-being in his recovery, but she would not place him here. It's like someone who just came out of alcohol recovery right next to bars.
  - k. Brittany Seidling of W4885 Cradle Road said that this hits home.. If the Petitioner is able to reside at the Property, playing in her back yard is terrifying. She works in a pediatric clinic. Things like this require a lifetime of therapy. Locker room banter not appropriate for children of that age when he's an adult. It's disgusting. There are limits on the Child Safety Zones, and he is within those limits, so this doesn't matter. Thirty feet is thirty feet. Being a Christian does not give him a pass. The sister must love and believe in him, he should just live with her.
  - l. Kelly Darga of 120 E Noyes Street stated that she just moved here in February. She has a 2 year old and a 1 month old. She is just getting to know the area. There are kids on every block. Don't need people like him in this neighborhood. Someone that has DUIs will always be an alcoholic. Have had to deal with sickos like that. No amount of sorry can ever change that. It is a beautiful town. The only person that wants him here is a person who does not live in this community. The GPS monitor is not unbeatable.
11. The Common Council received and considered numerous exhibits at the time of the hearing, all of which are incorporated herein by reference, including:
- a. Exhibit A – City of Berlin Child Safety Zone Exceptions – Permit Form
  - b. Exhibit B – Criminal Complaint Filed July 17, 2009
  - c. Exhibit C – Judgment of Conviction Filed June 29, 2010
  - d. Exhibit D – Amended Judgment of Conviction Filed August 12, 2010.
  - e. Exhibit E – Criminal Complaint Filed December 11, 2014
  - f. Exhibit F – Judgment of Conviction Filed September 11, 2015
  - g. Exhibit G – Certificates of Treatment, Incarcerated Case Plan, Pre-Release Curriculum

h. Exhibit H – Report of Chief of Police

12. The Common Council closely considered all factors described in the application form required by Section 46-173(9) of the City Code, and other relevant factors, and concludes that the evidence demonstrates the Petitioner's request should be denied. Among the factors the Common Council finds to be significant, the Common Council notes the following:
- a. Nature of the Offense(s) That Resulted in Sex Offender Status. The Common Council finds that the nature of the offenses were significant in denying this petition. The Petitioner was convicted on two separate occasions. The first offense included 3 felonies. The second offense was originally charged as a felony, but was pled to a misdemeanor. These were serious criminal offenses that resulted in the Petitioner being sentenced to 15 years in prison.
  - b. Date of Offense. The Common Council Finds that while the offenses occurred a number of years ago, the Petitioner's offenses also occurred over numerous years prior to his conviction. The offenses occurred between the years 2003 and 2010. The Petitioner's behavior showed that these offenses continued over time before he was caught. This shows that he made the decision to continue to commit these crimes prior to being convicted, and the dates of the offenses are not a significant factor in favor of granting an exception.
  - c. Age At Time of Offense. The Common Council finds that the Petitioner's age at the time of his offense is not a significant factor in this regard. He was in his 40s when he committed his offenses, and is now 61 years old. The Petitioner did not show that his age and/or maturity was a factor when his crimes were committed.
  - d. Remorse of Petitioner. The Common Council finds that the Petitioner did not express remorse for his behavior. The Petitioner did not mention the trauma that resulted in the life of his victims.
  - e. Support Network of Petitioner. The Common Council finds that the Petitioner's support system is made up of individuals who do not reside in the City of Berlin. The one individual who appeared in support of the Petitioner, his sister, does not reside in the City of Berlin.
  - f. Adherence to Terms of Probation or Parole. The City received no recommendation, information, or other correspondence from a probation or parole officer.

### CONCLUSIONS OF LAW

- 1. Section 46-173(9) of the City Code and the duly adopted application form empowers the Common Council to grant a permit for an exception to the Child Safety Zones. The Common Council has closely considered each of the factors specified in the duly adopted application form. As noted in the Findings of Fact, several of the factors present significant concerns in this case.
- 2. The Common Council concludes, upon the Findings of Fact described above, and upon all facts and circumstances presented, that the application should be denied. The Petitioner failed to demonstrate that he warrants an exception. The currently proposed location presents too many opportunities for re-offense, and the Petitioner has failed to show he is

prepared or able to avoid such opportunities. The Common Council concludes that the Petitioner presents the risks to the community that the ordinance seeks to protect against.

#### **DETERMINATION AND ORDER**

NOW, THEREFORE, based upon the evidence presented before the Board on April 28, 2025, the Common Council hereby makes the following determination:

The Petitioner's request for an exemption to the residency restriction of Section 46-172 of the City of Berlin City Code **IS HEREBY DENIED**. The Petitioner is therefore not granted permission to reside at 270 S. Brooklyn St. in the City of Berlin.

The Common Council's decision is final for the purpose of any Appeal.

Review of this Decision may be obtained by filing a Petition for Writ of Certiorari in any court of record of this County within 30 days after the date of filing of this written decision shown below.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025, *nunc pro tunc* April 28, 2025.

**BY THE CITY OF BERLIN  
COMMON COUNCIL**

---

Attest:

---



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

**TO:** Common Council  
**FROM:** Jessi Balcom, City Administrator  
**AGENDA ITEM:** No Mow May  
**MEETING DATE:** May 13, 2025

**BACKGROUND**

For the past few years the City has allowed residents to participate in No Mow May by not enforcing the ordinance that requires lawns to be maintained at a grass height not to exceed 8 inches until June 1.

**SUGGESTED MOTION**

Motion to suspend enforcement of Ordinance 78-4, Length of lawn and grasses, from May 1 to May 30 annually, to allow resident participation in No Mow May. This annual Ordinance suspension is to be in place until or unless superseded by a new motion approved by Council.



***City of Berlin - Department of Planning and Development***

108 North Capron St • P.O. Box 272 • Berlin, Wisconsin 54923-0272

(920) 361-5400 • Fax: (920) 361-5454

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

**MEMO**

TO: Common Council  
FROM: Planning and Development Director  
RE: 219 Broadway. TID Façade and Building Improvement Program Application  
DATE: May 13<sup>th</sup> 2025

**BACKGROUND/ISSUE**

Included is the up to date balance of the TID grant as of May 2025. With some grants being utilized and the inclusion of the ones approved this year, the balance is getting to the point where the application may need to be closed in the coming months.

Nick Bijak of Bijak's Culinary Café is requesting \$15,000 as Building Improvement and \$5,000 in Façade Improvement to leverage \$42,500 – 52,500 (Matching the provided estimates of \$69,453.90) in improvements to the Building and Storefront of 219 Broadway Street.

**DISCUSSION**

Given the estimates provided match the application and this improves an operational business to facilitate some Commercial Kitchen specific improvements to the Building, this appears to fit the guidelines of the program as an investment in a contributing business and building.

**SUGGESTED MOTION**

Approve the requests for \$5,000 for Façade Improvement and \$15,000 for Building Improvement related to the scope of work in the provided application and estimates.

## 2022

Applicant Name	Program	Date of CC Approval	Result	Granted	Paid	Differential	Note
The Pet Puddle	Façade Improvement	8/9/2022	Approved	\$ 1,150.00	\$ 1,150.00	\$ -	
	Building Improvement	10/11/2022	Approved	\$ 4,750.00	\$ 4,750.00	\$ -	Adjusted Amount
Riverside Coffee Co.	Building Improvement	10/11/2022	Approved	\$ 5,113.85	\$ 5,113.85	\$ -	
	Building Improvement	10/11/2022	Approved	\$ 869.00	\$ 869.00	\$ -	
Bijaks Culinary Café	Façade Improvement	10/11/2022	Approved	\$ 5,000.00	\$ 5,000.00	\$ -	
	Building Improvement	10/11/2022	Approved	\$ 15,000.00	\$ 15,000.00	\$ -	
Idlewild Holdings LLC	Building Improvement	10/11/2022	Approved	\$ 12,100.00	\$ 12,100.00	\$ -	Adjusted Amount
Mama's Deli LLC	Façade Improvement	11/8/2022	Approved	\$ 5,000.00	\$ 5,000.00	\$ -	
	Building Improvement	11/8/2022	Approved	\$ 15,000.00	\$ 15,000.00	\$ -	
The Pie Shack LLC	Façade Improvement	11/8/2022	Approved	\$ 5,000.00	\$ 5,000.00	\$ -	
	Building Improvement	11/8/2022	Approved	\$ 15,000.00	\$ 15,000.00	\$ -	
JT Broadway LLC	Building Improvement	12/13/2022	Approved	\$ 15,000.00	\$ 15,000.00	\$ -	
				\$ 98,982.85	\$ 98,982.85	\$ -	

## 2023

Tbird Aircraft LLC	Building Improvement	2/14/2023	Approved	\$ 8,772.01	\$ 8,439.00	\$ 333.01	Staff considering closed past 180 days
Beiser Realty	Building Improvement	5/9/2023	Approved	\$ 15,000.00	\$ 15,000.00	\$ -	
	Façade Improvement	5/9/2023	Approved	\$ 2,500.00	\$ 2,500.00	\$ -	
Baked: Cakes by Design	Façade Improvement	6/13/2023	Approved	\$ 1,188.50	\$ 1,188.50	\$ -	
Mikes Bike Shop	Building Improvement	7/11/2023	Approved	\$ 15,000.00	\$ 15,000.00	\$ -	
							Past due 120 days to start work; 180 days to make draw without extension
Eskimo Comfort	Façade Improvement	8/8/2023	Approved	\$ 907.50	\$ -	\$ 907.50	
Jeff's On the Square	Façade Improvement	8/8/2023	Approved	\$ 1,750.00	\$ 1,750.00	\$ -	
The Knot Spot	Building Improvement	9/13/2023	Approved	\$ 8,190.00	\$ 8,190.00	\$ -	
Lloyd's Law Office	Building Improvement	9/13/2023	Approved	\$ 4,100.00	\$ 4,100.00	\$ -	
Fungi Fusion LLC	Building Improvement	11/14/2023	Approved	\$ 15,000.00	\$ 15,000.00	\$ -	
Fungi Fusion LLC	Façade Improvement	11/14/2023	Approved	\$ 5,000.00	\$ 5,000.00	\$ -	
Fox River Property Management	Building Improvement	11/14/2023	Approved	\$ 20,000.00	\$ 20,000.00	\$ -	
				\$ 97,408.01	\$ 96,167.50	\$ 1,240.51	

## 2024

Sandi's Deals and Discounts	Building Improvement	4/9/2024	Approved	\$ 15,000.00	\$ 15,000.00	\$ -	
Berlin Lanes LLC	Façade Improvement	5/14/2024	Approved	\$16,501.63	\$13,500	\$ 3,001.63	Upfront communicated scope to council
JT Recharge LLC	Façade Improvement	5/14/2024	Approved	\$ 1,055.00	\$ 1,055.00	\$ -	
Fungi Fusion LLC	Building Improvement	8/13/2024	Approved	\$ 14,127.17	\$ 14,127.17	\$ -	
Dandelion Farm	Building Improvement	9/10/2024	Approved	\$ 15,000.00	\$ 15,000.00	\$ -	
Dandelion Farm	Façade Improvement	9/10/2024	Approved	\$ 5,000.00	\$ 5,000.00	\$ -	
							The draw was mixed between the two programs, treating it as BIP.
Happy Teeth Real Estate	Façade Improvement	10/8/2024	Approved	\$ 15,000.00	\$ 10,540.76	\$ 4,459.24	
	Building Improvement	10/8/2024	Approved	\$ 5,000.00	\$ -	\$ 5,000.00	
				\$ 86,683.80	\$ 74,222.93	\$ 12,460.87	

## 2025

Fungi Fusion LLC	Building Improvement	1/14/2025	Approved	\$ 15,000.00	\$ 2,060.88	\$ 12,939.12	Requested an extension 5-13-25
Fungi Fusion LLC	Façade Improvement	1/14/2025	Approved	\$ 5,000.00	\$ -	\$ 5,000.00	Requested an extension 5-13-26
JT Recharge LLC- 104 W	Building Improvement	1/14/2025	Approved	\$ 8,138.00	\$ 8,036.35	\$ 101.65	2 Draws- 3500 + 4536.35
Four Reel Sports LLC	Façade Improvement	3/11/2025	Approved	\$ 5,000.00		\$ 5,000.00	
Four Reel Sports LLC	Building Improvement	4/8/2025	Approved	\$ 3,415.85		\$ 3,415.85	Requested for an amendment 5-13-25
Fox River Property Management	Building Improvement	4/8/2025	Approved	\$ 15,000.00	\$ -	\$ 15,000.00	
Bijak's Culinary Café	Building Improvement	5/13/2025		\$ 15,000.00	\$ -	\$ 15,000.00	
	Façade Improvement	5/13/2025		\$ 5,000.00	\$ -	\$ 5,000.00	
				\$ 71,553.85	\$ 10,097.23	\$ 61,456.62	

Not Issued but Awarded Balance	
\$	75,158.00

Year End 2024	
\$	98,000.00

2025 Expected Increment	
\$100,000 for Grants	

City of Berlin TID # 15

Façade Improvement Program

Building Improvement Program

Release of Information Letter

Date: 3/28/25

To:  
City of Berlin  
City Clerk  
108 North Capron St.  
PO Box 272  
Berlin, WI 54923

To Whom It May Concern:

I hereby authorize the City of Berlin Common Council permission to share all application materials with all Council Alderpersons who will be reviewing my application. I acknowledge that information provided to the Common Council may be released upon request in compliance with the open record requirements and in accordance with the freedom of information act. I acknowledge that I am to attend the Common Council meeting in which this request will be reviewed and that the City of Berlin will notify me of that meeting.

Name (print): Nicholas W. Bajak

Signature: Nicholas W. Bajak

Date: 3/28/25





## TID Building Improvement Program

### **Introduction:**

The City of Berlin created a downtown TID (#15) in October of 2008. The purpose of creating a Blight Elimination Tax Increment Finance District was to promote redevelopment and investment from local property owners, both within and outside of the district. The creation of the TID allowed the City to provide needed infrastructure, as well as funding, to local stakeholders through incentives and grants, and to encourage property owners and business owners to proactively participate in revitalization.

The following guidelines have been created and adopted by the City of Berlin to help direct and evaluate requests for financial assistance through TID # 15 for building structural improvements.

### **Purpose:**

- Promote Blight Elimination
- Promote Redevelopment of area
- Prevent Further Deterioration

### **Building Improvement Program:**

Property owners in conjunction with businesses within the Downtown TID #15 District of the City of Berlin are eligible for up to \$15,000 in matching grant funds for improvements to the interior of their building. As a matching funds program, the City of Berlin TID Program will reimburse the property owner for up to 50% of the expense to a maximum grant amount of \$15,000 on a case-by-case basis. All grants will be rewarded to eligible applicants while funds are available. Applicants are eligible for only one grant award per property in a 24-month period, unless otherwise approved by the City of Berlin Common Council. For larger projects demonstrating a significant positive impact on the downtown, the Common Council may approve funding awards which exceed the stated program cap.

### **Eligible/Ineligible Applicants:**

The Building Improvement Program is available to any property owner lying within TID #15 boundaries. The program is also available to business tenants of such buildings given the property owner's written consent. Properties zoned residential or are listed as tax-exempt are not eligible.

**Program Guidelines:**

No application will be reviewed or presented to the Common Council for consideration on behalf of an applicant if the property is delinquent with their City of Berlin Property Taxes or Berlin Utility Bills on any property located within the City.

All improvements must meet the requirements of the Zoning code identified in the City of Berlin Municipal Code. All proper Building permits must be obtained.

Each applicant should demonstrate sufficient need for financial assistance. The burden is on the requesting party to prove that the proposed project would not be feasible without TID funds assistance.

**Eligible Activities:**

Eligible activities include interior and exterior improvements including roof, HVAC, electrical, plumbing, insulation, structural and ADA related improvements. Projects which do not directly improve the longevity of the building, or equipment expenses are not eligible activities.

**Process:**

Applicants should submit the following documentation if interested in participating in the façade improvement program:

1. Complete Building Improvement Program Application
2. Complete Release of Information
3. Submit contractor estimates for proposed project

After application materials are received, City Staff will review applications. Complete applications will be presented to Common Council for approval.

Notification of approval/denial will be provided to the applicant by City Staff within ten (10) days following the Council meeting. Note that the project must be approved prior to any of the work taking place. Failure to have prior approval may result in a denial of the funding request for the qualifying project. All projects must be underway within 120 days of program funding approval.

Appropriate documentation, such as invoices, must be submitted to the City Clerk for the fund reimbursement upon completion of the project. All reimbursable expenses must be within 180 days of the program approval. If the projects are not completed in accordance with the requirements and time schedule identified, then the applicant must reappear to request approval for an extension.



City of Berlin TID # 15

## Building Improvement Program Application

### Applicant Information:

Name(s): Nicholas W. Bijak

Phone # (cell): [REDACTED] (home): [REDACTED] (work): 290-3295

Residential Address (street, city, state, zip): 567 E. Marquette St. Berlin WI 54923

Email: bijaksculinarycafe@gmail.com

### Business Information:

Business Name: Bijaks Culinary Cafe

Business Address: 219 Broadway Street Berlin WI 54923

Business Phone #: 920-290-3295

Type of Business: Restaurant/Catering

Check One: ☒ Individual ☐ Partnership ☐ Corporation

Name of Partners/Corporate Officers: \_\_\_\_\_

### Property Owner:

☒ Check if the same as Applicant

Name(s): \_\_\_\_\_

Phone # (cell): \_\_\_\_\_ (home): \_\_\_\_\_ (work): \_\_\_\_\_

Residential Address (street, city, state, zip): \_\_\_\_\_

Email: \_\_\_\_\_

Building Address(street,city,state, zip): \_\_\_\_\_

Project Information:

Description of proposed project (attach photographs, quotes, project plans or drawings):

Update Dry wall & Painting of Interior of Building  
also, electrical work updated and repairs. Flooring  
update in Apartment B of Upstairs

How does this project meet the purpose/mission of the Building Improvement Project:

cracking of old building in need of repair. Electrical  
is out of Date throughout the building. Update interior  
floors as well. The cost of these projects have been  
on hold due to the financial hardship. These funds will  
upgrade the buildings business to continue success in  
Berlin Community

Estimated start date: 12/0/24 Estimated completion date: 7/01/25

Project Budget:

Total Cost: \$32,000 - \$42,000

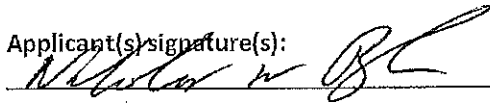
Total Cost requesting from building program:

\$15,000

Source of other funding:

Business

Applicant(s) signature(s):



Date: 3/28/25

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

Date received in Clerk's Office: \_\_\_\_\_

Received by: \_\_\_\_\_

Date of Next CC meeting: \_\_\_\_\_



City of Berlin TID # 15  
Façade Improvement Program  
Building Improvement Program  
Release of Information Letter

Date: 3/28/25

To:  
City of Berlin  
City Clerk  
108 North Capron St.  
PO Box 272  
Berlin, WI 54923

To Whom It May Concern:

I hereby authorize the City of Berlin Common Council permission to share all application materials with all Council Alderpersons who will be reviewing my application. I acknowledge that information provided to the Common Council may be released upon request in compliance with the open record requirements and in accordance with the freedom of information act. I acknowledge that I am to attend the Common Council meeting in which this request will be reviewed and that the City of Berlin will notify me of that meeting.

Name (print): Nicholas W. Bijak  
Signature: Nicholas W. Bijak  
Date: 3/28/25



## TID Façade Improvement Program

### **Introduction:**

The City of Berlin created a downtown TID (#15) in October of 2008. The purpose of creating a Blight Elimination Tax Increment Finance District was to promote redevelopment and investment from local property owners, both within and outside of the district. The creation of the TID allowed the City to provide needed infrastructure, as well as funding, to local stakeholders through incentives and grants, and to encourage property owners and business owners to proactively participate in revitalization.

The following guidelines have been created and adopted by the City of Berlin to help direct and evaluate requests for financial assistance through TID # 15 for façade improvements.

### **Purpose:**

- Promote Blight Elimination
- Promote Redevelopment of area
- Prevent Further Deterioration

### **Façade Improvement Program:**

Property owners in conjunction with businesses within the Downtown TID #15 District of the City of Berlin are eligible for up to \$5,000 in matching grant funds for improvements to the exterior of their building and improvements visible from the exterior of the building. As a matching funds program, the City of Berlin TID Program will reimburse the property owner for up to 50% of the expense to a maximum grant amount of \$5,000 on a case-by-case basis. All grants will be rewarded to eligible applicants while funds are available. Applicants are eligible for only one grant award per property in a 24-month period, unless otherwise approved by the City of Berlin Common Council. For larger projects demonstrating a significant positive impact on the downtown, the Common Council may approve funding awards which exceed the stated program cap.

### **Eligible/Ineligible Applicants:**

The Façade Improvement Program is available to any property owner lying within TID #15 boundaries. The program is also available to business tenants of such buildings given the

property owner's written consent. Properties zoned as residential or are listed as tax-exempt are not eligible. Projects which are not visible from the public right of way are ineligible.

#### **Program Guidelines:**

No application will be reviewed or presented to the Common Council for consideration on behalf of an applicant if the property is delinquent with their City of Berlin Property Taxes or Berlin Utility Bills on any property located within the City.

All improvements, including signage, awning, lighting and structural work must meet the requirements of the Zoning code and design standards identified in the City of Berlin Municipal Code. All proper Building permits must be obtained.

Each applicant should demonstrate sufficient need for financial assistance. The burden is on the requesting party to prove that the proposed project would not be feasible without TID funds assistance.

#### **Eligible Activities:**

Eligible activities include design and construction costs directly related to visible façade improvements including signage, awnings, exterior lighting, painting, windows, doors, exterior walls, siding, chimneys, masonry repair, and other architectural elements.

#### **Process:**

Applicants should submit the following documentation if interested in participating in the façade improvement program:

1. Complete Façade Improvement Program Application
2. Complete Release of Information
3. Submit contractor estimates for proposed project

After application materials are received, City Staff will review applications. Complete applications will be presented to Common Council for approval.

Notification of approval/denial will be provided to the applicant by City Staff within ten (10) days following the Council meeting. Note that the project must be approved prior to any of the work taking place. Failure to have prior approval may result in a denial of the funding request for the qualifying project. All projects must be underway within 120 days of program funding approval.

Appropriate documentation, such as invoices, must be submitted to the City Clerk for the fund reimbursement upon completion of the project. All reimbursable expenses must be within 180 days of the program approval. If the projects are not completed in accordance with the requirements and time schedule identified, then the applicant must reappear to request approval for an extension.

### **Design Guidelines:**

- **Context:** The façade is designed in a manner that is mindful of and complementary to the existing building and natural environment.
- **Harmony:** The façade uses materials, forms and colors that serve as unifying elements with the surrounding buildings and natural environment.
- **Compatibility:** The façade should be compatible with nearby building architectural scale, color, rhythm and proportions.
- **Building Design:** All buildings shall be designed with attention and sensitivity to the historical, architectural and physical context in which they are located.
- **Colors:** Color selections of exterior surfaces, materials and equipment should not detract from the surrounding area.
- **Historic Preservation:** Preservation of unique historic or architectural landmarks is encouraged.



## City of Berlin TID # 15

### Façade Improvement Program Application

#### Applicant Information:

Name(s): Nicholas W. Bijak

Phone # (cell): [REDACTED] (home): [REDACTED] (work): 290-3295

Residential Address (street, city, state, zip): 567 E. Marquette Street Berlin WI 54923

Email: bijaks.culinarycafe@gmail.com

#### Business Information:

Business Name: Bijak's Culinary Cafe

Business Address: 219 Broadway Street

Business Phone #: 920-290-3295

Type of Business: Restaurant/Catering

Check One: ☒ Individual ☐ Partnership ☐ Corporation

Name of Partners/Corporate Officers: \_\_\_\_\_

#### Property Owner:

☒ Check if the same as Applicant

Name(s): \_\_\_\_\_

Phone # (cell): \_\_\_\_\_ (home): \_\_\_\_\_ (work): \_\_\_\_\_

Residential Address (street, city, state, zip): \_\_\_\_\_

Email: \_\_\_\_\_

Building Address(street,city,state, zip): \_\_\_\_\_

**Project Information:**

Description of proposed project (attach photographs, project plans or drawings):

Fix Awning in front of Building also tuckpointing of Masonary on exterior of Building.

How does this project meet the purpose/mission of the Façade Improvement Project:

Fixing and maintenance of front of the building to maintain buildings appearance & structure, I havent been able to complete these tasks with the SInancial Projects Cost.

Estimated start date: 10/4/24 Estimated completion date: 7/1/25

**Project Budget:**

Total Cost: ~~\$16,500~~ \$10,500.00

Total Cost requesting from façade program: \$5000

Source of other funding: BUSINESS

Applicant(s) signature(s):

Nicholas W. Bh

Date: 3/28/25

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

Date received in Clerk's Office: \_\_\_\_\_

Received by: \_\_\_\_\_

Date of Next CC meeting: \_\_\_\_\_

Ness Electric, Inc  
 380 Enterprise Dr  
 Markesan, WI 53946

# Estimate

Date	Estimate #
4/22/2025	1390

Name / Address
Nick Bijak 567 E. Marquette St. Berlin, WI 54923

Project

Description	Qty	Rate	Total
Up Date Panels In 2 Units @219 Broadway Berlin			
Labor for one man to	5	97.00	485.00
SqD QO132M100P 100A 1P MB 32 Circuit Panel	1	268.92	268.92
SqD QOC32UF Flush Cover for 32 Circ. Panel	1	23.97	23.97
Sq.D QO120 circuit breaker	10	10.953	109.53
Sq.D QO115 circuit breaker	8	10.9525	87.62
SqD QO230 Circuit Breaker	4	27.96	111.84
SqD QO250 Circuit Breaker	1	27.96	27.96
Miscellaneous Charges	1	290.00	290.00
Building Permit and Inspection Fees	1	150.00	150.00
This is for one so each one will be about \$1,554.84			

We appreciate the opportunity to provide an estimate!

**Subtotal** \$1,554.84

**Sales Tax (5.5%)** \$0.00

**Total** \$1,554.84

\*\*\*\*Please note that prices and availability are subject to  
 market changes.\*\*\*\*



## Sound Remodeling and Flooring

---

Client: Nick Bijak  
Property: 219 Broadway  
Berlin, WI 54923

Operator: SOUNDFLO

Type of Estimate:

Date Entered: 4/23/2025

Date Assigned:

Price List: WIAP8X\_APR25

Labor Efficiency: Restoration/Service/Remodel

Estimate: 25-2130-BIJACKS-HRDW

This estimate is for going over the carpet with floating waterproof engineered hardwood. All labor and materials included.



25-2130-BIJACKS-HRDW

Main Level

Dining Room	Height: 8'
DESCRIPTION	QTY
12. Polyethylene vapor barrier	851.15 SF
10. Install Engineered wood flooring	851.15 SF
5. Material Only Bjelin Engineered Hardwood	936.26 SF
6. Install Cove base molding - rubber or vinyl	114.92 LF
7. Material Only Vinyl - transition strip	1.00 EA
8. Rubber transition strip for around tile	15.50 LF

Grand Total

\$9,252.29

Grand Total Areas:

1,005.00 SF Walls	851.15 SF Ceiling	1,856.15 SF Walls and Ceiling
851.15 SF Floor	94.57 SY Flooring	124.92 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	129.17 LF Ceil. Perimeter
851.15 Floor Area	894.65 Total Area	1,005.00 Interior Wall Area
1,158.17 Exterior Wall Area	131.83 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



Client: Nick Bijak  
Property: 219 Broadway  
Berlin, WI 54923

Operator: SOUNDFLO

Type of Estimate:

Date Entered: 4/23/2025

Date Assigned:

Price List: WIAP8X\_APR25

Labor Efficiency: Restoration/Service/Remodel

Estimate: 25-2130-BIJACKS

This estimate is for removing and replacing the carpet with commercial grade glue down flooring. All labor and materials included.

25-2130-BIJACKS

Main Level

Dining Room	Height: 8'
DESCRIPTION	QTY
1. Remove Glue down carpet	801.65 SF
3. Install Vinyl plank flooring	801.65 SF
5. Material Only Vinyl plank flooring	936.26 SF
9. Add for glued down vinyl plank application over wood	851.15 SF
6. Install Cove base molding - rubber or vinyl	114.92 LF
7. Material Only Vinyl - transition strip	1.00 EA
8. Rubber transition strip for around tile	15.50 LF

Grand Total

\$7,387.91

Grand Total Areas:

1,005.00 SF Walls	851.15 SF Ceiling	1,856.15 SF Walls and Ceiling
851.15 SF Floor	94.57 SY Flooring	124.92 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	129.17 LF Ceil. Perimeter
851.15 Floor Area	894.65 Total Area	1,005.00 Interior Wall Area
1,158.17 Exterior Wall Area	131.83 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

Client: Nick Bijak  
Property: 219 Broadway  
Berlin, WI 54923

Operator: SOUNDFLO

Type of Estimate:

Date Entered: 4/23/2025

Date Assigned:

Price List: WIAP8X\_APR25

Labor Efficiency: Restoration/Service/Remodel

Estimate: 25-2130-BJACKS-NMAT

This estimate is for removing and replacing the carpet with commercial grade glue down flooring. All labor included.

25-2130-BIJACKS-NMAT

Main Level

Dining Room	Height: 8'
DESCRIPTION	QTY
1. Remove Glue down carpet	801.65 SF
3. Install Vinyl plank flooring	801.65 SF
6. Install Cove base molding - rubber or vinyl	114.92 LF
8. Rubber transition strip for around tile	15.50 LF

Grand Total \$3,859.28

Grand Total Areas:

1,005.00 SF Walls	851.15 SF Ceiling	1,856.15 SF Walls and Ceiling
851.15 SF Floor	94.57 SY Flooring	124.92 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	129.17 LF Ceil. Perimeter
851.15 Floor Area	894.65 Total Area	1,005.00 Interior Wall Area
1,158.17 Exterior Wall Area	131.83 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



920-290-8668

W5610 CTY RD F WAUTOMA • 54982

10/10/2024

To: Chef Nicholas Bijak

Quote to replace existing unit heater with cracked heat exchanger.

**Included**

- Williams counterflow heater wall mount, top vent
- Thermostat kit
- Oval vent starter kit to replace existing piping.
- All associated gas piping. \*we may have to shut down service to unit or building to remove and replace existing gas valve.

**Cost not to exceed \$3930**

\$1965 Due on acceptance of above terms.

Remaining due upon completion.

Thank you for thinking about us to work with you on your project.

Matt Karshna & Family



# AQ Drywall LLC

54 Heritage Ct

Fond du Lac, WI 54935

920-960-3449

a.qdrywall2023@gmail.com

INVOICE - 1005

DATE: 12/29/24

BILL TO

Nick Bijak

PRODUCT/SERVICE	DESCRIPTION	TOTAL
- Drywall install		\$ 3,400.00
- Tape & Finish		
- Labor		
Materials		\$ 0.00
- Homeowner provided all material		

Down payment

Cash \$ 800.00

Amount Paid on Remaining Balance

Check \$ 2,600.00

Balance Due

\$ 0.00

**MAKE ALL CHECKS PAYABLE TO:**

**AQ DRYWALL LLC**

**"THANK YOU FOR YOUR BUSINESS!"**



**Moderow Electric LLC**

442 Fenton St.  
Ripon, WI 54971

**Invoice**

Due Date	Date	Invoice #
1/21/2024	12/22/2023	9262

**"Get 'Moe' for your money!"**

Bill To

Ship To

Nicholas Bijak  
Bijak's Culinary Cafe  
219 Broadway St  
Berlin, WI 54923

☐ Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

<b>Balance Due</b>	<b>\$927.13</b>
--------------------	-----------------

**Moderow Electric LLC**

442 Fenton St.  
Ripon, WI 54971  
920-748-3862  
moderowelectric@gmail.com

		P.O. No.	Terms	Project	
			Net 30		
Item	Description	Qty	Rate	Amount	
EMT conduit 1/2"	Disconnect/reconnect air make-up unit Work completed December 22, 2023 EMT conduit 1/2" /ft 012E	20	0.81224	16.241	
EMT conduit 3/4"	EMT conduit 3/4" /ft 034E	10	1.43767	14.387	
EMT Compression Cou...	EMT Compression Coupling Steel 1/2" TK111A	4	0.87087	3.481	
EMT compression cou...	EMT compression coupling 3/4" TK112A	2	1.0725	2.157	
Wire THHN #12	#12 Thhn Str Cu Wire / ft	180	0.18992	34.197	
Wire 18-2 Shielded		18	0.40	7.207	
Wire nut, orange	Wire nut, orange HBE 30073	6	0.19409	1.167	
Labor	Brandon & Shawn 12/20 & 12/22/23	8	100.00	800.007	
					Moderow does not accept dept/credit cards as a method of payment
Subtotal				\$878.80	
Sales Tax (5.5%)				\$48.33	
Total				\$927.13	
Payments/Credits				\$0.00	
Balance Due				\$927.13	

Karshna's Heating and Air Conditioning  
W5610 Cty Rd F  
Wautoma, WI  
54982

## Invoice #1029

Date: Jul 25, 2024

Amount Due  
620.75

Nick Bijak  
Bijaks Cullenery Cafe  
219 Broadway S  
Berlin, WI 54923

Shipping Address  
Nick Bijak  
Bijaks Cullenery Cafe  
219 Broadway S  
Berlin, WI 54923

Item Code	Quantity	Description	Price Each	Item Total
Labor	4	Gas piping clean up	110.00	286.00
Labor	4	Replace water heaters in unit's A&B	110.00	286.00
Misc	1	Paint, plumbing fittings	75.00	48.75
Condenser Clean	1	Condenser Cleaning	0.00	0.00

Remove rust, prime and paint gas piping. Remove and replace water heaters in unit's A & B with customer supplied appliances

Terms  
Default

Due Date  
Jul 25, 2024

Discounts  
334.25

Subtotal  
955.00  
Taxes  
0.00

Total  
620.75  
Payments & Credits  
0.00

seamless

GUTTERS & GUARDS

PO Box 167  
Poy Sippi, WI 54967  
(608) 251-8540  
[www.seamlessgutterguards.com](http://www.seamlessgutterguards.com)

DATE: 4-8-15

Name: Nick B. Jr.  
Address: 447 East Oakeside Court  
Phone:  
Email:

DESCRIPTION	AMOUNT	DATE
House without westside gutter		
144 ft 5" K-style gutter	Green	1,500.00
40 ft 3x4 downspout	Green	
144 ft 5" Gutter/RX Gutter Guards	Orange	920.00

Total: 2,530.00

Thank you for your business. Please make check payable to:

Seamless Gutters and Guards  
PO Box 167  
Poy Sippi, WI 54967

ent from my iPhone



# INVOICE

Date: 12/27/2023

## BILL TO:

Chef Nicholas Bijak  
Bijaks Culinary Cafe

DESCRIPTION	Qty.	RATE/Amount	AMOUNT
<b>Work Performed:</b> Time and Materials to move make up air out of property easment per owners direction. Extend gas piping and Ductwork. Price includes shop labor to make end cap to connect to existing duct at building and all miscellaneous anchors, steel and fasteners, duct sealant and piping.			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
	1.00	\$703.45	\$ 703.45
	16.00	\$85.00	\$ 1,360.00
			\$ -
			\$ -
SUBTOTAL			\$ 2,063.45
Balance Due			\$ 2,063.45

Make all checks payable to: Karshna's Heating & AC





- Subject to 8% material increase after 90 days from bid submitted, IF material increases
- 50% due 5 business days before job start, the remainder after completed
- Please Mail checks to W962 Buttercup Ct, Berlin, WI 54923
- subject to 3% increase after 30 days with interest
- Invoice due upon receipt
- Sign and date: \_\_\_\_\_

Ness Electric, Inc  
380 Enterprise Dr  
Markesan, WI 53946

## Estimate

Date	Estimate #
11/5/2024	1285

Name / Address
Nick Bijak 567 E. Marquette St. Berlin, WI 54923

			Project
Description	Qty	Rate	Total
ADDITION			
New Opening	32	75.00	2,400.00
Can Light and LED Trim for New Construction	4	42.20	168.80
			2,568.80
80 CFM Fan/LED Light- Greenbuilder	1	161.19	161.19
6" Motion Disk Light	3	39.63667	118.91
			280.10
Demo	5	100.00	500.00
OLD WORK	3	150.00	450.00
			950.00
We appreciate the opportunity to provide an estimate!		Subtotal	\$3,798.90
<div style="border: 2px solid black; padding: 5px;"> <p>****Please note that prices and availability are subject to market changes.****</p> </div>		Sales Tax (5.5%)	\$0.00
		Total	\$3,798.90

BS Concrete Repairs LLC

590877

CUSTOMER ORDER NO.		DEPARTMENT		DATE	
#82				4/26/05	
NAME: Billy's Library Cafe					
ADDRESS: 219 Broadway Street					
CITY/STATE: Berlin MD 21713					
QUANTITY		DESCRIPTION		PRICE	AMOUNT
1		Tuck Point Front			
2		+ Back of Building		\$1,500.00	
3		- Fixed all cracks on facade			
4		Tax		1032.50	
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
TOTAL				\$12,132.50	
PAID					
APPROVED BY					

KEEP THIS SLIP FOR REFERENCE





Prices shown are valid today only.

OSHK 90544



025 OSHK  
STOWNE AVE  
OSHK, WI 54901

FAX: (920) 426-2826  
EMAIL: OSHKFloorCoverings@menards.com

GUEST NAME - ADDRESS - PHONE

Bijak, Nick  
567 E Marquette St  
Berlin, WI 54923-9490

Ph: (920) 229-2949  
JOB DESC:  
700

PICKING LIST - GUEST COPY

PAGE 1 OF 1

SOLD BY: SHAN H.  
DATE: 12/10/24



AT YARD ENTRANCE

QUANTITY	DESCRIPTION	SKU NUMBER
33 CTN	BRIGHTON VINYL PLANK	WDLND OK16.976P 725-7073

**TO AVOID PRODUCT NOT BEING AVAILABLE ON A LATER DATE  
PLEASE PICK UP ALL MERCHANDISE TODAY. THANK YOU.**

This is a quote valid today. Upon payment this quote becomes a yard picking list subject to the terms and conditions below. Quantities listed above may exceed quantities available for immediate pick-up. Product is not held for a specific guest, but instead is available to the buying public on a first come, first serve basis. Please pickup all releases made on this picking list immediately. Failure to pick up products on this picking list today will result in additional charge to you if, on the day of pick up, the sale price of the products are higher than on the day purchased. Menards liability to you is limited to refunding your original purchase price for any product not picked up.

**Instructions:**

1. Take this picking list to a cashier to pay for the merchandise.
2. Enter the outside yard to pick up your merchandise. (All vehicles are subject to inspection.)
3. Load your merchandise. (Menards Team Members will gladly help you load your materials but cannot be held liable for damage to your vehicle.)
4. When exiting the yard, present this list to the Gate Attendant. (The Gate Attendant will record the items you are taking with you.)
5. Sign the Gate Attendant's signature pad verifying you've received the merchandise.

PRE-TAX TOTAL: 1,897.17

Insurance does not allow us to tie down or secure your load, trunk lid, etc. For your convenience, we supply twine, but you will have to decide whether or not your tie is secure and if the twine supplied is strong enough. If you do not believe the twine will suffice, stronger material can be purchased inside the store.

**AD THE TERMS AND CONDITIONS CAREFULLY.** All returns are subject to Menards' posted return policy. In consideration for Menards low prices you agree if any merchandise purchased by you is defective, Menards will agree to exchange the merchandise or refund the purchase price based on the form of original payment (agree that there shall be no other remedy available to you. If there is a warranty provided by the manufacturer, that warranty shall govern your rights and Menards shall sell the product "AS IS." Oral statements do not constitute warranties, and are not a part of this contract. The guest agrees to inspect all merchandise prior to installing it. **UNDER NO CIRCUMSTANCES SHALL MENARDS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.** MENARDS MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE MERCHANDISE. Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its applicable Consumer or Commercial Arbitration Rules, and judgments on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The guest agrees to these terms and conditions through purchase of merchandise contained on this document.

**IS IS NOT A RECEIPT**

**SELF-SCAN HERE ==>**





Prices shown are valid today only.

OSHK 90544



1025 OSHK  
STOWNE AVE  
OSHK, WI 54904

FAX: (920) 426-2826  
EMAIL: OSHKFloorCoverings@menards.com

GUEST NAME - ADDRESS - PHONE

Bijak, Nick  
567 E Marquette St  
Berlin, WI 54923-9490

Ph: (920) 229-2949  
JOB DESC:  
700

PICKING LIST - GUEST COPY

PAGE 1 OF 1

SOLD BY: SEAN B.  
DATE: 12/30/24



AT YARD ENTRANCE

QUANTITY	DESCRIPTION	SKU NUMBER
33 CTN	BRIGHTON VINYL PLANK	WDLND OK16.975F 725-7073

**TO AVOID PRODUCT NOT BEING AVAILABLE ON A LATER DATE  
PLEASE PICK UP ALL MERCHANDISE TODAY. THANK YOU.**

This is a quote valid today. Upon payment this quote becomes a yard picking list subject to the terms and conditions below. Quantities listed above may exceed quantities available for immediate pick-up. Product is not held for a specific guest, but instead is available to the buying public on a first come, first serve basis. Please pickup all purchases made on this picking list immediately. Failure to pick up products on this picking list today will result in additional charge to you if, on the day of pick up, the retail price of the products are higher than on the day purchased. Menards liability to you is limited to refunding your original purchase price for any product not picked up.

**Guest Instructions:**

1. Take this picking list to a cashier to pay for the merchandise.
2. Enter the outside yard to pick up your merchandise. (All vehicles are subject to inspection.)
3. Load your merchandise. (Menards Team Members will gladly help you load your materials but cannot be held liable for damage to your vehicle.)
4. When exiting the yard, present this list to the Gate Attendant. (The Gate Attendant will record the items you are taking with you.)
5. Sign the Gate Attendant's signature pad verifying you've received the merchandise.

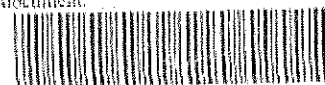
PRE-TAX TOTAL: 1,897.17

Our insurance does not allow us to tie down or secure your load, trunk lid, etc. For your convenience, we supply twine, but you will have to decide whether or not your load is secure and if the twine supplied is strong enough. If you do not believe the twine will suffice, stronger material can be purchased inside the store.

**READ THE TERMS AND CONDITIONS CAREFULLY.** All returns are subject to Menards' posted return policy. In consideration for Menards low prices you agree that if any merchandise purchased by you is defective, Menards will agree to exchange the merchandise or refund the purchase price based on the form of original payment. You agree that there shall be no other remedy available to you. If there is a warranty provided by the manufacturer, that warranty shall govern your rights and Menards shall be selling the product "AS IS." Oral statements do not constitute warranties, and are not a part of this contract. The guest agrees to inspect all merchandise prior to installing or using it. **UNDER NO CIRCUMSTANCES SHALL MENARDS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.** MENARDS MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE MERCHANDISE. Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its applicable Consumer or Commercial Arbitration Rules, and judgments on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The guest agrees to these terms and conditions through purchase of merchandise contained on this document.

**THIS IS NOT A RECEIPT**

**SELF-SCAN HERE ==>**



MEHARDS - OSHKOSH  
2351 WESTOWNE AVE  
OSHKOSH, WI 54904



Not valid for rebate submissions

Allowable returns for items  
on this receipt will be in  
the form of an in store  
credit voucher if the return  
is done after 3/17/2025

1X8-10' #3 STANDARD BOARD	
1031227 11611.30	175.29
ORDER	83781
1/2X4X8 MOIST RES	
DRYWALL 58 LBS	
1311256 10016.53	165.50
SEQ#2	
PROFORM LITE-BOX 4.5 GAL	
1312713 10615.77	157.20
SEQ#3	
ALL PURPOSE PAUL-GRK LID	
4.5 GAL	
1312645 5010.61 SEQ#4	58.63
EZ SAND 45 LB#	
1312836 309.25 SEQ#5	27.75
PLASTER TAPE 2.4"X300'	
1313152 708.94 SEQ#6	67.58
CORNERBEAD SPRAY	
ADHESIVE 3M 61 13.80Z	
5201533 2010.38 SEQ#7	26.78
8' VINYL CORNERBEAD	
CORNERBEAD	
1312599 3564.73 SEQ#8	148.85
BUILDERS PAPER 35" X 140'	
5012165 3013.98	41.94
SEQ#10	
ORIGINAL TAPE-STRAITULEX	
2-3/8"X100	
1313068 1034.98	34.98
SEQ#11	
50 ORIGINAL 14DAY 2' 1.88	
X 60	
5011066 466.78 SEQ#9	27.12
1/2X4X8 DRYWALL-LIGHTWT 44	
LBS	
1311223 65011.43	742.95
SEQ#1	
END OF ORDER	
ULTRA EXT 5-5 PAINT	
QUICK141717XA PPS GAL	
5542851 1038.98	38.98
GORILLA GLUE CLEAR 1.75 OZ	
5629013 186.98	5.98
MASTER MIXTURE 4"X3/8"	
2PK559437500	
5611329 104.99	4.99
MASTER 4" FOAM B FRAME	
550424300	
5611777 104.99	4.99
ORDER	83785
DELIVERY	
3 1011.00 SEQ#1	11.00
DELIVERY	
3 1019.00 SEQ#2	139.00
END OF ORDER	

Subtotal	1,816.69
Taxes and Fees	99.12
Total	1,917.81
Payment Method(s) Used:	
Mehard Card - 4216	1,917.81

1312645 3012.01	
EZ SAND 45 18#	27.75
1312836 309.25 SEQ#5	
PLASTER TAPE 2.4"X300'	62.58
1313152 788.94 SEQ#6	
CORNERBEAD SPRAY	20.76
ADHESIVE# 61 13.80Z	
5201533 2010.38 SEQ#7	
8' VINYL CORNERBEAD	148.05
CORNERBEAD	
1312399 3504.23 SEQ#8	
BUILDERS PAPER 35" X 140'	41.94
5612105 3013.98	
ORIGINAL TAPE-STRAITFLEX	34.98
2-3/8"X100	
1313068 1834.98	
SEQ#11	27.12
3M ORIGINAL 14DAY 2" 1.88	
X 60	
561606 466.78 SEQ#9	
1/2X4X8 DRYWALL-LIGHTWT 44	742.95
LBS	
1311223 65011.43	
SEQ#11	
END OF ORDER	
ULTRA EXT S-G PAINT	36.90
NUTRL4171TXA PPS GAL	
5542051 1038.98	6.98
GORILLA BLUE CLEAR 1.75 OZ	
5629013 106.98	
MASTER MINIWN 4"X3/8"	4.99
2PK559437000	
5611323 104.99	
MASTER 4" FOAM & FRAME	4.99
559424300	83785
5611777 104.99	
ORDER	
DELIVERY	11.00
3 1011.00 SEQ#1	
DELIVERY	139.00
3 10139.00 SEQ#2	
END OF ORDER	

Subtotal	1,818.69
Taxes and Fees	99.12
Total	1,917.81
Payment Method(s) Used:	
Menard Card - 4210	1,917.81

Cust Name: Sajak, Nick  
ORB ANTILLES COMBO LEVER  
4400483 32.99  
45CT HD PLATES 3.15  
6202044 3.00 WT  
ARIZONA UNSWEET JUST TEA  
5746687 8.97  
BOUNTY ES3NTL 60R 199.99  
5485759 129.20  
CAPPERY 14S 140L 1/5 BL  
6730679 \*  
HILLIARD 8" WS ORB  
6734596 78083  
ORDER

60X32 LH BATHUB WHITE -PICK 339.00  
6714224  
TITAN LINED FALL BL M41 -PICK 209.00  
6703856  
LT-8 FULL LITE DOOR -PICK 559.00  
4140382  
END OF ORDER  
SPECIAL ORDER 30941853

42X22 RIVERLAND COMBO SA-PICK SEW 1 70  
4838072 349.99  
DELIVERY 0.00  
END OF ORDER

TOTAL 2334.33  
TAX STATE OF WI 5% 116.57  
TOTAL SALE 2450.90  
Menard Card 4210 2450.90

Auth Code:097836  
Chip Inserted  
a000000817002001  
IC - 825101687f67d51

TOTAL SAVINGS 9.80

TOTAL NUMBER OF ITEMS = 11

You have selected to receive 2% rebate on  
your Menard Card purchase.

THE FOLLOWING REBATE RECEIPTS WERE  
PRINTED FOR THIS TRANSACTION:



***City of Berlin - Department of Planning and Development***

108 North Capron St • P.O. Box 272 • Berlin, Wisconsin 54923-0272

(920) 361-5400 • Fax: (920) 361-5454

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

**MEMO**

TO: Common Council  
FROM: Planning and Development Director  
RE: 120 N Brooklyn St. TID Façade and Building Improvement Program Application  
DATE: May 13<sup>th</sup> 2025

**BACKGROUND/ISSUE**

On January 14<sup>th</sup> 2025 the Common Council Approved Fungi Fusion's Request for \$5,000 in a Façade Improvement Grant and \$15,000 for a Building Improvement Grant. Work was underway within 120 days but the work will likely not conclude by July 14<sup>th</sup> 2025. Thus Fungi Fusion is proactively requesting an extension.

As Staff has customarily understood the spirit of this program to be able to be adapted to supply chain issues and other disruptions, we have not strictly prohibited any draws requested more than 180 days after Council's approval, as the outstanding grants suggest there are a few from 2024 anticipated to be drawn.

**SUGGESTED MOTION**

Staff recommends granting Fungi Fusion's request for an extension through the end of 2025.

# Fungi Fusion LLC



Andi Rogers  
Marketing & Sales

121 N Brooklyn St  
Berlin, WI 54923  
920-290-1358  
admin@fungifusionllc.com

Berlin City Council Members  
City of Berlin  
108 N Capron Street  
Berlin, WI 54923  
920-361-5430

January 5<sup>th</sup>, 2025

Dear Berlin City Council Members,

Thank you for your consideration of our 2025 TID Program Applications. We look forward to continuing renovation on the Brooklyn Street location and developing this business in Berlin.

Attached with this cover letter are some images showing the improvements that have been completed to date. Additional grant funds would be very helpful as we complete internal renovations and turn focus to foundation and external façade.

Our current plan is to use this next round of funding/budget to focus on the following:

1. Internal rooms, such as a workspace, Shop/office area, and a bathroom, including any HVAC, Plumbing or Electrical as needed.
2. Foundation
3. External Brick erosion.

Once the internal rooms are complete, we will begin working on production as we work on the foundation and other external needs.

Attached are materials estimates for finishing internal build and basement insulation after foundation repair. Foundation repair will depend on what is discovered once the ground thaws again, but research is showing a range of \$5000-\$8000+ on average. The cost of Tuck Pointing is running from \$5-\$25 per sq.ft. We'd be doing approximately 1800 SqFt of brick so \$9000 would be the absolute minimum and would be dependent upon the remaining budget after foundation repair.

Please reach out if there are further questions or needed clarifications.

Sincerely,



## City of Berlin TID # 15

### Building Improvement Program Application

#### Applicant Information:

Name(s): Christopher & Alexandra Rogers

Phone # (cell): [REDACTED] (home): (work):

Residential Address (street, city, state, zip): 113 S Church St, Berlin, WI 54923

Email: andirog@cheerful.com

#### Business Information:

Business Name: Fungi Fusion LLC

Business Address: 120 N Brooklyn St

Business Phone #: 920-290-1358

Type of Business: Indoor Agriculture

Check One: Individual Partnership ☒ Corporation

Name of Partners/Corporate Officers: Christopher and Alexandra Rogers

#### Property Owner:

☒ Check if the same as Applicant

Name(s):

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

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

Email:



**Project Information:**

Description of proposed project (attach photographs, quotes, project plans or drawings):

completion of internal rooms, HVAC, Plumbing, and Electrical.

resolve the basement foundation leak which may include parking lot repair

Tuck Point of external Brick to repair years of erosion

How does this project meet the purpose/mission of the Building Improvement Project:

The work we plan with this part of the project would complete internal renovations and shift focus to the foundation leak issues. If we are able to get to tuck point work on the external brick that is also the plan.

Estimated start date: 1.1.25 Estimated completion date: 10.1.25

**Project Budget:**

Total Cost: \$30,000+

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

Source of other funding:

Applicant(s) signature(s):

Date:

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

Date received in Clerk's Office: \_\_\_\_\_

Received by: \_\_\_\_\_

Date of Next CC meeting: \_\_\_\_\_



## City of Berlin TID # 15

### Façade Improvement Program Application

#### Applicant Information:

Name(s): Christopher and Alexandra Rogers

Phone # (cell): [REDACTED] (home): \_\_\_\_\_ (work): \_\_\_\_\_

Residential Address (street, city, state, zip): 113 S Church St

Email: Andirog@cheerful.com

#### Business Information:

Business Name: Fungi Fusion LLC

Business Address: 120 N Brooklyn St

Business Phone #: 920-290-1358

Type of Business: Indoor Agriculture

Check One: \_\_\_\_\_ Individual \_\_\_\_\_ Partnership ☒ Corporation

Name of Partners/Corporate Officers: Christopher & Alexandra Rogers

Property Owner: ☒ Check if the same as Applicant

Name(s): \_\_\_\_\_

Phone # (cell): \_\_\_\_\_ (home): \_\_\_\_\_ (work): \_\_\_\_\_

Residential Address (street, city, state, zip): \_\_\_\_\_

Email: \_\_\_\_\_

**Project Information:**

Description of proposed project (attach photographs, project plans or drawings):

Brick wall replacement. Foundation and parking lot repairs.

How does this project meet the purpose/mission of the Façade Improvement Project:

Repairing the parking lot and foundation and deterioration to the brick structure will help meet all

3 of this programs purposes \* Promote Blight Elimination \*Promote Redevelopment of area

\*Prevent further deterioration.

Estimated start date: 4.1.25 Estimated completion date: 10.1.25

**Project Budget:**

Total Cost: 10,000+

Total Cost requesting from façade program: \$5000

Source of other funding: Personally Financed

**Applicant(s) signature(s):**

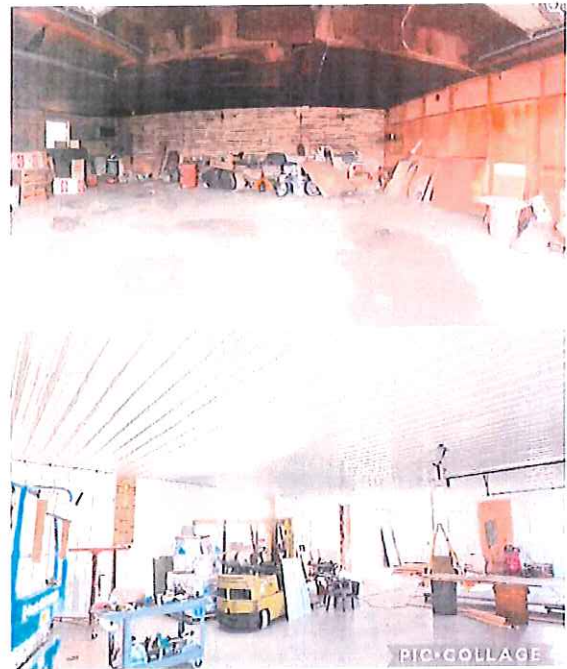
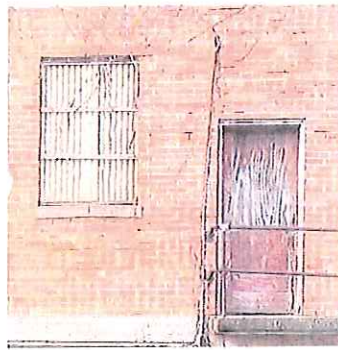
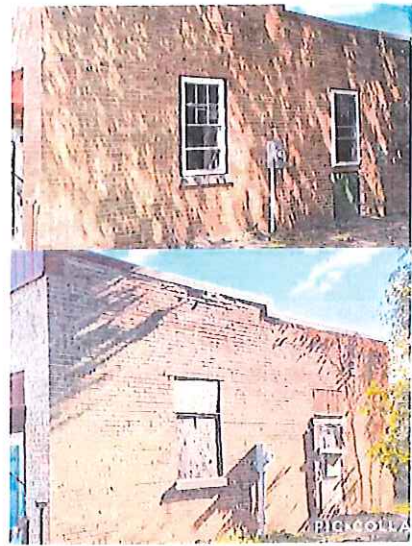
**Date:**

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

Date received in Clerk's Office: \_\_\_\_\_

Received by: \_\_\_\_\_

Date of Next CC meeting: \_\_\_\_\_



City of Berlin TID # 15

Façade Improvement Program

Building Improvement Program

Release of Information Letter

Date: 1-5-25

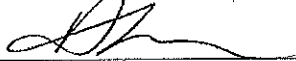
To:

City of Berlin  
City Clerk  
108 North Capron St.  
PO Box 272  
Berlin, WI 54923

To Whom It May Concern:

I hereby authorize the City of Berlin Common Council permission to share all application materials with all Council Alderpersons who will be reviewing my application. I acknowledge that information provided to the Common Council may be released upon request in compliance with the open record requirements and in accordance with the freedom of information act. I acknowledge that I am to attend the Common Council meeting in which this request will be reviewed and that the City of Berlin will notify me of that meeting.

Name (print): Alexandra Rogers

Signature: 

Date: 1-5-25




Printed: 1/15/2025

My Store: OSHKOSH, WI  
2351 WESTOWNE AVE  
OSHKOSH, WI 54904  
Sunday: 8:00 AM to 8:00 PM

### Pick Up At Store - Menards Picks

2351 WESTOWNE AVE, OSHKOSH, WI 54904

 Mustee® UtilaTub® 40"W x 24"D White Polypropylene Floor-Mount Laundry/Utility Sink with Faucet

3801

Qty: 1

Total Price: **\$239.99**

10.00 each

Special Order Merchandise

Available as soon as 01/21/2025

Wheatland Tube Company 3/4" x 10' EMT Conduit

3651346

Qty: 4

Total Price: **\$38.72**

9.68 each



Get Volume Pricing of \$8.71 each when you buy 20 units or more today!

5000 PSI Concrete Mix - 60 lbs

1891015

Qty: 30

Total Price: **\$121.20**

4.04 each



Square D™ QO™ 40-Amp 2-Pole Standard Circuit Breaker

3675034

Qty: 2

Total Price: **\$75.44**

37.72 each



100' #8 Green Stranded THHN Building Wire

3694702

Qty: 5

Total Price: **\$372.60**

74.52 each



Available as soon as 01/19/2025



500' #8 Black Stranded THHN Building Wire

3695338

Qty: 1

Total Price: **\$309.00**

309.00 each



Richmond® Essential® 18 kW Tankless Electric Water Heater

6835465

Qty: 1

Total Price: **\$437.79**

437.79 each



36" Pro-Bib® Brite White Steel Panel

1558137

Qty: 12

Total Price: **\$324.84**

27.07 each

Special Order Merchandise

\$101.93 View

12 - 8 ft. 0 in.

Available as soon as 01/15/2025



For your convenience, this product can be picked up at the plant.

MiTek® 2" x 6"-8" Triple Zinc Slant Nail Joist Hanger

2271741

Qty: 6

Total Price: **\$11.16**

1.86 each



Get Volume Pricing of \$1.86 each when you buy 30 units or more today!

PLAS-TEX® Polywall™ 4' x 8' Matte White Plastic Interior Wall Panel  
5072787

Qty: 15

Total Price: **\$404.40**

26.48 each

Pick Up At Store - Customer Picks

2351 WESTOWNE AVE, OSHKOSH, WI 54904

3/4 x 4 x 8 Plywood Sheathing  
1231182

Qty: 15

Total Price: **\$455.70**

30.38 each

**VOLUME  
PRICING**

Get Volume Pricing of \$30.38 each when you buy 48 units or more today!

R-10 (25 PSI) Owens Corning® FOAMULAR® 250 Extruded  
Polystyrene Foam Board Insulation 2" x 4' x 8' - Square Edge  
1631291

Qty: 78

Total Price: **\$3,007.68**

38.56 each

38.56 each

**VOLUME  
PRICING**

Get Volume Pricing of \$38.56 each when you buy 10 units or more today!

AC2® 2 x 4 x 12' Ground Contact Green Pressure Treated Lumber  
1110834

Qty: 4

Total Price: **\$34.32**

8.58 each

**VOLUME  
PRICING**

Get Volume Pricing of \$8.58 each when you buy 100 units or more today!

2 x 4 x 8' Construction/Framing Lumber  
1021101

Qty: 104

Total Price: **\$305.76**

2.94 each

2.94 each

**VOLUME  
PRICING**

Get Volume Pricing of \$2.94 each when you buy 50 units or more today!

AC2® 2 x 4 x 10' Ground Contact Green Pressure Treated Lumber  
1110831

Qty: 4

Total Price: **\$27.52**

6.88 each

**VOLUME  
PRICING**

Get Volume Pricing of \$6.88 each when you buy 100 units or more today!

1/2 x 4 x 8 OSB  
1242809

Qty: 38

Total Price: **\$671.84**

17.68 each

**VOLUME  
PRICING**

Get Volume Pricing of \$17.68 each when you buy 58 units or more today!

1/2 x 4 x 10 Lightweight Drywall  
1311235

Qty: 8

Total Price: **\$129.76**

16.22 each

### Order Summary

Items Ordered Subtotal	\$5,967.72
Price Adjustments	\$9.80
Tax and Fees	\$104.98
Order Subtotal	<b>\$7,082.50</b>



Save BIG With your Menards® BIG Card

Earn a 2% rebate\* on all Menards® purchases or take advantage of financing offers when you use your Big Card.

\*Online prices may differ from your local Menards®



PRODUCT	PRICE	QTY	SUBTOTAL
---------	-------	-----	----------

vn  
enum  
- 16.5"

x 20" x 30" - B  
Width

\$154.00

1

\$154.00



Model:  
74G36H ID:  
5793

80 96%  
AI Stage  
M onal  
Atlix Gas Furnace

\$1,597.00

1

\$1,597.00



Model:  
N96MSN0801716A  
ID: 33247

Protect your product with an Extended Coverage Warranty from  [Learn More](#)

2 Years Extended Coverage Warranty Only \$188.00

4 Years Extended Coverage Warranty Only \$389.99

5 Years Extended Coverage Warranty Only \$487.99

10 Years Extended Coverage Warranty Only \$974.99

15 Years Extended Coverage Warranty Only \$1462.99

Empty Cart

Update Shopping Cart





**15 Years Extended Coverage Warranty Only \$1462.99**

End of Year Sale on orders over \$2,000 | Prices so low we can't advertise! Add to cart for your savings!

Call for Best Pricing: 1-800-397-1392

**HVACDIRECT**

0% Financing for 24 Months\* Available - Buy Now and Pay later!

## SHOPPING CART



FREE SHIPPING

Apply Coupon Code



### SUMMARY

Sub Total

**\$3,556.99**

## CHECKOUT

SHARE SHOPPING CART

As low as \$114.90/mo\*



Have Questions?  
Call us at 1-800-397-1392