

COMMITTEE OF THE WHOLE MEETING AGENDA  
TUESDAY, May 6, 2025, 7:00 PM  
COUNCIL CHAMBERS, BERLIN CITY HALL, 2<sup>ND</sup> FLOOR  
MEETING IS OPEN TO THE PUBLIC AND 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.
4. Approval of Minutes. RECOMMENDATION: Approve the minutes from the March 4, 2025 Committee of the Whole meeting, and March 4, 2025 closed session minutes.
5. Fixed Asset Capitalization Policy. RECOMMENDATION: Discussion and action as appropriate.
6. No Mow May Procedures. RECOMMENDATION: Discussion and action as appropriate.
7. ARPA update. RECOMMENDATION: Listen to staff presentation. Discussion and action as appropriate.
8. Fortnum Bequest of membership interests in Capron Corners LLC (including Parcel 206000680000). RECOMMENDATION: Discussion and action as appropriate.
9. Update regarding 166 Huron Street. RECOMMENDATION: Discussion and action as appropriate.
10. Adjourn.

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

COMMITTEE OF THE WHOLE MEETING MINUTES  
TUESDAY, MARCH 4, 2025, 7:00 PM  
COUNCIL CHAMBERS, BERLIN CITY HALL, 2<sup>ND</sup> FLOOR  
MEETING IS OPEN TO THE PUBLIC AND IS HANDICAPPED ACCESSIBLE  
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1. Roll Call: Mayor Joel Bruessel called the meeting to order. Alderperson Boeck – Aye, Alderperson Burgess – Aye, Alderperson Durtschi – Aye, Alderperson Nigbor – Aye, Alderperson Przybyl – Aye, Alderperson Stobbe – Aye. Staff present were: Police Chief Pulvermacher, Chief Berlin EMS Evan VandenLangenberg, Planning and Development Director Tim Ludolph, City Administrator Jessi Balcom, and Deputy Clerk Treasurer Debbie Thiel.
2. Virtual Attendees Seated (if necessary). None.
3. General Public Comments. Registration card required (located at podium in Council Chambers). None.
4. Approval of Minutes. RECOMMENDATION: Approve the minutes from the February 4, 2025 Committee of the Whole meeting.  
*Alderperson Burgess made a motion to approve the minutes from February 4, 2025. Alderperson Przybyl seconded the motion. Motion carried with a unanimous voice vote.*
5. Potential developer presentation by PRE/3 regarding a development proposal for multifamily buildings in TID 16. RECOMMENDATION: Listen to PRE/3's presentation with discussion as appropriate in open and closed sessions.  
*Presentation was given by Bob Murray and Josh Kenitzer of PRE/3 regarding a housing development for the everyday American Worker, North of Juliette Manor. This was discussed further in closed session.*
6. Police Department Annual Report review. RECOMMENDATION: Review the Police Department Annual Report being provided for your information.  
*Police Chief Pulvermacher asked if there were any questions on his annual report. After some discussion and questions regarding body cameras and federal government grants not coming in as quickly as they would like, Chief Pulvermacher was thanked for his support out in the community. When asked what his #1 celebration was since coming to Berlin, Chief Pulvermacher said he couldn't just pin one thing down but is very appreciative of the community support for his department.*
7. Approval of Paramedic Training Agreement. RECOMMENDATION: Recommend to Common Council to approve the Agreement Between City of Berlin and EMT employees for payment of Paramedic Training tuition.  
*After discussion was held regarding the Paramedic training a motion was made by Alderperson Burgess to approve the training pending legal approving the contract for the employees to sign. Alderperson Stobbe seconded the motion. Motion carried with a unanimous voice vote.*
8. Submit Ambulance Request to Green Lake County. RECOMMENDATION: Recommend to the Common Council to submit a request to Green Lake County for the purchase of an ambulance.  
*Chief of Berlin EMS Evan VandenLangenberg gave a presentation on quotes for a new ambulance recommending staying with Lifeline. All their other vehicles are Lifeline and the team likes the setup. The vehicles are on a three-year rotation after 15 years. After discussion a motion was made by Alderperson Przybyl to move for approval at the Common Council meeting. Alderperson Nigbor seconded the motion. Motion carried with a unanimous voice vote.*

9. Application Process and Permit Form establishment for Child Safety Zones Exception Permit.  
RECOMMENDATION: Recommend to Common Council to approve the application process and permit form for the Child Safety Zones Exception Permit per Ordinance Section 46-173(9).  
*Chief Pulvermacher gave a presentation regarding the application and permit form for Ordinance Section 46-173(9). Alderperson Durtschi made a motion to move for approval to the Common Council Meeting. Alderperson Stobbe seconded the motion. Motion carried with a unanimous voice vote.*
10. Review of proposals for Capital Improvement Plan Development
  - a. Proposal by MSA
  - b. Proposal by Robert W. Baird & Co. IncorporatedRECOMMENDATION: Recommend to Common Council to approve a Capital Improvement Plan Development proposal to be paid for with ARPA funds.  
*It was recommended by City Administrator Jessi Balcom to go with Robert W. Baird & Co. Incorporated. They have been helping with answering questions and know our systems. Alderperson Burgess made a motion to accept the recommendation and move to Common Council Meeting for approval. Alderperson Przybyl seconded the motion. Motion carried with a unanimous voice vote.*
11. Emergency Management Director appointment. RECOMMENDATION: Listen to staff presentation.  
*City Administrator Balcom gave a presentation on how she sees the new Emergency Management Director working. Four hours have been dedicated to the Emergency Management position and feels it makes sense to move that position to the fire department. That position would receive a monthly stipend like the Fire Chief, Fire Captain, ect. Discussion followed regarding what type of training that person would need. The Police and Fire Commission will be discussing at their March meeting so more information will be brought to the Common Council Meeting.*
12. Approval of Dissemination Agent Services Agreement with Robert. W. Baird & Co. Incorporated. RECOMMENDATION: Recommend to Common Council to approve the Dissemination Agent Services Agreement with Robert. W. Baird & Co. Incorporated.  
*Alderperson Stobbe made a motion to move to the Common Council meeting for approval. Alderperson Durtschi seconded the motion. Motion carried with a unanimous voice vote.*
13. Approval of General Accounting Engagement with Robert W. Baird & Co. Incorporated. RECOMMENDATION: Recommend to Common Council to approve the General Accounting Consulting Services Agreement with Robert W. Baird & Co. Incorporated.  
*Alderperson Nigbor made a motion to move to the Common Council Meeting for approval. Alderperson Przybyl seconded the motion. Motion carried with a unanimous voice vote.*
14. Review Proposals for Strategic Plan. RECOMMENDATION: Recommend to Common Council to approve a proposal.  
*After some discussion Alderperson Przybyl made a motion to move to Common Council the recommendation of going with CP2 Strategic for the cities Strategic Plan. Alderperson Nigbor seconded the motion. Motion carried with a unanimous voice vote.*
15. Approve Resolution #2025-02 Adopting Waushara County Hazard Mitigation Plan.  
RECOMMENDATION: Recommend to Common Council to approve Resolution #2025-02 adopting Waushara County Hazard Mitigation Plan.  
*After discussion, and former emergency management director Gary Podoll agreeing that this is standard, a motion was made by Alderperson Nigbor to move to Common Council for approval. Alderperson Durtschi seconded the motion. Motion carried with a voice vote.*

16. Wheel Tax discussion. RECOMMENDATION: Listen to staff presentation, discussion and action as appropriate.  
*City Administrator Balcom gave a presentation on Wheel Tax and how it works. It won't affect our levy, it must be used on street projects. It must be made clear to the public that it will take time to build up funds, but will only be used for street improvements. This will be put on the Common Council meeting for more discussion.*
17. Motion to convene into closed session pursuant to 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. Potential Development Agreement within TID#16 AND Special Covenant Settlement Agreement with Northern Express Bus Services LLC for property within the Industrial Park  
*Aldersperson Burgess made a motion to go into closed session at 8:19pm. Aldersperson Przybyl seconded the motion. Roll call: Aldersperson Stobbe – Aye, Aldersperson Boeck – Aye, Aldersperson Przybyl – Aye, Aldersperson Burgess – Aye, Aldersperson Nigbor – Aye, Aldersperson Durtschi – Aye*
18. Reconvene into open session and action as appropriate from closed session discussion.  
*Motion to reconvene into open session made by Aldersperson Burgess at 9:05pm. Aldersperson Stobbe seconded the motion. Roll Call: Aldersperson Boeck – Aye, Aldersperson Burgess – Aye, Aldersperson Durtschi – Aye, Aldersperson Nigbor – Aye, Aldersperson Przybyl – Aye, Aldersperson Stobbe – Aye*  
  
*Motion made by Aldersperson Burgess to send the Special Covenant Settlement Agreement with Northern Express Bus Services LLC to the BCDC for review and recommendation. Aldersperson Stobbe seconded the motion. Roll Call: Aldersperson Boeck – Aye, Aldersperson Burgess – Aye, Aldersperson Durtschi, Aye – Aldersperson Nigbor – Aye, Aldersperson Przybyl – Aye, Aldersperson Stobbe – Aye.*
19. Adjourn.  
*Motion made to adjourn the meeting at 9:07pm by Aldersperson Burgess. Aldersperson Stobbe seconded the motion. Roll Call: Aldersperson Boeck – Aye, Aldersperson Burgess – Aye, Aldersperson Durtschi – Aye, Aldersperson Nigbor – Aye, Aldersperson Przybyl – Aye, Aldersperson Stobbe – Aye*

*Minutes respectfully submitted by Deputy Clerk Treasurer Thiel*

**CITY OF BERLIN  
COMMITTEE OF THE WHOLE MEEETING  
STAFF REPORT**

**TO:** Common Council  
**FROM:** Jessi Balcom, City Administrator  
**AGENDA ITEM:** Fixed Asset Capitalization Policy  
**MEETING DATE:** May 6, 2025

**BACKGROUND**

As part of the Capital Improvement Plan process, Baird has suggested that the Council review the Fixed Asset Capitalization Policy. This policy is on pages 32-34 of the Financial Management Policy & Procedure Manual updated May 14, 2013.

Council should feel free to ask any questions or bring up any concerns regarding this policy, to allow any needed updates to be made prior to implementation of the CIP later this year.

One topic staff would like the Council to provide input on is the minimum capitalization threshold. The threshold is currently set at \$5,000. This is a reasonable amount, but could be higher or lower at the discretion of the Council. Of note, the sample policy provided by Baird also notes \$5,000 as the threshold.

**SUGGESTED MOTION**

No motion is needed, unless the Council wishes to revise the Fixed Asset Capitalization Policy.

## **FIXED ASSET CAPITALIZATION POLICY**

This policy establishes the minimum cost value (capitalization amount) that shall be used to determine the capital assets, including infrastructure assets, to be recorded in the City's annual financial statements for compliance with current GASB requirements and GAAP (generally accepted accounting principles). This policy also addresses recording and depreciating fixed assets.

### **Capital Asset Definition**

Capital assets are defined as tangible and intangible assets that have initial useful lives that extend beyond one year.

### **Capitalization Method**

All capital assets will be recorded at historical cost as of acquire or construction date. If historical cost information is not available, assets will be recorded at estimated historical cost by calculating current replacement cost and deflating the cost using the appropriate price-level index.

### **Fixed Asset Grouping**

Groups or classes of assets where individual asset items are less than the limit, but when all assets of that group are added together, the dollar amount exceeds the capitalization limit. The total value of the group should be material or significant to the department's asset value.

### **Capitalization Thresholds**

The City establishes the following minimum capitalization thresholds for individual or grouped fixed assets:

- Land and improvements – all assets recorded
- All other fixed assets - \$5,000

Detailed records shall be maintained for all fixed assets above the established thresholds.

### **Depreciation and Useful Life**

The City Administrator will assign an estimated useful life and salvage value to all assets for the purposes of recording depreciation. Asset lives may be adjusted according to asset condition, estimated future use or potential for obsolescence. Depreciation will be recorded based on the straight-line method down to the assets salvage value.

### **Safeguarding and Controlling Fixed Assets**

All machinery and equipment, vehicles and furniture will be assigned an asset number and identified with a fixed asset tag. Any purchase or disposal of fixed assets will be reported to the City Administrator by the responsible department head. Annual physical inventory will take place on or about December 31 and will be compared to the current recorded inventory. The City Administrator will make appropriate adjustments to the fixed asset records as deemed appropriate. Any unusual, concerning or unreasonable discrepancies will be reported to the Common Council.

### **Disposition of Assets**

Disposals may occur due to replacement, obsolescence, loss, and/or destruction of an asset. Upon asset disposal, inventory records will be relieved of the cost and accumulated depreciation of the asset. Department Heads are required to report all dispositions of capital assets to the City Administrator. The salvage value or trade-in value received from the disposition of the asset should also be reported.

### **Capital Asset Categories & Useful Lives Guideline**

The following are capital asset category and estimated useful life guidelines for fixed asset reporting. The actual useful lives are based on historical lifetime, anticipated technological changes, specific asset use, and departmental maintenance practices. Capital assets are reported at historical cost and include freight charges, site preparation, architect and engineering fees, etc. If payment made is in lieu of cash, the acquisition value is determined by the fair-market value of the non-cash payment or consideration. If consideration value cannot be determined, the asset's fair-market value determines its cost.

1. **Land:** All land owned by the City should be capitalized, including land under buildings and infrastructure. Land is not depreciated. It is recorded at historical cost and remains at that cost until disposal.
2. **Easements:** An easement is an interest in land owned by another that entitles its holder to a specific limited use or enjoyment (right to use the land). Easements are not reportable unless the City paid for the easement.
3. **Land Improvements:** Land improvements include items such as excavation, non-infrastructure utility installation, driveways, sidewalks, parking lots, flagpoles, retaining walls, fencing, outdoor lighting, swimming pools, trails & paths, athletic fields, storm water improvements, trees and other non-building improvements intended to make the land ready for its intended purpose. Land improvements can be further categorized as non-exhaustible and exhaustible.

**Non-Exhaustible:** These are additions to land value, therefore *not depreciable*.

- Expenditures for improvements that do not require maintenance or replacement.
- Expenditures to prepare land for development.
- Expenditures for improvements not identified with structures.
- Expenditures for land improvements that do not deteriorate with time or use

**Exhaustible:** Other improvements that are part of a site, such as parking lots, landscaping and fencing, are usually exhaustible and are therefore *depreciable*. *Estimated useful lives range is 10-20 years.*

4. **Buildings & Building Improvements:** Buildings should be recorded at acquisition or construction cost. Projects typically consist of major components such as land, land improvements, building construction (including professional fees and permits), furniture, fixtures, and equipment. In addition, buildings include components with different useful

lives (e.g., roof, air conditioner system, etc.), which are to be categorized, valued and recorded separately. *Estimated useful lives range is 20-40 years.*

Building improvements that extend the useful life should be capitalized. Examples of building improvements include roofing projects, major energy conservation projects, or remodeling and replacing major building components.

5. **Construction in Progress:** Construction in progress should be capitalized, but not depreciated until put into use. Interest cost during construction will be expensed, not capitalized.
6. **Machinery & Equipment (moveable):** Assets such as furniture, fixtures, machinery, and equipment that meet the \$5,000 threshold should be identified, inventoried, and depreciated. *Estimated useful lives range is 2-15 years.*
7. **Vehicles:** Vehicles should be identified, inventoried, and depreciated. *Estimated useful lives range is 2-10 years.*
8. **Works of Art and Historical Treasures:** Works of art and historical treasures should be recorded at historical costs. Depreciation is not required for collections or works of art that are inexhaustible.
9. **Infrastructure:** Infrastructure includes roads, fire hydrants, sidewalks, curbs, culverts, traffic lights/signals, signage, bridges, alleys, storm water collection piping, and drainage ditches/systems. Infrastructure reporting should be distinguished between the costs of land versus the cost of infrastructure improvements. Valuation for each infrastructure category is based on initial assessment, as well as a reasonable unit of measurement for costing purposes. *Estimated useful lives range is 20-50 years.*
10. **Other Assets:** Detailed records shall be maintained at the discretion of the City Administrator for all items below the capitalization thresholds that should be safeguarded from loss. These items include furniture and computer equipment that fall below the established thresholds and any other assets specified by the City Administrator. Unusual or unique assets will be addressed and recorded at the discretion at the City Administrator.



**CITY OF BERLIN  
COMMITTEE OF THE WHOLE MEETING  
STAFF REPORT**

**TO:** Common Council  
**FROM:** Jessi Balcom, City Administrator  
**AGENDA ITEM:** No Mow May  
**MEETING DATE:** May 6, 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.

Staff is looking for guidance as to whether or not the Council would like to continue this procedure into the future. Should the Council advise, staff would plan to allow the participation of residents in No Mow May by suspending the enforcement of the Ordinance until June 1 annually. If Council does not wish to continue to allow participation in No Mow May, the Council could direct staff not to suspend the ordinance. This procedure could be reevaluated by the Council at any time in the future.

**Sec. 78-4. - Length of lawn and grasses.**

(a)*Purpose.* Due to the unique nature of the problems associated with lawns, grasses and noxious weeds being allowed to grow to excessive length in the city the provisions of this section are adopted. This section shall not be applicable to lands zoned agricultural, or to lots in subdivisions/plats where less than 50 percent of the lots are developed.

(b)*Public nuisance declared.* The common council finds that lawns, grasses and noxious weeds which exceed eight inches in height located on lots or parcels of land within the city adversely affect the health and safety of the public because they tend to emit pollen and other discomforting bits of plants, constitute a fire and safety hazard because debris may be hidden in the grass, interfere with the public convenience and adversely affect property values of other land within the city. For those reason, any lawns, grasses or weeds which exceed eight inches in height which are located on a lot or other parcel of land within the city are declared to be a public nuisance, except for property located in a designated floodplain and/or wetland area, or where the lawns, grasses or weeds are part of a natural lawn approved pursuant to section 74-3.

(c)*Nuisances prohibited.* No person shall permit any public nuisance as defined in subsection (b) of this section to remain on any premises owned or controlled by such person within the city.

(d)*Inspection.* The weed commissioner or his designee shall inspect, or cause to be inspected, all premises and places within the city to determine whether any public nuisance as defined in subsection (b) of this section exists.

(e)*Abatement of nuisance.*

(1)*First offense.* If the weed commissioner shall determine that a public nuisance as defined in subsection (b) of this section exists on private premises, the weed commissioner, or the weed commissioner's designee, shall serve notice on the person causing or maintaining such nuisance to abate the nuisance within five days from the date of service. If such nuisance is not abated within such five-day period, the weed commissioner, or the weed commissioner's designee, shall cause the nuisance to be abated so as to conform with the provisions of this section and section 78-2. Service of notice hereunder may be made by personal service or U.S. First Class Mail to the person's last known address. For property owners, the owner's address listed in the county tax records department may be utilized for serving notice.

(2)*Second and subsequent offenses.* If a public nuisance as defined in subsection (b) of this section reoccurs on the same private premises during the same calendar year as a previous nuisance for which notice and abatement by the city has already occurred pursuant to subparagraph (e)(1) above, then the weed commissioner, or the weed commissioner's designee, may, without further notice, immediately cause the nuisance to be abated so as to conform with the provisions of this section and section 78-2.

(f) In addition to any other penalty imposed by this article, the cost of abating a public nuisance as defined under subsection (b) of this section by the city shall be collected as a debt from the owner, occupant or person causing, permitting or maintaining the nuisance. The rates charged for such city abatement shall be at the rates set forth on the fee schedule on file in the city clerk-treasurer's office, if applicable, but shall otherwise be at actual cost. The charges shall be set forth in a statement to the clerk-treasurer who, in turn, shall mail the statement to the owner, occupant or person in charge of the premises. If the statement is not paid in full within 30 days thereafter, such cost of abatement shall be assessed against the real estate as a special charge pursuant to Wis. Stats. § 66.0627.

#### **SUGGESTED MOTION**

Motion to recommend to the Common Council to suspend enforcement of Ordinance 78-4 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  
COMMITTEE OF THE WHOLE MEEETING  
STAFF REPORT**

**TO:** Common Council  
**FROM:** Jessi Balcom, City Administrator  
**AGENDA ITEM:** ARPA Update  
**MEETING DATE:** May 6, 2025

**BACKGROUND**

The City of Berlin was awarded \$563,640.17 in ARPA funding. Since 2022 the City has been required to file a SLFRF Compliance Report to update the Federal Government as to the use of these funds. Per the requirements of the funding award, all funds were to be obligated by December 31, 2024 and must be spent by December 31, 2026. Funds not properly obligated and spent will be recovered by the Federal Government (and must be returned by the grantee).

“Obligated” under the terms of the award, means “an order placed for property and services and entering into contracts, subawards, and similar transactions that require payment.” So, a contract or other requirement to spend the funds must have been in place by the end of 2024 in order to utilize any remaining funds.

The City has filed the 2025 annual report, which was due April 30. Within the report, it was noted that \$439,584.59 has been spent and \$124,055.58 will be utilized for payroll in 2025 (as payroll was obligated due to the fact that the positions that will be paid were created and filled prior to December 31, 2024.)

A report will be required to be filed in 2026 (and 2027 if the funding is not fully utilized in 2025), as well as a close out report. The Federal Government may request additional information or provide further guidance as to the use of ARPA funding.

**SUGGESTED MOTION**

No action is needed at this time.

# SLFRF Compliance Report - WI0684 - P&E Report - 2025

## Report Period : Annual March 2025

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### Recipient Profile

#### Recipient Information

Recipient UEI	KFG1GBHTFG99
Recipient TIN	396005398
Recipient Legal Entity Name	City Of Berlin, WI
Recipient Type	Metro City or County
FAIN	
CFDA No./Assistance Listing	
Recipient Address	PO BOX 272
Recipient Address 2	
Recipient Address 3	
Recipient City	BERLIN
Recipient State/Territory	WI
Recipient Zip5	54923
Recipient Zip+4	1512
Recipient Reporting Tier	Tier 5. Metropolitan cities and counties with a population below 250,000 residents that are allocated less than \$10 million in SLFRF funding, and NEUs that are allocated less than \$10 million in SLFRF funding
Base Year Fiscal Year End Date	12/31/2024
Discrepancies Explanation	
Is the Recipient Registered in SAM.Gov?	Yes

## Project Overview

Up to and including this reporting period, have revenue replacement funds been allocated to government services and reflected in the below projects?	Yes
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### Project Name: Payroll

Project Identification Number	20252026
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed less than 50%
Program Income Earned	\$0.00
Program Income Expended	\$0.00
Total Cumulative Obligations	\$124,055.58
Total Cumulative Expenditures	\$0.00
Current Period Obligations	\$124,055.58
Current Period Expenditures	\$0.00
Project Description	Payroll for employees conducting government services in positions that were established prior to December 31, 2024 within the City Administrator's office, deputy clerk-treasurers' office, Streets/DPW departments (maintenance and operations of streets, buildings and parks) and Police department operations. Funds to be used for payroll in second or third quarter of 2025.

### Project Name: Revenue Loss Replacement

Project Identification Number	Berlin001
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed
Total Cumulative Obligations	\$439,584.59
Total Cumulative Expenditures	\$439,584.59
Current Period Obligations	\$103,522.36
Current Period Expenditures	\$103,522.36
Project Description	Funds have been expended to update a playground within the community to serve all members of the public. Funds will also be used to implement a security system for City Buildings and Public Use Areas to prevent theft and vandalism. Funds have been spent to repair two roofs - City Hall and the Library. Funds were expended in 2023 for a fire station generator, fire alarm panel at City Hall, cameras at the Senior Center and assistance with digitizing files at the Library. Funds expended in 2024 and first quarter 2025 for costs of Financial Software, Library, mowing equipment, Fire Department Generator and boardwalk replacement.

# Report

## Revenue Replacement

Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?	Yes
Revenue Loss Due to Covid-19 Public Health Emergency	\$563,640.17
Were Fiscal Recovery Funds used to make a deposit into a pension fund?	No
Please provide an explanation of how revenue replacement funds were allocated to government services	Revenue funds from our Parks and Pool were originally planned to update all of the parks and playgrounds as well as install security systems as our Parks were being vandalized more often due to COVID. We had to close down our parks and pool due to COVID and lost out on revenues. These funds will be used to replace those lost funds. Funds have also been spent to repair the City Hall and Library roofs. Funds have also been utilized to replace a fire station generator, a fire alarm panel at City Hall, add cameras to the Senior Center and used to assist with a digitization project at the Library. Funds expended in 2024 for costs of Financial Software, Library, mowing equipment and boardwalk replacement. In 2025 funds will be expended for payroll of government services positions for the City.

## Overview

Total Obligations	\$563,640.17
Total Expenditures	\$439,584.59
Total Adopted Budget	\$0.00
Total Number of Projects	2
Total Number of Subawards	0
Total Number of Expenditures	0

Have you expended \$750,000 or more in federal award funds during your most recently completed fiscal year?	No
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## Certification

Authorized Representative Name	Jessi Balcom
Authorized Representative Telephone	
Authorized Representative Title	
Authorized Representative Email	<a href="mailto:cityadministrator@cityofberlin.wi.gov">cityadministrator@cityofberlin.wi.gov</a>
Submission Date	4/25/2025 1:33 PM

**CITY OF BERLIN  
COMMITTEE OF THE WHOLE MEETING  
STAFF REPORT**

**TO:** Common Council  
**FROM:** Jessi Balcom, City Administrator  
**AGENDA ITEM:** Fortnum Bequest of membership interests in Capron Corners LLC (including Parcel 206000680000)  
**MEETING DATE:** May 6, 2025

**BACKGROUND**

The Fortnum Joint Revocable Trust has bequeathed to the City the membership interests in Capron Corners, LLC. The assets of the LLC are Parcel 206000680000 and a small bank account (less than \$1000). According to the trust "The membership interests in Capron Corners, LLC shall be donated to the City of Berlin, Wisconsin, for its general purposes, if the membership interests are in the Trust."

The parcel, which is currently vacant, is located at the intersection of Water Street and Park Avenue, adjacent to the municipal parking lot next to the river on Water Street.

Sadly, both Richard and Sharon Fortnum have passed away. At this time, the Trust's administrators are looking to complete the bequest as outlined by the Trust.

I have thanked the Trust administrators for the Fortnum's generosity. We have discussed the fact that it will be important for the Council to have an understanding of the history and potential environmental concerns of the property before determining whether or not to accept the LLC (and its assets, the parcel).

Often a Phase I and Phase II environmental assessment is conducted to determine whether there are environmental concerns on a property. I reached out to a consultant to get an estimate of the cost to have such an assessment done. At this point, a very rough cost estimate for the Phase I assessment is approximately \$2,500. If a Phase II is needed, additional costs are anticipated to be approximately \$5,000-\$8,000.

At this point, the administrators are looking to find out the Council's wishes regarding acceptance of the LLC. If the Council has no interest in the parcel, regardless of the environmental assessment, then the Trust should be notified right away so they can determine their best path forward. If the Council is interested in the LLC pending the findings of an environmental assessment, then next steps for the City will need to be determined.



TRUST TITLE

## **FORTNUM JOINT REVOCABLE TRUST**

This joint revocable trust agreement (this "Agreement") is made by and between **Richard N. Fortnum** and **Sharon L. Fortnum**, individually referred to as a "Settlor" and collectively the "Settlors," and **Richard N. Fortnum** and **Sharon L. Fortnum**, the Trustees (sometimes referred to hereinafter as "Trustee"). The trust created by this Agreement may be referred to as the **Fortnum Joint Revocable Trust** and in this Agreement as this "Trust."

LEGACY AS TRUSTEE

### **ARTICLE 1** **APPOINTMENT OF TRUSTEE**

#### **Section 1.1 Appointment of Trustee While Both Settlers Are Living.**

While both of the Settlers are living, they shall act as initial Trustees of this Trust. If while both of the Settlers are living one of them resigns or is Incapacitated, the other of them shall act as sole Trustee. If the other Settlor resigns or is Incapacitated, the Settlers appoint **Legacy Private Trust Company of Neenah, Wisconsin** (or its successor), to act as Trustee.

BEQUEST TO CITY OF BERLIN

(v) The membership interests in Capron Corners, LLC shall be donated to the City of Berlin, Wisconsin, for its general purposes, if the membership interests are in the Trust.

## SIGNATURE PAGE

Signed this 20<sup>th</sup> day of February, 2020.

In the Presence of:

Ray C. Esch  
MS. OB

Richard N. Fortnum  
Richard N. Fortnum, Settlor

Sharon L. Fortnum  
Sharon L. Fortnum, Settlor

CITY OF BERLIN  
SARA RUTKOWSKI, CLERK-TREAS  
108 N CAPRON ST PO BOX 272  
BERLIN, WI 54923

GREEN LAKE COUNTY - STATE OF WISCONSIN  
PROPERTY TAX BILL FOR 2023  
REAL ESTATE  
CAPRON CORNER LLC



115930/206000680000  
CAPRON CORNER LLC  
224 E LIBERTY ST  
BERLIN WI 54923

Parcel Number: 206000680000  
Bill Number: 115930

**Important:** Be sure this description covers your property. Note that this description is for tax bill only and may not be a full legal description. See reverse side for important information.

**Location of Property/Legal Description**  
Sec. 4, T17N, R13E  
ORIGINAL PLAT LOTS 7, 8, 9, 10, BLK 7  
0.000 ACRES

Please inform treasurer of address changes.

ASSESSED VALUE LAND 39,700	ASSESSED VALUE IMPROVEMENTS 0	TOTAL ASSESSED VALUE 39,700	AVERAGE ASSMT. RATIO 0.634276940	NET ASSESSED VALUE RATE 0.02694638 (Does NOT reflect credits)	NET PROPERTY TAX 1069.77
ESTIMATED FAIR MARKET VALUE LAND 62,600	ESTIMATED FAIR MARKET VALUE IMPROVEMENTS 0	TOTAL ESTIMATED FAIR MARKET VALUE 62,600	<input type="checkbox"/> A star in this box means unpaid prior year taxes.	School taxes also reduced by school levy tax credit 103.66	
TAXING JURISDICTION	2022 EST. STATE AIDS ALLOCATED TAX DIST.	2023 EST. STATE AIDS ALLOCATED TAX DIST.	2022 NET TAX	2023 NET TAX	% TAX CHANGE
GREEN LAKE COUNTY	140,042	168,435	362.98	329.00	-9.4%
CITY OF BERLIN	1,962,704	2,290,030	343.34	355.34	3.5%
SCHL-BERLIN AREA	5,442,287	5,134,528	469.12	348.91	-25.6%
MORAIN PARK	296,305	271,980	28.78	36.52	26.9%
TOTAL	7,841,338	7,864,973	1,204.22	1,069.77	-11.2%
FIRST DOLLAR CREDIT			0.00	0.00	0.0%
LOTTERY AND GAMING CREDIT			0.00	0.00	0.0%
NET PROPERTY TAX			1,204.22	1,069.77	-11.2%
TOTAL DUE: \$1,069.77 FOR FULL PAYMENT PAY BY: JANUARY 31, 2024 Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty. Failure to pay on time. See reverse.					

FOR INFORMATION PURPOSES ONLY • Voter Approved Temporary Tax Increases

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends	Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
MORAIN PARK	42,512	7.01	2043				

PAY 1ST INSTALLMENT OF: \$534.89  
BY JANUARY 31, 2024

AMOUNT ENCLOSED

MAKE CHECK PAYABLE AND MAIL TO:

CITY OF BERLIN  
SARA RUTKOWSKI, CLERK-TREAS  
108 N CAPRON ST PO BOX 272  
BERLIN, WI 54923

PIN# 206000680000  
CAPRON CORNER LLC  
BILL NUMBER: 115930

PAY 2ND INSTALLMENT OF: \$534.88  
BY JULY 31, 2024

AMOUNT ENCLOSED

MAKE CHECK PAYABLE AND MAIL TO:

GREEN LAKE COUNTY TREASURER  
571 COUNTY ROAD  
GREEN LAKE, WI 54941

PIN# 206000680000  
CAPRON CORNER LLC  
BILL NUMBER: 115930

PAY FULL AMOUNT OF: \$1,069.77  
BY JANUARY 31, 2024

AMOUNT ENCLOSED \$1,069.77

MAKE CHECK PAYABLE AND MAIL TO:

CITY OF BERLIN  
SARA RUTKOWSKI, CLERK-TREAS  
108 N CAPRON ST PO BOX 272  
BERLIN, WI 54923

PIN# 206000680000  
CAPRON CORNER LLC  
BILL NUMBER: 115930



INCLUDE THIS STUB WITH YOUR PAYMENT

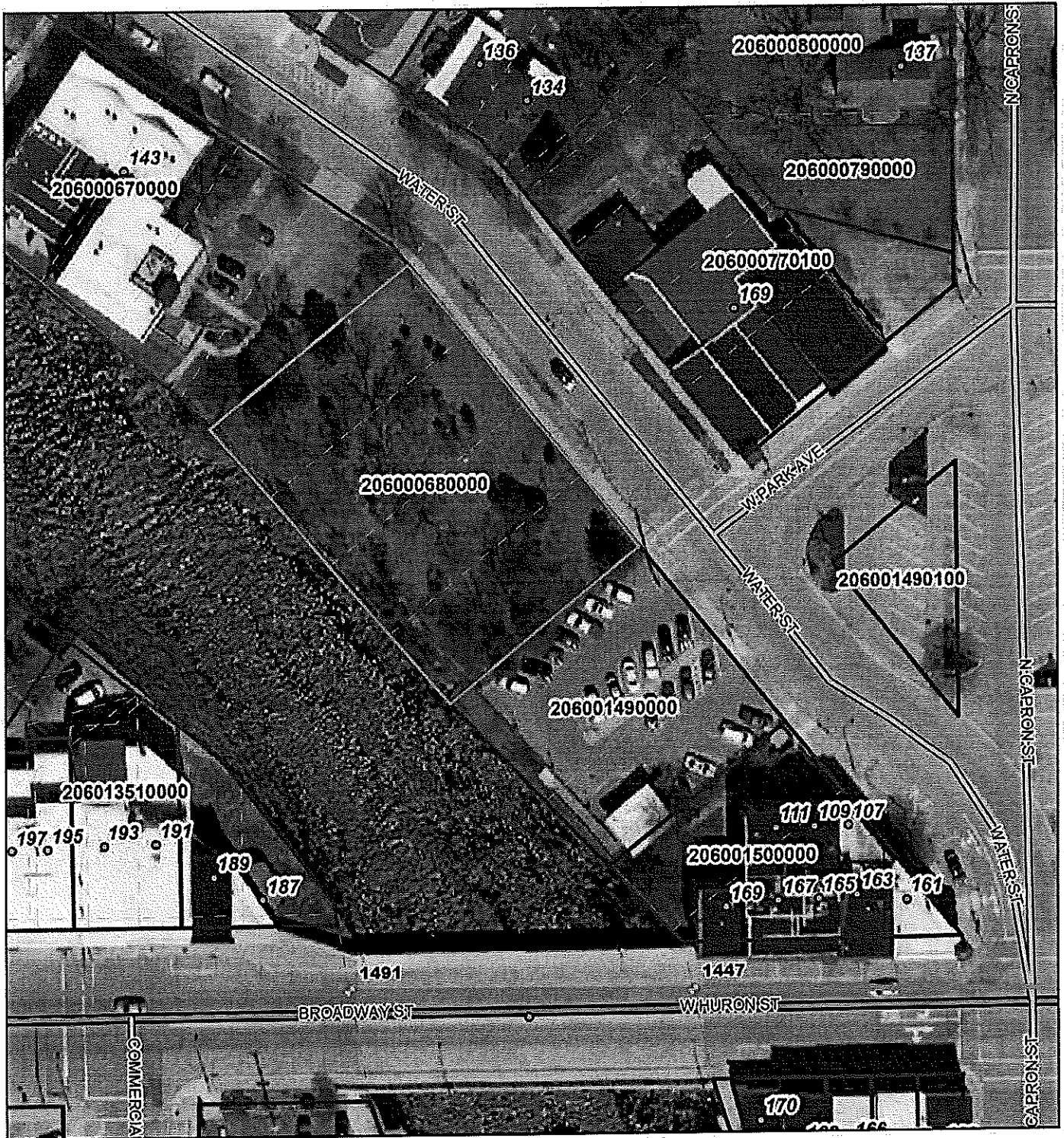


INCLUDE THIS STUB WITH YOUR PAYMENT



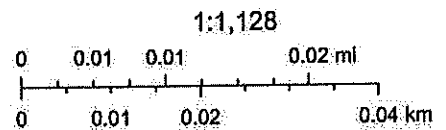
INCLUDE THIS STUB WITH YOUR PAYMENT

# GIS Viewer Map



2/28/2023, 4:19:00 PM

- Address
- BLOCK
- Corner
- MEANDER
- Section
- TaxParcel





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

**MEMO**

**TO:** Common Council  
**FROM:** Timothy Ludolph, Planning & Development Director  
**RE:** Vacant Building- 166 W Huron Street (Former Dominos)  
**Date:** May 13<sup>th</sup> 2025

**Background:**

On April 8, 2025, the Common Council asked for an update on the vacant building located at 166 W Huron Street, which is often referred to as the Former Dominos. This request came after a similar question was raised on July 9, 2024. That inquiry prompted the property owner to officially register the building as vacant and lead to a full inspection by the Building Inspector on September 24, 2024.

The inspection results confirmed earlier worries from potential buyers who had visited the site. It showed that the ground floor is still unfinished and that the HVAC systems, plumbing, and electrical connections for the second-floor apartment are not working. To make the apartment livable, these utilities need to be reconnected, and an extra exit must be created.

The property is listed on the City Website under Available Properties, with the owner's authorized agent's permission for the listing details. The images present have been chosen based on suggestions by the owner to help potential buyers understand the current state of the property, along with the contact information for the local agent.

The Building Inspector and I have determined that the property owners have followed any kind of enforcement so far. We do not believe the situation requires a Raze or Repair order, nor does it qualify as a Public Nuisance. We have suggested that the property owner and their representative think about making improvements to boost its market appeal and qualify for regular financing, with the Building Inspector providing extensive technical information during the inspection. However, the property meets the basic standards listed in Section 14-145, and the owner is up to date with their taxes.

Owner: SHEILA R WYER

Desc:

ORIGINAL PLAT W 22' OF E  
66' OF LOTS 1 & 2 BLK 16  
SUB TO 12' PASSAGE ON  
SOUTH SIDE

Site Address:

166 W HURON ST

This property is a commercial building on the main level with full basement. There is an apartment upstairs with attached deck (is in good shape) on both levels. The upper apartment is dated and currently water and sewer are cut off. Apartment needs remodeling and all utilities hooked up again due to downstairs demo work. The secondary stairs to the upper apartment is cut off partially into the lower level and will need to be rebuilt.

Lower level bathroom is gutted and most utilities and heat is disabled to both units. Demo is nearly complete on lower level to accommodate new tenant. Roof is not leaking and front of building needs improvement as well as windows upstairs.

This is an excellent value for fixing up and renting out or live work situation.

John Lust

Building Inspector