

COMMON COUNCIL MEETING AGENDA
TUESDAY, AUGUST 12, 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.

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 7.8.2025 Common Council Meeting and 7.28.2025 Special Common Council Meeting.
8. Approve Resolution #25-08 Adopting the Green Lake County Hazard Mitigation Plan. RECOMMENDATION: Approve recommendation from the Committee of the Whole to Adopt Resolution #25-08 adopting the Green Lake County Hazard Mitigation Plan, and approving its submittal by the Green Lake County Emergency Management Department to Wisconsin Emergency Management and Federal Emergency Management Agency.
9. WIS 91 (from WIS 49 South to Berlin, Green Lake County) 2029 DOT project detour and 30% Plan Review. RECOMMENDATION: Approve recommendation from the Committee of the Whole to approve staff's recommendations to the WDOT regarding the 2029 WIS 91 project detour and 30% Plan Review.
10. Request for Proposals for Auditing Services for years 2025-2029. RECOMMENDATION: Approve recommendation from the Committee of the Whole to issue a Request for Proposals for Auditing Services.
11. Police Department Body Worn Camera Pilot Program. RECOMMENDATION: Approve recommendation from the Police and Fire Commission to implement the Body Worn Camera Pilot Program for the Police Department for \$7,890.15, utilizing rolled over capital funds (previously Fund 15).

END OF CONSENT AGENDA

12. Proclamation Honoring 130 Years of the Nathan Strong Park Gazebo.
RECOMMENDATION: Approve the Proclamation Honoring 130 Years of the Nathan Strong Park Gazebo.
13. Purchase lighting for the Chapel in the Cemetery. RECOMMENDATION: Approve the request of the Cemetery Board to purchase and install lighting for the Chapel at a cost not to exceed \$10,000.
14. Determine the use of \$1000 Donation from Waste Management grant per the Solid Waste and Recycling Services Agreement. RECOMMENDATION: Determine if the funds will be utilized for an environmental related project/event or environmentally-friendly scholarship program or charity. Discussion and action as appropriate.
15. Approve Resolution #25-09 Approval of Changes to the Berlin Urban Area Functional Classification System and map. RECOMMENDATION: Adopt Resolution #25-09 approving changes to the Berlin Urban Area Functional Classification System and approve the Functional Classification map.
16. Approve City of Berlin Weights & Measures Program for 2026 including an Increase to the Pump Fee from \$30 to \$40. RECOMMENDATION: Approve the Weights & Measures Program for 2026 with an increase in the Pump Fee to \$40.
17. Ordinance #08-25 Establishing a Municipal Vehicle Registration Fee (Wheel Tax) of \$25 for Vehicles Kept Within the City of Berlin. RECOMMENDATION: Adopt Ordinance #08-25 to create Chapter 70-21 of the City of Berlin Municipal Code Establishing a Vehicle Registration Fee of \$25 for Vehicles Kept within the City of Berlin.
18. Discussion of Park and Recreation Director position. RECOMMENDATION: Listen to staff presentation. Discussion and action as appropriate.
19. 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.)
20. New Business (To be used to request items of new business be put on a future agenda)
21. 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

PAYROLL FOR JULY - 2025

NET PAYROLL

PAYDATE	Payroll #	PAYROLL TITLE	GENERAL CITY	UTILITY	AMBULANCE						
7/4/2025	14	General City	\$ 67,009.20			Manual check \$254.65					
7/4/2025	14	Ambulance			\$ 41,278.78						
7/4/2025	14	Utility		\$ 13,078.97							
7/19/2024	15	General City	\$ 84,932.54			Manual check \$391.74					
7/19/2024	15	Utility		\$ 14,609.77							
7/19/2024	15	Ambulance			\$ 44,764.51						
		TOTAL MONTHLY PAYROLL	\$ 151,941.74	\$ 27,688.74	\$ 86,043.29		\$646.39	Manuel Checks			
		TOTAL	\$ 266,320.16								

City of Berlin WI Accounts Payable Status Report from 7/01/2025 to 7/31/2025

Lookup & Org Name	Invoice Number	Invoice Date	A/P Description	Original A/P Owed	Paid Amt To Date	Balance Due Run Date	Check Number
[AIR] Airgas	25176	7/14/2025	Cyl Rental	425.40	425.40	0.00	7/22/2025
[ALCIVIA] Alcivia	4599	7/21/2025	Off Road Fuel	945.42	945.42	0.00	7/31/2025
[ALCIVIA] Alcivia	4640	7/31/2025	DIESEL FUEL	269.28		0.00	8/01/2025
[AAC] Associated Appraisal Consultants	181016	7/01/2025	July 2025 Service	2,000.00		0.00	6/27/2025
[ASSOCBNK] Associated Bank	071825	7/18/2025	2025 - Interest Acct: 99G10003	3,375.00	3,375.00	0.00	7/31/2025
[ASSOCBNK] Associated Bank	071825	7/18/2025	Issuer ID: 085-202 2025-Interest Acct: 99G100003	12,675.00	12,675.00	0.00	7/31/2025
[ASSOCBNK] Associated Bank	071825	7/18/2025	Issuer ID: 085-203 2025-Interest Acct: 99G100003	6,473.35	6,473.35	0.00	7/31/2025
[ASSOCBNK] Associated Bank	071825	7/18/2025	Issuer ID - 085-204 2025 - Interest Acct: 99G100003	42,050.00	42,050.00	0.00	7/31/2025
[ASSOCBNK] Associated Bank	073025	7/18/2025	Issuer ID: 085-205 2025 - Interest Acct: 99G100003	15,072.50	15,072.50	0.00	7/31/2025
[BAD] Badger Laboratories, Inc.	25-011431	7/11/2025	AMMONIA/BOD/PHOSPHORUS/SS	1,942.20	1,942.20	0.00	7/17/2025
[BAD] Badger Laboratories, Inc.	25-013734	7/11/2025	TOTAL COLIFORM BACTERIA	108.00	108.00	0.00	7/17/2025
[BAD] Badger Laboratories, Inc.	25-014739	7/28/2025	TOTAL COLIFORM BACTERIA	108.00		0.00	8/01/2025
[Baer Insurance] Baer Insurance	9625	7/10/2025	1st quarter Worker's Comp \$13488.00	33,766.00	33,766.00	0.00	7/31/2025
[BALLWEG IMPLEMENT CO] BALLWEG IMPLEMENT CO	P21535	7/24/2025	1st quarter Commercial Liability & Auto BAR	116.99		0.00	8/01/2025
[BELLA BY DESIGN] BELLA BY DESIGN	3553	7/11/2025	Council Name Plate	15.00	15.00	0.00	7/31/2025
[BELLA BY DESIGN] BELLA BY DESIGN	3575	7/26/2025	Mayor Car Club Trophy Street Cruzers, Inc.	40.00	40.00	0.00	7/31/2025
[BCT1015] Berlin City Treasurer 1015	PAYROLL JULY 25	7/17/2025	JULY PAYROLL BENEFIT EXPENSES	32,578.74	32,578.74	0.00	7/17/2025
[BJN] BERLIN JOURNAL	193250	7/01/2025	HYDRANT FLUSHING AD	92.00	92.00	0.00	7/11/2025
[BJN] BERLIN JOURNAL	193393	7/03/2025	Take the Survey	93.00	93.00	0.00	7/31/2025
[BJN] BERLIN JOURNAL	193394	7/03/2025	Bijak's & Violet & company	97.00	97.00	0.00	7/10/2025
[BJN] BERLIN JOURNAL	193711	7/17/2025	TID 16	145.00	145.00	0.00	7/31/2025
[BH20] Berlin Water & Sewer Department	62025 (1)	7/03/2025	May Water & Sewer	3,832.88	3,832.88	0.00	7/10/2025
[Bijak] Bijak Culinary Cafe	071125	7/21/2025	TID Facade & Bldg Improvement	20,000.00	20,000.00	0.00	7/21/2025

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[BTM] Bountree Medical, LLC	071825	7/18/2025	Medical Supplies Inv. 85653294 From April 2025	447.91	447.91	0.00	7/18/2025
[Brad Willis] Brad Willis	070925	7/09/2025	D&D Program 6/27 & 8/1	100.00	100.00	0.00	7/11/2025
[Breeana Coats] Breeana Coats	072525	7/25/2025	Shelter Deposit Return	100.00	100.00	0.00	7/25/2025
[BRIGHT] Brightspeed	073025	7/09/2025	service 7-9/8-8-2025	595.15	595.15	0.00	7/31/2025
[BRIGHT] Brightspeed	BRIGHT SPEED	7/09/2025	LOCAL SERVICE FROM JUL-9/25 TO 8-08-25	80.02	80.02	0.00	7/17/2025
[Brittany Hager] Brittany Hager	072525	7/25/2025	Shelter Deposit Return	100.00	100.00	0.00	7/25/2025
[Brycen Davis] Brycen Davis	071825	7/18/2025	Payroll Check returned	292.52	292.52	0.00	7/18/2025
[Caren Reich] Caren Reich	070925	7/09/2025	Shelter Return	100.00	100.00	0.00	7/09/2025
[CAREW CONCRETE & SUPP CO, INC]	1320461	7/01/2025	Concrete	1,730.13	1,730.13	0.00	7/31/2025
CAREW CONCRETE & SUPP CO, INC							
[CHCOMM - POOL] Charter Communication	17171880107072	7/07/2025	Pool 6/13-8/12/2025	169.98	169.98	0.00	7/31/2025
[CHCOMM-SRCTR] Charter Communication	11988300107212	7/21/2025	Phone & Internet Service 07/21/2025-05/20/2025	797.14	797.14	0.00	7/31/2025
[Chris Kalupa] chris Kalupa	071725	7/17/2025	Reimbursements for SLP programs	750.00	750.00	0.00	7/11/2025
[CIN] CINTAS	4236556125	7/10/2025	Supplies	332.26	332.26	0.00	7/31/2025
[CIN] CINTAS	4238002351	7/24/2025	MOP & PARTS/MATS	165.19		0.00	8/01/2025
[City of Appleton] City Of Appleton	17730	7/03/2025	July 2025 Weights & Measures	575.00	575.00	0.00	7/10/2025
[Claire Paugeis] Claire Paugeis	071025	7/10/2025	\$500 Car Show Account	700.00	700.00	0.00	7/10/2025
[COMOFF] Complete Office of Wisconsin	951262	7/09/2025	\$200 Bill Brooks Fund	202.07	202.07	0.00	7/11/2025
[CP2 Consulting] CP2 Consulting, Inc.	246	7/01/2025	Supplies	3,125.00	3,125.00	0.00	7/10/2025
[CSC] CSC	052925 (1)	7/10/2025	Third installment on Strategic Plan Pay with ARPA funds	60.00	60.00	0.00	7/10/2025
[CULLIWA] Culligan Water	25181	7/14/2025	Refund for 2nd W&M payment-addition \$60 owed	111.00	111.00	0.00	7/22/2025
[CULLIWA] Culligan Water			Princeton - \$34.50				
[CULIWA] Culligan Water			Green Lake - \$42.00				
[CULIWA] Culligan Water			Berline - \$34.50				
[CVK] Cvikora MBS	019-07012025-	7/02/2025	June 2025 Collections- \$3438.96	3,438.96	3,438.96	0.00	7/09/2025
[CVK] Cvikora MBS			Princeton - \$0				
[David Ziemann] David Ziemann	070925	7/09/2025	Shelter Return	100.00	100.00	0.00	7/09/2025
[Department of Military Affairs]	FR-3109-2262	7/29/2025	Rental of Berlin Armory	200.00		0.00	8/04/2025
[Department of Military Affairs]			\$200 Rental				
[DLF, LLC] Dobberstein Law Firm, LLC	070325	7/03/2025	November Election	293.89	293.89	0.00	7/08/2025
[DLF, LLC] Dobberstein Law Firm, LLC			Garnishment-Andrew Barton				
[DLF, LLC] Dobberstein Law Firm, LLC			Case No. 2024SC000085				

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[DLE, LLC] Dobberstein Law Firm, LLC	07182025	7/18/2025	Garnishment-Andrew Barton Case No. 2024SC000085	293.89	293.89	0.00	7/22/2025
[Parker] Don E Parker Excavating	072925	7/29/2025	Oake St Extension - TID 16	150,559.73		0.00	8/04/2025
[Parker] Don E Parker Excavating	7/29/25	7/29/2025	2024 OAK STREET EXTENSION PAYMENT NO 3	4,092.75		0.00	8/01/2025
[DTN] DTN, LLC	210-00194927	7/01/2025	WeatherSentry Online Public Safety Professional	124.95	124.95	0.00	7/31/2025
[EMC INS] EMC Insurance, Inc.	7002327187 (1)	7/10/2025	Worker's Comp & General Liability for July 2024	6,219.00		6,219.00	
[FINLINE] Finish Line Studios	19573 (1)	7/01/2025	3rd Quarter Web Hosting	120.00	120.00	0.00	7/10/2025
[GFL] GFL Solid Waste	U40000118477	7/18/2025	STANDARD GARBAGE/RECYCLING	384.30		0.00	8/01/2025
[GFCOM] Gordon Flasch	15219796	7/11/2025	Images over base amount	170.17	170.17	0.00	7/11/2025
[GFCOM] Gordon Flasch	15219802	7/11/2025	Clerks Office Total Base & Images over base amount	479.85	479.85	0.00	7/10/2025
[01-00004153-40-0] HARDEL, JOAN		7/01/2025	OVERPAYMENT ON FINAL BILL	35.79	35.79	0.00	7/01/2025
[HACPA] HAWKINS ASH CPAS	3237447	7/08/2025	PROGRESS BILL FOR AUDIT ENDING 12/31/24 - PSC REPORT	2,460.00	2,460.00	0.00	7/11/2025
[HOLIDAY WHOLESAL] HOLIDAY WHOLESAL	2071847	7/03/2025	Concessions	1,389.70	1,389.70	0.00	7/22/2025
[HOLIDAY WHOLESAL] HOLIDAY WHOLESAL	2075824	7/07/2025	Concessions	650.25	650.25	0.00	7/22/2025
[HOLIDAY WHOLESAL] HOLIDAY WHOLESAL	2079739	7/10/2025	Concessions	1,351.90	1,351.90	0.00	7/31/2025
[HOLIDAY WHOLESAL] HOLIDAY WHOLESAL	2086316	7/17/2025	Concessions	697.95	697.95	0.00	7/31/2025
[Horizon Commercial Pool] Horizon Commercial Pool	107686	7/01/2025	Lease	780.00	780.00	0.00	7/10/2025
[Horizon Commercial Pool] Horizon Commercial Pool	109068	7/07/2025	Pool Chemical	1,895.00	1,895.00	0.00	7/22/2025
[Horizon Commercial Pool] Horizon Commercial Pool	109832	7/14/2025	Chemical	929.25	929.25	0.00	7/31/2025
[Horizon Commercial Pool] Horizon Commercial Pool	111428	7/17/2025	Chemicals	3,679.50	3,679.50	0.00	7/31/2025
[IRS] IRS Tax Payments	073025	7/30/2025	Extra payment due from Quarter 1 2025	84.62	84.62	0.00	7/31/2025
[ITUAB] ITU ABSORBTCH, INC.	8564021	7/08/2025	Towels/Rags	76.93	76.93	0.00	7/22/2025
[J. F. AHERN COMPANY] J. F. AHERN COMPANY	745222	7/07/2025	Fire Alarm Inspection	600.00	600.00	0.00	7/31/2025

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[Janet Strehlow] Janet Strehlow	072125	7/21/2025	Shelter Return for 7/12/25	100.00	100.00	0.00	7/21/2025
[Jason Caulfield] Jason Caulfield	072125	7/21/2025	Shelter Return for 7/12/2025	100.00	100.00	0.00	7/21/2025
[JLE] JON LUNDT ELECTRIC	14381	7/01/2025	Parks (Nathan)	401.10	401.10	0.00	7/10/2025
[JLE] JON LUNDT ELECTRIC	14397	7/07/2025	Electric Service	334.26	334.26	0.00	7/31/2025
[JLE] JON LUNDT ELECTRIC	14405	7/14/2025	Shelterhouse	1,123.81	1,123.81	0.00	7/31/2025
[JLE] JON LUNDT ELECTRIC	14406	7/14/2025	WELL #6	497.78	497.78	0.00	7/17/2025
[JLE] JON LUNDT ELECTRIC	14415	7/23/2025	INFLEUNT PLANT	535.50		0.00	8/01/2025
[KRAUSE'S SERVICE, INC.] KRAUSE'S SERVICE, INC.	09266	7/01/2025	2019 Ford Explorer New Battery	293.40	293.40	0.00	7/10/2025
[KEG] KUNKEL ENGINEERING GROUP	0277965	7/25/2025	2025 - May - BUILDING INSPECTION FEES	6,314.53	6,314.53	0.00	7/10/2025
[KEG] KUNKEL ENGINEERING GROUP	0278771	7/23/2025	Building Inspection Services through June 30, 2025	544.00	544.00	0.00	7/31/2025
[LINCOLN CONTR SUPPLY INC] LINCOLN CONTR SUPPLY INC	158677	7/24/2025	170Z CAUTION BLUE WB PAINT BLUE STAKE FLAGS	349.08		0.00	8/01/2025
[Lisa Dake] Lisa Dake	072525	7/25/2025	Shelter Deposit return	100.00	100.00	0.00	7/25/2025
[Maria Varraza] Maria Varraza	073125	7/31/2025	One New Tire Damaged	263.99	263.99	0.00	7/31/2025
[MART] MARTELLE WATER TREATMENT	29668	7/16/2025	LIQUID ALUMINUM SULFATE	5,686.16		0.00	8/01/2025
[Matthew Mathia] Matthew Mathia	072125	7/21/2025	Shelter Return for 7/13/25	100.00	100.00	0.00	7/21/2025
[Michelle Vassar] Michelle Vassar	070925	7/09/2025	Shelter Return	100.00	100.00	0.00	7/09/2025
[Michelle Wolff] Michelle Wolff	070925	7/09/2025	Shelter Return	100.00	100.00	0.00	7/09/2025
[MODRENT] MODERN RENTALS, INC	333434	7/15/2025	Cemetery - Belt	55.98	55.98	0.00	7/31/2025
[MODRENT] MODERN RENTALS, INC	333805	7/24/2025	Saw parts	20.00	20.00	0.00	7/31/2025
[MODRENT] MODERN RENTALS, INC	333937	7/28/2025	Cemetery - Vehicle parts	69.98	69.98	0.00	7/31/2025
[MODRENT] MODERN RENTALS, INC	333939	7/28/2025	Mower Parts	222.44	222.44	0.00	7/31/2025
[Morarty] Morarty Refrigeration	9350	7/03/2025	SERVICE A/C UNIT	272.22	272.22	0.00	7/11/2025
[MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC.	29432	7/10/2025	ASSISTANCE WITH ACCOUNT BALANCES AND DIVISION OF WATER/SEWER CASH	293.75	293.75	0.00	7/17/2025
[MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC.	29459	7/07/2025	ASSISTANCE WITH EMAIL BILLING	117.50		0.00	8/01/2025
[MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC.	29519	7/23/2025	UPDATE ROUTE #S TO ONE ROUTE	176.25		0.00	8/01/2025
[MOMAHA] MUTUAL OF OMAHA	001909465163	7/01/2025	July 2025 Life & Accident	409.56	409.56	0.00	7/10/2025
[NIELSON] NIELSON COMMUNICATION	25177	7/14/2025	Pagers	1,688.00	1,688.00	0.00	7/22/2025
[NIELSON] NIELSON COMMUNICATION	25182	7/14/2025	Radio Batter Station Base Station	614.92	614.92	0.00	7/22/2025

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[Norsemen Training] Norsemen Training	061725	7/10/2025	Ken & Jay Swat Training	1,050.00	1,050.00	0.00	7/10/2025
[NCL] NORTH CENTRAL LABORATORIES	522864	7/22/2025	BUFFERED DILUTION WATER FOR FECAL	90.88		0.00	8/01/2025
[NEA - City] NORTHEAST ASPHALT	30-00024839	7/10/2025	Asphalt	1,719.84	1,719.84	0.00	7/31/2025
[NORTHEAST ASPHALT - WATER]	30-00025362	7/17/2025	Asphalt	1,358.63	1,358.63	0.00	7/31/2025
NORTHEAST ASPHALT INC							
[01-00002113-02-8] OBRIST, LISA	2025-06	7/03/2025	Cleaning Service	521.25	521.25	0.00	7/11/2025
[PACKERLAND PORTABLES] PACKERLAND 139880		7/09/2025	Porta Potty's	185.00	185.00	0.00	7/31/2025
PORTABLES							
[Pat Garczynski] Pat Garczynski	070925	7/09/2025	Shelter Return	100.00	100.00	0.00	7/09/2025
[PLANTZ] Plantz, Dennis	071025	7/10/2025	July 2025 Health Reimbursement	271.68	271.68	0.00	7/10/2025
[01-00000811-00-1] PODOL, GARY	071025	7/10/2025	Retiree Health Insurance - COBRA for S. Podoll	649.48	649.48	0.00	7/10/2025
[Princeton] Princeton Utilities	25178	7/14/2025	July 2025 Utilities	288.90	288.90	0.00	7/22/2025
[Public Administration Associates, LLC] Public Administration Associates, LLC	C-64-25	7/02/2025	Staffing classification and compensation plan	6,300.00	6,300.00	0.00	7/10/2025
[Rebekah Sell] Rebekah Sell	072125	7/21/2025	ARPA Funds used to pay	200.00	200.00	0.00	7/21/2025
[RENNERT'S] RENNERT'S FIRE EQUIP SERVICE	25179	7/14/2025	Shelter Return for 7/6 & 7/13/2025	6,969.62	6,969.62	0.00	7/22/2025
[RENNERT'S] RENNERT'S FIRE EQUIP SERVICE	25180	7/14/2025	Unit 79 repair	1,244.50	1,244.50	0.00	7/22/2025
[Rhonda Brand] Rhonda Brand	073125	7/31/2025	Refund for Senior Center Rental	125.00	125.00	0.00	7/31/2025
[Russell Wobschall] Russell Wobschall	070925	7/09/2025	Shelter Return	100.00	100.00	0.00	7/09/2025
[01-00007021-00-1] SANCHEZ, VALERIA	070925	7/09/2025	Shelter Return	100.00	100.00	0.00	7/09/2025
[Sandra Peschke] Sandra Peschke	072125	7/21/2025	Shelter Return for 7/13/25	100.00	100.00	0.00	7/21/2025
[01-00013229-00-0] SCHRANK, LYLE	072525	7/25/2025	Shelter Deposit Return	100.00	100.00	0.00	7/25/2025
[01-00010130-15-2] SEAMAN, ANDY & MIDGE	072825	7/28/2025	Health Reimbursement	3,408.17	3,408.17	0.00	7/16/2025
[01-00012103-00-2] SEAMAN, PETER		7/09/2025	OVERPAYMENT DUE TO PARCEL SOLD IN 2024	126.60	126.60	0.00	7/11/2025
[SFFG] SECURIAN FINANCIAL GROUP	071525	7/15/2025	June Invoice	1,256.93	1,256.93	0.00	7/10/2025
[03668] SKIVERS, STEPHANIE J	071025	7/10/2025	Travel expense for conference	213.34	213.34	0.00	7/10/2025
[SFLM] SONDALLE FORD LINCOLN MERCURY	78703	7/16/2025	2023 chrysler Voyager	46.59	46.59	0.00	7/31/2025
[STR] STRAND ASSOCIATES, INC	0226586	7/08/2025	PROFESSIONAL SERVICES JUNE 1 THRU JUNE 30, 2025	3,650.00	3,650.00	0.00	7/25/2025
[Sue Trampf] Sue Trampf	070925	7/09/2025	Shelter Return	100.00	100.00	0.00	7/09/2025

City of Berlin WI
Accounts Payable Status Report from 7/01/2025 to 7/31/2025

Lookup & Org Name	Invoice Number	Invoice Date	A/P Description	Original A/P Owed	Paid Amt To Date	Balance Due Run Date	Check Number
[Northwoods] Superior Chemical, LLC	420153	7/10/2025	Solvent	354.47	354.47	0.00	7/31/2025
[THE EXPEDITERS] THE EXPEDITERS INC	4248	7/15/2025	2025 SANITARY SEWER TELEVISIONG	6,833.37	6,833.37	0.00	7/25/2025
[TCAW] THEDACARE AT WORK	371950	7/22/2025	Quest NON-DOT Drug Screen Collection	44.00	44.00	0.00	7/31/2025
[TCAW] THEDACARE AT WORK	9190004	7/01/2025	EAP	499.50	499.50	0.00	7/10/2025
[0110] Thiel, Debra L	070925	7/09/2025	Shelter Return	100.00	100.00	0.00	7/09/2025
[US CELL] U S CELLULAR	0743786475	7/16/2025	MONTHLY SERVICE CHARGES 7/16/25 TO 8/15/25	424.06		0.00	8/01/2025
[Unique] Unique Management Services, Inc.	6141185	7/01/2025	06-11 Placements	34.95	34.95	0.00	7/11/2025
[USPSU010] US POSTAL OFFICE- POST MASTER	7/3/25	7/02/2025	06-18 Placements				
			JULY MONTHLY BILLING	911.65	911.65	0.00	7/02/2025
[USA BB] USA BLUEBOOK	INV00772849	7/21/2025	LEAD FREE BRASS	238.76	238.76	0.00	7/25/2025
[USA BB] USA BLUEBOOK	INV00774368	7/22/2025	MAGNESIUM	136.27	136.27	0.00	7/25/2025
			CHLORIDE/POTASSIUM/PHOSPHATE BUFFER				
			General Labor	219.00	219.00	0.00	7/31/2025
[vonBRIESEN & ROPER, s.c.] vonBRIESEN & ROPER, s.c.	499241	7/17/2025					
[vonBRIESEN & ROPER, s.c.] vonBRIESEN & ROPER, s.c.	499242	7/17/2025	2025 Police Negotiations	73.00	73.00	0.00	7/31/2025
[Wallner, Nancy] Wallner, Nancy	072525	7/25/2025	Shelter deposit return	100.00	100.00	0.00	7/25/2025
[WM] WASTE MANAGEMENT	0032712-0414-5	7/01/2025	June 2025 Service	32,842.96	32,842.96	0.00	7/10/2025
[WeEner] We Energies	25175	7/14/2025	Princeton Utilities	29.76	29.76	0.00	7/22/2025
[WI PHY INS] WI Physician Insurance	2025-14	7/03/2025	Pay period ending 6/28/2025, EmphHealth	23,661.75		23,661.75	
[WI PHY INS] WI Physician Insurance	2025-14	7/03/2025	Pay period ending 6/28/2025, EmphHealth	14,787.97		14,787.97	
[WI PHY INS] WI Physician Insurance	2025-14	7/03/2025	Pay period ending 6/28/2025, EmphHealth	7,137.80		7,137.80	
[WI SCTF] WI SCTF	07/18/2025	7/18/2025	Garnishment - Child Support Dylan Saylor - Payroll Date 7/18/2025	111.23	111.23	0.00	7/22/2025
[WI SCTF] WI SCTF	07/31/2024	7/31/2025	Garnishment - Child Support Dylan Saylor - Payroll Date 8/01/2025	111.23	111.23	0.00	7/31/2025
[WI SCTF] WI SCTF	070325	7/03/2025	Garnishment - Child Support Dylan Saylor - Payroll Date 7/03/2025	111.23	111.23	0.00	7/08/2025
[WIDOT-Huron] Wisconsin Department of Transportation	095-0000403071	7/01/2025	Conn Hwy C Berlin, Huron Street	8,235.33	8,235.33	0.00	7/11/2025

City of Berlin WI
Accounts Payable Status Report from 7/01/2025 to 7/31/2025

Lookup & Org Name	Invoice Number	Invoice Date	A/P Description	Original A/P Owed	Paid Amt To Date	Balance Due Run Date	Check Number
[WIDOT-Huron] Wisconsin Department of Transportation	095-0000403082	7/01/2025	Berlin - Connecting HWY Project - Huron Street	6,814.52	6,814.52	0.00	7/11/2025
[WEDC] Wisconsin Economic Development Corporation	07/31/2025	7/23/2025	Connect Communities Dues	200.00	200.00	0.00	7/31/2025
[WPPA] WISCONSIN PROFESSIONAL POLICE	073125	7/29/2025	Union Dues - August 2025	457.00	457.00	0.00	7/31/2025
[WRP] Wisconsin Rural Partners	07112025	7/11/2025	Tim Ludolph - Seminar July 2025	25.00	25.00	0.00	7/31/2025
[ZP-RENTAL] ZIETLOW PROPERTIES, LLC	072125	7/21/2025	Rent for Berlin EMS House	900.00	900.00	0.00	7/18/2025
Report Totals:				524,417.94		51,806.52	

COMMON COUNCIL MEETING MINUTES
TUESDAY, JULY 8, 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 by Mayor Burgess at 7:00pm. Roll Call: *Alderspersons Boeck, Hill, Przybyl, Nigbor and Stobbe were present. Sorenson was excused.*
2. Seat Virtual Attendees (if necessary) - *None*
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. *Luke Dretske resides at 412 Sandmar Dr., Ripon, WI and wanted to discuss ordinance 08-2024 Single Family Zoning. Luke is asking the city to enforce this ordinance.*

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 6.10.2025 Common Council Meeting.

Aldersperson Hill made a motion to approve all items on the consent agenda with a second made by Aldersperson Przybyl. Roll call vote carried (5 ayes: Boeck, Hill, Przybyl, Nigbor, Stobbe; 0 nay; 1 absent: Sorenson).

END OF CONSENT AGENDA

8. Introduction of new staff member: Brittani Majeskie, Deputy City Clerk/Treasurer
9. League of Wisconsin Municipalities/Baer Insurance insurance renewal proposal.
RECOMMENDATION: Approve the insurance renewal proposal to provide Liability, Auto, Workers Compensation, Crime and Property coverage. *Ryan Burns from the League of Wisconsin Municipalities/Baer Insurance discussed the first renewal premium for the city. There was discussion about other program benefits the League of Wisconsin Municipalities provides. He handed out an additional sheet for page 9 with additional options for changes to deductibles. The council approved the original proposal without the optional deductibles. Aldersperson Stobbe made a motion to approve the proposal for insurance coverage renewal submitted by the League of Wisconsin Municipalities and Baer Insurance, with a second*

made by Alderperson Hill. Voice vote carried with five ayes. (One absent: Sorenson)

10. Discussion of proposed residential development on Canal Street. RECOMMENDATION: Listen to presentation and provide/discuss general impressions. No approval or guarantee of any project or/proposal can be made at this time. *Adam Ewald discussed a proposed residential development project on Canal Street. He stated that he is a small developer and cannot build the whole project at once. He is looking for a development agreement or incentives to complete the project. Discussion among the Council, Adam Ruechel of Baird, and City Administor Balcom on options of creating a development agreement plan or incentive plan. The council directed staff to look into a possible TIF incentive plan for lots in the TID, possibly formatted similarly to a past city incentive plan to encourage development.*
11. 2026 Budget Preparation Update and Discussion. RECOMMENDATION: Listen to presentation with discussion and action as appropriate. *Discussion among the Council and City Administor Balcom stated the city has \$456,000 deficit and began presenting options to close the gap. She presented moving the recycling bill off the levy and onto either a special charge on the tax bill or to the utility bill. It was confirmed the city will still be eligible for grants. Additional discussion on the recycling contract. It was decided to table the recycling discussion and to review the current recycling contract. Discussion among the Council about additional cuts to be made, and how to both make cuts and increase revenue. Adam Ruechel of Baird joined the discussion on borrowing as a way to increase revenue. He presented the benefits of borrowing for infrastructure, streets, and equipment as receiving a lower rate than borrowing for operations at a higher interest rate. He added that borrowing wouldn't fix the gap, but would allow for replenishing of reserves. There was additional discussion on the wheel tax, and how the city is losing out on money from the state because it is not spending money on the roads. There was discussion on the aquatic center. It was decided to wait on the special pool meeting on July 28, 2025 to discuss the pool options further.*
12. Development Agreement with Premier Berlin LLC and TW Berlin LLC for a 48 Unit Apartment Complex in TID 16 on Parcel 206-01082-0200. RECOMMENDATION: Approve the Development Agreement between the City of Berlin and Premier Berlin, LLC and TW Berlin, LLC for a development within TID 16 for the creation of a 4 building, 48-unit apartment complex on Parcel Number 206-01082-0200, accept the Guaranty of Completion, and approve the Short Form Memorandum of Development Agreement City of Berlin to be recorded. *City Administrator Balcom presented Premier Berlin, LLC added a partner, TW Berlin, LLC to the agreement. It is the same agreement as presented last month, with the addition of TW Berlin, LLC. Alderperson Stobbe made a motion to approve the Development Agreement between the City of Berlin and Premier Berlin, LLC and TW Berlin, LLC for a development within TID 16 for the creation of a 4 building, 48-unit apartment complex on Parcel Number 206-01082-0200, acceptance of the Guaranty of Completion, and acceptance of the Short Form Memorandum of Development Agreement City of Berlin to be recorded. This agreement to replace the agreement previously approved by the Common Council on June 10, 2025, with a second by Alderperson Przybyl. Voice vote carried with five ayes. (One absent: Sorenson.)*
13. 2025-2026 Liquor License Requests. RECOMMENDATION: Approve Liquor License Applications as presented, subject to all locations passing all required inspections and final approval by City Attorney. *City Administor Balcom presented that all class B liquor licenses for the City of Berlin have been filled. Anyone wishing to get a liquor license moving forward will need to get a reserve liquor license at the cost of \$10,000. Alderperson Boeck made a*

motion to approve Liquor License Applications as presented, subject to all locations passing all required inspections and final approval by City Attorney, with a second by Alderperson Stobbe. Voice vote carried with five ayes. (One absent: Sorenson.)

14. Resolution #25-06 Appointing A Temporary Municipal Judge for the Lakeside Municipal Court to Fill A Temporary Term Until An Election Is Held on November 4, 2025. RECOMMENDATION: Approve Resolution #25-06 Appointing A Temporary Municipal Judge for the Lakeside Municipal Court to Fill A Temporary Term Until An Election Is Held on November 4, 2025. *Alderperson Hill made a motion to approve Resolution #25-06 Appointing A Temporary Municipal Judge for the Lakeside Municipal Court to Fill A Temporary Term Until An Election Is Held on November 4, 2025, with a second by Alderperson Przybyl. Roll call vote carried (5 ayes: Boeck, Hill, Przybyl, Nigbor, Stobbe; 0 nay; 1 absent: Sorenson).*
15. Resolution #25-07 Ordering A Special Election For Municipal Judge Of The Lakeside Municipal Court To Be Held On November 4, 2025. RECOMMENDATION: Approve Resolution #25-07 Ordering A Special Election For Municipal Judge Of The Lakeside Municipal Court To Be Held On November 4, 2025. *Alderperson Hill made a motion to approve Resolution #25-07 Ordering A Special Election For Municipal Judge Of The Lakeside Municipal Court To Be Held On November 4, 2025, with a second by Alderperson Przybyl. Roll call vote carried (5 ayes: Boeck, Hill, Przybyl, Nigbor, Stobbe; 0 nay; 1 absent: Sorenson).*
16. Creation and Posting of Senior Center and Aquatic Center Manager Position. RECOMMENDATION: Approve the position creation and hiring of a Senior Center and Aquatic Center Manager. *Alderperson Hill made a motion to table item 16 until the special pool meeting on July 28, 2025, with a second by Alderperson Przybyl. Voice vote carried with five ayes. (One absent: Sorenson.)*
17. Municipal Vehicle Registration Fee (Wheel Tax) discussion. RECOMMENDATION: Listen to presentation with discussion and action as appropriate. *City Administor Balcom presented Wheel tax information from WI DOT. Alderperson Stobbe made a motion to put together an ordinance for a wheel tax in the amount of \$25 to be brought back at the next Committee of the Whole Meeting with a second by Alderperson Hill. Voice vote carried with four ayes. (One nay: Nigbor; One absent: Sorenson.)*
18. Old Business (To be used to request items of old business be put on a future agenda for further discussion or action; or used to make a motion for reconsideration of an item from the current meeting or immediately previous meeting; or to make a motion to take items off the table which were laid on the table only during the current meeting.) *None*
19. New Business (To be used to request items of new business be put on a future agenda) *Review the current recycling contract.*
20. Adjourn. *Alderperson Hill made a motion to adjourn at 9:23 pm with a second by Alderperson Stobbe. Voice roll call passed unanimously. Meeting adjourned.*

Respectfully submitted by
Brittani Majeskie, Deputy Clerk-Treasurer

SPECIAL COMMON COUNCIL MEETING MINUTES
MONDAY, JULY 28, 2025 AT 5:30PM
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 by Mayor Burgess at 5:30 pm. Roll call: Alderpersons Przybyl, Boeck, Nigbor, Hill, Stobbe, and Sorenson present. Also present: Eric Larson of Municipal Law and Litigation group, city attorney; Jessi Balcom, City Administrator; Debra Thiel, Deputy Clerk-Treasurer; Scott Zabel, Street Superintendent; Rebecca Bays, Parks and Recreation Director
2. Seat Virtual Attendees (if necessary) – None
3. General Public Comments.
 - Michelle Cassidy of 181 E. Noyes St., spoke in favor of the pool; The pool is the heart of Berlin.
 - Vanessa Elendt of 449 Van Horn Rd., spoke in favor of the pool; The pool gives people reasons to stay.
 - Eric Berndt of 192 Spring St., spoke about businesses wanting to donate to the pool.
 - Nancy Gimenez of 179 E Liberty St. read a letter from Nicole Thorsen of UT, formerly of Berlin, in favor of the pool; The pool is a large part of why they continue to vacation here.
 - Josh Wendt of 164 E. Waushara St., spoke in favor of the pool; If it closes, it will remain closed.
 - Jack Nation of 428 River Dr., spoke in favor of the pool; It keeps children active.
 - Barb Resop of 163 Eastridge Dr. #9, spoke of a time when the pool had a profit and suggested setting up a pool committee.
 - Bobbie Erdmann of 480 Hillside Dr., commented that the pool was never expected to make money, and encouraged the Council to make a commitment to the pool.
 - Tammy Goettl of 2257 Wall St., spoke in favor of the pool; It is a community hub. She referenced community support of the pool.
 - Madysen Main of 133 N. Wisconsin St., read a letter on behalf of the Boys and Girls Club of the Tri County Area in favor of the pool.
 - Erica Berkshire of 330 N. Wisconsin St., spoke on behalf of Friends of Berlin Aquatic Center, of community support and donations in favor of the pool. She also read a letter from the Sass family, owners of Wisconsin Spice, in support of the pool with monetary support. The Sass family would like a decision by August 31.
 - Tom Yancy of 159 S. Swetting St., spoke in support of the pool; It is vital to the community and his family.
 - Ammanda Garza of 148 S. Kossuth St., suggested that a change in pool operation be made; Run it like a business; Create a board.
 - Abigail Giffey of 445 Sacramento St., suggested the city donate the pool to a 501 (c)(3).
 - Dave Hitz of 310 Greely St., spoke in favor of the pool; It gives an alternative to crime.
 - Maddie Hitz of 310 Greely St., spoke in favor of the pool; It's a special place that

makes Berlin who we are.

4. Discussion of the future of the Berlin Aquatic Center:

- a. Structural condition of the pool- *City Administrator, Jessi Balcom, handed out pool attendance records from 2016-2024 and financial information for 2024 and 2025. She discussed the structural condition of the pool; She explained that the \$2 million estimate completed by Ramaker in 2024 brings the pool back to its original operational status and does not include funds to bring the facility into ADA compliance or provide for amenity upgrades. Alderperson Hill added that the estimate does include designing a new electric room and disconnecting the electric from the plumbing as they are currently cohabitating. It would also include a dressing room upgrade.*
- b. Operational deficit of the pool- *City Administrator, Jessi Balcom, explained that the pool operates at approximately a \$100-\$120 thousand deficit annually. She explained that structural and operational concerns are two separate concerns.*
- c. Options for funding structural repairs and project timeline
 - a. City Borrowing- *City Administrator Balcom discussed the total borrowing capacity is limited by state statute. The City also has a financial policy limiting borrowing, although the Common Council can revise the policy. She also discussed the City's creation of a Capital Improvement Plan, which identifies the costs of maintaining all current assets. She discussed the approximate costs and current completion rates of street repair. Point of Order was raised by Alderperson Hill. Discussion was had to seat the temporary president while the Mayor stepped out. Alderperson Boeck made a motion to seat Victoria Hill, with a second by Alderperson Sorenson. Voice vote carried. City Administrator Balcom continued to discuss the creation of the Capital Improvement Plan. Discussion about the City's ability to borrow compared to the City's ability to afford repayment. Discussion about borrowing raising the levy and increasing the tax rate. Discussion about the Strategic Plan Survey results; The survey will be closed on August 1, and results will be discussed at the next Committee of the Whole meeting. City Administrator Balcom discussed the total borrowing needs to include all community needs the Council deems necessary. Point of Order was raised by Alderperson Hill. Alderperson Hill made a motion to reseal the Mayor, with a second by Alderperson Boeck. Voice vote carried.*
 - i. Community Donations- *City Administrator Balcom suggested the Council determine the total amount needed and the time frame for donations to be realized.*
 - ii. Combination of Borrowing and Donations- *City Administrator Balcom suggested the Council determine a time frame, the amount needed, and the City move forward only if the funds are raised.*
 - iii. Unfunded – close pool- *City administrator Balcom discussed that closing the pool could mean closing the pool and demolishing, or no longer owning as far as selling or donation.*
 - iv. Unfunded – sell or donate pool. *City Administrator Balcom discussed that the City's Code of Ordinances outlines the process of the City disposing of surplus property, and the Council could amend the ordinance if needed. Mayor Burgess suggested that more businesses may consider a donation to the pool if it was a 501(c)(3). Discussion about donating the pool to the*

Friends of the Berlin Aquatic Center volunteers. Erica Berkshire of Friends of the Berlin Aquatic Center, discussed needing time to restructure the Friends of the Berlin Aquatic Center board to be ready to take over the pool. She added that a temporary pool closure would allow the time to restructure to make the pool successful. Mayor Burgess discussed the decisions the Council will need to make after the audit is completed, and that a decision to borrow for pool repairs should be made by referendum. Alderperson Stobbe suggested the closing of the pool for 2026, and the Friends of The Berlin Aquatic Center develop a commitment and plan to run the pool, and move to a referendum if needed. Mayor Burgess suggested that the Council agree to close the pool for 2026. Alderperson Boeck asked Scott Zabel, City of Berlin Street Superintendent, what the effects of shutting the pool down for a year would be. Zabel confirmed that a year shut down wouldn't be much different than 2020, however a longer shut down would be more difficult. Alderperson Hill suggested that a common message from the Council to the community about the future of the pool be made. Mayor Burgess asked Eric Larson of Municipal Law and Litigation group, city attorney, if any city ordinances would need to be adjusted to give the pool to a non-profit group. Larson discussed that non-profit would need to be properly created, and researched, including title work, would need to be done to ensure that the property can be donated. Discussion about a referendum and budget timeline. Berkshire discussed the difficulties the Friends of the Berlin Aquatic Center has had getting donations without a commitment from the City. Ammanda Garza of the Friends of the Berlin Aquatic Center, discussed how the Friends of the Berlin Aquatic Center mission has changed as the needs of the pool has changed. Alderperson Hill presented an option of the City maintaining the pool, but another group running the pool. Larsen confirmed that a rental agreement would need to be made. He discussed that state regulations would need to be met regardless of who owns the pool. Mayor Burgess discussed the City cannot afford to open the pool next year, and the Council has the intention to gift the pool to the Friends of the Berlin Aquatic Center. The council discussed that a letter of intent to accept the donation of the pool from the Friends of the Berlin Aquatic Center would be needed in September. City Administrator Balcom agreed to add a presentation by the Friends of the Berlin Aquatic Center to the September agenda.

- d. *Creation and Posting of Senior Center and Aquatic Center Manager Position- City Administrator Balcom asked if anyone wanted to comment. Alderperson Stobbe discussed that since the Council is looking to donate the pool, there is no reason to discuss.*
5. General Public Comments.
- *Dennis Molder of 219 S. Grove St., questioned if the operational funds were available, could the pool be run again. Mayor Burgess confirmed the pool could run again in 2026, but a filter failure would cost approximately \$200 thousand. He suggested proper management from another group.*
 - *Brian Brock of W722 Cty Rd. X, spoke in support of donation of the pool to a non-profit, but would like to see the City help the non-profit with the water.*

- *Michelle Cassidy of 181 E. Noyes St., members of the Friends of the Berlin Aquatic Center questioned where the current tax money that goes to the pool will go after the donation of the pool and if that money can still go to the pool.*
- *Tom Yancy of 159 S. Swetting St., questioned if the needed pool repairs could happen off season, if the current pledges for repair could be used for operation, and if other groups would be willing to work with the Friends of The Berlin Aquatic Center rather than compete.*
- *Vanessa Elendt of 449 Van Horn Rd., questioned getting a second pool estimate, working with the community and willing businesses. Mayor Burgess confirmed that it was discussed to source work locally. Zabel confirmed that they would rather use local contractors rather than what was quoted.*
- *Josh Wendt of 164 E. Waushara St., questioned what would happen to the pool if the 501(c)(3) would dissolve.*
- *Alderperson Hill commented that the Friends of the Berlin Aquatic center started as a fundraising effort, and are now being asked a much bigger task; They are being asked to take over management.*

6. Old Business - *None*

7. New Business - *None*

8. Adjourn. *Alderperson Stobbe made a motion to adjourn the meeting at 7:33 pm with a second by Przybyl. Voice vote carried.*

Respectfully submitted by
Brittani Majeskie, Deputy Clerk-Treasurer

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Adoption of Green Lake County Hazard Mitigation Plan
MEETING DATE: August 12, 2025

BACKGROUND

As a municipality within Green Lake County, the City of Berlin is being asked to adopt the Hazard Mitigation Plan. Please see the enclosed Letter from Dave Cornelius, Emergency Management Director for Green Lake County. As noted in the letter, adoption of the Plan would not commit the City to completing any projects, however, not adopting the plan would render the City ineligible to apply for mitigation project funding in the future.

Due to the size of the Plan (330+ pages), a link to the document is available on the City's website with the August 5, 2025 Committee of the Whole Meeting agenda packet. A printed copy is also available in my office for review. Should you wish to have a printed copy of the plan, please let me know.

SUGGESTED MOTION

This item has been placed on the Consent Agenda. The Committee of the Whole recommended adoption of Resolution #25-08 on August 5, 2025. The Resolution adopts the Green Lake County Hazard Mitigation Plan as an official plan and resolves that the Green Lake County Emergency Management Department will submit, on behalf of the City, the plan to Wisconsin Emergency Management and Federal Emergency Management Agency for review and approval.

RESOLUTION # 25-08

ADOPTING THE GREEN LAKE COUNTY HAZARD MITIGATION PLAN

FISCAL IMPACT: None

WHEREAS, the City of Berlin recognizes the threat that natural hazards pose to people and property; and

WHEREAS, undertaking hazard mitigation actions before disasters occur will reduce the potential for harm to people and property and save taxpayer dollars; and

WHEREAS, an adopted all-hazards mitigation plan is required as a condition of future grant funding for mitigation projects; and

WHEREAS, the City of Berlin participated jointly in the planning update process with Green Lake County and the other local units of government within the County to prepare an updated Hazard Mitigation Plan;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Berlin, hereby adopts the Green Lake County Hazard Mitigation Plan as an official plan; and

BE IT FURTHER RESOLVED, that the Green Lake County Emergency Management Department will submit, on behalf of the City, the adopted Hazard Mitigation Plan to Wisconsin Emergency Management and Federal Emergency Management Agency officials for final review and approval. Minor changes made upon advice from Wisconsin Emergency Management and Federal Emergency Management Agency will not require re-adopting this resolution.

PASSED: _____

DATE: _____

Catrina Burgess, Mayor

Attest:

Jessi Balcom, City Administrator/Clerk/Treasurer



GREEN LAKE COUNTY OFFICE OF EMERGENCY MANAGEMENT

*Sgt. Dave Cornelius
Director*

*571 County Road A
Green Lake, WI 54941
920-294-4000*

July 21, 2025

Dear Town, Village, City, and County Community Leaders of Green Lake County

The State of Wisconsin has endured billions of dollars in damages over the past three decades, as a result of various disasters including severe weather and flooding events, major snowstorms, and powerful tornados. While the costs of each disaster may vary greatly, the impact is always the hardest at the local level, impacting our communities the most.

The State of Wisconsin, in partnership with FEMA, have identified opportunities to assist communities in reducing future losses through several mitigation activities. Mitigation efforts may result in a significant decline in the cost of a disaster's impact down the road.

Hazard mitigation breaks the cycle of damage and repair by reducing or eliminating the long-term risk to human life and property caused by the potential hazards. These preventative actions may be as simple as elevating a furnace in a basement, in an effort to prevent water damage. Mitigation efforts may also take a more comprehensive approach such as relocating buildings out of the floodplain or strengthening critical facilities to prevent wind damage and provide stronger shelter.

In an effort to better mitigate Green Lake County's vulnerability to disaster, Green Lake County Emergency Management, applied for, received, and has now updated the Green Lake County Hazard Mitigation Plan through a Pre-Disaster Mitigation (PDM) planning grant. The updated plan serves as a roadmap that outlines potential cost-effective hazard mitigation activities, some of which might be available for future grant funding. The plan highlights the risks and vulnerabilities that Green Lake County faces from natural disasters and highlights mitigation strategies that may reduce future losses.

As this project nears completion, we are sending copies of the final updated plan and a draft resolution template for you to use for the re-adoption of the Green Lake County Hazard Mitigation Plan. Please note:

- 1. Adoption of this plan will not cost your community anything.** You will not be committing to completing any of the projects listed; instead it is a list of triaged ideas that could be accomplished should the funding and will to complete them become available.
- 2. If you do not adopt this plan, your community will not be eligible to apply for and receive mitigation project funding in the future.**

We are asking that you please include adoption of this resolution on your August meeting agenda and provide a copy of the final resolution as soon as it is passed to the Green Lake County Emergency Management department.

If you have any questions or comments regarding this plan update, please feel free to contact me at (920) 294-4134 ext. 1117 or by email at dcornelius@greenlakecountywi.gov

I will be sending you an electronic version of the resolution by separate email.

We thank you in advance for your assistance with completing the Green Lake County Hazard Mitigation Plan. This small investment of your time will help make our community a safer, healthier and more disaster-resistant community for years to come.

Respectfully,

Dave Cornelius

Emergency Management Director

Green Lake County

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: WIS 91 (WIS 49 South to Berlin) 2029 DOT project discussion of detour and 30% Plan Review.
MEETING DATE: August 12, 2025

BACKGROUND

The DOT has reached out with the 30% Plans for the 2029 WIS 91 road project. The DOT has asked several questions regarding the City's concerns, needs and preferences. Staff presented their recommendations to Council at the August 5, 2025 Committee of the Whole meeting. The enclosed Staff Recommendations summarizes this presentation and notes the Council's preference to have decorative lights from Spring Street going east to Church Street. Staff will get back to the DOT so that the DOT project planning and approval process can continue.

SUGGESTED MOTION

This item has been placed on the Consent Agenda. The Committee of the Whole recommended approval of Staff's recommendations on August 5, 2025.

Staff Recommendations

Johnson St. intersection

Yes, the curb can be tapered to allow more space for the sidewalk and ramp.

Detour

Staff recommends that the state road detour as presented by the WDOT be used rather than county and township roads.

Crosswalks

Staff recommends removing the crosswalk on E. Huron St. on the east side of S. Swetting St.

Bump-outs

On this segment of the construction staff recommends bump-outs at the intersections of (Huron and State) and (Huron and Church) for pedestrian safety for Nathan Strong park events. We understand that traffic movements would dictate placing bump-outs on these intersections.

Lighting

There are currently 5 decorative lights from Spring St. going east to Church St. These were put in to compliment the park and historic residential area. Does the city want to keep decorative lighting in this area or continue with the state spec. light poles and fixtures similar to those from Church St. to Center St? or does the city want to replace the state spec. light poles and fixtures with decorative throughout the entire project?

Common Council noted that the August 5, 2025 Committee of the Whole meeting that the five Decorative Lights should be replaced with Decorative Lights from Spring Street going east to Church Street. On the WIS 91 project, street lights are to be replaced as the same type of lighting currently installed (decorative for decorative and State spec. for State spec.).

Access and Driveways

City staff will be actively working with property owners as it pertains to driveway width, elevation and necessity.

Parking

City staff recommends that no additional parking stalls be marked (painted) in the residential area of the project due to maintenance.

City Administrator

From: Brad Halvensleben <Brad.Halvensleben@klengineering.com>
Sent: Monday, July 28, 2025 3:47 PM
To: Scott Zabel
Cc: Brian Malnory; City Administrator; Bohn, Preston R - DOT; Jelinek, Michael A - DOT; Brian St. Vincent
Subject: STH 91 / Green Lake Co / 6540-01-03 / City Coordination
Attachments: 65400173_91 detour.pdf; 65400173_pln_30.pdf; 65400103_WIS 91 PIM Overview Roll Plot.pdf

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Scott,

We had previously kept the different STH 91 and STH 49 projects together for discussion, but since we have passed the initial public meeting, we will now be concentrating on the projects separately. The STH 91 (6540-01-03) project has more urgency and here are some more details/items needed from the City to keep things moving and on schedule.

I've included a few attachments for reference:

Preliminary Plan Submittal: this includes notes for questions/design recommendations

Public Meeting Roll Plot: this include similar design notes/questions, but is one continuous roll plot

Detour Route: regional detour route presented at the meetings.

Johnson Street Intersection: the northeast quadrant of Johnson Street has a wider taper than the other side. Could this taper be narrowed to provide more room in the terrace for sidewalk and the curb ramp? This only appears to be a dead-end street to the back of the apartments so wanted to verify if the extra width is needed for truck deliveries. See attached plans.

Detour: at the city and local officials meeting we discussed the regional detour route (which is attached). At the time you had thought that the regional route would be used in place of a local detour. Another option is to use the county highways, such as X or K but you would have to coordinate with the county for that use and we would have to verify if those routes could handle the additional traffic. Can you verify which detour route the city wants to use? We would like to know this decision by mid-August if possible.

Crosswalks: the attached plan shows proposed crosswalks and highlights a few that could be removed or adjusted. Please review and let us know how the city wants to proceed with any adjustments.

Bump-outs: similar to Highway 49 are there any locations that bump-outs should be evaluated? The location and width would depend on truck movements. We would like to know this decision by mid-August if possible.

Lighting: some of the lighting along Highway 91 will be impacted by the construction of the roadway and need to be replaced. We noticed there is decorative lighting to Church Street. Should the decorative lighting be replaced with the same style? If the standard lighting east of Church Street is impacted and needs to be replaced should that be replaced with standard lighting? We would like to know if any additional decorative

lighting will be replaced as part of the project by mid-August. We don't need the specifics until mid-October but would need to know of any additional decorative lights.

Access: the access group at DOT has reviewed the roadway and recommendations are in the attached plans. Please review and let us know of any questions or determination for access adjustment.

Driveways: similar to the access items above are there any driveways that you would like narrowed or have the width adjusted. See plans for potential locations

Parking: we are proposing to keep the parking west of Johnson Street as discussed at the meeting. Currently there are only 3 stalls marked between Spring and State Street. Should parking stalls be marked along the entire length of the highway where parking is allowed (similar to Highway 49)?

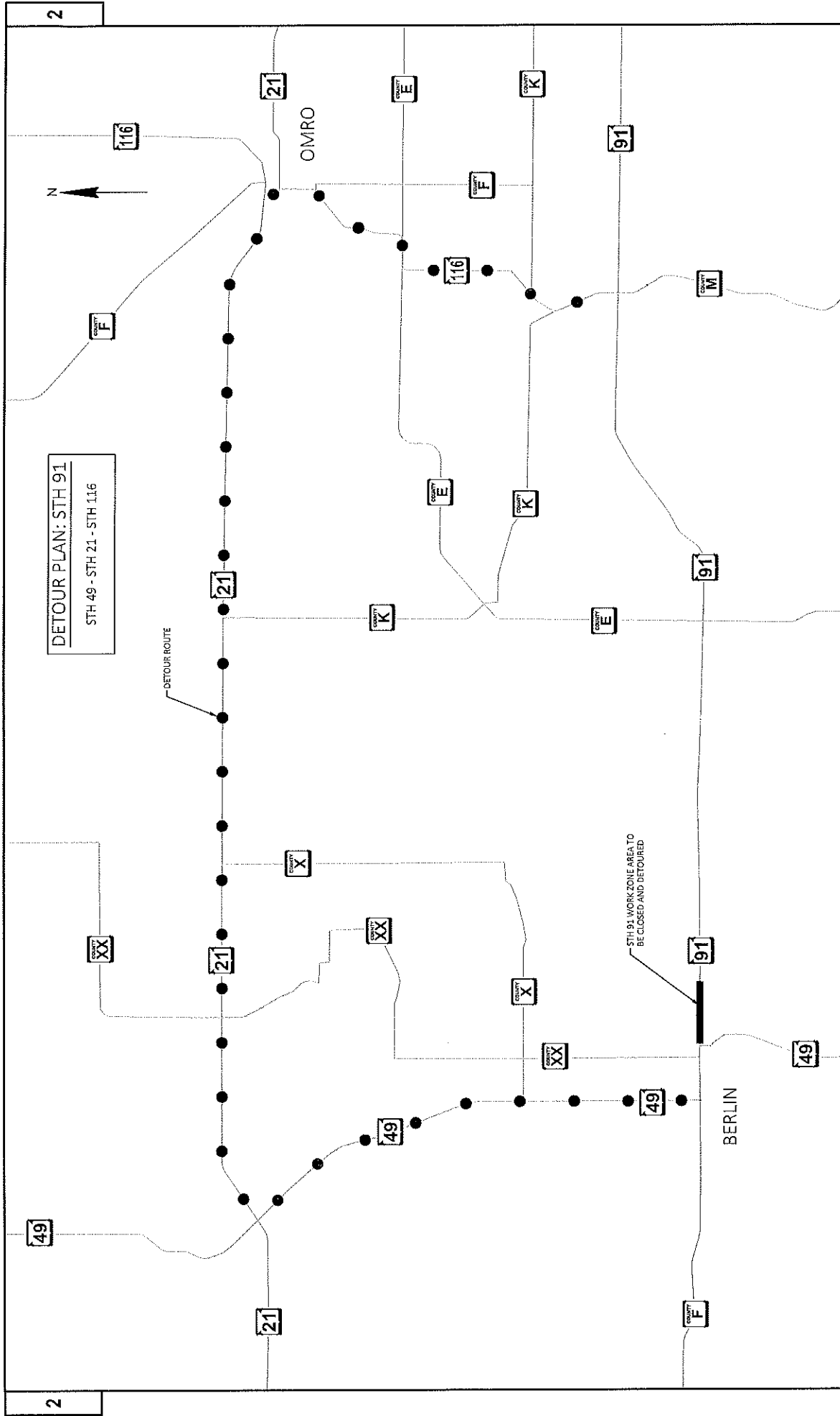
Utilities: we received the draft utility plans last week and are reviewing now.

We are scheduled to have our environmental document approved September 1 and although we don't need all decisions determined by then we would like to start getting into these details. The design study report is scheduled to be approved November 1 which we will need all decisions determined by early-October so depending on which decisions will need council approval let us know what information you will need to present to the council.

I know this is a lot of info so feel free to bug me to discuss anything or as discussed, we could meet there to do a walk through of each project too. Thanks

Brad Halvensleben, PE
Discipline Leader - Infrastructure Services
[WI | MN]





PROJECT NO: 6540-01-73	HWY: STH 91	COUNTY: GREEN LAKE	DETOUR PLAN	SHEET	PRE 28	E
FILE NAME: C:\WORK\NCS\WORK-6540-01-73\STH 91 BERLIN (6540-01-73)\01-30 SHEETS\28001_DETOUTR.DWG	UNROUT NAME: DETR	PILOT DATE: 5/28/2025 5:21 PM	PILOT BY: BRIAN ST. VINCENT	PILOT NAME:	PILOT SCALE: 1 INCH = 1 MILE	WSDOT/CADD SHEET 42

STATE PROJECT	FEDERAL PROJECT
6540-01-73	PROJECT
	CONTRACT

STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION

PLAN OF PROPOSED IMPROVEMENT

C BERLIN, HURON STREET

STH 49 SOUTH TO BERLIN CITY LIMITS

STH 91

GREEN LAKE COUNTY

STATE PROJECT NUMBER
6540-01-73

**30% PLANS FOR
REVIEW ONLY
JUNE 2025**

ORDER OF SHEETS

Section No.	Title
1	Typical Sections and Details
2	Estimate of Quantities
3	Estimate of Quantities
4	Miscellaneous Quantities
5	Right of Way Plat
6	Plan and Profile
7	Standard Detail Drawings
8	Sign Plates
9	Structure Plans
10	Computer Earthwork Data
11	Cross Sections

TOTAL SHEETS =



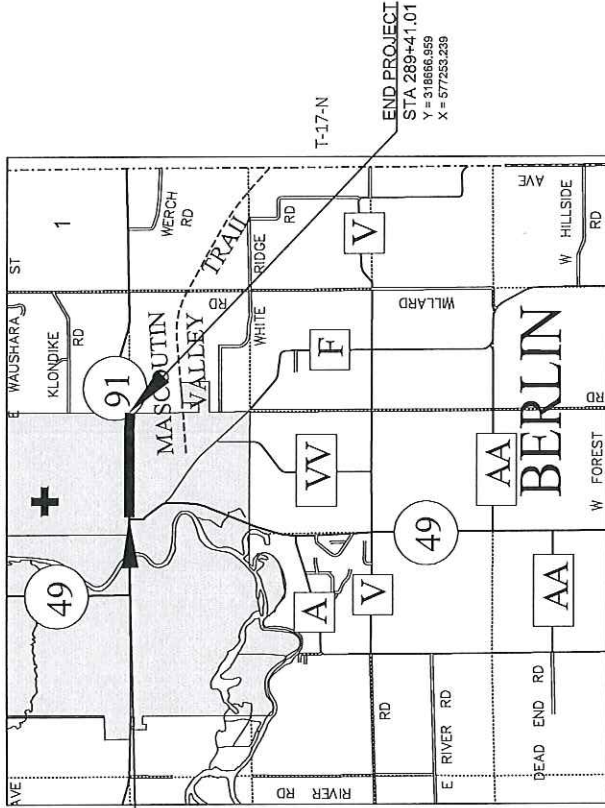
DESIGN DESIGNATION

A.A.D.T.	2029	= 6200
A.A.D.T.	2049	= 6200
D.H.V.		= 0.50
T.		= 16.5 %
DESIGN SPEED		= 25 - 35 MPH
BSALS		= 2,100,000

CONVENTIONAL SYMBOLS

PLAN	CONVENTIONAL SYMBOLS
COMPANITE LIMITS	
PROPERTY LINE	
LOT LINE	
LIMITED HIGHWAY EASEMENT	
EXISTING RIGHT OF WAY	
PROPOSED OR NEW R/W LINE	
SLOPE INTERCEPT	
REFERENCE LINE	
EXISTING CULVERT	
PROPOSED CULVERT (Box or Pipe)	
COMBUSTIBLE FLUIDS	
MASSH AREA	
WOODED OR SHRUB AREA	

PROFILE	GRADE LINE
ORIGINAL GROUND	
MARSH OR ROCK PROFILE (To be noted as such)	
SPECIAL DITCH	
GRADE ELEVATION	
CULVERT (Profile View)	
UTILITIES	
ELECTRIC	
FIBER OPTIC	
GAS	
SANITARY SEWER	
STORM SEWER	
TELEPHONE	
WATER	
UTILITY PEDISTAL	
POWER POLE	
TELEPHONE POLE	



HORIZONTAL POSITIONS SHOWN ON THIS PLAN ARE WISCONSIN COORDINATE REFERENCE SYSTEM (WICRS), GREEN LAKE COUNTY, WISCONSIN. ALL DISTANCES, BEARINGS, AND GRID DISTANCES ARE THE SAME AS GROUND DISTANCES. ELEVATIONS ARE BASED ON NAVD 83 (2012). GPS DERIVED ELEVATIONS ARE BASED ON GRID 18.

SCALE 0 1.0 MI

TOTAL NET LENGTH OF CENTERLINE = 0.71 MI

ACCEPTED FOR
CITY OF BERLIN

DATE: _____ (Signature and Title of Official)

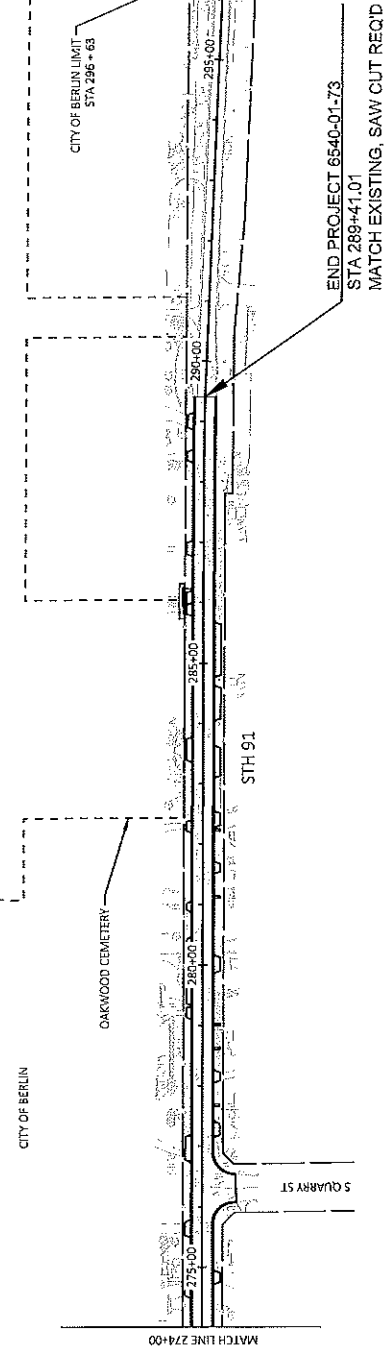
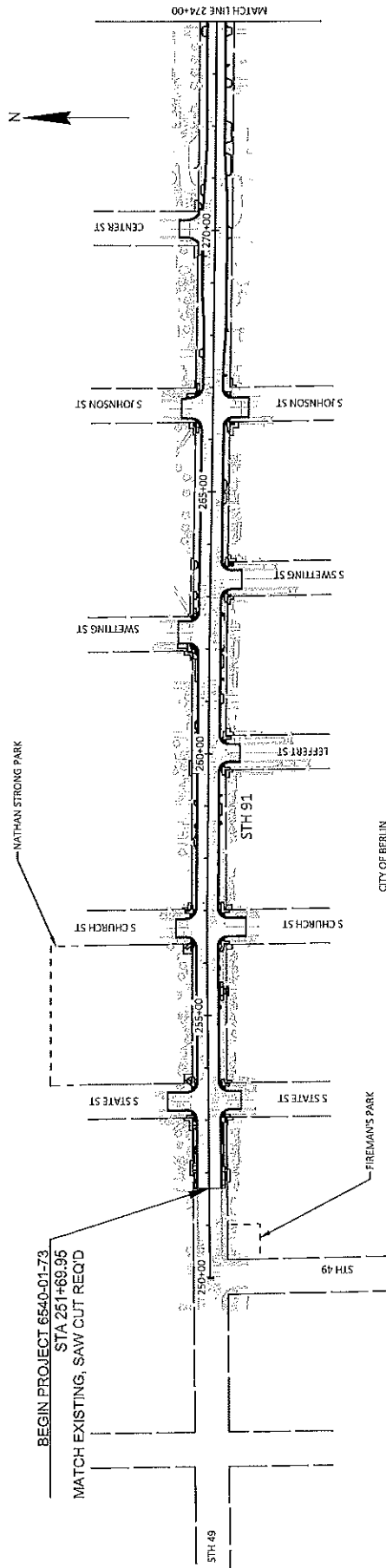
ORIGINAL PLANS PREPARED BY
KL Engineering
(A) Better Experience

DATE: _____ (Professional Engineer Signature)

STATE OF WISCONSIN
DEPARTMENT OF TRANSPORTATION

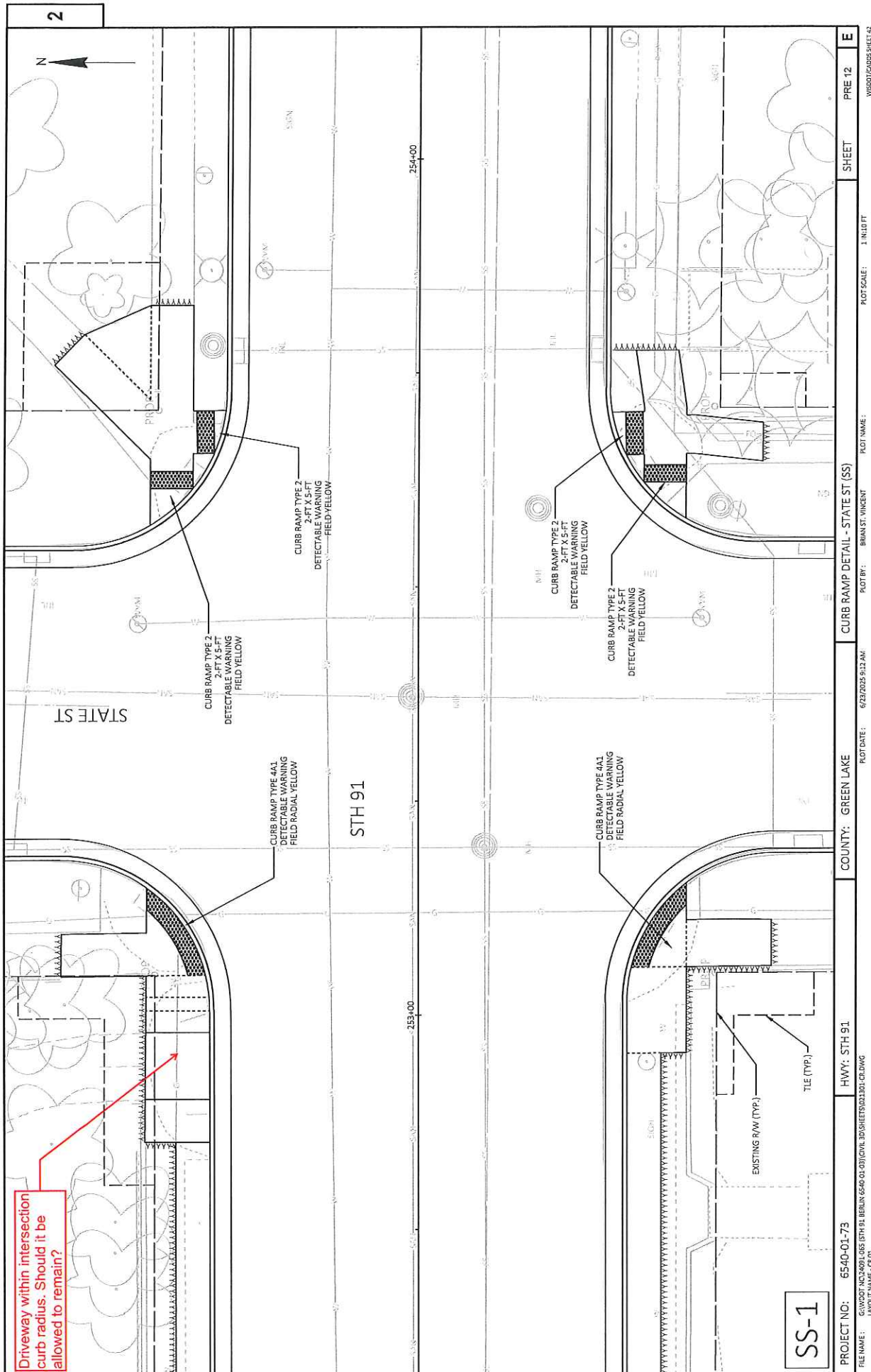
PREPARED BY: _____
Surveyor: _____
Designer: _____
Project Manager: _____
Regional Examiner: _____
Regional Supervisor: _____

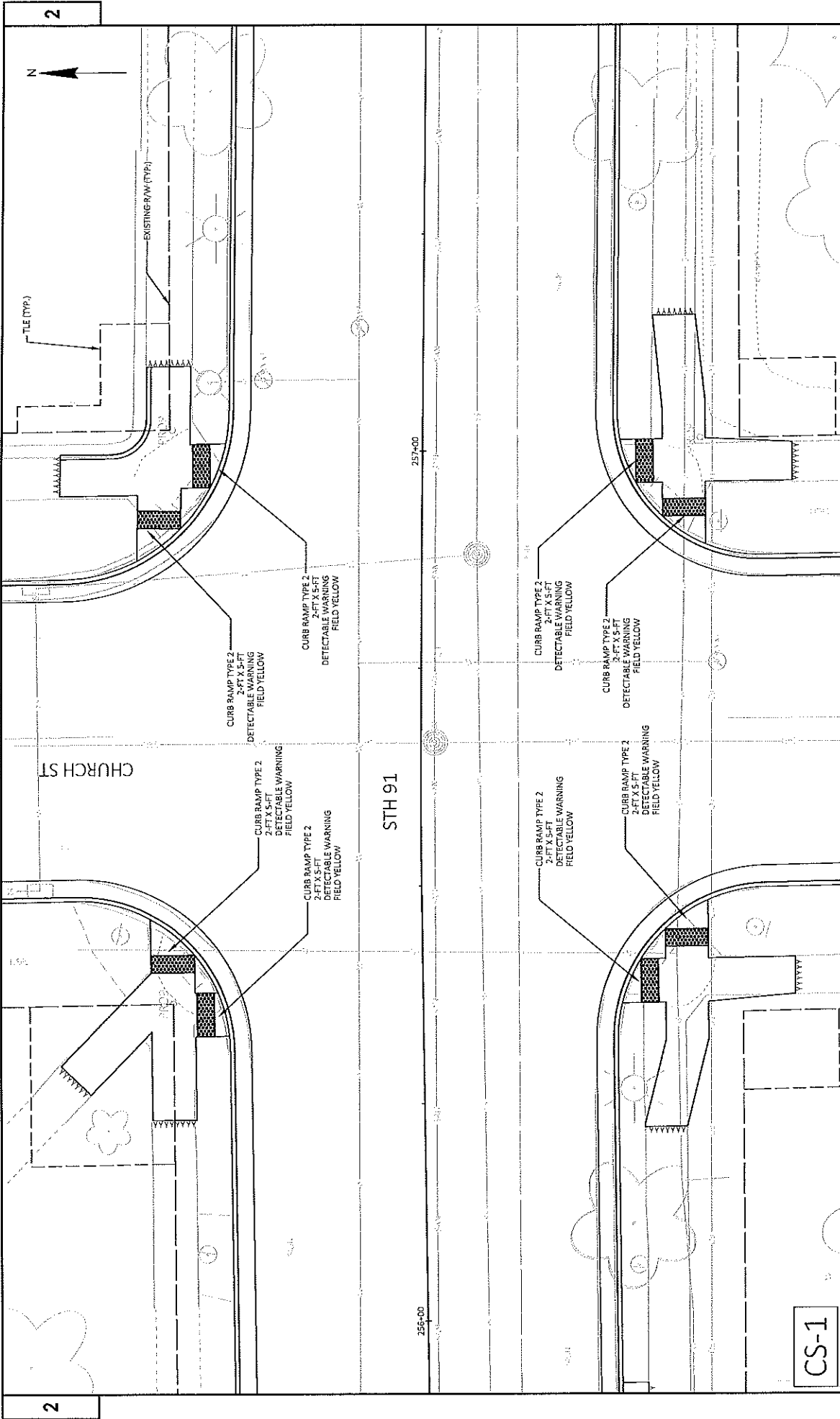
APPROVED FOR THE DEPARTMENT:
DATE: _____ (Signature)
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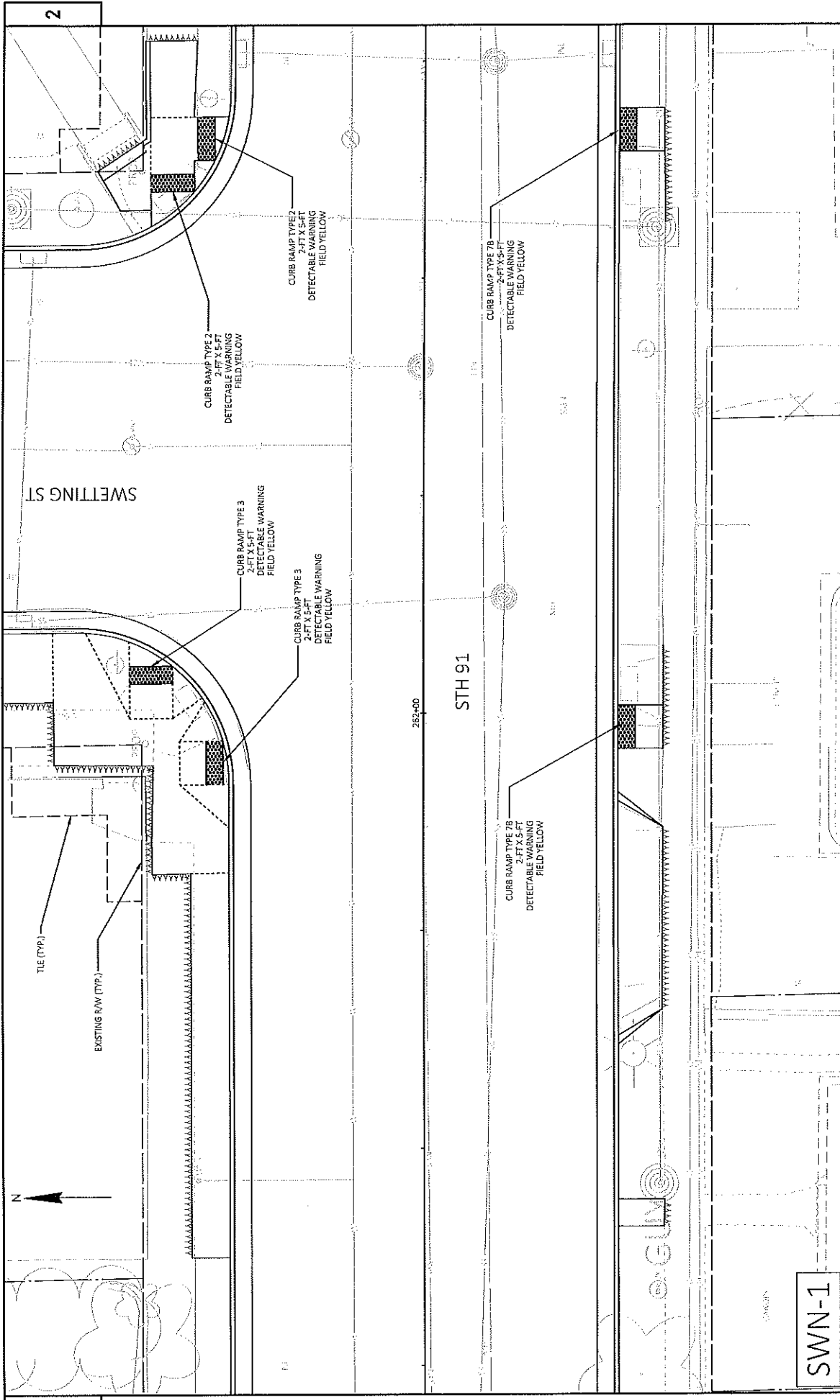
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PROJECT NO: 6540-01-73		COUNTY: GREEN LAKE		CURB RAMP DETAIL - CHURCH ST (CS)		SHEET		PRE 13		E	
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PROJECT NO:	6540-01-73	HWY:	STH 91	COUNTY:	GREEN LAKE	CURB RAMP DETAIL - SWEETING ST (SW)	SHEET	PRE 15	E
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PROJECT NAME:	6540-01-73	PROJECT NAME:	6540-01-73	PROJECT NAME:	6540-01-73	PROJECT NAME:	6540-01-73	PROJECT NAME:	6540-01-73

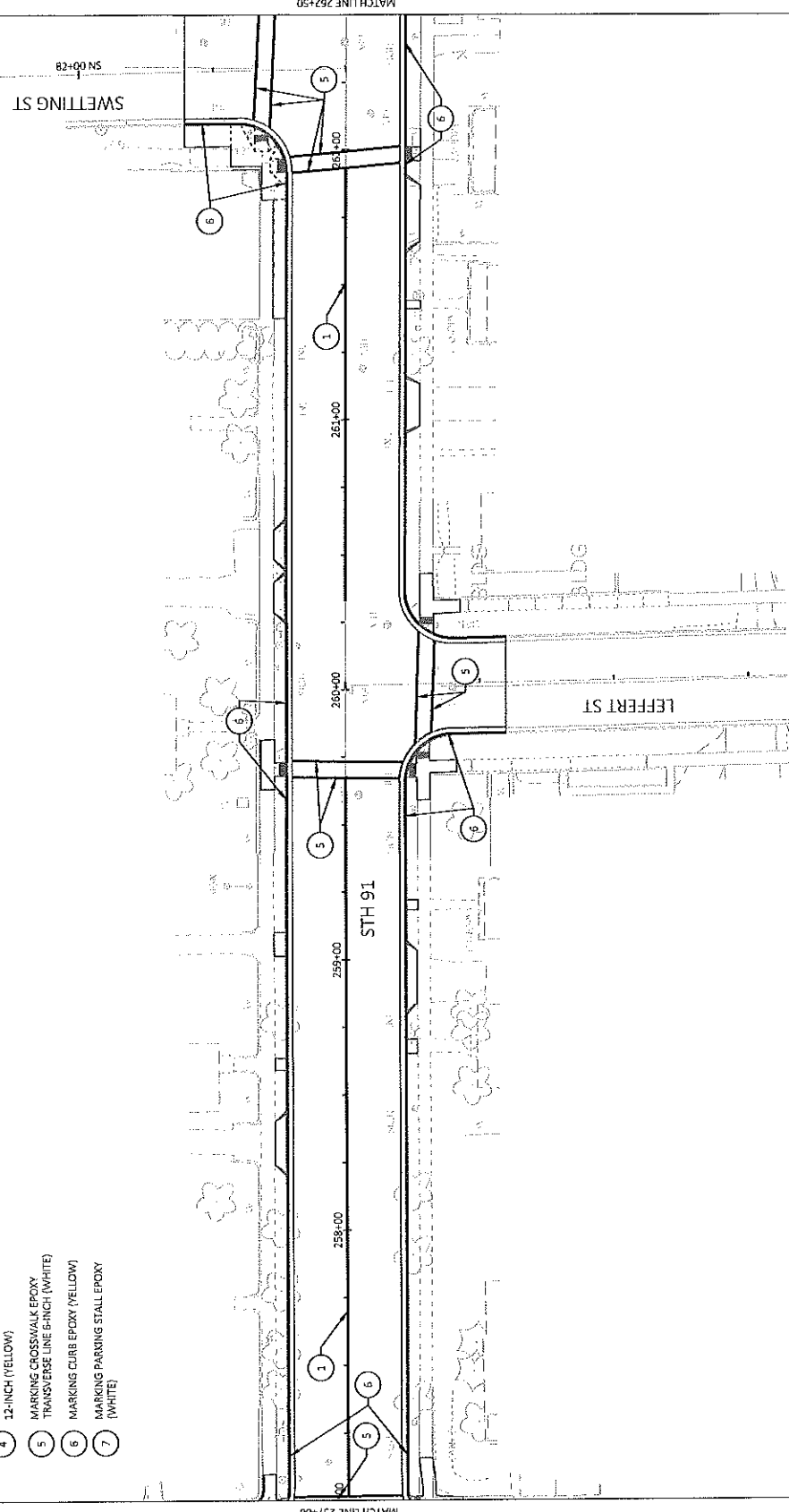
SWN-1



Should parking stalls be marked along entire roadway where parking is allowed?

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PLOT DATE:	6/29/2025 2:12 PM	PLOT BY: BRANST, VINCENT
PLOT SCALE:	1 IN=40 FT	SHEET
PRE 21	E	WSDOT/CADSW SHEET 42

- 7
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- 2012 RELEASE UNDER E.O. 14176



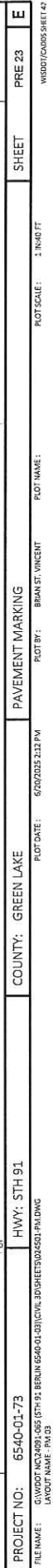
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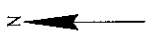
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1

- One of these cross walks could be removed. Should one be removed and if so which is preferred.

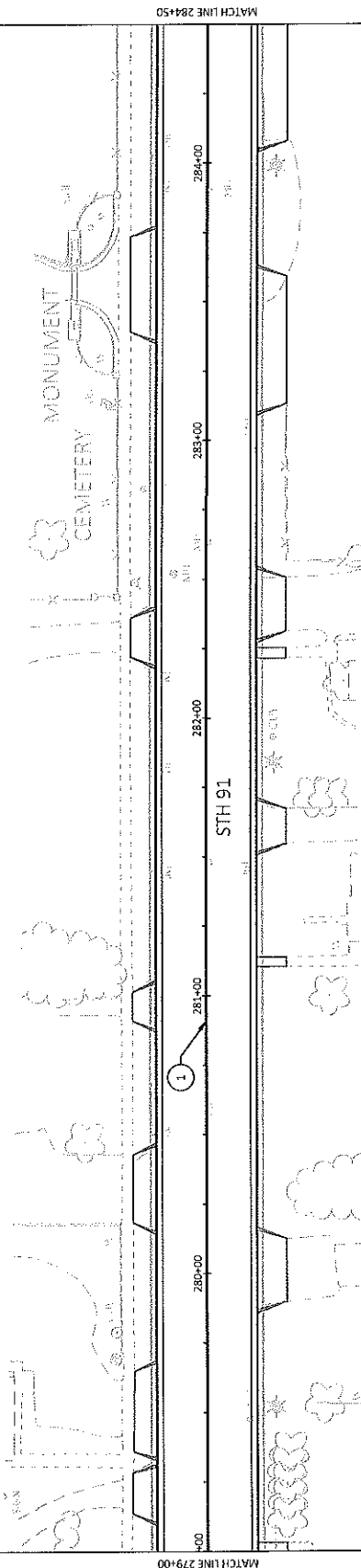




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6

- 1 MARKING LINE EPOXY 6-INCH (YELLOW/DOUBLE)
- 2 MARKING LINE EPOXY 6-INCH (WHITE)
- 3 MARKING LINE EPOXY 10-INCH (WHITE)
- 4 MARKING DIAGONAL EPOXY 12-INCH (YELLOW)
- 5 MARKING CROSSWALK EPOXY TRANSVERSE LINE 6-INCH (WHITE)
- 6 MARKING CURB EPOXY (YELLOW)
- 7 MARKING PARKING STALL EPOXY (WHITE)



MATCH LINE 279+00

MATCH LINE 284+50

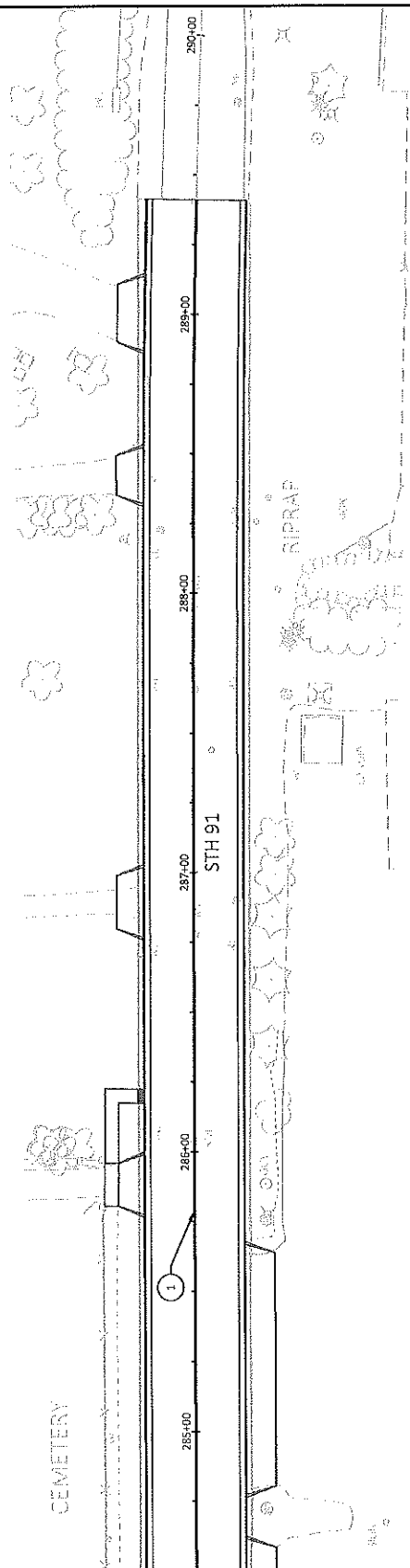
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PLOT BY: BRIAN ST. VINCENT PLOT NAME:

PRE 26	E
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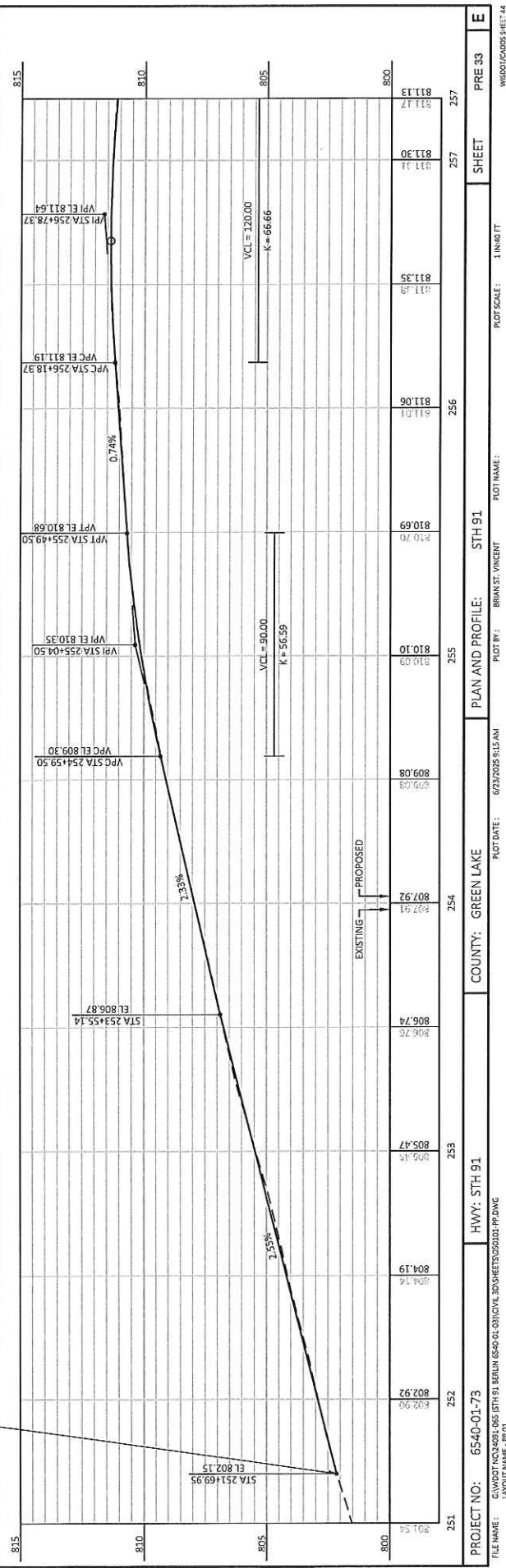
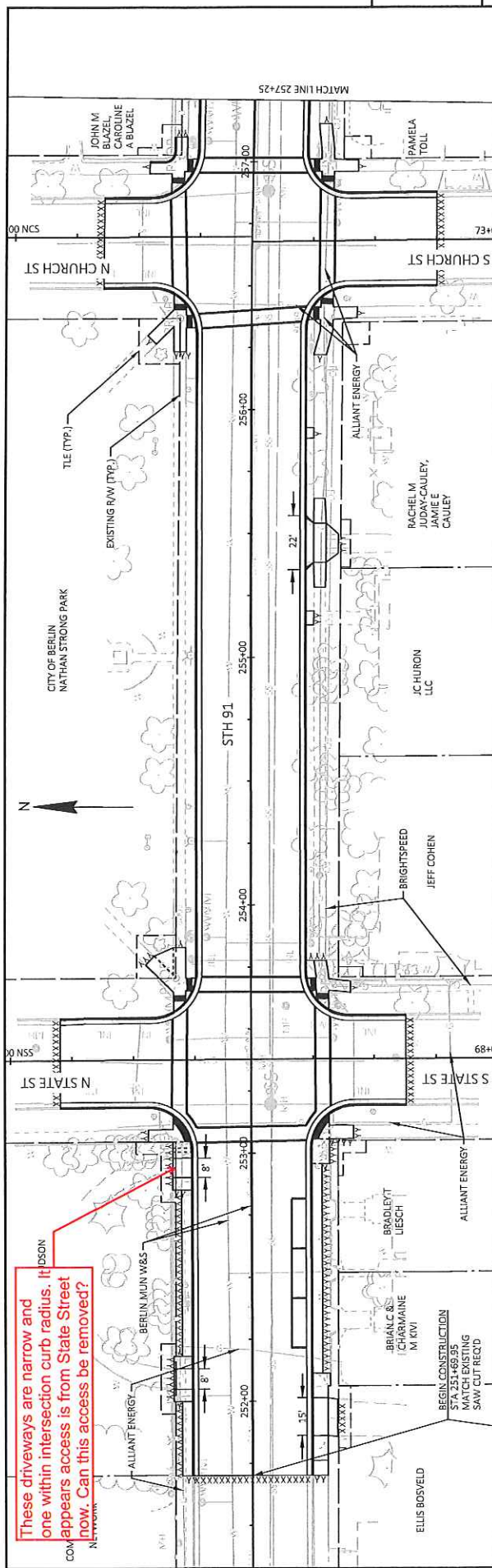
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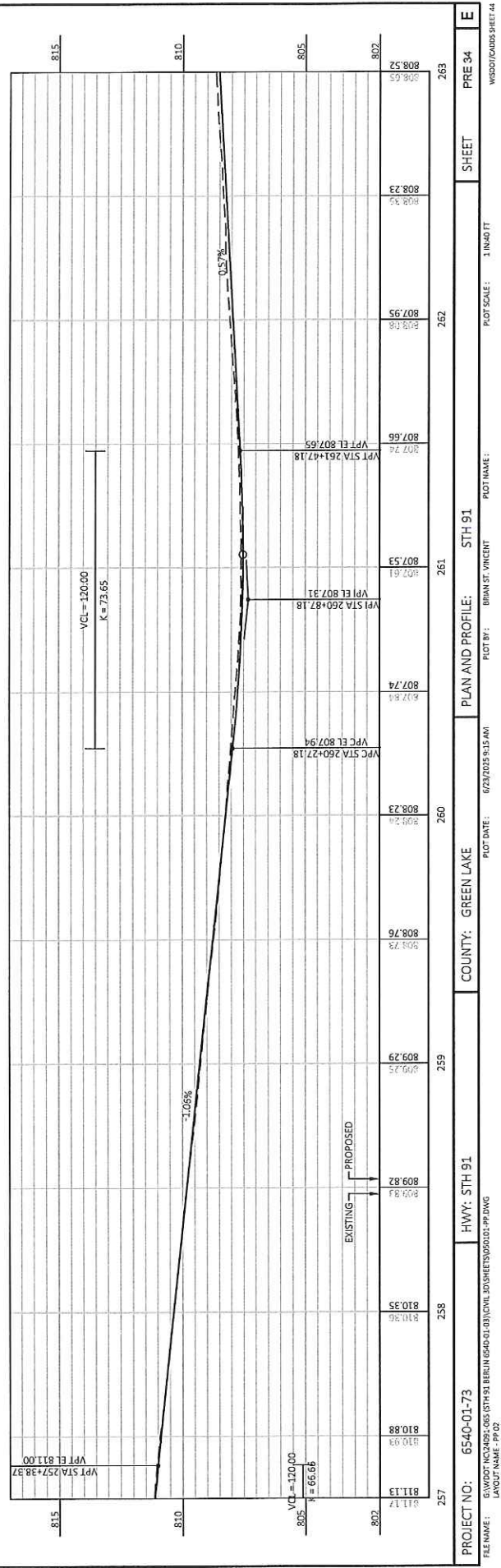
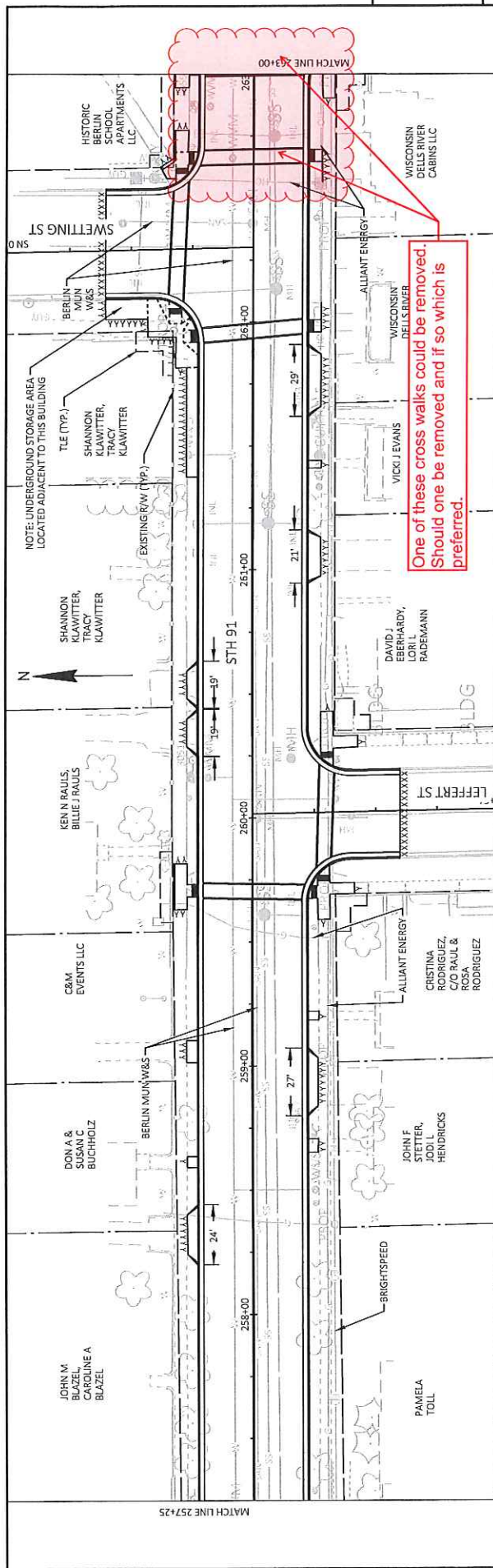
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| 2 | MARKING LINE EPOXY 6-INCH (WHITE) |
| 3 | MARKING LINE EPOXY 10-INCH (WHITE) |
| 4 | MARKING DIAGONAL EPOXY 12-INCH (YELLOW) |
| 5 | MARKING CROSSWALK EPOXY TRANSVERSE LINE 6-INCH (WHITE) |
| 6 | MARKING CURB EPOXY (YELLOW) |
| 7 | MARKING PARKING STALL EPOXY (WHITE) |

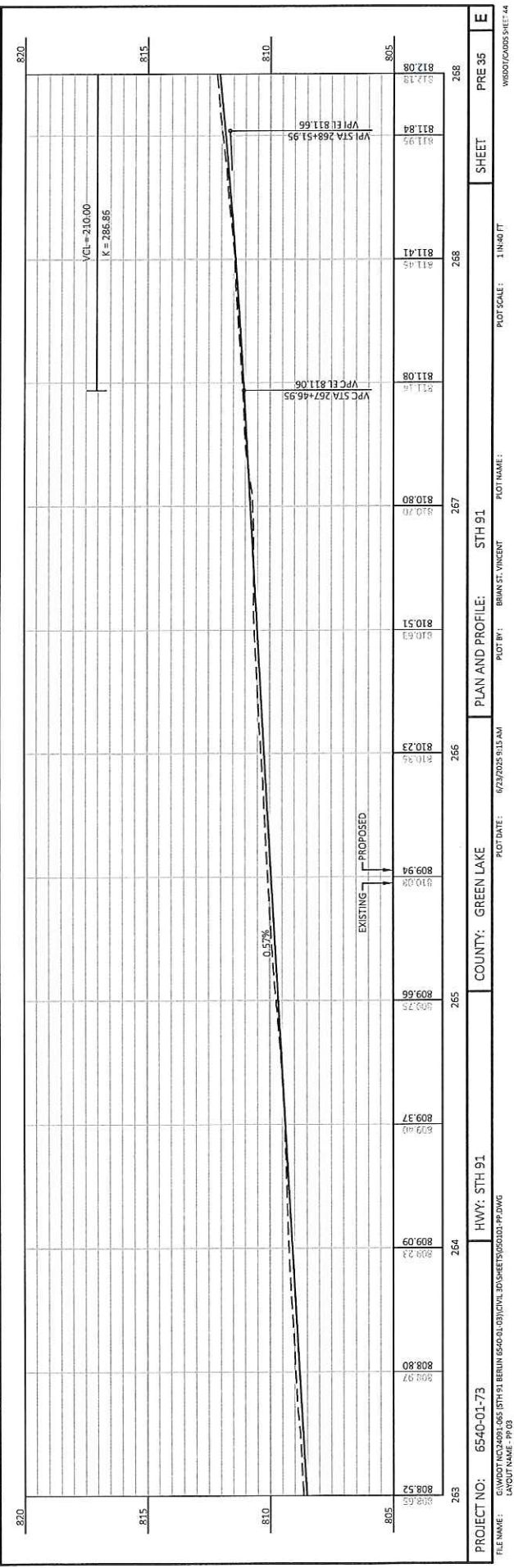
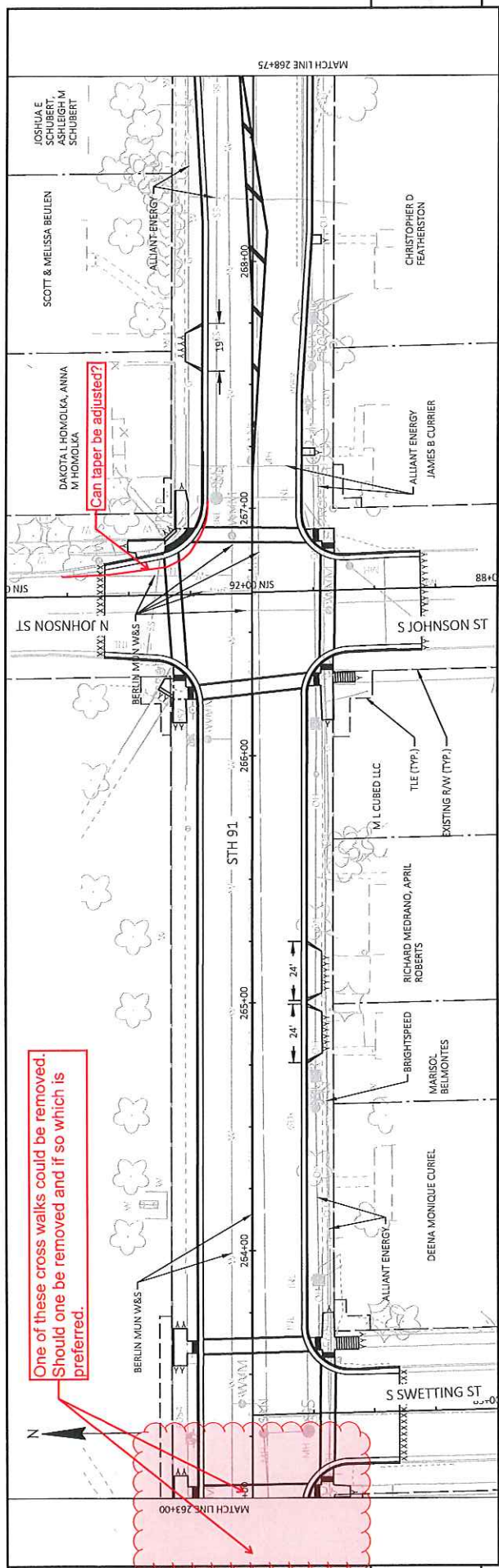


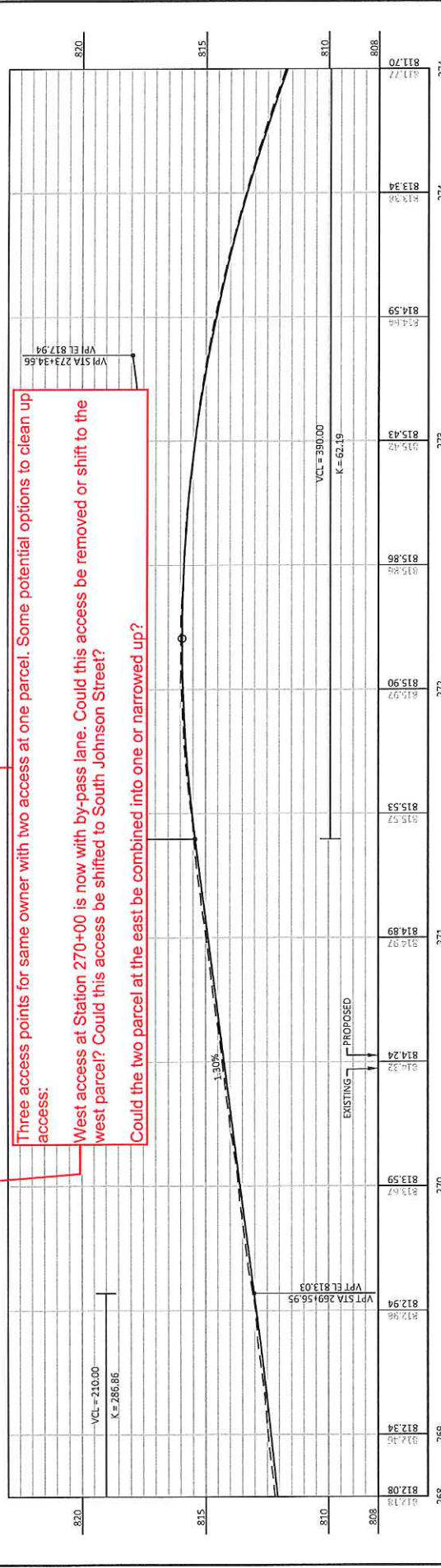
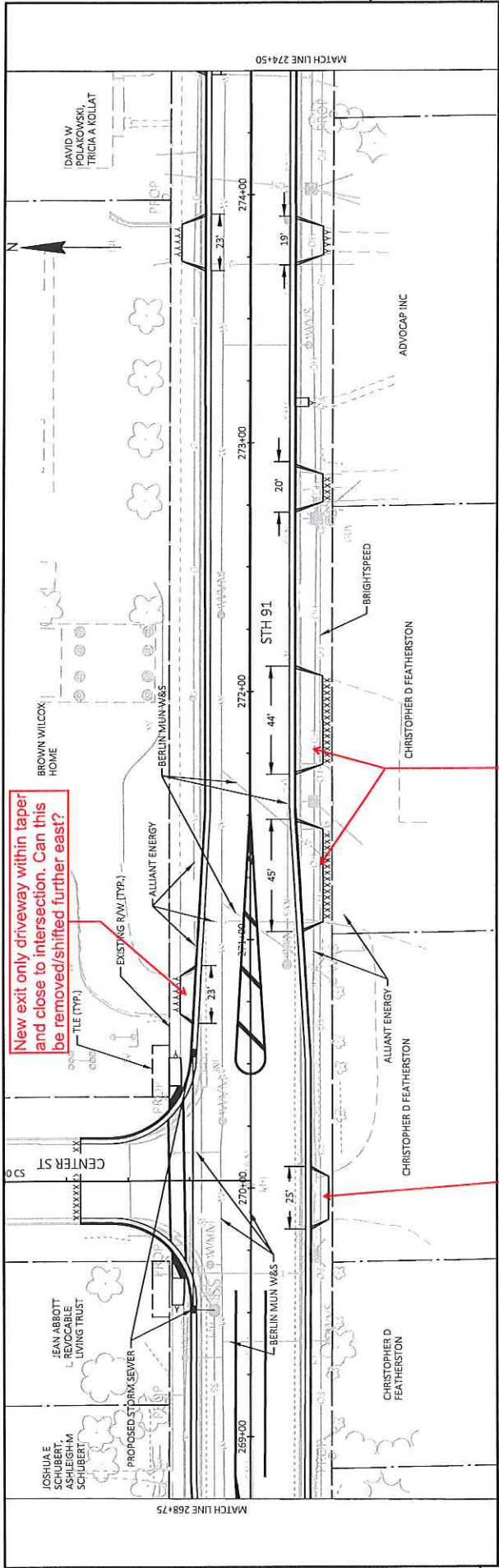
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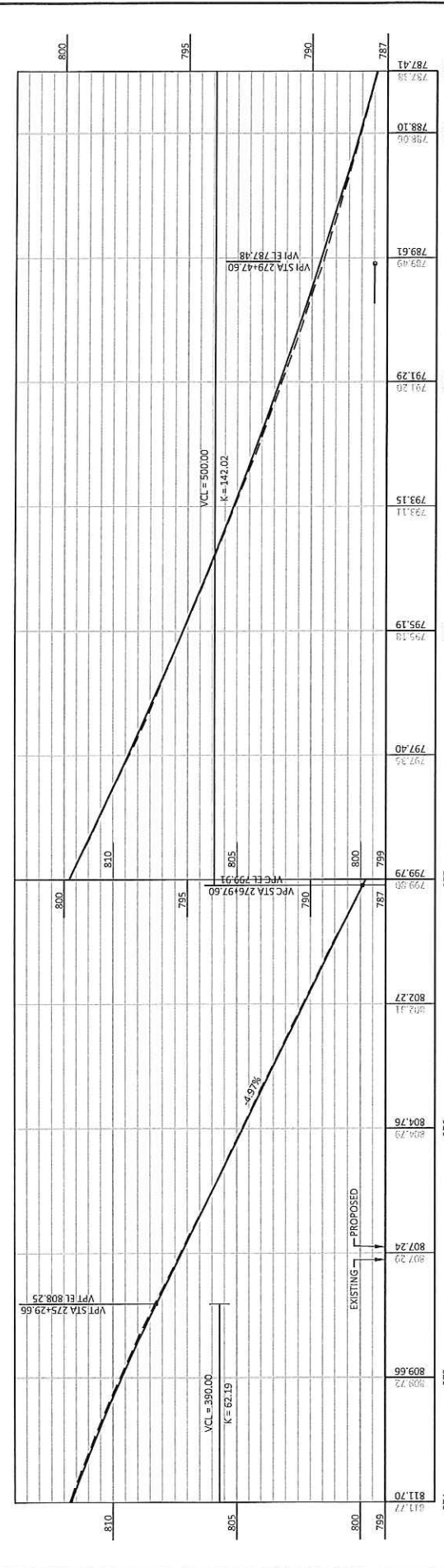
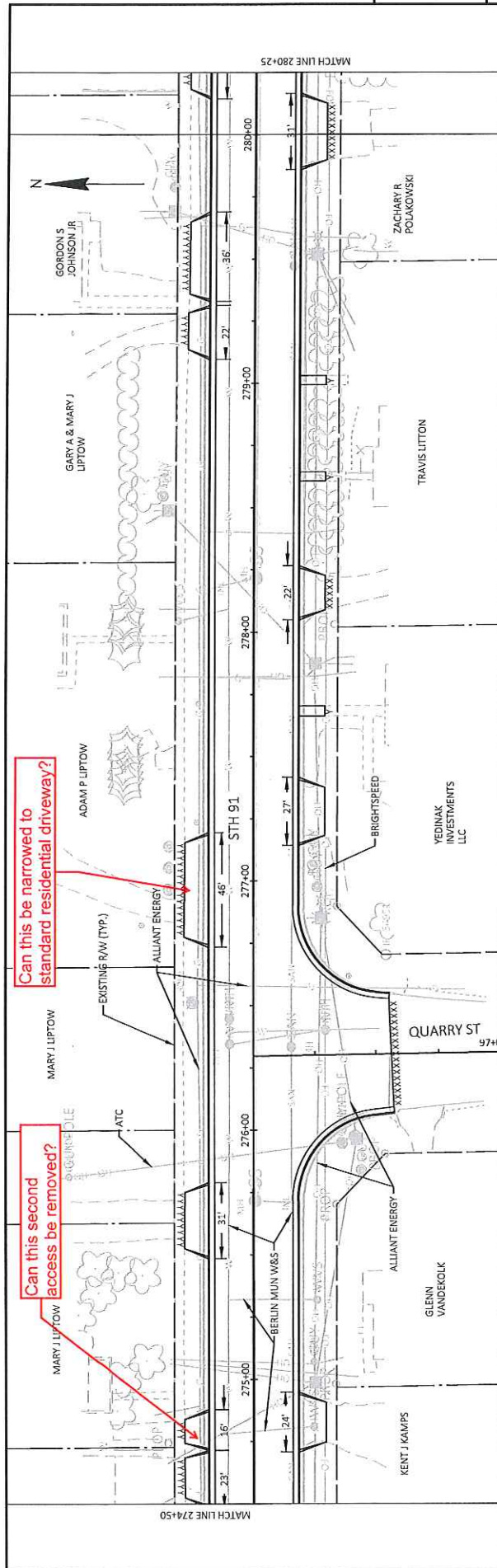


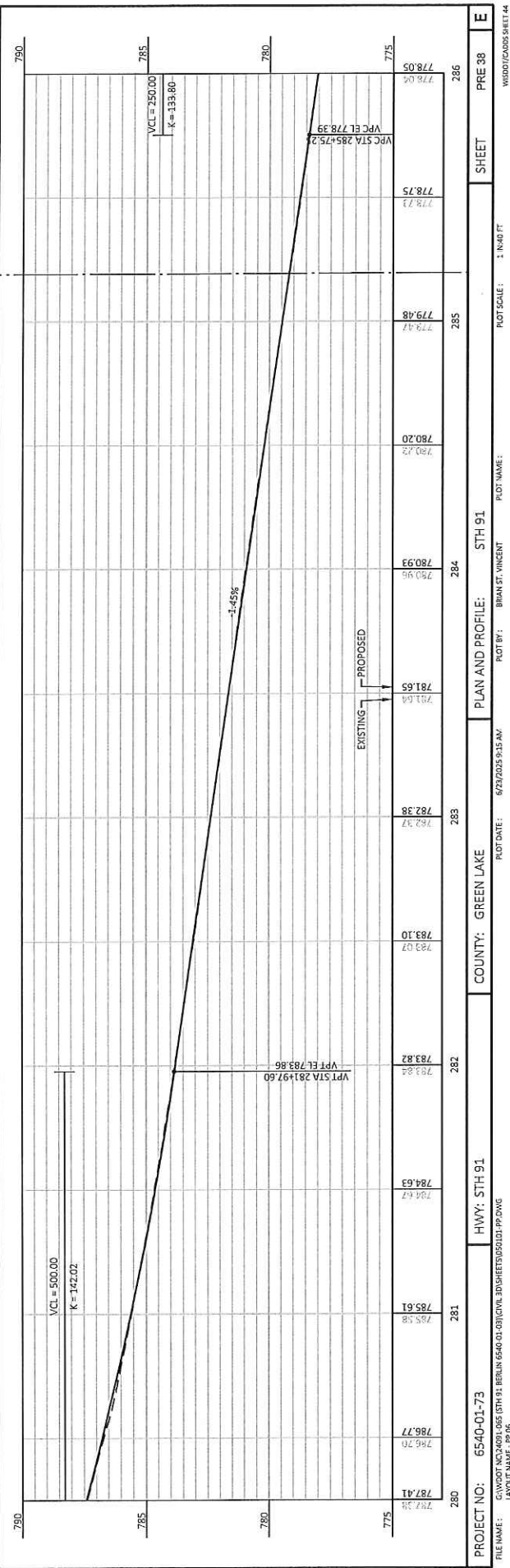
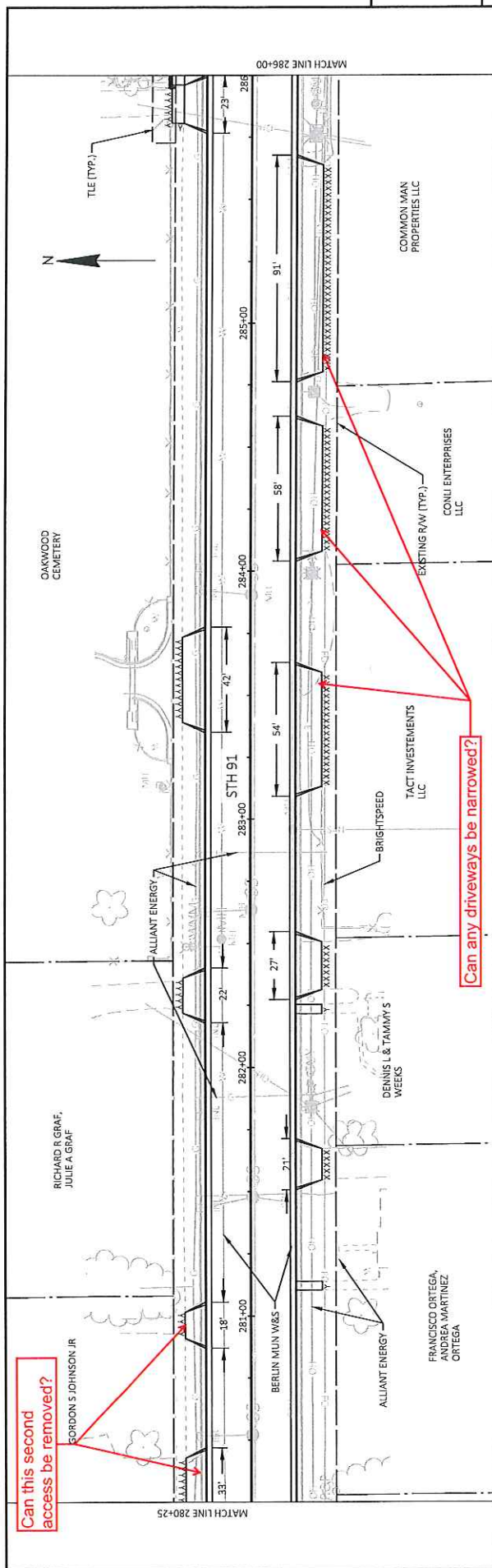


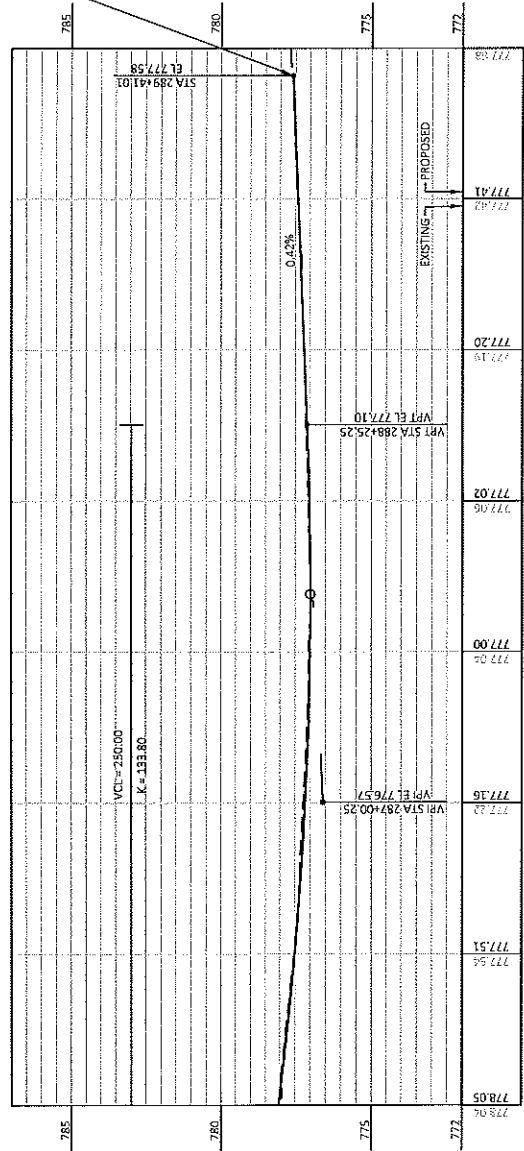
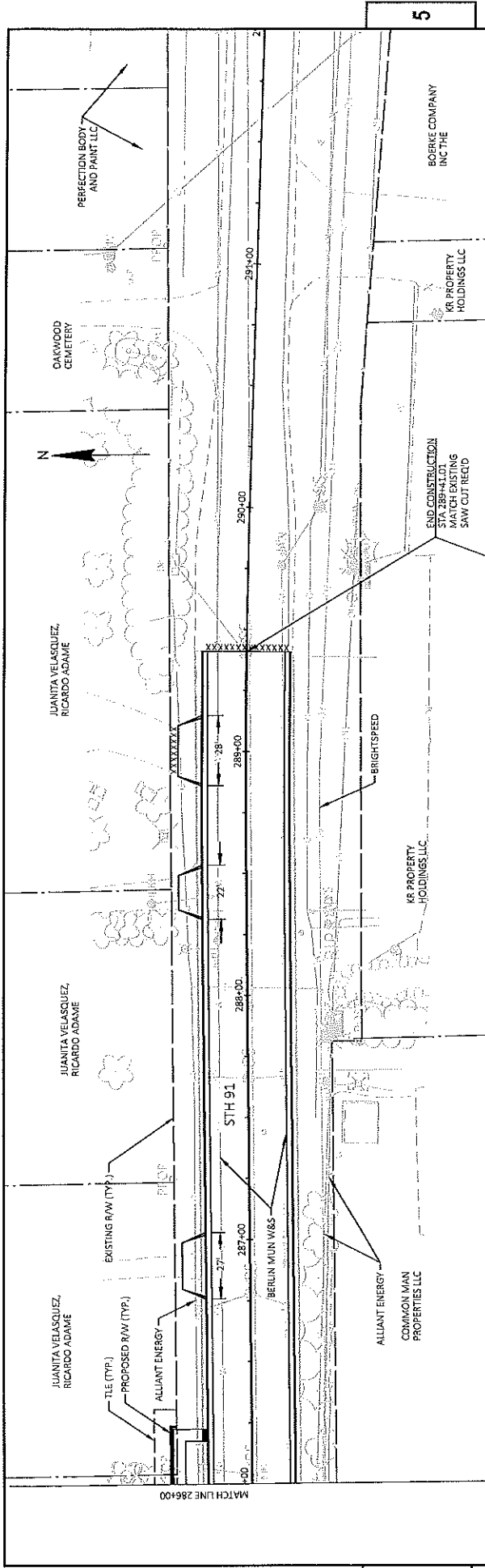




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**CITY OF BERLIN
COMMON COUNCIL MEETING
STAFF REPORT**

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Audit RFP
MEETING DATE: August 12, 2025

BACKGROUND

The City of Berlin has been utilizing the services of Hawkins Ash CPAs, LLP, for completion of the City's annual audit since 2004.

Staff appreciates the service provided to the city by Hawkins Ash over the past 20 years. However, it is considered a good practice to go out to RFP (Request for Proposals) every five years (at the end of a contract) for professional auditing services. The following was taken from

<https://www.gfoa.org/materials/audit-procurement-on-june-19> (GFOA is the Government Finance Officers Association):

- Governmental entities should enter into multiyear agreements of at least five years in duration when obtaining the services of independent auditors. Such multiyear agreements can take a variety of different forms (e.g., a series of single-year contracts), consistent with applicable legal requirements. Such agreements allow for greater continuity and help to minimize the potential for disruption in connection with the independent audit. Multiyear agreements can also help to reduce audit costs by allowing auditors to recover certain "startup" costs over several years, rather than over a single year.
- Governmental entities should undertake a full-scale competitive process for the selection of independent auditors at the end of the term of each audit contract, consistent with applicable legal requirements. While there is some belief that auditor independence is enhanced by a policy requiring that the independent audit firm be replaced at the end of each multiyear agreement, unfortunately, the frequent lack of competition among audit firms fully qualified to perform public-sector audits could make a policy of mandatory audit firm rotation counterproductive. In such cases, it is recommended that a governmental entity actively seek the participation of all qualified firms, including the current auditors, assuming that the past performance of the current auditors has proven satisfactory. Where audit firm rotation does not result from this process, governments may consider requesting that senior engagement staff, such as engagement partners and senior managers, be rotated to provide a fresh perspective. Except in cases where a multiyear agreement has taken the form of a series of single-year contracts, a contractual provision for the automatic renewal of the audit contract (e.g., an automatic second term for the auditor upon satisfactory performance) is inconsistent with this recommendation.

Enclosed please find an RFP document. Staff utilized the RFP recently put out by the Village of Sussex as a template for this document. Baird reviewed the document.

SUGGESTED MOTION

This item has been placed on the Consent Agenda. The Committee of the Whole recommended issuing a Request for Proposals for Professional Auditing Services for 2025-2029 at the July 1, 2025 meeting.

City of Berlin, Wisconsin

Request for Proposals for Professional Auditing Services

108 N. Capron Street
PO Box 272
Berlin, WI 54923

August 12, 2025

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A. Purpose of Request

The City of Berlin, Wisconsin (City) is requesting proposals for the purpose of retaining a certified public accounting firm (Firm) to audit the City's financial records. The term of the contract with the successful Firm shall be for the audit of the City's financial records for five successive fiscal years beginning with the year ending December 31, 2025.

Any inquiries/clarifications concerning the request for proposal should be directed in writing to the City Administrator/Clerk/Treasurer, via e-mail at cityadministrator@cityofberlin.wi.gov and should be received no later than the date specified in the time schedule. No information provided verbally, or by any other personnel, will be considered binding. All respondents should use this written document and its attachments as the sole basis for proposal at this time.

The City prohibits communication initiated by the respondent to any City official, representative from another entity or employee evaluating or considering the proposals, prior to the time a decision has been made.

This RFP seeks professional services, and statutory bidding laws do not apply.

B. Time Schedule

The City intends to use the following timetable for evaluation and selection of an auditing firm:

August 22, 2025	Send out request for proposal
September 15, 2025	Deadline for submission of questions from firms
October 20, 2025	Deadline for receipt of proposals by the City <u>No responses will be accepted after this date</u>
November 11, 2025	City Council award contract with Auditing Firm

C. Instructions to Auditing Firms

1. All responses must be addressed to, and mailed or delivered to:

City of Berlin
108 N. Capron Street
PO Box 272
Berlin, WI 54923

2. All proposals must be in writing, must be in a sealed envelope and clearly marked in the lower left corner: "Auditing Services Proposals." **All proposals must be received by 12:00 PM on October 20, 2025. Proposals received after that date and time will be rejected.** Proposals will not be opened publicly.

3. All attachments, additional pages, addenda or explanations supplied by the Firm with this proposal will be considered as part of the proposal response. If an oral presentation or interview is required of selected finalists, it shall be at the respondent's expense. An award may be made without discussion with the respondents. Therefore, respondents are cautioned that proposals should be submitted initially on the most favorable terms, from both a technical and cost standpoint.
4. One (1) original and two (2) copies of each technical proposal must be provided. In addition, one (1) original and one (1) copy of the cost proposal must be provided in a separate envelope from the technical proposal.
5. The City will notify the Firm selected by November 24, 2025.
6. This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the City of Berlin to do so. The City may require the Firm selected to participate in negotiations, and to submit such price, technical or other revisions in their proposal as may result from negotiations.
7. No official or employee on the evaluation committee shall have any financial interest, either direct or indirect, in the contract. No official or employee of the evaluation committee shall exercise any undue influence in the awarding of the contract.
8. Amendment of proposals may be done as follows:
 - a. **By City:** Proposals may be amended by the City in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Amendments will be posted to the City of Berlin's website at: www.cityofberlin.net
 - b. It is the responsibility of prospective Firms to check this website for any future amendments, questions, revisions, etc., prior to the opening date. **All amendments must be acknowledged in the transmittal letter.** Failure to do so may result in your response being rejected.
 - c. **By Firm:** Proposals may only be amended after receipt by the City by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the City.
9. A response that includes contractual terms and conditions that do not conform to the contractual terms and conditions in the RFP document is subject to rejection as nonresponsive. The City reserves the right to permit the respondent to withdraw nonconforming terms and conditions from its response or negotiate changes to the contractual requirements prior to taking a determination of responsiveness.
10. An alternate proposal is viewed by the City as a proposal describing an approach to accomplishing the requirements, which differs from the approach set forth in the solicitation. An alternate proposal may also be a second proposal submitted by the same Firm, which differs in some degree from its prime proposal. The City may consider or reject any or all alternate proposals submitted.

11. Proposals may be withdrawn only in total, and only by a written request to the City prior to the time and date scheduled for opening of proposals.

D. Description of Entity and Records to be Audited

The City of Berlin is located in Green Lake and Waushara Counties in Wisconsin. Incorporated in 1857, the City of Berlin covers about 6.4 square miles and has a population of about 5,500. The City operates under the Mayor-Council form of government. The Mayor is elected to serve a two year term and serves as the chief executive. The six alderpersons serve staggered two-year terms. The City Administrator is appointed by the Common Council and oversees the day-to-day operations. Berlin provides a full range of services typical of municipal governments, including police, fire and emergency medical protection; public works activities such as highway and street maintenance, refuse and recycling collection (contracted), water utility, wastewater treatment services, and stormwater utility; parks activities; community development activities including planning and zoning enforcement, and economic development; and general and financial administration. The City maintains an "AA"/Stable rating from S&P Global.

Other pertinent information is as follows:

- Appendix A contains information regarding all the funds and budgets of the City and the Library.
 - The City of Berlin had a total payroll of about \$4.1 million for 2024 covering about 55 permanent full-time employees, about 23 firefighters (volunteer), Mayor and 6 Common Council members, numerous committee members, and poll workers.
 - The City participates in the Wisconsin Retirement System, a cost-sharing multi-employer public employee retirement system covering all eligible employees.
- E. In 2024 a transition was made to Accufund as its primary accounting software. The current modules that are currently used in Accufund include the following: Accounts Payable, Accounts Receivable, Cash Receipting, General Ledger, Payroll, and Utility Management.

F. Basis of Accounting

The City follows generally accepted accounting principles as applicable to governmental units in the preparation of its financial statements. The modified accrual basis of accounting is used for all governmental funds. The accrual basis is used for all proprietary funds.

Expenditure and expense transactions are generally recorded as incurred during the year. Fixed asset changes and depreciation are recorded as year-end adjustments by city staff. Revenues are generally recorded during the year on a cash basis and adjusted to accrual at year-end by city staff. The notes to the financial statements include a summary of significant accounting policies.

G. Scope of Audit

The audit shall cover the entire financial operation of the City and the Library as needed to be included in the City audit as a component unit and must be performed in accordance with generally accepted auditing standards as contained in the U.S. General Accounting Office Governmental Auditing Standards and the American Institute of Certified Public Accountants Industry Audit Guide, Audits of State and Local Governmental Units.

It will be the responsibility of the Auditor to prepare and submit separate financial statements, schedules and associated notes for the City and the Sewer Utility, as well as the State Financial Report Form C and the Wisconsin Public Service Annual Report for the Berlin Water Utility. The audit shall include an annual examination of the City's financial statements for the years ending December 31, 2025, 2026, 2027, 2028, and 2029. An opinion will be expressed based on the examination of all individual funds and fund types.

The City presently does not anticipate the need for a single audit through the term of this contract. Should the City receive federal and /or state financial assistance that would require a single audit to be performed; the City will negotiate the necessary fees with the Firm based on the hourly rates for the applicable year per the Firm's cost proposal.

The City has five open TIF Districts, TIF 001E, TIF 002E, TIF 15, TIF 16 and TIF 17. As part of this contract the City may desire to have the Firm providing the annual audit services perform a one-time TIF audit as part of its procedures if deemed necessary based on audit requirements set by the state of Wisconsin. Therefore, proposing firms should include a separate estimated hours and fees for performing the TIF audit(s) as part of the technical and cost proposals.

In addition to the above, the Firm will:

The Auditor shall submit to the City the following reports:

- a. Financial statement and an Independent Auditors' Report on the basic financial statements
- b. Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
- c. Independent Auditors' Report on Communication With Those Charged With Governance
- d. Independent Auditors' Report on Management Advisory Comments (if applicable)
- e. Independent Accountants' Compilation Report on the WDOR Financial Report
- f. Independent Accountants' Compilation Report on the Annual Report to the Public Service Commission of Wisconsin (PSC)
- g. Irregularities and illegal acts (if applicable)
- h. Audit exit conference on last day of field work to review preliminary audit results
- i. City Council presentation, if requested

1. Issue the following reports following the completion of the audit of the fiscal year's financial statements.
 - A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
 - Management letter.

In the management letter, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions that are also material weaknesses shall be identified as such in the report.

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware.

2. Attend meetings of the Common Council as may be required. Drafts of the financial statements must be provided to the City Administrator/Clerk/Treasurer a week before the meeting date for review.
3. If necessary, prepare an annual single audit report and express an opinion thereon, for the years ending December 31, 2025, 2026, 2027, 2028, and 2029 as required by the Federal Office of Management and Budget Circular A-133 and the State of Wisconsin Single Audit Guidelines.
4. Provide the following number of copies of reports:

Audit report	13
Single Audit (if necessary)	13
Management letter	13
Sewer audit report	15
TIF Dist #001E Report (if necessary)	15
TIF Dist #002E Report (if necessary)	15
TIF Dist #15 Report (if necessary)	15
TIF Dist #16 Report (if necessary)	15
TIF Dist #17 Report (if necessary)	15

In addition, electronic versions of all reports will be required.
5. The work completion schedule includes the following deadlines for each fiscal year audited:

Preliminary fieldwork	Mid February
Final fieldwork	Early April
Draft reports completed	Late May or early June
Attend City Council meeting	June(second Tuesday)
6. The City of Berlin may prepare one or more official statements in connection with the sale of debt securities which will contain the general purpose financial statements and the auditor's report thereon. The auditor shall be required, if requested by the fiscal advisor and/or the underwriter, to provide consent to use the general purpose financial statements in the financing document.

H. Assistance Available to Selected Firm

The City has been audited by HawkinsAsh CPA for the past 20 years, ended December 31, 2024.

The primary contacts for the audit will be the City Administrator and her staff. Other City staff will be available to provide information and explanations as required. Appendix B contains a copy of the organizational chart for the City. City employees will complete and provide audit workpapers in an electronic format. All reports, footnotes, and management's discussion and analysis will also be provided to the auditors in an electronic format.

The City will provide adequate office space, office furniture, photocopying, and telephone at no cost to the auditor.

I. Terms and Conditions

Insurance

All proposals must include either a description of the Firm's insurance or a certificate of insurance outlining the Firm's insurance policies which evidence a prudent amount of coverage for the willful or negligent acts or omissions of any officers, employees or agents thereof. The City's minimum requirement for errors and omissions coverage is \$2,000,000. The successful Firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the City. Such insurance shall be primary. Prior to execution of the written contract, the successful Firm shall furnish the City with a Certificate of Insurance listing the City as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement.

Failure to submit an insurance certificate, as required, can make the contract voidable at the City's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by the City of Berlin.

Applicable Law

Any law suits related to or arising out of disputes under this agreement shall be commenced and tried in the Circuit Court of Green Lake County, Wisconsin, and the City and successful Firm shall submit to the jurisdiction of the Circuit Court for such lawsuits.

Nondiscrimination

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

This contract may not be assigned or subcontracted by the Firm without the written consent of the City.

Independent Contractor Status

The Firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

Indemnification and Defense of Suits

The Firm agrees to indemnify, hold harmless, and defend the City, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the Firm, its employees, agents or subcontractors.

Contract Period

The term of this contract shall commence no later than January 1, 2026. The contract will be for five (5) years.

Termination of Contract for Cause

If through any cause, the Firm shall fail to fulfill in a timely and proper manner the obligations under this contract, or if the Firm shall violate any of the covenants, agreements or stipulations of this contract, the City shall thereupon have the right to terminate this contract by giving written notice to the Firm specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials related to the services prepared by the Firm under this contract shall, at the option of the city, become the property of the City of Berlin.

Notwithstanding the above, the Firm shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the contract by the Firm, and the City may withhold any payments to the Firm for the purpose of set off until such time as the exact amount of damages due to the City from the Firm is determined.

Auditor Access

All parties contracting with the City, shall upon request, provide access to and furnish the City auditors with requested information, records and reports regarding powers, duties, activities, organization, property, financial transactions, methods of operation, or any and all other records, reports or information in their custody. In addition, they shall provide access for the auditors to inspect all property, equipment and facilities within their custody.

Working Papers

Audit working papers must be retained for at least seven years from the final year of the audit engagement and be made available for examination by authorized representatives of the cognizant federal or state audit agencies, General Accounting Office, the City, successor auditors (if appointed), and/or any other parties authorized by the City of Berlin.

J. Technical Proposal Requirements and Proposal Format

In order for the committee to adequately compare proposals and evaluate them uniformly and objectively, all proposals **must** be submitted according to this format. Each proposal should be bound, include a table of contents and be separated by section and tabbed with the proposal heading. **NOTE: There are to be no costs/fees included in the technical proposal.**

Your proposal should provide a straightforward, concise description of the proposed delivery of services and your ability to achieve the same in the format provided. Emphasis should be on completeness and clarity. Unnecessarily elaborate brochures, artwork or other presentations beyond that sufficient to present a complete and effective proposal **is not desired**.

Title Page

The proposal should identify the subject, the name of the Firm, address, telephone number, fax number, e-mail address, name and title of the contact person, and the date of submission. The response should confirm that the proposal is effective for ninety (90) days from the date submitted.

Table of Contents

The table of contents of the proposal should include a clear and complete identification of the material submitted by section and page number.

Letter of Transmittal

The letter of transmittal should summarize the following information:

1. A brief understanding of the services to be performed.
2. A positive commitment to perform the services as specified.
3. The name(s) of the person(s) authorized to represent the Firm; their title, address, telephone number, fax number and e-mail address if different from the individual who signs the transmittal letter.

Certification of License to Practice in Wisconsin

Firm must affirm that they are licensed to practice as Certified Public Accountants in the State of Wisconsin. Firm must also affirm that they do not have a history of substandard work.

Certification of Independence

Firm must certify that the firm, partners and all staff members assigned to the engagement are free from impairments to independence with respect to the City of Berlin, as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards. Firm must commit to maintaining an independent attitude and appearance through the full term of the engagement.

A. Profile of the Firm

This section should include information on:

1. The type of organization and size of the Firm.
2. The location of the office from which the work is to be performed, and the number of partners, managers, supervisors, seniors and other professional staff employed at that office.
3. The length of time the Firm has been in existence, as well as the length of time the Firm has been performing audits of local governments.

B. Firm's Qualifications

This section should include the following:

1. Resumes of all key staff members to be assigned to the engagement. The resumes should include experience and educational information relative to the work proposed. In addition, list detailed time commitments of all key staff members. The Firm shall not

replace any key staff member without approval of the City, whose approval will not be reasonably withheld. The resumes may be included as an appendix.

2. Description of the Firm's recent experience with local government audits of local government clients similar to that being requested. Provide references from at least three prior clients, including the names, titles, addresses, telephone numbers and e-mail addresses of key client staff members.
3. Information regarding the Firm's participation in or with the Government Finance Officers Association, Governmental Accounting Standards Board, American Institute of Certified Public Accountants, Wisconsin Institute of Certified Public Accountants, government accounting forums, government cognizant agencies and other organizations.
4. A description of the Firm's quality control procedures and audit review process.
5. Any other information relevant to the Firm's qualifications for the proposed engagement. This could include library or research facilities, specialized technical expertise, IT resources, etc.
6. The Firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three years. In addition, the Firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three years with state regulatory bodies or professional organizations.

C. Firm's Approach to the Examination

1. An outline of the work plan for the audit, including the following:
 - a. A description of the basic audit program.
 - b. Use of statistical sampling.
 - c. Use of technical specialists
 - d. Organization of audit team and approximate percentage of time spent on audit.
 - e. Sample management letter.
 - f. Typical assistance expected from government's staff.
 - g. Tentative schedule for completing audit within the time required
2. An outline of the estimated hours for each segment of the engagement, in the following format:

	2025	2026	2027	2028	2029
	Hours	Hours	Hours	Hours	Hours
Segment (City, Library, Water Utility, Sewer Utility, TIF)					
Partner					
Manager					
Supervisor					
Senior					
Staff					

K. Cost Proposal

The cost portion must be provided as a separate document from the technical proposal. It will be scored separately and not opened nor considered by the reviewers until the technical evaluation is completed. Do not make references to costs anywhere else in the proposal.

The cost proposal should include a "not to exceed" fee for each year, inclusive of all costs. This will be the cost to be used in determining point scores for cost evaluation purposes. Any special projects outside the scope of this request would be negotiated separately.

The dollar cost proposal for reoccurring audits should be prepared in the following format:

	2025	2026	2027	2028	2029
	<u>Audit</u>	<u>Audit</u>	<u>Audit</u>	<u>Audit</u>	<u>Audit</u>
City General Audit					
(all funds except utilities)					
Water Utility					
Sewer Utility					
Stormwater Utility					
Sub-total of Costs					
Library as a component unit					
Total Costs					

In addition to the reoccurring audits above, also provide the cost for a one-time audit of the TIF Districts, year to be determined, if at all:

	One-Time <u>Audit</u>
TIF 001E	
TIF 002E	
TIF 15	
TIF 16	
TIF 17	

A schedule of rates for each staff category should be provided by year in the following format:

	2025	2026	2027	2028	2029
	Hours	Hours	Hours	Hours	Hours
Category:					
Partner					
Manager					
Supervisor					
Senior					
Staff					

L. Evaluation of Proposals

The following factors will be considered in evaluating the proposals:

- | | |
|---|----------------------|
| 1. The completeness of the proposal, including scope, approach and detailed work plan. | 0 - 20 points |
| 2. Firm experience in auditing local governmental units, OMB Circular A-133 audits, GASB 34, etc. Governmental references will also be considered here. | 0 - 25 points |
| 3. Qualifications of staff members that would be assigned to the audit. Education, position in the firm, years and type of experience as shown on the resumes will be considered. | 0 - 25 points |
| 4. Cost | <u>0 - 30 points</u> |
| Maximum total points | 100 points |

M. Other Considerations

Factors which include, but are not limited to, quantity involved, time of completion, purpose for which required, competency and financial capacity of Firm, ability to render satisfactory service and past performance will be considered in determining status as a responsible Firm. The City reserves the right to request additional information as may reasonably be required to make this determination and to further investigate the qualifications of the respondent as deemed appropriate.

N. Professional Service Contract

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the Firm's technical and price proposals, and any other written offers/clarifications made by the Firm and accepted by the City, will be incorporated into a contract between the City and the Firm, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the Firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Common Council, execution of the contract by the proper City officials, and delivery of the fully-executed contract to the Firm. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful Firm. The contract may be amended only by written agreement between the Firm and the City of Berlin.

The final contract must include the following language:

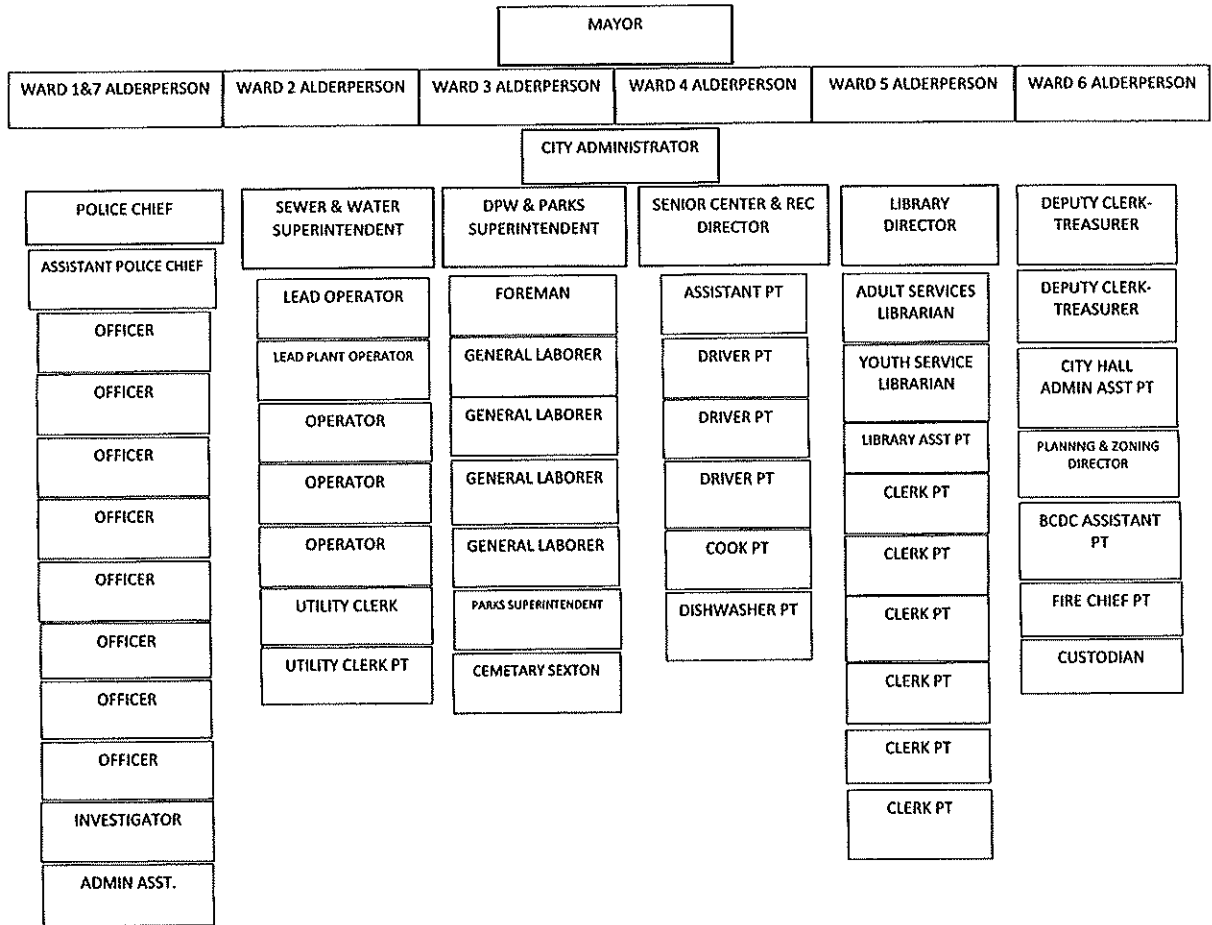
"6.5 Public Records Notice. Owner and Auditor recognize that applying applicable Wisconsin public records laws to particular records requests can be difficult, in light of software copyright and licensing rights. To ensure that applicable laws are followed, both with regard to private software ownership rights, and with regard to public records laws, Owner and Auditor agree as follows. When Owner receives public records requests for matters that Owner believes might be proprietary or subject to copyright, Owner will notify Auditor of the request. Within three (3) days of such notification (subject to extension of time upon mutual written agreement), Auditor shall either provide Owner with the record that is requested, for release to the requestor; or Auditor shall advise Owner that Auditor objects to the release of the requested information, and the basis for the objection. If for any reason Owner concludes that Owner is obligated to provide a record to a requestor that is in Auditor's possession, Auditor shall provide such records to Owner immediately upon Owner's request. Auditor shall not charge for work performed under this paragraph, except for the "actual, necessary and direct" charge of responding to the records request, as that is defined and interpreted in Wisconsin law.

In addition to, and not to the exclusion or prejudice of, any provisions of this agreement or documents incorporated herein by reference, Auditor shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the defense of any claim asserted or imposed upon the Owner, its officers, agents, employees and independent contractors growing out of (i) Owner's denial of a records request, based upon objections made by Auditor, or (ii) Auditor's failure to provide records to Owner upon Owner's request; or (iii) Owner's charges made to a records requestor, based upon reimbursement of costs Auditor charged to Owner in responding to a records request; or (iv) Owner's lack of timely response to a records request, following Auditor's failure to timely respond to Owner as required herein; or (v) Owner's provision of records to a requestor that were provided to Owner by Auditor in response to a records request. Auditor's claims of copyright or any other confidentiality claims shall be waived such that Owner may provide all requested documents, programs, data, and other records to the requestor, upon failure by Auditor to defend, indemnify or hold harmless the Owner as required herein, and/or upon judgment of a court having jurisdiction in the matter requiring release of such records."

Appendix A

	2024 Budget	2025 Budget
The City accounts for the following funds:		
General Fund	\$ 35,388,396	\$ 32,833,318
Designated General Fund	N/A	N/A
Special Revenue Funds:		
Park Fund	N/A	N/A
Recreation Scholarship Fund	N/A	N/A
Cemetery Fund	\$ 30,000	\$ 30,000
Revolving Loan Fund	\$ 2,258,642	\$ 2,258,642
Debt Service Funds:		
General Debt Service	\$ 9,427,547	\$ 9,572,021
TIF #15 Debt Service	\$ 721,558	\$ 998,136
Capital Projects Fund		
	\$ 6,658,962	\$ 5,021,666
TIF #01E Capital Projects Fund	\$ 64,267	\$ 210,843
TIF #02E Capital Projects Fund	\$ 50,908	\$ 200,726
Enterprise Funds:		
Water Utility	\$ 34,011,715	\$ 32,659,014
Sewer Utility	\$ 25,785,391	\$ 25,350,932
Fiduciary Funds		
Property Tax Agency Fund	N/A	N/A

City of Berlin Organizational Chart



Body Worn Camera Pilot Program

For the past few years, the Berlin Police Department has been researching and considering the implementation of Body Worn Camera's (BWCs). This research has led us to the company Advatech, who sells and provides technical support to AXIS body worn cameras. The most recent Berlin Police Department patrol vehicle has been equipped with an AXIS in car camera system and the department itself is equipped with an on-premise server that supports the in-car camera system and can support the addition of body worn cameras.

The Berlin Police Department is one of the few agencies (similar to our size) in the State of Wisconsin that does not utilize BWC's. We have also seen an increase in open records requests seeking BWC footage as most civilians/other entities expect police departments to be equipped with them. Studies have shown that implementation of BWC's result in numerous benefits some of which include:

- Increased transparency between police officers and citizens – BWC's can bolster public trust by providing community members with better transparency into police actions. Police body cams can also allay citizen concerns by providing clear documentation of encounters to shore up police officers' versions of events.
- Investigative benefits - Footage captured by BWC's can be used as evidence for arrest and prosecution, enhancing the chances of a successful prosecution.
- Increased efficiency – Officers equipped with BWC's are able to conduct audio/video recorded interviews while on a scene or at an individual's residence vs relying on a traditional interview room located at the Police Department.
- Decrease in use of force reports – A 2017 study by the Office of Justice Programs found that officers wearing BWC's generated fewer use-of-force reports and complaints from citizens compared to those not wearing a camera.
- Greater accountability – BWC footage can be utilized to dispel false accusations against officers or validate citizen complaints.

It is the departments belief that based on the above there is not only a desire, but a need to implement a body worn camera program. Knowing this, we have requested and received a quote from ADVATECH to implement three BWC's that can be shared amongst officers. The total amount to implement the pilot program would be **\$7,890.15**, a copy of this quote is included with this proposal.

It is the departments intent to utilize the three BWC's in day-to-day patrol operations. The BWC pilot program will be monitored following implementation to determine their effectiveness and how they are received by officers and the public. If successful, the ultimate goal would be to expand the BWC camera to eight shareable cameras when the budget allows, so every officer on patrol can be equipped with one.

Currently, federal grant funding opportunities are limited due to the change in administration and there have been no recent updates regarding the future of funding for body worn camera programs. Due to this, we are proposing that this expenditure 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 \$75,000.00.



FROM

Chris Phillips

Threat Assessments, Sales & Systems
Engineering
4149395079 x1001

AdvaTech Systems
2487 South Commerce Drive
New Berlin, WI 53151
advatechsecurity.com

PHONE

4149395079

FOR

City of Berlin PD

TO

Brian Pulvermacher

EMAIL

bpulvermacher@berlinpd.wi.gov

PROPOSAL NUMBER

202510183

DATE

June 30, 2025

EXPIRY DATE

August 15, 2025

**Ci Berlin - Police Department - 3 Body Worn Camera Add-on
System - Proposal 202510183 - 06.30.25**

AXIS - 1080p V3 Body Worn Camera (BLK)

Always sharp images:

- Resolution 1920x1080, 1280x720, 25 fps at 50 Hz, 30 fps at 60 Hz
- Robust and reliable for operational agility

Storage:

- 64 GB non-volatile memory, up to 30 hours of recorded video
- AES256 encryption standard

Excellent sound quality:

- Dual Microphones, with noise cancelling
- AAC-LC
- One channel: 48 kHz, 128 kbps
- Two channels (optimized for post-processing mode): 48 kHz, 2x128 kbps

Long battery life:

- Li-ion, 3600 mAh
- Up to 14.1 hours operating time in 720p
- Up to 14 hours operating time in 1080p

Supports live streaming

- Multiple layers of encryption:
- Software: Signed OS, brute force delay protection, digest authentication, password protection
- Hardware: Axis Edge Vault cybersecurity platform

Secure element (CC EAL 6+), system-on-chip security (TEE), Axis device ID, secure keystore, signed video, secure boot, encrypted filesystem (AES-XTS-Plain64 256bit)

Operating conditions:

- Temperature: -20 °C to 55 °C (-4 °F to 131 °F)
- Humidity: 10-100% RH (condensing)
- Case Rating: IP67-rated, Plastic casing, Under Water, 3ft, 30min
- Drop tested up to 2 m(6.56ft)

Axis 3 Year Advanced Replacement Warranty

Warranty NOTE:

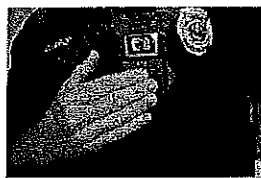
- The product, including the battery, is subject to a 3-year

warranty period, in accordance with the terms and conditions stated in Axis 5 Year Limited Hardware Warranty available on axis.com/warranty ("3-year Warranty Period").

In addition to the terms and conditions in the Axis 5 Year Limited Hardware Warranty, the warranty doesn't cover battery degradation if the battery has undergone more than 500 charge cycles, if the camera has been used or stored in temperatures outside the specifications in the datasheet, or if the instructions in the product's user manual haven't been followed.

Replacement of the battery during the 3-year Warranty Period carried out by any other party than Axis (or an RMA partner on behalf of Axis) will void the main item's warranty. Contact Axis Support or your reseller for battery- or service-related matters.

1,041.63
x 3
12% discount
2,749.64

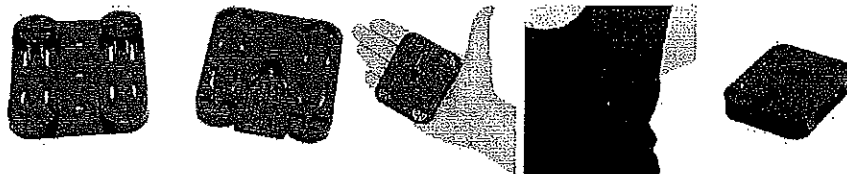


AXIS - Magnet Mount (5 Pack)

Robust and versatile magnet mount

Klick Fast Adaptor On The Axis Body Worn Cameras

3 Year Warranty



611.42

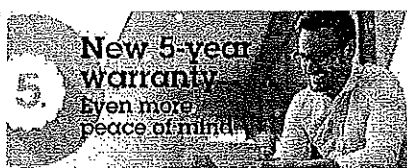
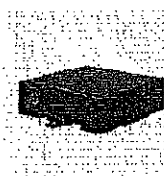
x 1

12% discount

538.05

Axis - BW System Controller

- Discrete unit
- Supports up to 5 docking stations
- Cost-effectiveness and scalability
- Easy camera management
- 5 Year Warranty



1,667.23

x 1

12% discount

1,467.16

Axis - Docking Station 8-Bay

- Grab and go: ready when you are
- Dock and go: secure offloading, fast charging
- Reliable docking connectors
- Splash proof
- 3 Year Warranty



832.96

x 1

12% discount

733.00

2N - External RFID Card Reader Secured 125 kHz and 13.56 MHz, USB

USB for easy connection
Small for easy placement
Multi card system support

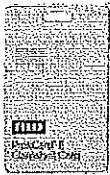


645.51
x 1
12% discount
568.05

HID - CLAMSHELL CARDS - 25pk

Key Features:

Price competitive with all other card technologies.
Offers universal compatibility with all HID proximity card readers.
Provides durable packaging and consistent read range.
Provides an external number for easy identification and access control.
Supports formats up to 85 bits, with over 137 billion codes.
Custom pre-printed artwork available.
A PVC overlay allows for on-site photo ID using most direct image printers.
Thin enough to carry in a wallet or purse.
Create Photo ID card with model 1324 Printable Adhesive Label



95.74
x 1
12% discount
84.25

Installation

Installation Includes:

- Install system BW System controller, configure with customer specific rules and settings, with BW 8 Bay dock, and connect to the previously sold Axis Camera Station Pro Server.
- Configure the BW Cameras with the previously sold In-Vehicle Squad video system, with the Bluetooth Beacon trigger.
- Test full system functionality.



175.00
x 10
1,750.00

Discount	-837.30
Subtotal	7,890.15
Total	\$7,890.15

Down Payment Requirement: 60% \$4,734.00

Down Payment and Final Payments can be provided via check or credit card, Transactions fees may apply.
Payments to be made to the following address:

AdvaTech Systems
2487 S. Commerce Drive New Berlin, WI 53151
accounting@advatechsecurly.com

Reviews [See all reviews](#)

★★★★★

Chris and his whole team are extremely attentive and responsive to our needs. He truly cares about his customers and their business and is forward looking with their business, anticipating their needs before the customer...

by Geoff Grossman

★★★★★

Very quck service, install and professional team to work with.

by Brian Carroll

★★★★★

Excellent customer service. The Advatech team will always go the extra mile to save you money and do the right thing for the customers' needs. They have run all the networking cabling for our company, and we had zero issues...

by John Fischer



PROCLAMATION HONORING 130 YEARS OF THE NATHAN STRONG PARK GAZEBO

WHEREAS, on behalf of the citizens of the City of Berlin, it is the pleasure of the City of Berlin's Common Council and Mayor to offer this Proclamation to celebrate and recognize 130 years of the gazebo in Nathan Strong Park; and

WHEREAS, the gazebo has served the citizens of the City of Berlin well for 130 years, providing a bandstand, stage, gathering space and shelter for numerous community events; and

WHEREAS, the first concert was held in the gazebo on July 24, 1895, and it has continued to host numerous concerts and enhance the enjoyment of the community for so many years and to this day continues to be well utilized, accommodating live music weekly during the Berlin Farmers & Artists Market, and standing as a beautiful reminder of the City's growth and connection to its history; and

WHEREAS, it is recognized as a local gathering space that is important to this community and sincerely appreciated; and

NOW THEREFORE, BE IT RESOLVED, that the Common Council and Mayor of the City of Berlin, hereby offer this proclamation of the 130th anniversary of the gazebo in Nathan Strong Park as a permanent record in the archives of the City of Berlin.

Dated this 12th day of August, 2025

Catrina Burgess, Mayor



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: Deputy Clerk Treasurer
RE: Cemetery Lighting
DATE: August 12 2025

BACKGROUND AND DISCUSSION

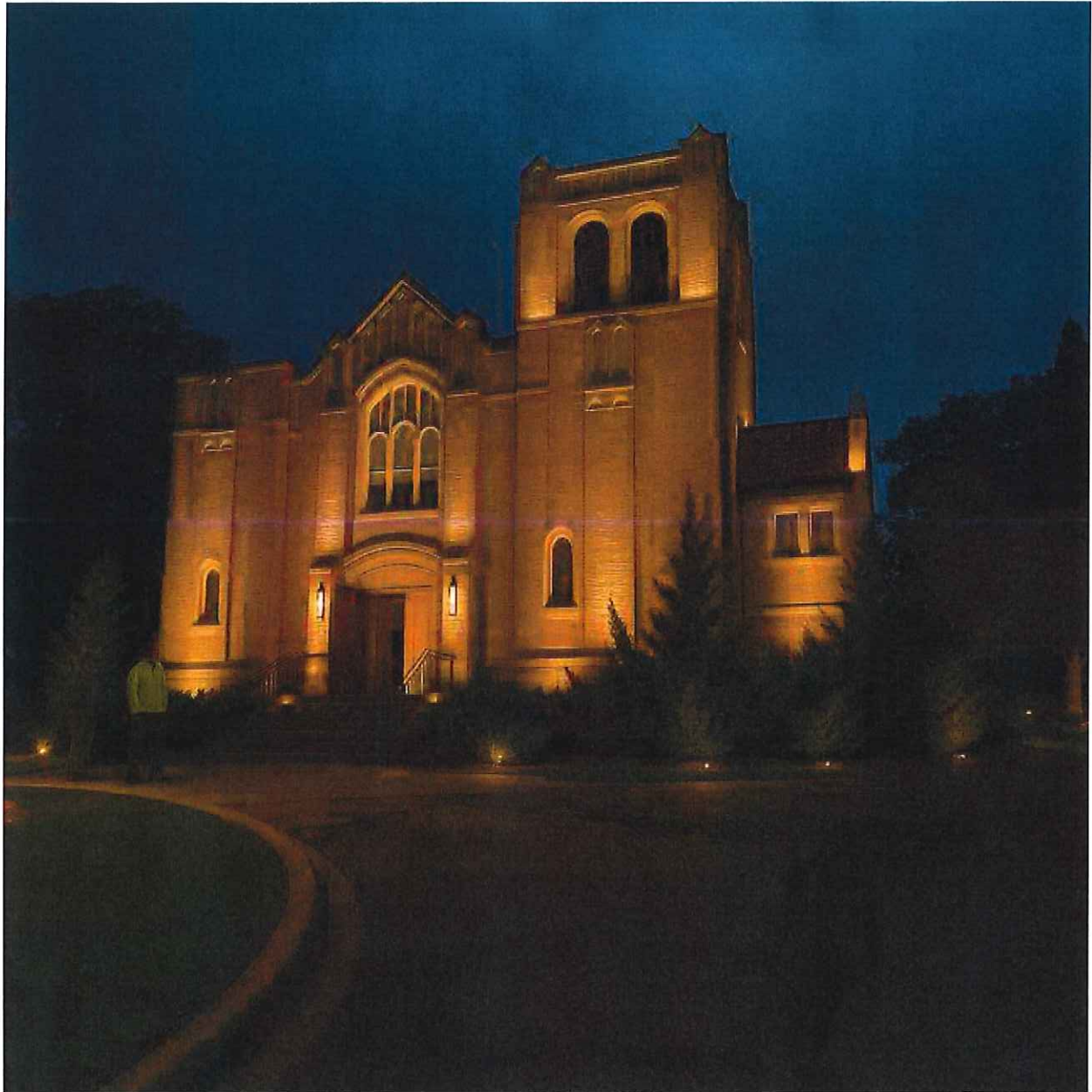
The Cemetery board would like approval to spend \$10,000.00 on new lighting at the cemetery. This money will come out of the cemetery fund, no cost to the city. A quote and picture are included with this request.



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





Lighting Squad

9540 Lind Lane | Neenah, Wisconsin 54956
920-558-4330 | info@lightingsquad.net | www.lightingsquad.net

RECIPIENT:

Nancy Gimenez
455 East Huron Street
Berlin, Wisconsin 54923

Quote #265

Sent on Jun 18, 2025

Total \$10,000.00

Product/Service	Description	Qty.	Unit Price	Total
Lift Rental- TBD at time of Rental	Typically, a lift rents for around \$1500. We will modify this cost before the rental.	1	\$1,240.00	\$1,240.00
Spot Lights Highlighting the Chapel	Mini Accent Light Adjustable Brightness Control (1W to 7W), Adjustable Beam Angle (10 to 50 degrees) 2700K, Bronze on Aluminum. Includes stake	14	\$400.00	\$5,600.00
300w Transformer- Chapel	300w Transformer	1	\$600.00	\$600.00
Ground Level Spot Lights on Chapel		8	\$320.00	\$2,560.00

A deposit of \$2,500.00 will be required to begin.

Total

\$10,000.00

This quote is valid for the next 30 days, after which values may be subject to change. Once accepted a 25% non-refundable deposit is required.

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Review of Garbage and Recycling contract with Waste Management of Wisconsin
MEETING DATE: August 12, 2025

BACKGROUND

At the Committee of the Whole meeting on August 5, 2025 the Common Council asked staff to look into the \$1000 grant opportunity outlined in the Solid Waste and Recycling Services Agreement with Waste Management of Wisconsin, Inc.

Staff reached out to Waste Management to request the \$1000 prior to the October 1 deadline. Waste Management is in the process of issuing the funds to the City.

The Council may use the funds for an environmental related project/event or an environmentally-friendly scholarship program or charity.

Snippet from agreement:

c. Donation. If requested by the City by October 1 of each year during the term,
Company will make an annual (once per calendar year) donation of \$1,000.00 to the City. This donation can be used for environmental related projects or events that benefit the residents of Berlin.

The City may also choose to use the money for an environmentally-friendly related scholarship program or charity. The City will determine the recipient.

DATE: 8/7/2025

TO: City Council

FROM: Scott Zabel

RE: URBAN AREA BOUNDARY ADJUSTMENTS.

BACKGROUND: The US Census Bureau defined the Berlin area as an urban area with a population of 5,000 or greater after the 2000 Census but did not after the 2010 Census at which point the Berlin area was defined as a rural area. In 2020 the Census Bureau once again defined the Berlin area as an urban area. The Wisconsin Department of Transportation has enlarged the Berlin boundaries which allows Berlin to be defined as an urban area.

The Urban Area Boundary (UAB) is important for transportation planning because it is a key factor for federal Surface Transportation Block Grant (STBG) funding eligibility. WisDOT's funding program for federal STBG funding is the State Transportation Program (STP). It divides STBG funds into STP-Urban and STP-Rural. The UAB is also a factor for Federal Highway Administration (FHWA) Highway Performance Monitoring System (HPMS) reporting. Areas within the UAB are considered to be Urban. All functionally classified, non-local roads within an urban area are eligible for STP Urban funding. Areas outside the UAB are considered to be Rural. Functionally classified roads (Major Collectors and higher) outside the UAB are eligible for STP-Rural funding. When a rural county highway continues across the UAB into an urban area; that urban portion is eligible for STBG/STP-Urban rather than STBG/STP-Rural funding. Lastly, by approving the boundary map submitted by the WDOT it allows the City of Berlin to be eligible for more sources of funding. Many of which we were not eligible for when defined as a rural area.

RECOMMENDATION: Approve the proposed boundary map and resolution provided by the Wisconsin Department of Transportation.

Resolution No. 25-09
Berlin Urban Area
Approval of Changes to the Berlin Urban Area Functional
Classification System

WHEREAS the Berlin Urban Area (UA) was designated by the 2020 US Census; and

WHEREAS the Urban Area Boundary was adjusted and approved by the Wisconsin Department of Transportation (WisDOT) and the Federal Highway Administration (FHWA); and

WHEREAS functional classification is the method by which roads and streets are categorized based on the levels of mobility and access they provide; and

WHEREAS functional classification of a road or street has a bearing on federal transportation funding eligibility; and

WHEREAS FHWA and WisDOT have developed guidance for functional classification of roads and streets; and

WHEREAS WisDOT periodically reviews and updates the functional classification system of roads and streets throughout the state; and

WHEREAS these recommended functional classification changes were developed through joint review by UA officials and WisDOT planning staff; and

WHEREAS documents showing the recommended changes are attached; and

WHEREAS the Wisconsin Department of Transportation will, after local approval of the recommended FC changes, approve the changes and submit them to FHWA for final approval; and

WHEREAS the approved final FC map will be made available to Berlin Urban Area after FHWA final approval; and

WHEREAS the new functional classifications will supersede the existing functional classifications in the urban area;

BE IT THEREFORE RESOLVED that the City of Berlin Common Council hereby approves all recommended functional classifications:

Adopted this day, August 12, 2025, by the Common Council in Council Chambers during the Regular Common Council meeting.

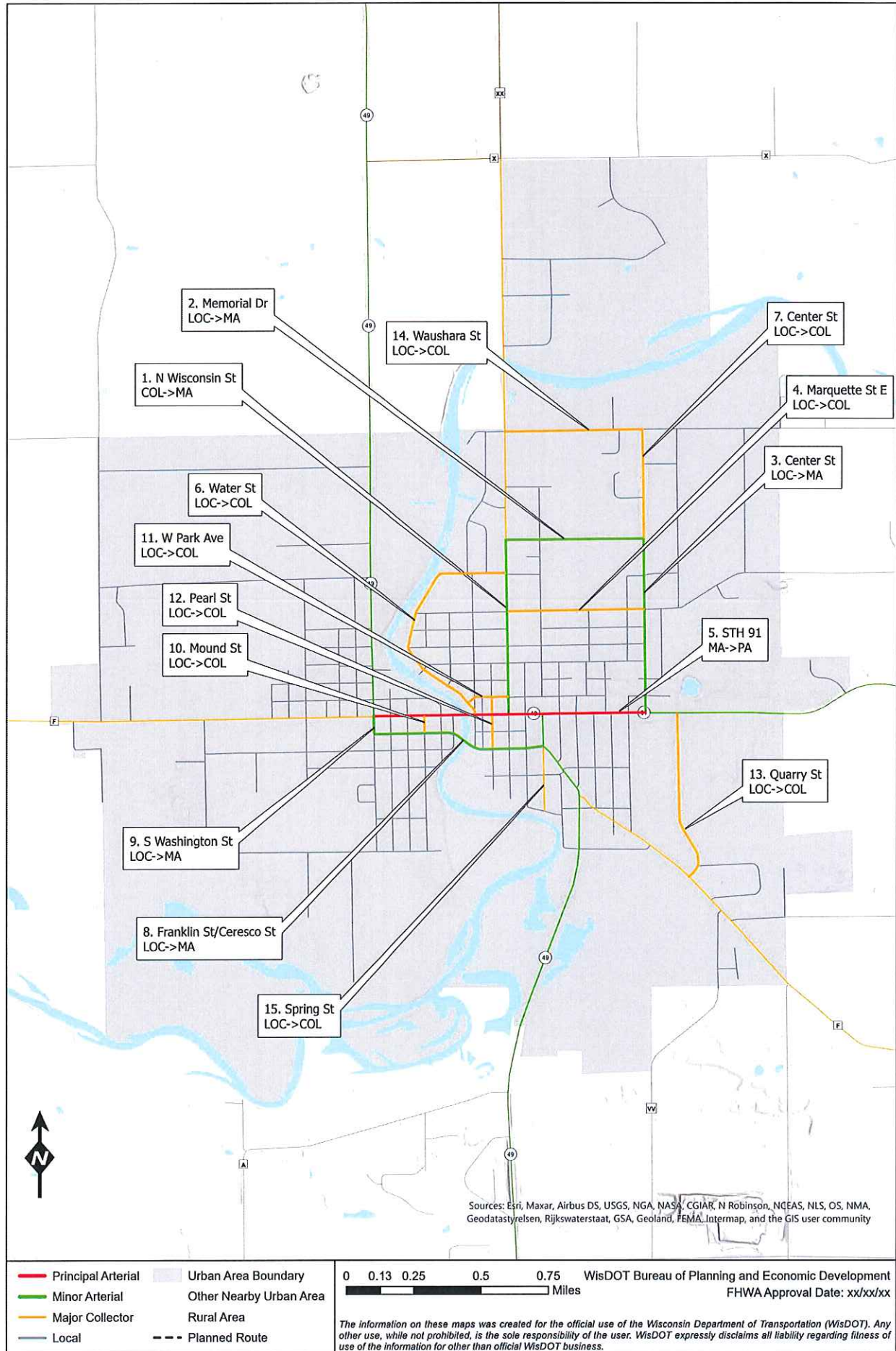
Catrina Burgess, Mayor

ATTEST:

Jessi Balcom, City Administrator/Clerk/Treasurer

Berlin

Functional Classification - Recommended Changes





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 MEEETING
STAFF REPORT**

MEMO

TO: Common Council
FROM: Deputy Clerk Treasurer
RE: Weights & Measures
DATE: August 12th 2025

BACKGROUND AND DISCUSSION

We had a meeting with Eric Maggio who is our Weights & Measures administrator. He is recommending that we increase our proposed pump fee schedule from \$30 to \$40 in 2026. All other communities have agreed to move to this price and are recommending that Berlin does the same. This will increase our projected revenue by \$1090.00.



CITY OF BERLIN

WEIGHTS & MEASURES PROGRAM OVERVIEW (2025–2026)

PRESENTED BY: ERIC MAGGIO, MHA – EAST CENTRAL W&M
ADMINISTRATOR

CONTRACT DETAILS

Contracted Days (2026): 12 days (no change recommended)

Daily Rate: \$575 (no increase for 2026)

Billed Businesses (2025): 20

ADMINISTRATIVE

Complaints: Please continue to forward consumer complaints to our department for resolution.

Quarterly Reports: Sent via email—please notify us of staffing changes to ensure continuity.

Annual Report Preparation: Submitting to State of Wisconsin 9/1/2025

Seals: Tailored Label Products is our official seal supplier. Please contact:

Kristy Kargus Customer Account Coordinator

N72W12565 Good Hope Road, Menomonee Falls, WI 53051

Direct: 262.345.6396

Email: kkargus@tailoredlabel.com

Note: Please select only one color when ordering.

BUSINESS FEE SCHEDULE

Current Pump Fee (2025): \$30

109 pumps × \$30 = \$3,270 in pump fee revenue

Proposed Pump Fee (2026): \$40

109 pumps × \$40 = \$4,360 in potential revenue

Projected Increase: +\$1,090

*Recommend
- would like Berlin to change to 40
on pumps*

Recommendation: Appleton is implementing this increase in 2026. We encourage Berlin to follow suit to support program sustainability and regional alignment.

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Municipal Vehicle Registration Fee (Wheel Tax) discussion
MEETING DATE: August 12, 2025

BACKGROUND

The Committee of the Whole recommended adoption of Ordinance #08-25 at the August 5, 2025 meeting.

Trans 126 MUNICIPAL OR COUNTY VEHICLE REGISTRATION FEE identifies how counties and municipalities may enact a vehicle registration fee to be collected by the Department of Motor Vehicles. The fee is collected on all vehicles customarily kept within the county or municipality (with a gross weight not more than 8,000 pounds) when they are registered each year.

The fee is created by ordinance, and the amount of the fee is set by the municipality. The DMV keeps a small fee to cover the administrative costs of collecting the fee. Several municipalities and counties have enacted the fee in Wisconsin, many of them neighbors of Berlin.

The City has seen a significant decline in the amount of Transportation Aids received from the State over the past several years. Because transportation aids are based on the amount of money spent, when less money is spent on (able to be budgeted for) transportation, the amount of money given to the municipality for transportation costs by the State decreases.

A Vehicle Registration Fee of \$25 enacted in the City of Berlin is estimated to generate approximately \$119,000 annually (assuming 4824 vehicles are customarily kept in the City of Berlin).

The enclosed ordinance authorizes the creation of a \$25 Municipal Vehicle Registration Fee in the City of Berlin.

SUGGESTED MOTION

Motion to adopt Ordinance #08-25 to create Chapter 70-21 of the City of Berlin Municipal Code Establishing a Vehicle Registration Fee of \$25 for Vehicles Kept within the City of Berlin beginning January 1, 2026.

ORDINANCE #08-25

**AN ORDINANCE TO CREATE CHAPTER 70-21 OF THE CITY OF BERLIN MUNICIPAL CODE
ESTABLISHING A MUNICIPAL VEHICLE REGISTRATION FEE FOR VEHICLES KEPT WITHIN
THE CITY OF BERLIN,
GREEN LAKE COUNTY AND WAUSHARA COUNTY**

WHEREAS, Wisconsin Statutes Section 341.35 allows a municipality to enact an ordinance imposing an annual flat municipal registration fee on all vehicles registered in the state which are customarily kept in the municipality; and

WHEREAS, Wisconsin Statutes Section 341.35(6r) requires that the money received from a municipal vehicle registration fee be used for transportation-related purposes; and

WHEREAS, Wisconsin Statutes Section 341.35(4) requires notice of the enactment of a municipal vehicle registration fee to be provided to the Wisconsin Department of Transportation; and

WHEREAS, the purpose of Wisconsin Administrative Code Chapter Trans 126 is to establish the Wisconsin Department of Transportation's interpretation of the municipal vehicle registration fee; and

WHEREAS, Wisconsin Administrative Code Section Trans 126.02(3) requires certain information to be included in the notification of the enactment of a municipal vehicle registration fee to the Wisconsin Department of Transportation; and

WHEREAS, Wisconsin Administrative Code Section Trans 126.02(4) requires the notification of the enactment of an ordinance to be provided to the Wisconsin Department of Transportation at least 90 days prior to the first day of the month in which the Ordinance and municipal vehicle registration fee are effective; and

WHEREAS, the City Administrator recommended that the City of Berlin adopt a municipal vehicle registration fee to use the fee proceeds for transportation-related purposes in the City; and

WHEREAS, the Common Council of the City of Berlin finds that it is in the best interest of the health, general welfare, and safety of the City of Berlin to implement a municipal vehicle registration fee, and to use the fee proceeds for transportation-related purposes.

NOW, THEREFORE, The CITY OF BERLIN Common Council, Green Lake and Waushara Counties, Wisconsin do hereby ordain as follows:

SECTION 1. Chapter 70 of the City of Berlin Municipal Code entitled "Traffic and Vehicles," Article I entitled "In General," Section 70-21 entitled "Municipal Vehicle Registration Fee" is hereby created to read as follows:

Sec. 70-21. – Municipal Vehicle Registration Fee.

(a) Municipal Vehicle Registration Fee Created.

Fee Established. Pursuant to the authority granted by Wis. Stats. § 341.35, there is hereby created and established a municipal vehicle registration fee in the City of Berlin, Green Lake and Waushara Counties.

(b) Purpose.

The purpose of this ordinance is to provide the City of Berlin a source of revenue to be used to assist with transportation-related purposes to fund construction, repair, reconstruction and resurfacing of roads, and other transportation-related purposes.

(c) Definitions.

Motor vehicle. In this section, a “motor vehicle” shall mean an automobile or motor truck registered under Wis. Stats. §341.25(1)(c) at a gross weight of not more than 8,000 pounds.

(d) Imposition of Motor Vehicle Registration Fee.

There is hereby imposed an annual city vehicle registration fee in the amount of twenty-five dollars (\$25.00) on all motor vehicles registered in the State which are customarily kept in the City of Berlin except those vehicles which are exempt from this fee as provided in Wisconsin Statutes §341.35(2). The city registration fee shall be paid at the time a motor vehicle is first registered or at the time of registration renewal and is in addition to any State registration fees. The Wisconsin Department of Transportation shall collect the City registration fee.

(e) Administrative Costs.

The Wisconsin Department of Transportation shall retain a portion of monies collected equal to the actual administrative costs related to the collection of these fees. The method for computing the administrative costs will be reviewed annually by the Wisconsin Department of Transportation, as provided in Wisconsin Statutes §341.35.

(f) Exemptions.

The following motor vehicles are exempt from the annual City of Berlin vehicle registration fee:

- (i) All vehicles exempt by Wisconsin Statutes Chapter 341 from payment of a State vehicle registration fee.
- (ii) All vehicles registered by the State of Wisconsin under §341.26 for a fee of five dollars (\$5.00).
- (iii) No City vehicle registration fee may be imposed on a motor vehicle which is a replacement for a motor vehicle for which a current City vehicle registration fee has been paid.

(g) Deposit of Fee Revenues.

All monies under the applicable statute and chapter remitted to the City by the Wisconsin Department of Transportation or other applicable agency shall be deposited by the City's general fund and be used solely for assisting with road construction, reconstruction, repair and resurfacing.

SECTION 2. SEVERABILITY. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 3. NOTIFICATION TO WISCONSIN DEPARTMENT OF TRANSPORTATION. The City Clerk is directed to provide notice of this Ordinance with all required information to the Wisconsin Department

of Transportation pursuant to Wisconsin Administrative Code Section Trans 126.02.

SECTION 4. EFFECTIVE DATE. This Ordinance shall take effect January 1, 2026 upon its passage by the COMMON COUNCIL of the CITY OF BERLIN and publication as required by law.

SECTION 5. The numeric section numbers and headings of any portions of the CITY OF BERLIN Code of Ordinances affected by this Ordinance shall be subject to modification in the discretion of the codifier, and the approval of the CITY OF BERLIN Attorney, during codification into the CITY OF BERLIN'S current Code of Ordinances.

ROLL CALL VOTE:

_____AYES

_____NAYS

_____ABSENT

CITY OF BERLIN

BY: _____
CATRINA BURGESS
Mayor

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

APPROVED AS TO FORM:

ERIC LARSON
City Attorney

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Creation and Posting of Senior Center & Recreation Facilities Coordinator ` Position
MEETING DATE: August 12, 2025

BACKGROUND

The Park and Recreation Director (or Senior Center Director) position is currently vacant. I would like to propose renaming this position to Senior Center & Recreation Facilities Coordinator to better reflect the current responsibilities of this position.

Currently the Park and Recreation Director's primary duties are to plan for, direct and manage the Senior Center (including the senior nutrition and transportation programs), coordinate the rental of park facilities and provide staff support to the Park and Recreation Commission and the Committee on Aging.

It is my understanding that a few years ago the City's recreational department was reconfigured and a half time position that was previously responsible for recreational programing was eliminated. This position had reported to the Park and Recreation Director.

I am currently reviewing whether or not this position should remain a full-time, fully benefitted position or if the possibility of reducing it to a part-time position (without benefits) would be feasible/desirable.

I am looking for guidance from the Council as to your vision and what other factors may need to be looked into or addressed when making a determination as to the number of hours to assign to this position.

CITY OF BERLIN
POSITION DESCRIPTION
FOR
SENIOR CENTER & RECREATION FACILITIES
COORDINATOR

SUPERVISOR:	City Administrator
SHIFT/HOURS:	XXXX. M-F generally (other hours as needed)

JOB SUMMARY

The Senior Center & Recreation Facilities Coordinator is responsible for managing and overseeing the Senior Center and City owned recreational facilities and amenities. This involves the planning and coordination of senior programming, regular and special event planning, managing the senior nutrition and transportation programs, and coordinating the rental/reservation of the City's sports fields, park shelters and camp ground. The Coordinator is directly responsible for working with various agencies to provide services and event planning for older adults, and for record keeping, bookkeeping functions, managing public relations and facility/staff coordination.

ESSENTIAL JOB FUNCTIONS

- (1) Plans and directs training programs and development initiatives for Senior Center staff. Hires, trains, and directly supervises all Senior Center, nutrition, and transportation staff. Clearly defines and effectively delegates work assignments to staff; provides support and offers guidance to staff as they carry out their assigned tasks.
- (2) Facilitates County senior nutrition program and senior transportation program and the development of long-range plans. Also includes researching and seeking out of potential grants or any governmental funding programs (including local, state, and federal programs on older adult programs and recreation facilities needs), prepares and plans information pertaining to applications for state and federal funding of projects. When needed, performs duties of the cook for the nutrition program.
- (3) Serves as staff liaison to the Park and Recreation Commission and Committee on Aging; keeps Commission/Committee informed of pertinent issues and guides their efforts to provide the City Council with meaningful advice. Provides all correspondence for Commission/Committee (i.e. monthly agendas, commission meeting packet, coordinate minutes, maintain commission files, and any other correspondence that pertains to issues the commission must act upon.) Keeps the City Administrator informed of any important developments on a timely basis; attends Park and Recreation Commission, Committee on Aging, and City Council and all other meetings as required or directed; also serves on various committees as assigned.

- (4) Administers the camp ground and pavilion rental program. Manages reservations, collects fees, and ensures policies are communicated and up to date.
- (5) Directs public relations and marketing initiatives. Coordinates updates to City and Senior Center websites and social media, writes weekly press release to local papers and media outlets, coordinates advertising initiatives for campground. Works with the school district, counties and other social service agencies to determine the needs of special population groups, which are economically or socially disadvantaged. Directs a strong public relations program; delivers presentations to community groups, professional groups and others; and oversees the development of promotional materials.
- (6) Attends seminars and continuing education to stay abreast of latest trends in senior needs, programming and maintenance. This includes memberships to related organizations in the field of aging, seniors and recreation as required and/or approved by the governing committee.
- (7) Develops and maintains effective communications with the school district and other community groups.
- (8) Maintains accurate records of senior programming including program registration and data. Responsible for submission of all applicable weekly, monthly, quarterly, semi-annual or annual reports as required. This includes volunteer time, in-kind sheets, expenditures, facility use request and any others as needed due to local, state and federal guidelines.
- (9) Coordinate facility usage/rental (including senior center, ball fields, pavilion use, campgrounds, etc.)
- (10) Receptionist duties as needed.
- (11) Responsible for all departmental purchases, cash deposits, payroll preparation and budgeting (senior nutrition, senior center, and senior transportation) as required by the City. Aid with cash management and prepare regular deposits of senior nutrition, transportation, program, and recreational facility usage fees.
- (12) Performs other duties as needed or assigned.

SKILLS & QUALIFICATIONS

- (1) At least three years of educational and/or experienced background in human services, therapeutic recreation, geriatrics, social work, or a closely related field. Degree not required, but considered a plus.

- (2) Three years administrative and supervisory experience, preferably related to Senior Aging Needs including record and personnel management.
- (3) Working knowledge of community resources, activities and agencies geared to the needs and interests of older adults; working knowledge of the equipment, facilities, and operations.
- (4) The knowledge and ability to coordinate and manage promotional activities pertaining to senior programming.
- (5) The ability to coordinate and manage the activities of personnel; the ability to prioritize and assign jobs, to prepare schedules and anticipate staffing needs.
- (6) Substantial knowledge of municipal senior operations to include multidivisional budget preparation, capital improvement plan development and implementation, coaching and instructing.
- (7) Considerable knowledge of the field of aging and understanding of aging problems.
- (8) Knowledge of recreational activities and community resources and agencies providing service for citizens of all generations.
- (9) Knowledge and education on wellness for all generations and of state and federal agencies and their services for older adults.
- (10) The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships as well.
- (11) Multi-task oriented and ability to work positively with change.
- (12) Computer literacy including working knowledge of MS Word, Excel, Publisher, PowerPoint, recreation software, and Internet Explorer.
- (13) Valid driver's license.

PHYSICAL DEMANDS

- (1) Ability to occasionally lift and carry heavy objects of 10-50 lbs.
- (2) Ability to sit continuously for long periods of time, and occasionally reach above shoulders and bend.

- (3) While performing the duties of this job, the employee is frequently required to talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand and walk.
- (4) Eye-hand coordination is necessary to operate various pieces of equipment.

MINIMUM CERTIFICATIONS

- (1) Serve Safe Certification must be obtained with 120 days of hire.