

**CITY OF BERLIN
CIP and BUDGET WORKSHOP
STAFF REPORT**

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: 2026 Recycling Fee to be moved from the Levy to a Special Charge on the Tax bill
MEETING DATE: September 23, 2025

BACKGROUND

Due to the City's inability (because of limitations imposed by State statutes) to raise the levy to support the costs/expenditures of the City, staff has recommended shifting the cost of recycling collection for residential properties off of the tax levy. The cost of recycling collection (approximately \$156,000) would be collected as a special charge to all property owners of residential properties (addresses that have 4 or less residential units) on the property tax bill (of approximately \$70.80 per unit). This shift will allow the City to collect the funds needed to pay for recycling services, while freeing up dollars collected through the levy for other City needs/expenses.

The special charge will be identified on the tax bill as "Recycling Fee" or something similar.

Staff is currently working to ensure that all properties will be properly charged for this fee. To do so, staff is going through the list of properties that the City is charged for recycling collection on the Waste Management bill. Waste Management is currently auditing their route to determine exactly where carts are being picked up (charged for), once this information is complete, we will again go through the list to further refine and make sure that the recycling fee is correctly charged. Per the City's ordinance (and State Statute) all residential properties (structures) of 4 units or less are provided recycling by the City. Each of these properties will be billed on their tax bill for the number of eligible units on the parcel they own. Anyone who is currently receiving garbage and recycling collection on the City's contract that is not eligible to receive these services (commercial properties and multifamily structures of 5 or more units) will be notified that they are not eligible for these services and will need to hire a waste hauler of their choice for these services starting January 1.

In order to move forward with this special charge the Council will need to update the Municipal Ordinances to note that recycling will be provided by special charge, update the fee schedule to identify this fee, and staff will need to enter the special charge into the Green Lake County and Waushara County tax systems.

City of Berlin
Code of Ordinances
Fee Schedule
Last Updated: September 2024

Code	Category	Description	Department	Amount	
Section					
10-3(b)	Animals	Chicken Keeping	Clerk	\$	10.00
10-11	Animals	Impoundment of Animals - Surrender Fee	Animal Control	\$50.00/Cat \$75.00/Dog	
10-11	Animals	Impoundment of Animals - Impoundment fee	Animal Control	1st Night N/C: \$10.00/day	
10-7	Animals	Issuance of license - Dog License Fees	Clerk	Spay/Neuter \$10.00 Spay/Neuter \$15.00	No
10-7	Animals	Issuance of license - Kennel License Fee	Clerk	<12 dogs \$35.00 >12 \$35.00 + \$3.00 each surpassing 12 dogs	
10-7	Animals	Issuance of License - Cat License Fee	Clerk	Spay/Neuter \$10.00 Spay/Neuter \$15.00	No
10-8	Animals	Late Fee for Dog License	Clerk	\$	5.00
10-10(a)(1)	Animals	Admin fee to appeal vicious dog determination	Clerk	\$	150.00
10-10 (e)	Animals	Special Registration Fee-Vicious Dog	Clerk	\$	200.00
14-13	Building and Building Regulations	Plan Approval Fees - Determined by Square Footage	Zoning	See Attachment	
14-131	Moving Buildings	Permit Fee to move building	Zoning	\$	100.00
14-136	Moving Buildings	Required Insurance to move building	Zoning	** See below	
14-14	Building and Building Regulations	Permit fees/building, plumbing, electrical (permit & license), HVAC permit, sign permit, moving, razing, driveway	Building Inspector	See Attachment	
14-14	In General	Permit Fees/one & two family residential new construction occupancy fee if final inspection is not done prior to occupancy	Building Inspector	\$	100.00
14-14	In General	Permit fees/fees double if permit is not obtained prior to commencement of construction	Building Inspector	See Attachment	
14-53	Construction site erosion control	Permit Application: control plan: permit issuance	Building Inspector	\$	100.00
14-142	Building and Building Regulations	Vacant Building Registration		\$0	
14-142(3)	Building and Building Regulations	Vacant Building 6-Month Renewal Registration		\$75	
14-142(3)	Building and Building Regulations	Vacant Building w/violation at renewal inspection		Accumulative Add'l \$150 at renewal for each 6-mo period where violation persists to max of \$500	
14-142(4)	Building and Building Regulations	Vacant Building: Owner Refuses access to city officials for inspection		\$100	
14-144	Building and Building Regulations	Vacant Building: Liability insurance requirement		\$1M	
18-112	Cigarettes	License Application Fee	Clerk	\$	25.00
18-148	Direct Sales	Peddlers Permit. Registration/registration fee per person in a group for a six month period.	Clerk	\$25.00 + insurance (**see below)	
18-186	Farmers Market	Direct sellers may employ one assistant w/o additional payment	Clerk	\$5.00/day or \$20.00/season per stand	
18-259	Massage Parlor Establishment & Technicians	Sales permit	Clerk	\$	250.00
18-260	Massage Parlor Establishment & Technicians	Massage Parlor establishment license/fee	Clerk	\$	20.00
18-333	Processions, Parades, Runs, Walks.....	Permit - Fee	Clerk	No Fee	
18-333	Processions, Parades, Runs, Walks.....	Permit - Required Insurance (L & P)	Clerk	** See below	
18-333	Processions, Parades, Runs, Walks.....	Permit/(k) charge for increased costs	Clerk	Actual Increase in Costs	20.00
18-366	Street & Parking Lot Use Permit	Street Use Permit - Fee	Clerk	\$	20.00
18-366	Street & Parking Lot Use Permit	Street Use Permit - Required Insurance	Clerk	**See below	
18-367	Street & Parking Lot Use Permit	Parking Lot Use Permit - Permit Fee	Clerk	\$	20.00
18-367	Street & Parking Lot Use Permit	Parking Lot Use Permit - Required Insurance	Clerk	**See below	
18-31	Alarm Systems	Alarm Permit Fee	Clerk	\$	25.00

Section	Category	Description	Department	Amount
62-262				
62-263				
62-264	Fees and Charges	Preliminary Plat Review - Subdivider to Pay	Zoning	\$50.00 + \$2.00 per unit/lot plus engineering fees
62-264	Fees and Charges	Preliminary Plat Review - Reapplication Fee	Zoning	\$ 25.00
62-265	Fees and Charges	Final Plat Review - Subdivider to Pay	Zoning	\$25.00 + \$2.00 per unit/lot plus engineering fees
62-265	Fees and Charges	Final Plat Review - Reapplication Fee	Zoning	\$ 10.00
62-268	Fees and Charges	Certified Survey/subdivide application fee, per each certified survey which results in two or less lots.....	Zoning	\$ 25.00
6-47	Liquor Licenses	Outdoor Sports Activities Filing Fee	Clerk	\$ 10.00
6-48	Liquor Licenses	1) Fees for Temporary Class "B" Fermented Malt Beverage License, per event Fees for Temporary "Class B" Wine License, per event (no fee if obtained w/fermented malt bev license) 2)	Clerk	\$ 10.00
6-48	Liquor Licenses	Fees for Fermented Malt Beverage Wholesaler's License, Annually 3)	Clerk	\$ 15.00
6-48	Liquor Licenses	1) Fees for Class "A" Fermented Malt Beverages Retailers License, annual (less than 12 mo. is prorated) 2) Fees for Class "B" Fermented Malt Beverage License, annual 3) Fees for "Class C" Wine License - Annual fee (less than 12 months is prorated) 1) Fees for "Class A" Intoxicating Liquor License, Initially and Renewal Annually; 2)	Clerk	\$ 100.00
6-48	Liquor Licenses	Fees for "Class B" Intoxicating Liquor License, Initially & Renewal Annually	Clerk	\$ 300.00
6-48	Liquor Licenses	Fees for Reserve "Class B" Intoxicating Liquor License	Clerk	\$ 10,000.00
6-48	Liquor Licenses	Fees for All Other Classes Not Listed	Clerk	\$ 100.00
6-48	Liquor Licenses	Fees for Provisional Licenses (Operator)	Clerk	\$ 15.00
6-49 & 6-54	Liquor Licenses	Application for Operator's license - Full Term Operators License and Renewals	Clerk	\$30/two-year license \$20/one-year license
6-54	Liquor Licenses	Operator's License - Provisional bartenders or operator's license	Clerk	\$ 15.00
66-32 & 66-33	Hotel/Motel Room Tax	Imposed room tax rate is 4% of the monthly gross receipts; due quarterly	Clerk	4% of monthly gross receipts due quarterly
66-34	Hotel/Motel Room Tax	Application Fee	Clerk	\$ 10.00
66-36	Hotel/Motel Room Tax	Permit Revocation or Suspension; Renewal Fee	Clerk	\$ 50.00
66-40	Hotel/Motel Room Tax	Failure to file return; payment; penalty 10%	Clerk	Payment Due + Penalty of 10%
66-41	Hotel/Motel Room Tax	Nonpayment of Hotel/Motel Room Tax - Interest Accrual on late payments of 7%/year ; and timely payment discount available	Clerk	1% discount if paid w/in 30 days of being due if late; interest accrues at 7%/year
66-42	Hotel/Motel Room Tax	Delinquent Returns - Penalty for late filing fee	Treasurer	\$ 25.00
66-43	Hotel/Motel Room Tax	Failure to file return; - Penalty of 25%; 50% if false return is filed	Clerk	Penalty of 25%
66-48	Hotel/Motel Room Tax	Violation - Penalty for Failure to Obtain a Permit or Failure to Allow an Inspection	Clerk	\$ 200.00
70-11	Illegally parked Vehicles	Towing and Storage Charges	Police/Streets	\$50.00/day if stored on City property; or Actual cost if private carrier used
70-118	Bicycles and Play Vehicles	Inspection and Registration - Application for Registration and Licensing Fee	Police	\$5.00/non-expiring
70-118	Bicycles and Play Vehicles	Inspection and Registration - Change of Ownership	Police	N/A
70-118	Bicycles and Play Vehicles	Inspection and Registration - Replacement Tag	Police	N/A
70-458	Traffic Schedules	Winter Parking Fee	Police	\$25.00 + tax for each vehicle
74-41	Water Utility	Rates	Water & Sewer	Per Water Rate Schedule
74-7	In General	Inspections - Work not ready at second notice has additional fee	Water & Sewer	Per S&W Fee Schedule
74-7	In General	Special Inspections/ (b)	Water & Sewer	Per S&W Fee Schedule
74-86	Sewer Utility	Rates	Water & Sewer	Per Sewer Rate Schedule
74-89	Sewer Utility	User charges - Charges not paid within 20 days of billing are subject to a 1% late payment charge	Water & Sewer	1% per month
74-91	Sewer Utility	Private Wastewater disposal - Required Insurance	Water & Sewer	**See below
74-92	Sewer Utility	Building Sewers & Connections - Permit and Inspection Fee	Water & Sewer	Per Connection Fee Schedule
78-2	General	Destruction of Noxious Weeds - Noxious Weed Abatement Expenses and Penalties	Streets	\$125.00/hour
78-3	General	Natural Lawns - Applying for Permission to Establish a Natural Lawn	Streets	\$ 25.00
78-3	General	Natural Lawns - Required Insurance to Burn Natural Lawn	Streets	**See below
78-4	General	Length of Lawn and Grasses - Rate for City to Cut or Have Cut Grasses and Weeds	Streets	\$125.00/hour

Section	Category	Description	Department	Amount
	Indoor Pool Fees	Indoor Pool Season Pass - Family	Pool	\$100 - R/ANR
	Campground Fees	Campground Fees Daily and Weekly Rates	Parks	\$30/night; \$180/week
	Other Fees/Charges	Senior Center Use Rental - \$50 refundable deposit also required	Senior Center	\$0.00
	Other Fees/Charges	Replacement Dog Tag	Clerk	1.00

Chapter 54 SOLID WASTE AND RECYCLING¹

ARTICLE I. IN GENERAL

Sec. 54-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Bi-metal container has the meaning specified in Wis. Admin. Code NR § 544.03(1).

Collecting and transporting service means a municipal or privately operated agency, business, or service for collecting or transporting solid waste and/or recycling materials for disposal or recycling.

Container board has the meaning specified in Wis. Admin. Code NR § 544.03(3).

Department means the city department of public works.

Foam polystyrene packaging has the meaning specified in Wis. Stats. § 287.01(2).

Glass container means a glass bottle, jar or other packaging container used to contain a product that is the subject of a retail sale and does not include ceramic cups, dishes, oven ware, plate glass, safety and window glass, heat resistant glass such as pyrex, lead based glass such as crystal, or TV tubes.

Health officer means the legally designated county health authority or his or her designee.

HDPE has the meaning specified in Wis. Admin. Code NR § 544.03(9).

LDPE has the meaning specified in Wis. Admin. Code NR § 544.03(10).

Magazines has the meaning specified in Wis. Admin. Code NR § 544.03(11).

Major appliance has the meaning specified in Wis. Stats. § 287.01(3).

Multiple-family dwelling has the meaning specified in Wis. Admin. Code NR § 544.03(13).

Newspaper has the meaning specified in Wis. Admin. Code NR § 544.03(19).

Nonresidential facilities and properties has the meaning specified in Wis. Admin. Code NR § 544.03(21).

Office paper has the meaning specified in Wis. Admin. Code NR § 544.03(22).

Other resins or multiple resins means plastic resins labeled by the SPI Code No. 7.

Person has the meaning specified in Wis. Stats. § 287.01 (5m).

¹Editor's note(s)—Ord. No. 03-14, adopted July 15, 2014, repealed the former Ch. 54, §§ 54-1—54-85, and enacted a new Ch. 54 as set out herein. The former Ch. 54 pertained to solid waste and derived from Code 1989, §§ 8-3-2—8-3-8, 8-5-1, 8-5-2, 8-5-4—8-5-6, 8-5-7—8-5-16; Ord. No. 09-06, adopted Apr. 11, 2006; and Ord. No. 15-06, adopted June 13, 2006.

Cross reference(s)—Buildings and building regulations, ch. 14; removal of rubbish and dirt, § 58-181; utilities, ch. 74; outside storage of garbage, junk, § 82-566.

PETE has the meaning specified in Wis. Admin. Code NR § 544.03(27).

Plastic container has the meaning specified in Wis. Admin. Code NR § 544.03(27)(m).

Post-consumer waste has the meaning specified in Wis. Stats. § 287.01(7).

PP has the meaning specified in Wis. Admin. Code NR § 544.03(28).

PS has the meaning specified in Wis. Admin. Code NR § 544.03(28)(m).

PVC has the meaning specified in Wis. Admin. Code NR § 544.03(29).

Recyclable materials means materials listed in Wis. Stats. § 287.07(1m) to (4).

Residential property has the meaning of single-family and two- to four-unit residences.

Solid waste and recycling coordinator means the city administrator or his or her designee.

Solid waste has the meaning given in Wis. Stats. § 289.01(33).

Solid waste disposal has the meaning given in Wis. Stats. § 289.01(34).

Solid waste facility has the meaning given in Wis. Stats. § 289.01(35).

Solid waste treatment has the meaning given in Wis. Stats. § 289.01(39).

Waste tire has the meaning specified in Wis. Stats. § 289.55(c).

Yard waste has the meaning specified in Wis. Stats. § 287.01(17).

(Ord. No. 03-14, 7-15-2014)

Sec. 54-2. Penalty.

- (a) *General penalties.* Except as otherwise provided, any person who shall violate any provision of this chapter or any order, rule or regulation made under this chapter shall be subject to a penalty as provided in section 1-16, except that any forfeitures imposed shall be consistent with the forfeitures under Wis. Stats. §§ 287.95 and 287.97, where applicable. Specific penalties for violating section 54-33 may be assessed as follows:
 - (1) Any person who violates section 54-33 may be required to forfeit \$50.00 for a first violation, \$200.00 for a second violation, and not more than \$2,000.00 for a third or subsequent violation.
 - (2) Any person who violates a provision of this chapter, except section 54-33, may be required to forfeit not less than \$10.00 or more than \$1,000.00 for each violation.
- (b) *Special penalties.* If the owner, occupant, or lessee of any premises neglects or refuses to clean up and remove from such premises all solid waste when so ordered by the solid waste and recycling coordinator pursuant to this chapter, such owner, occupant or lessee shall be in violation of this section, and may be subject to the issuance of a citation. If such accumulation occurs on any street, alley or public thoroughfare, such solid waste may be collected under the direction of the solid waste and recycling coordinator, and the entire cost thereof shall be assessed against the abutting property. If said cost is not paid within 30 days, it will be added to the taxes as a special charge on the property according to Wis. Stats. § 66.0627.
- (c) *Failure to comply.*
 - (1) The solid waste and recycling coordinator may refuse to furnish city collection service of post-consumer waste or recyclable materials to any person not complying and refusing to comply with this article and the rules and regulations made by the solid waste and recycling coordinator for the collection and disposal of solid waste.

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- (2) When services of the city's collection of solid waste have been withdrawn by the solid waste and recycling coordinator from any person for failure to comply with such rules and regulations, resulting in an accumulation of solid waste on said person's premises which is offensive or a public nuisance, that person may be prosecuted under any ordinances of the city regulating the same.

(Ord. No. 03-14, 7-15-2014)

Sec. 54-3. Enforcement authority.

For the purpose of ascertaining compliance with the provisions of this chapter, the solid waste and recycling coordinator may, upon presentation of credentials, inspect recyclable materials separated for recycling, post-consumer waste intended for disposal, recycling collection sites and facilities, collection vehicles, collection areas of multiple-family dwellings and nonresidential facilities and properties and any records relating to recycling activities, which shall be kept confidential when necessary to protect proprietary information. If entry is refused, a special inspection warrant under Wis. Stats. § 66.0119, may be obtained. No person may obstruct, hamper or interfere with any such inspection.

(Ord. No. 03-14, 7-15-2014)

Secs. 54-4—54-14. Reserved.

ARTICLE II. STORAGE, DISPOSAL AND COLLECTION

Sec. 54-15. Post-consumer waste collection.

Post-consumer waste shall be collected by the city, or a city contracted collecting and transporting service, once per week from all residential properties which are not multiple-family dwellings, provided that such waste is properly handled, prepared, contained, stored, and located in conformance with this article and rules and regulations established and publicized by the solid waste and recycling coordinator. Such post-consumer waste collection shall be provided at no charge for one rollout container as provided by the city.

(Ord. No. 03-14, 7-15-2014)

Sec. 54-16. Recyclable materials collection.

Recyclable materials specified under Wis. Stats. § 287.07(3) to (4), shall be collected by the city, or a city contracted collecting and transporting service, once per week for all residential properties which are not multiple-family dwellings, provided that such materials are properly separated, handled, prepared, contained, stored, and located in conformance with this article and rules and regulations established and publicized by the solid waste and recycling coordinator. Curbside recycling is mandatory, and residents will be required to comply when they are served by a recycling route. Such collection of recyclable materials shall be provided at no charge by special charge on the property tax bill, such special charge will be collected annually by the city to fund recycling program operations and collection for one rollout container per residential unit as provided by the city. Recyclable materials containers shall be placed out for collection separated three feet from post-consumer waste containers on the regular post-consumer waste collection day.

(Ord. No. 03-14, 7-15-2014)

Sec. 54-17. Certain types of solid waste not subject to collection.

No solid waste other than post-consumer waste, and recyclable materials specified under Wis. Stats. § 287.07(3) to (4), shall be subject to collection by the city.

(Ord. No. 03-14, 7-15-2014)

Sec. 54-18. Containers.

- (a) The city has provided all existing residential properties which are not multiple-family dwellings with one rollout post-consumer waste collection container per dwelling unit at no cost, and one rollout recyclable materials collection container per dwelling unit, at no cost charged to the property owner as a special charge on the property tax bill, such special charge will be collected annually by the city to fund recycling program operations and collection. The city will provide all newly developed residential properties which are not multiple-family dwellings with one rollout post-consumer waste collection container per dwelling unit at no cost, and one rollout recyclable materials collection container per dwelling unit, at no cost charged to the property owner as a special charge on the property tax bill, such charge will be collected annually by the city to fund recycling program operations and collection. All containers shall remain with the applicable household unit, and any replacement container must be purchased from the city for a charge equal to the city's cost (unless otherwise replaced pursuant to a warranty or other replacement program provided by the city's contracted collecting and transporting service).
- (b) All collection containers shall be maintained in such a manner as to prevent the creation of a nuisance to public health and safety.
- (c) Any container deemed defective or otherwise inadequate by the solid waste and recycling coordinator shall be replaced at the owner's expense within one week's time following notification by the city (unless otherwise replaced pursuant to a warranty or other replacement program provided by the city's contracted collecting and transporting service). Any defective container not replaced subsequent to such notification shall be in violation of this section, and subject to the issuance of a citation.

(Ord. No. 03-14, 7-15-2014)

Sec. 54-19. General storage and collection preparation requirements.

- (a) *Bulky material, or other large materials.* Bulky material, or other materials too large to be deposited in the post-consumer waste and recyclable materials collection containers provided by the city, will not be collected as part of the city's weekly solid waste and recyclable materials collection program described in sections 54-15 and 54-16. Large quantities of construction and/or demolition waste shall be disposed of as provided for in section 54-21(d). The city may designate certain time periods for city-wide collection of such materials, and in such circumstances the solid waste and recycling coordinator shall have authority to establish rules and regulations for such special collection programs. Any violation of such rules and regulations established by the solid waste and recycling coordinator shall be in violation of this section, and subject to the issuance of a citation.
- (b) *Hot cinders, ashes, or any smoldering embers.* Hot cinders, ashes, or any smoldering embers shall not be placed in any post-consumer waste or recyclable materials collection container for purposes of collection by the city.
- (c) *Sanitary storage of solid waste by owner or occupant.* The owner and/or occupant of any premises shall be responsible for proper and sanitary storage of all post-consumer waste and recyclable materials accumulated at the premises until collected by the collecting and transporting service. All post-consumer waste and

recyclable materials must be stored out of view from the roadway when not set out for collection during the times designated in subsection 54-19(e).

- (d) *Placement for collection.* Post-consumer waste and recyclable materials subject to collection by the city shall be placed in an approved container described in section 54-18 and such containers shall be placed for collection at the curblane, facing the street, three feet away from each other and any structure prohibiting automated pickup. Containers shall not be placed in the roadway. Collection shall not be made in any alleys adjoining residential property, unless expressly authorized by the city. If alleyway collection is authorized, such containers shall be placed in such a manner as expressly directed by the solid waste and recycling coordinator. No collection shall be made on private property unless approved by the solid waste and recycling coordinator after confirmation that a hardship exists due to physical disability.
- (e) *Collection times.* Approved post-consumer waste and recyclable materials collection containers shall be placed at the curblane by 7:00 a.m. on the scheduled day of collection, but shall not be placed at the curblane more than 12 hours before collection day and shall be removed not more than 12 hours after collection day. Failure to comply shall be a violation of this section, and may result in the issuance of a citation.
- (f) *City property.* All post-consumer waste and recyclable materials placed out for collection becomes city property upon being collected.
- (g) *Dead animals and animal offal.* Dead animals, animal offal, the droppings from pet animals, manure, and night soil shall not be collected by the city collection service. It shall be the responsibility of the owner of such animals to dispose of such dead animals or waste in a sanitary manner.
- (h) *Infectious materials.* The removal of wearing apparel, bedding, or other refuse from homes or other places where highly infectious or contagious diseases have prevailed shall be performed under the supervision of the health officer. Such refuse shall not be placed in post-consumer waste or recyclable materials collection containers for regular collection by the city collection service.
- (i) *Explosive materials.* No person shall place or deposit any explosive material such as dynamite, dynamite caps, shotgun shells, rifle cartridges, gunpowder, gasoline, or similar material in a container for collection or disposal at any dumping grounds, private or municipal.
- (j) *Doubt as to proper disposal.* When any person is in doubt as to the proper preparation, handling, and disposal of any type of solid waste, such person shall contact the solid waste and recycling coordinator for information concerning such handling and disposal.
- (k) *Prior approval needed for any variance.* There shall be no variance from this section without the prior approval of the solid waste and recycling coordinator.

(Ord. No. 03-14, 7-15-2014)

Sec. 54-20. Transportation.

- (a) *Materials not to create nuisance.* No person shall transport any solid waste or other materials in any vehicle unless the vehicle is operated and constructed so that the contents shall not blow, scatter, leak, or spill upon streets or alleys or otherwise create a nuisance.
- (b) *Collection vehicles.* All vehicles or conveyers, whether publicly or privately owned, used for the collection or transportation of solid waste shall not be kept in any street, alley, or public place, or upon any private premises within the city longer than is reasonably necessary to collect the solid waste except by permission of the solid waste and recycling coordinator.
- (c) *Permission needed to transport waste materials.* No person, except employees of the department, or the city's contracted collecting and transporting service, in the regular performance of duty, shall collect or

transport solid waste on any street or alley without the permission and supervision of the solid waste and recycling coordinator.

(Ord. No. 03-14, 7-15-2014)

Sec. 54-21. General solid waste disposal requirements.

- (a) *Approved disposal.* Following collection, all solid waste shall be disposed of under the direction of the solid waste and recycling coordinator in a manner approved by solid waste and recycling coordinator with the concurrence of the health officer in conformance with the state department of natural resources, solid waste disposal standards under terms approved by the common council.
- (b) *Burning of solid waste or recyclables.* No person shall burn any solid waste or recyclables at any time within the city.
- (c) *Prohibitions.* No person in the city shall deposit, throw, place, or leave any solid waste upon any street, court, lane, alley, business, square, public enclosure, vacant lot, house yard, body of water, or any place except in an approved container described in this chapter. No person shall upset or turn over the contents of any waste collection container in any street, alley and other public place. No person shall remove any waste from any waste collection container on private premises without the consent of the occupant, owner or lessee of the premises, and no person shall remove any waste from any waste collection container which has been set out on public right-of-way for collection. No person shall remove any waste from public trash receptacles placed on public property.
- (d) *Disposal of construction and/or demolition waste.* All construction and/or demolition waste shall be disposed of by the owner, builder, or contractor at a solid waste facility. Excavated material consisting of sand, clay, or other earth and broken concrete, brick or rubble free of debris may be used for filling private property, subject to all other permits as may be required by this Code of Ordinances.
- (e) *Disposal of industrial and/or manufacturing waste.* Industrial and/or manufacturing waste shall be disposed of by the owner or occupant at a solid waste facility.

(Ord. No. 03-14, 7-15-2014)

Secs. 54-22—54-30. Reserved.

ARTICLE III. RECYCLING

Sec. 54-31. Purpose.

The purpose of this article is to promote recycling, composting and resource recovery through the administration of an effective recycling program, as provided in Wis. Stats. § 287.11, and Wis. Admin. Code ch. NR 544.

(Ord. No. 03-14, § 54-22, 7-15-2014)

Sec. 54-32. Statutory authority.

This article is adopted as authorized under Wis. Stats. § 287.09(3)(b).

(Ord. No. 03-14, § 54-23, 7-15-2014)

Sec. 54-33. Abrogation and greater restrictions.

It is not intended by this article to repeal, abrogate, annul, impair or interfere with any existing rules, regulations, ordinances or permits previously adopted or issued pursuant to law. However, whenever this section imposes greater restrictions, the provisions of this article shall apply.

(Ord. No. 03-14, § 54-24, 7-15-2014)

Sec. 54-34. Interpretation.

In their interpretation and application, the provisions of this article shall be held to be the minimum requirements and shall not be deemed a limitation or repeal of any other power granted by the state statutes. Where any terms or requirements of this article may be inconsistent or conflicting, the more restrictive requirements or interpretation shall apply. Where a provision is required by the state statutes or by a standard in Wis. Admin. Code ch. NR 544 and where a provision is unclear, the provision shall be interpreted in light of the state statutes and Wis. Admin. Code ch. NR 544 standards in effect on the date of the adoption of the ordinance from which this article is derived or in effect on the date of the most recent text amendment to this Code.

(Ord. No. 03-14, § 54-25, 7-15-2014)

Sec. 54-35. Applicability.

The requirements of this article shall apply to all persons within the City of Berlin.

(Ord. No. 03-14, § 54-26, 7-15-2014)

Sec. 54-36. Administration.

The provisions of this article shall be administered by the solid waste and recycling coordinator in the City of Berlin.

(Ord. No. 03-14, § 54-27, 7-15-2014)

Sec. 54-37. Separation of recyclable materials.

Occupants of single-family and two- to four-unit residences, multiple-family dwellings and non-residential facilities and properties shall separate the following materials from postconsumer waste:

- (1) Lead acid batteries,
- (2) Major appliances,
- (3) Waste oil,
- (4) Yard waste,
- (5) Aluminum containers,
- (6) Bi-metal containers,
- (7) Corrugated paper or other container board,
- (8) Foam polystyrene packaging,

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- (9) Glass containers,
 - (10) Magazines,
 - (11) Newspaper,
 - (12) Rigid plastic containers (made of PETE, HDPE, PVC, LDPE, PP, PS and other resins or multiple resins),
 - (13) Steel containers, and
 - (14) Waste tires.

(Ord. No. 03-14, § 54-28, 7-15-2014)

Sec. 54-38. Separation requirements exempted.

The separation requirements of section 54-37 do not apply to the following:

- (1) Occupants of single-family and two- to four-unit residences, multiple-family dwellings and non-residential facilities and properties that send their postconsumer waste to a processing facility licensed by the Wisconsin Department of Natural Resources that recovers the materials specified in subsections 54-37(5) through (14) from solid waste in as pure a form as is technically feasible.
- (2) Solid waste which is burned as a supplemental fuel at a facility if less than 30 percent of the heat input to the facility is derived from the solid waste burned as supplemental fuel in accordance with Wis. Stats. § 287.07(7)(bg).
- (3) A recyclable material specified in subsections 54-37(5) through (14) for which a variance has been granted by the department of natural resources under Wis. Stats. § 287.11(2m), or s. NR 544.14, Wis. Administrative Code.

(Ord. No. 03-14, § 54-29, 7-15-2014)

Sec. 54-39. Responsibilities of owners or designated agents of multiple-family dwellings.

Owners or designated agents of multiple-family dwellings in the city shall do all of the following unless postconsumer waste generated in those properties is treated at a processing facility that recovers for recycling the materials specified in Wis. Stats. § 287.07(3) and (4), from that solid waste in as pure a form as is technically feasible:

- (1) Provide adequate, separate containers for the recycling program established in compliance with the chapter.
- (2) Notify tenants in writing at the time of renting or leasing the dwelling and at least semi-annually thereafter of how to appropriately recycle the materials specified under Wis. Stats. § 287.07(1m) to (4), at this location. This notification shall include reasons to reduce and recycle waste, which materials are collected, how to prepare recyclable materials in order to meet the processing requirements, and collection methods or sites. The notification shall indicate locations and hours of operation of drop-off collection sites for recyclable materials not collected on-site, including a contact person or company, address and phone number.
- (3) Provide for the collection of recyclable materials separated from the solid waste by the tenants and the delivery of the recyclable materials to a recycling facility.

(Ord. No. 03-14, § 54-30, 7-15-2014)

Sec. 54-40. Responsibilities of owners or designated agents of nonresidential facilities and properties.

Owners or designated agents of non-residential facilities and properties in the city shall do all of the following unless postconsumer waste generated in those facilities and properties is treated at a processing facility that recovers the materials specified in Wis. Stats. § 287.07(3) and (4), from solid waste in as pure a form as is technically feasible:

- (1) Provide adequate, separate containers for the program established under this section.
- (2) Notify in writing, at least semi-annually, all users, tenants and occupants of the properties of how to appropriately recycle the materials specified under Wis. Stats. § 287.07(1m) to (4), at this location. This notification shall include reasons to reduce and recycle waste, which materials are collected, how to prepare recyclable materials in order to meet the processing requirements, and collection methods or sites. The notification shall indicate locations and hours of operation of drop-off collection sites for recyclable materials not collected on-site, including a contact person or company, address and phone number.
- (3) Provide for the collection of recyclable materials separated from the solid waste by the users, tenants and occupants and the delivery of the recyclable materials to a recycling facility.

(Ord. No. 03-14, § 54-31, 7-15-2014)

Sec. 54-41. Preparation and collection of recyclable materials by the city.

Except as otherwise directed by the solid waste and recycling coordinator, occupants of all residential properties that are not multiple-family dwellings shall do the following for the preparation and collection by the city of the separated recyclable materials specified under subsection 54-37(5) through (14):

- (1) Aluminum containers shall be placed in the recyclable materials collection container for recycling;
- (2) Bi-metal containers shall be placed in the recyclable materials collection container for recycling;
- (3) Corrugated paper or other container board shall be cut down to a size allowing for placement in the recyclable materials collection container for recycling;
- (4) Foam polystyrene packaging is currently not recycled by the city and shall be placed by the occupant in the post-consumer waste collection container;
- (5) Glass containers shall be rinsed and cleaned and placed in the recycling container for recycling;
- (6) Magazines shall be bundled, bagged or boxed and placed in the recyclable materials collection container for recycling;
- (7) Newspaper shall be bundled and placed in the recyclable materials collection container for recycling;
- (8) Office paper shall be bundled and placed in the recyclable materials collection container for recycling;
- (9) Loosely shredded paper must be placed in brown paper bags;
- (10) Rigid plastic containers shall be prepared and collected as follows:
 - a. Plastic containers made of PETE, including soda bottles, shall be rinsed, flattened and placed in the recyclable materials collection container for recycling;
 - b. Plastic containers made of HDPE, including milk jugs, shall be rinsed and flattened and placed in the recyclable materials collection container for recycling;

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- c. Plastic containers made of PVC shall be placed in the post-consumer waste collection container;
 - d. Plastic containers made of LDPE shall be placed in the post-consumer waste collection container;
 - e. Plastic containers made of PP shall be placed in the post-consumer waste collection container;
and
 - f. Plastic containers made of PS shall be placed in the post-consumer waste collection container;
- (11) Steel containers shall be rinsed and placed in the recyclable materials collection container for recycling;
and
- (12) Recyclable materials placed in a recyclable materials collection container for recycling may be
comingled.

(Ord. No. 03-14, § 54-32, 7-15-2014)

Sec. 54-42. Prohibitions on disposal of recyclable materials separated for recycling.

No person may dispose of in a solid waste disposal facility or burning in a solid waste treatment facility the materials specified in subsections 54-37(5) through (14), which have been separated for recycling, unless subject to a statutory exception.

(Ord. No. 03-14, § 54-33, 7-15-2014)

Sec. 54-43. Care of separated recyclable materials.

To the greatest extent practicable, the recyclable materials separated in accordance with section 54-41 shall be clean and kept free of contaminants such as food or product residue, oil or grease or other nonrecyclable materials, including but not limited to household hazardous waste, medical waste and agricultural chemical containers. Recyclable materials shall be stored in a manner which protects them from wind, rain and other inclement weather conditions.

(Ord. No. 03-14, § 54-34, 7-15-2014)

Sec. 54-44. Management of lead acid batteries, major appliances, waste oil, yard waste and waste tires.

Occupants of single-family and two- to four-unit residences, multiple-family dwellings and nonresidential facilities and properties shall manage recyclable materials specified in Wis. Stats. § 287.07(3) to (4), as follows:

- (1) Lead acid batteries and mercuric oxide batteries shall be separated from post-consumer waste and disposed of or recycled by the occupant in accordance with Wis. Stats. § 287.18, or Wis. Stats. § 287.185, as applicable. Such batteries may be collected by the city annually as part of an established program, or as directed by the solid waste and recycling coordinator.
- (2) Major appliances shall be disposed of or recycled by the occupant. Major appliances may be collected by the city annually as part of an established program, or as directed by the solid waste and recycling coordinator. Major appliances with cooling elements will only be picked up for a fee established by the solid waste and recycling coordinator.
- (3) Waste oil shall be disposed of or recycled by the occupant in accordance with Wis. Stats. § 287.15.
- (4) Yard waste shall be handled pursuant to sections 54-45 and 54-46.

(5) Waste tires shall be disposed of or recycled by the occupant in compliance with Wisconsin Statutes.
(Ord. No. 03-14, § 54-35, 7-15-2014)

Sec. 54-45. Yard waste collection.

The department will undertake a program to collect certain types of yard waste in October and November. Yard waste shall not be picked up by the department during any other months. The solid waste and recycling coordinator shall have authority to establish rules and regulations for such yard waste collection programs. Any violation of such rules and regulations established by the solid waste and recycling coordinator shall be in violation of this section, and subject to the issuance of a citation.

(Ord. No. 03-14, § 54-36, 7-15-2014)

Sec. 54-46. Yard waste dropoff.

Yard waste may be dropped off by residents at no charge at the city yard waste dropoff site.

(1) *Regulations.*

- a. No bags or reusable containers may be disposed of at the dropoff site.
- b. Persons transporting yard waste shall cover or otherwise contain the waste in such a manner as to prevent scattering or dumping of yard waste in transport.
- c. The hours of operation for dropoff site shall be established, published and/or posted by the department.
- d. Residents may pick up finished compost for free as available. If excess finished compost is available, the solid waste and recycling coordinator may permit businesses to pick up compost.

(2) *Prohibited.* Landscaper/lawn care businesses are prohibited from utilizing the dropoff site to dispose of yard waste generated by such operations as well as prohibited from removing any compost, yard waste, sand, dirt, woodchips or other natural material from the dropoff site.

(Ord. No. 03-14, § 54-37, 7-15-2014)



City of Berlin

108 N. Capron Street; P.O. Box 272
Berlin, WI 54923

Phone: 920-361-5400 Website: www.cityofberlin.net

Date

Name

Address

Address

RE: Garbage and Recycling Collection by the City of Berlin to be discontinued to your property at
XXXXXXX on January 1, 2026

Dear Property Owner,

The City of Berlin, by Ordinance (see excerpts below) and State Statute, collects garbage and recycling (through a contract with Waste Management) for residential properties which are not multiple-family dwellings. All other properties within the City (non-residential such as commercial/business, agriculture, and manufacturing properties and residential properties with 5 or more units), are responsible for their own garbage and recycling disposal.

Sec. 54-15. Post-consumer waste collection.

Post-consumer waste shall be collected by the city, or a city contracted collecting and transporting service, once per week from all residential properties which are not multiple-family dwellings, provided that such waste is properly handled, prepared, contained, stored, and located in conformance with this article and rules and regulations established and publicized by the solid waste and recycling coordinator.....

Sec. 54-16. Recyclable materials collection.

Recyclable materials specified under Wis. Stats. § 287.07(3) to (4), shall be collected by the city, or a city contracted collecting and transporting service, once per week for all residential properties which are not multiple-family dwellings, provided that such materials are properly separated, handled, prepared, contained, stored, and located in conformance with this article and rules and regulations established and publicized by the solid waste and recycling coordinator.....

In reviewing the City's waste hauling contract and billing, it appears that your property has been receiving garbage and recycling services through the City's contract, but does not qualify for these services by Ordinance. The City is now in the process of making sure that all properties that do not qualify for these services are notified to ensure that they have an opportunity to get service in place for the future. As of January 1, 2026, the City will no longer provide garbage and recycling collection service to your property. Please make arrangements with the hauler of your choice to begin garbage and recycling collection service to your property on or before January 1, 2026.

Regards,

Jessi Balcom
City Administrator
City of Berlin

Chapter NR 544

EFFECTIVE RECYCLING PROGRAMS

NR 544.01	Purpose.
NR 544.02	Applicability.
NR 544.03	Definitions.
NR 544.04	Required components of an effective recycling program.
NR 544.05	Collection and processing systems.
NR 544.06	Components of a recycling ordinance.
NR 544.07	Record-keeping requirements.
NR 544.08	Application for initial program or alternative collection or processing system approval.

NR 544.09	Initial program or alternative collection or processing system approval process.
NR 544.10	Annual program report.
NR 544.11	Annual program report review process.
NR 544.12	Programs under probation.
NR 544.13	Responsible units located in current service areas of facilities exempt under s. 287.07 (7) (b), Stats.
NR 544.14	Variances and exemptions.
NR 544.16	Materials recovery facilities used as part of an effective recycling program.

Note: Corrections made under s. 13.93 (2m) (b) 7., Stats., Register, August, 1997, No. 500.

NR 544.01 Purpose. The purpose of this chapter is to establish criteria under s. 287.11, Stats., for determining whether a responsible unit's program is an effective recycling program. In conjunction with s. 287.09 (2) (a), Stats., this chapter will guide the development of effective recycling programs.

Note: Under s. 287.23 (3), Stats., only responsible units that have been determined to have effective recycling programs shall be eligible to receive state financial assistance for recycling. In addition, under s. 287.07 (7), Stats., only responsible units having effective recycling programs under this chapter are exempt from the landfill and incinerator restrictions in s. 287.07 (3) and (4), Stats.

History: Cr. Register, September, 1993, No. 453, eff. 10-1-93; CR 04-113: am. Register June 2005 No. 594, eff. 7-1-05.

NR 544.02 Applicability. The provisions of this chapter apply to all the following:

(1) Responsible units seeking approval of an effective recycling program under s. 287.11, Stats.

(2) Responsible units that have been approved or are on probation.

(3) Materials recovery facilities as defined under s. 287.27 (1), Stats., including a materials recovery facility used as part of an effective recycling program.

History: Cr. Register, September, 1993, No. 453, eff. 10-1-93; CR 04-113: am. (1) and (2), r. (3) Register June 2005 No. 594, eff. 7-1-05; CR 23-065: cr. (3) Register June 2025 No. 834, eff. 7-1-25.

NR 544.03 Definitions. In this chapter:

(1) "Bi-metal container" means a container for beverages that is made primarily of a combination of steel and aluminum.

(4) "Curbside collection" means a system for collecting recyclable materials from residential properties, including from the curb, alley, backyard or roadside, and for transporting the recyclable materials for processing and marketing.

(5) "Current service area" has the meaning specified in s. 287.07 (7) (b) 1. a., Stats.

(6) "Department" means the department of natural resources.

(6m) "Designated agent" means any person who, on behalf of or by agreement with the owner or operator of a multiple-family dwelling or a non-residential facility or property, provides goods or services at that location.

(7) "Drop-off collection" means a system for collecting recyclable materials in which the recyclable materials are taken by individuals to designated collection sites and deposited into designated containers from which the recyclable materials are transported for processing and marketing.

(8am) "Floodplain" has the meaning specified in s. NR 500.03 (87).

(9) "HDPE" means high density polyethylene.

Note: Plastic containers made of HDPE and regulated under ch. ATCP 137 will have a triangular symbol with number "2".

(10) "LDPE" means low density polyethylene.

Note: Plastic containers made of LDPE and regulated under ch. ATCP 137 will have a triangular symbol with number "4".

(11) "Magazines" means magazines and other materials printed on similar paper.

(12) "Materials recovery facility" has the meaning specified in s. 287.27 (1), Stats.

Note: The definition of a materials recovery facility, as given in s. 287.27 (1), Stats., provides "In this section, 'materials recovery facility' means a facility where the materials specified in sub. (4) (b) or s. 287.07 (3) or (4), not mixed with other solid waste, are processed for reuse or recycling by conversion into a consumer product or a product which is used as a raw material in a commercial or industrial process. 'Materials recovery facility' does not include a facility operated by a pulp or paper mill which utilizes fiber or paper that has been separated from waste for use as a raw material in a commercial product."

(13) "Multiple-family dwelling" means a structure containing 5 or more residential units, including units that are occupied seasonally.

(14) "Multiple-municipality responsible unit" means a responsible unit that is made up of more than one unit of government or solid waste management system.

(18) "Municipality" has the meaning specified in s. 287.01 (4), Stats.

(19) "Newspaper" means a newspaper and other materials printed on newsprint.

(21) "Non-residential facilities and properties" means commercial, retail, industrial, institutional, and governmental facilities and properties. "Non-residential facilities and properties" includes any location at which goods or services are provided or manufactured, including locations under construction, demolition, or remodeling, or used for special events such as fairs, festivals, sport venues, conferences, and exhibits.

(21am) "Nuisance conditions" means conditions which result in an unreasonable threat or danger to public health, safety or welfare, or to the environment.

(22) "Office paper" means a variety of high grade printing and writing papers. "Office paper" does not include industrial process waste, newspaper, or packaging.

(23) "Operating solid waste treatment facility" has the meaning specified in s. 287.07 (7) (b) 1. b., Stats.

(26) "Person" has the meaning specified in s. 287.01 (5m), Stats.

(27) "PETE" means polyethylene terephthalate.

Note: Plastic containers made of PETE and regulated under ch. ATCP 137 will have a triangular symbol with number "1".

(27m) "Plastic container" has the meaning specified under s. 287.01 (6), Stats.

(28) "PP" means polypropylene.

Note: Plastic containers made of PP and regulated under ch. ATPC 137 will have a triangular symbol with number "5".

(28m) "PS" means polystyrene.

Note: Plastic containers made of PS and regulated under ch. ATPC 137 will have a triangular symbol with number "6".

(29) "PVC" means polyvinyl chloride.

Note: Plastic containers made of PVC and regulated under ch. ATPC 137 will have a triangular symbol with number "3".

(30) "Postconsumer waste" has the meaning specified in s. 287.01 (7), Stats.

(31g) "Processing" means baling, shredding, pulverizing, composting, separating or otherwise treating or altering by some means to facilitate the further transport, recycling or reuse of solid waste intended to be recycled or reused.

(31r) "Processing facility" has the meaning specified in s. NR 500.03 (181), but does not include facilities where combustion of solid waste occurs.

(32) "Public information and education program" means a program to inform citizens, businesses and institutions why and how to participate in community recycling, reduce overall waste and encourage personal actions that result in voluntary compliance.

(33) "Recyclable materials" means materials listed under s. 287.07 (1m), (2), (3), and (4), Stats.

(33m) "Recycling" means the series of activities by which solid waste is collected, sorted, processed and converted into raw materials and used in the production of new materials. It excludes the use of these materials as a fuel substitute or for energy production.

(34) "Region" has the meaning specified in s. 287.01 (8), Stats.

(35) "Residual material" means recyclable materials collected for recycling that are damaged or contaminated during collection or processing to the point that they are no longer marketable.

(36) "Responsible unit" has the meaning specified in s. 287.01 (9), Stats.

(37) "Reuse" means using a product more than once in its same form for the same or other productive purposes.

(38) "Rural municipality" means a municipality with a population of 5,000 or less, based on the most recent decennial or special census or the most recent subsequent population estimate under s. 16.96, Stats.

(39) "Single commodity materials recovery facility" means a materials recovery facility that processes only one of the materials specified in s. 287.07 (3) and (4), Stats., not mixed with other solid waste.

(39g) "Single-stream collection" means a system for co-mingled collection of recyclable fibers, containers, or other materials intended for recycling in which the materials are separated from solid waste at the point of collection and transported unsorted by commodity type to a processing facility to be processed into marketable commodities.

(39m) "Solid waste" has the meaning specified in s. 289.01 (33), Stats.

(41) "Waste reduction" means decreasing the quantity of waste materials or products generated.

(41am) "Wetland" has the meaning specified in s. 23.32 (1), Stats.

(42) "Yard waste" has the meaning specified in s. 287.01 (17), Stats.

History: Cr. Register, September, 1993, No. 453, eff. 10-1-93; correction in (17) made under s. 13.93 (2m) (b) 7., Stats., Register January 2003 No. 565; CR 04-113: r. (1), (8), (16), (17), (20), (24), (25), (31) and (40), renum. (2) to be (1) and am., cr. (2), (6m), (12m), (27m), (28m), (31g), (31r), (33m), and (39g), am. (7), (12), (21), (37), (39) and (41) Register June 2005 No. 594, eff. 7-1-05; correction in (38) made under s. 13.92 (4) (b) 7., Stats., Register June 2013 No. 690; CR 23-065: r. (2), (3), am. (6m), (8am), r. (12m), am. (13), (21), (22), (27m), (33), (38), (39), (39g) Register June 2025 No. 834, eff. 7-1-25.

NR 544.04 Required components of an effective recycling program. The effective recycling program of a responsible unit shall include all of the following components:

(1) A public information and education program that is reviewed by the responsible unit at least annually to confirm accuracy, including confirmation of the materials accepted at a materials recovery facility used as part of the effective recycling program. The public information and education program shall address all of the following:

(a) Recycling of materials specified under s. 287.07 (1m), (2), (3), and (4), Stats.

(b) Recycling of electronic devices under s. 287.07 (5) (a), Stats., and opportunities for recycling electronic devices.

(c) Proper disposal of used batteries and opportunities for recycling batteries.

(d) Prohibitions on landfill disposal of oil filters and oil absorbent materials listed under s. 287.07 (4m), Stats.

(e) Waste reduction and reuse efforts at single family and 2 to 4 unit residences, multiple-family dwellings, and non-residential facilities and properties.

(f) Reasons and ways to reduce food waste and composting opportunities and locations.

Note: Distribution of education and outreach materials by the responsible unit may include public posting including online posting, electronic and printed mailings, and use of social media. Public outreach materials are available for use at no cost and may be obtained from the Department of Natural Resources, Bureau of Waste and Materials Management at 101 S. Webster St., P.O. Box 7921, Madison, WI 53707.

(2) An ordinance that contains the provisions specified in s. NR 544.06.

(3) A system which meets the provisions of s. NR 544.05 for collecting from single family and 2 to 4 unit residences the materials specified in s. 287.07 (3) and (4), Stats. A responsible unit may provide information on where and how to recycle waste tires specified in s. 287.07 (3), Stats., in lieu of providing a system for collection of waste tires.

(4) A system for single family and 2 to 4 unit residences which meets the provisions of s. NR 544.05 for processing and marketing of the recyclable materials specified in s. 287.07 (3) and (4), Stats., which have been separated for recycling or recovered from solid waste in as pure a form as is technically feasible.

(5) Equipment and staff to implement the recycling program serving single family and 2 to 4 unit residences which may include contracting for services, staff, supplies and equipment from vendors.

(7) A requirement that owners of multiple-family dwellings and non-residential facilities and properties or their designated agents provide for the recycling at their facilities and properties of materials specified in s. 287.07 (3) and (4), Stats. Owners of multiple-family dwellings and non-residential facilities and properties or their designated agents may provide information on where and how to recycle waste tires specified in s. 287.07 (3), Stats., in lieu of providing for collection of waste tires.

(8) A prohibition against disposing of in a solid waste facility or burning in a solid waste treatment facility the materials speci-

fied in s. 287.07 (3) and (4), Stats., which have been separated for recycling.

(9) A means of adequately enforcing the requirements of the effective recycling program.

(9g) A compliance assurance plan describing the procedure the responsible unit will follow to address at a minimum one act of non-compliance with recycling requirements specified in its recycling ordinance that is commonly encountered by the responsible unit.

(9r) Submittal of an annual program report that meets the requirements specified in s. NR 544.10.

(10) Provisions for the management of the postconsumer waste that is generated within the responsible unit and that is not separated or recovered for recycling in a manner consistent with the highest feasible solid waste management priority under s. 287.05 (12), Stats.

(11) A reasonable effort to reduce to the maximum extent feasible, the amount, by weight, of each material specified in s. 287.07 (3) and (4), Stats., that is generated as solid waste within the region and disposed of in a solid waste disposal facility or converted into fuel or burned without energy recovery in a solid waste treatment facility.

History: Cr. Register, September, 1993, No. 453, eff. 10-1-93; CR 04-113: am. (intro.), (1), (7) and (10), r. (6), cr. (9g) and (9r) Register June 2005 No. 594, eff. 7-1-05; CR 23-065: r. and recr. (1), am. (3), (7), (9g) Register June 2025 No. 834, eff. 7-1-25.

NR 544.05 Collection and processing systems. (1) COLLECTION SYSTEMS. (a) *General requirements.* Except as provided under sub. (3), systems for collecting the materials specified under s. 287.07 (3) and (4), Stats., from single family and 2 to 4 unit residences shall meet all of the following requirements:

1. Separate the materials from other solid waste prior to collection and maintain that separation during the collection process.

3. Maintain the materials collected in marketable condition.

5. A municipal collection system that provides the minimum monthly curbside collection under par. (b), (c), or (d) shall ensure that residents have access to a drop-off collection service.

(b) *Collection systems in urban municipalities.* A municipality with a population greater than 5,000 shall provide, contract for provision of, or otherwise provide for, a system for collection of the materials specified under s. 287.07 (3) and (4), Stats., from each single family residence and 2 to 4 unit residence. The collection system shall provide one of the following or be a combination that ensures all residents of the municipality are provided with recycling service for the specified materials:

1. Curbside collection at least monthly for all the materials specified under s. 287.07 (3) and (4), Stats.

2. A drop-off collection system that is utilized at least monthly by at least 80 percent of the single family and 2 to 4 unit residences in the municipality as documented by drop-off site monitoring records.

(c) *Collection systems in rural municipalities.* A municipality with a population of 5,000 or less shall provide, contract for provision of, or otherwise provide for each single family and 2 to 4 unit residence either drop-off or curbside collection service for the materials specified under s. 287.07 (3) and (4), Stats. The collection system shall provide one of the following or be a combination that ensures all residents of the municipality are provided with recycling service for the specified materials:

1. A drop-off collection service. A rural municipality that provides only drop-off collection service shall ensure that all of the following conditions are met:

a. The size of the facility is adequate to meet the needs of

single family and 2 to 4 unit residences to recycle the materials specified and the total volume of recycling containers is sufficient to avoid overflow during the time periods between collection of material for delivery to a processing facility.

b. The site is open at least 2 days each month for a minimum of 5 hours each day, unless demonstrated by the municipality that fewer hours adequately meet the needs of the residents.

2. A curbside collection service that is provided at least monthly.

(d) *Individual collection services.* A municipality may meet the collection system requirements for an effective recycling program if it requires all single family and 2 to 4 unit residences in the municipality to contract individually for at least monthly curbside collection and recycling of the materials specified under s. 287.07 (3) and (4), Stats. An individual collection service shall qualify as an acceptable collection system under this subsection provided the municipality or the responsible unit completes all of the following:

1. The recycling ordinance required under s. NR 544.06 shall require that all single family and 2 to 4 unit residences within the municipality contract for at least monthly curbside collection of the materials specified under s. 287.07 (3) and (4), Stats.

2. The compliance assurance plan required under s. NR 544.04 (9g) shall include in its description of its system of enforcement how the municipality or responsible unit will address cases where a single family or 2 to 4 unit residence has not contracted for individual collection service.

3. The tonnage of materials specified under s. 287.07 (3) and (4), Stats., that are collected using an individual collection service shall be reported to the department under s. NR 544.10.

(2) PROCESSING SYSTEMS. (a) Processing systems utilized as part of an effective recycling program shall produce materials or products of marketable quality.

(b) Except as provided in sub. (3), a responsible unit shall use as part of its effective recycling program one or more materials recovery facilities that are self-certified under s. NR 544.16.

(3) ALTERNATIVE COLLECTION AND PROCESSING SYSTEMS.

(a) A responsible unit may apply to the department under s. NR 544.08 (3) for approval of an alternate collection system that does not meet the requirements under sub. (1) (a) 1. and under sub. (1) (b), (c), or (d).

(b) A responsible unit may apply to the department under ss. NR 502.08 and 544.08 (3) for approval of an alternative processing system that does not meet the requirement under sub. (2) (b).

Note: Alternative processing and collection systems that may be approved under this paragraph include systems that do not maintain the physical separation of solid waste from recyclable materials during collection or transportation.

(c) Single stream collection systems that use a materials recovery facility that is self-certified under s. NR 544.16 shall qualify as acceptable collection systems under this subsection and do not require approval for alternative collection systems.

History: Cr. Register, September, 1993, No. 453, eff. 10-1-93; CR 04-113: am. (1) (a) 4., (b), (c), (2) and (3) Register June 2005 No. 594, eff. 7-1-05; CR 23-065: am. (1) (a) (intro.), r. (1) (a) 2., 4., cr. (1) (a) 5., r. and recr. (1) (b), (c), cr. (1) (d), am. (3) (a), (b) Register June 2025 No. 834, eff. 7-1-25; correction in (1) (a) 5. made under s. 35.17, Stats., and correction in (3) (a) made under s. 13.92 (4) (b) 7., Stats., Register June 2025 No. 834.

NR 544.06 Components of a recycling ordinance.

(1) A responsible unit seeking approval under this chapter shall adopt and enforce a recycling ordinance meeting the requirements of this section, except that a multiple-municipality responsible unit is not required to adopt an ordinance for any of its members which have and enforce their own ordinances under this section. No unit of government in a multiple-municipality responsible unit other than the responsible unit may be required to adopt or enforce an ordinance under this section.

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Note: A responsible unit is authorized under s. 287.09 (3) (b), Stats., to adopt an ordinance to enforce the recycling program established under s. 287.09 (2) (a), Stats., to comply with s. 287.07 (1m), (2), (3), and (4), Stats., and the priorities under s. 287.05 (12), Stats.

(2) At a minimum, a recycling ordinance required under s. NR 544.04 (2) shall include all of the following:

(a) A requirement that the occupants of single family and 2 to 4 unit residences, multiple-family dwellings and non-residential facilities and properties in the region either separate for recycling the materials specified under s. 287.07 (1m), (2), (3), and (4), Stats., from postconsumer waste generated in the region or send the material to a licensed processing facility that recovers for recycling those materials from solid waste in as pure a form as is technically feasible. This requirement does not apply to solid waste that is burned as a supplemental fuel at a facility if less than 30 percent of the heat input into the facility is derived from the solid waste burned as supplemental fuel in accordance with s. 287.07 (7) (bg), Stats.

(b) A requirement that owners or designated agents of multiple-family dwellings in the region do all of the following unless postconsumer waste generated in those properties is treated at a processing facility that recovers for recycling the materials specified in s. 287.07 (3) and (4), Stats., from that solid waste in as pure a form as is technically feasible:

1. Provide adequate, separate containers for the recycling program established in compliance with the ordinance. The number of recycling containers shall equal or be greater than the number of trash containers and at least one of the following shall be met:

a. The minimum total volume of recycling container space is equal to 20 gallons per week per dwelling unit.

b. The ratio of trash container volume to recycling container volume is at most 2:1.

c. An alternative method that does not result in the overflow of a recycling container during the time period between collection of materials and delivery to a recycling facility.

2. Notify tenants in writing at the time of renting or leasing the dwelling and at least semi-annually thereafter of how to appropriately recycle the materials specified under s. 287.07 (1m), (2), (3), and (4), Stats. This notification shall include what materials are collected at this location and how to prepare the materials in order to meet the processing requirements. The notification shall indicate locations of drop-off collection sites to recycle materials not collected on-site.

3. Provide for the collection of recyclable materials specified under s. 287.07 (4), Stats., separated from solid waste by the tenants, and the delivery of the materials to a recycling facility. The total volume of the recycling containers shall be sufficient to avoid overflow during the time period between collection of materials and delivery to a recycling facility.

(c) A requirement that owners or designated agents of non-residential facilities and properties in the region do all of the following unless postconsumer waste generated in those facilities and properties is treated at a processing facility that recovers the materials specified in s. 287.07 (3) and (4), Stats., from solid waste in as pure a form as is technically feasible:

1. Provide adequate, separate containers for the recycling program established under this section. The total volume of recycling containers shall be sufficient to avoid overflow during the time period between collection of materials and delivery to a recycling facility.

2. Notify in writing, at least semi-annually, all users, tenants and occupants of the facilities and properties, including members of the public who use services provided by the facilities and properties, of how to appropriately recycle the materials specified un-

der s. 287.07 (1m), (2), (3), and (4), Stats. This notification shall include what materials are collected at this location and how to prepare the materials in order to meet the processing requirements. The notification shall indicate locations of drop-off collection sites for recyclable materials not collected on-site.

3. Provide for the collection of recyclable materials separated from the solid waste by the users, tenants and occupants and the delivery of the recyclable materials to a recycling facility.

(d) A prohibition on disposing of in a solid waste disposal facility or burning in a solid waste treatment facility the materials specified in s. 287.07 (3) to (4), Stats., which have been separated for recycling.

(e) Provisions for enforcement, including the following:

1. Appropriate penalties for violations of the various provisions of the ordinance which are consistent with the forfeitures under ss. 287.95 and 287.97, Stats.

2. Authorization for the use of citations to be issued for violations of the ordinance.

Note: Section 66.0113, Stats., authorizes the use of citations to be issued for ordinance violations.

3. Adequate inspection authority to ascertain compliance with the ordinance.

History: Cr. Register, September, 1993, No. 453, eff. 10-1-93; CR 04-113: am. (1), (2) (b) 2. and (c) 2., r. (2) (b) 4. and (c) 4. Register June 2005 No. 594, eff. 7-1-05; CR 23-065: am. (2) (a), renum. (2) (b) 1. to (2) (b) 1. (intro.) and am., cr. (2) (b) 1. a. to c., am. (2) (b) 2., 3., (c) 1., 2. Register June 2025 No. 834, eff. 7-1-25; correction in (2) (b) 1. c., 3., (c) 1. made under s. 35.17, Stats., Register June 2025 No. 834.

NR 544.07 Record-keeping requirements. A responsible unit subject to this chapter shall maintain records supporting its application and documenting its compliance with this chapter. The records shall be available for department review. The responsible unit shall retain its records related to the annual program report submitted under s. NR 544.10 for at least 3 years following the submittal of that year's annual program report.

History: Cr. Register, September, 1993, No. 453, eff. 10-1-93; CR 04-113: am. Register June 2005 No. 594, eff. 7-1-05; CR 23-065: am. Register June 2025 No. 834, eff. 7-1-25.

NR 544.08 Application for initial program or alternative collection or processing system approval. (1) APPLICATION. A responsible unit seeking an initial determination that its program is an effective recycling program or the approval of an alternative collection or processing system under this chapter shall apply to the department under this section. For all measurements, a responsible unit shall use sampling methods or measurements specified by the department. Applications shall be submitted on a form supplied by the department.

Note: This form, or specific data formats for electronic submittal of the form, may be obtained from the Department of Natural Resources, Bureau of Waste Management at 101 S. Webster St., P.O. Box 7921, Madison, WI 53707.

(2) CONTENTS OF APPLICATION FOR INITIAL PROGRAM APPROVAL. The application for initial program approval shall provide all of the following information:

(a) A description of the public information and education program under s. NR 544.04 (1).

(b) Certified copies of all ordinances containing the provisions specified in s. NR 544.06.

(c) A description of the collection system for single family and 2 to 4 unit residences. A responsible unit shall also apply for the approval of an alternative collection or processing system under sub. (3) if the collection system is not consistent with the requirements under s. NR 544.05 (1) (a) 1. and either par. (b) or (c).

(d) A description of the systems for processing and marketing recyclable materials collected from single family and 2 to 4 unit residences.

(e) An estimate of the total amount of recyclable materials collected in the calendar year prior to the year of application.

(f) A description of the equipment and staffing for its recycling program or contracts for services, staff, supplies and equipment from vendors.

(g) A description of its system of enforcement and a copy of its compliance assurance plan as required under s. NR 544.04 (9g).

(i) A description of provisions for recycling at multiple-family dwellings and non-residential facilities and properties.

(j) A description of opportunities for residences to reduce, reuse, or recycle the materials specified under s. 287.07 (1m), (2), (4m), and (5) (a), Stats., including opportunities provided by the private sector.

(k) A statement that the management of solid waste that is generated in the responsible unit and that is not separated or recovered for recycling is managed in a manner consistent with the highest feasible solid waste management priority under s. 287.05 (12), Stats.

(L) A description of means used to reduce to the maximum extent feasible, the amount, by weight, of each material specified in s. 287.07 (3) and (4), Stats., that is generated as solid waste within the region and disposed of in a solid waste facility or converted into fuel or burned without energy recovery in a solid waste treatment facility.

(m) The names of all materials recovery facilities that accept recyclable materials collected from the responsible unit, if these are included as a component of the effective recycling program.

(3) ALTERNATIVE COLLECTION OR PROCESSING SYSTEMS. A responsible unit that is seeking approval of an alternative to the systems specified in s. NR 544.05 (1) and (2) shall submit to the department the information required in sub. (2) and the following information for initial approval:

(a) A description of the proposed alternative, including the following:

1. The name of the operator or provider or both of the collection, processing and marketing services.

2. Cost estimates of the proposed program.

(b) A comparison of the advantages, disadvantages and costs of the proposed alternative to the systems described in s. NR 544.05 (1) and (2).

(d) A description of operating procedures that will be used to minimize contamination and loss of recyclable materials during collection and processing.

(e) A demonstration that the proposed systems will recover the materials specified in s. 287.07 (3) and (4), Stats., from solid waste in as pure a form as is technically feasible and that the materials are marketable.

(f) A demonstration that the amount of residual material resulting from the proposed alternative systems will not exceed the average residual amount that is generated from other materials recovery facilities of similar size or capacity.

Note: Information on the average residual amount generated from materials recovery facilities may be obtained from the Department of Natural Resources, Bureau of Waste and Materials Management at 101 S. Webster St., P.O. Box 7921, Madison, WI 53707.

History: Cr. Register, September, 1993, No. 453, eff. 10-1-93; CR 04-113: am. (1), (2) (intro.), (c), (g), (k), (m), (3) (intro.) and (c), r. (2) (h) Register June 2005 No. 594, eff. 7-1-05; CR 23-065: am. (2) (c), (d), (g), (j), (k), r. (3) (c), am. (3) (f) Register June 2025 No. 834, eff. 7-1-25.

NR 544.09 Initial program or alternative collection or processing system approval process. Upon receipt of a complete application, the department shall either approve or

disapprove the application in writing within 90 days. The determination of the department shall be based upon compliance with this chapter. An approval may be conditioned upon any requirements necessary to comply with this chapter.

(1) APPROVAL OF APPLICATION. The department shall approve a responsible unit's application as effective if all of the following are met:

(a) For initial program approval, the program includes the components required under s. NR 544.04.

(b) The application includes the elements required under s. NR 544.08.

(2) DENIAL OF APPLICATION. The department may deny a responsible unit's application for approval for any of the following reasons:

(a) For initial program approval, absence of a program component under s. NR 544.04.

(b) Failure to submit a complete application under s. NR 544.08.

(d) Failure to comply with any provision of this chapter.

(e) Failure to submit complete information under s. NR 544.08 (3) for alternative collection or processing systems, if applicable.

History: Cr. Register, September, 1993, No. 453, eff. 10-1-93; CR 04-113: am. Register June 2005 No. 594, eff. 7-1-05; CR 23-065: am. (1) (intro.), r. (1) (c), (2) (c), cr. (2) (e) Register June 2025 No. 834, eff. 7-1-25.

NR 544.10 Annual program report. (1) REPORT. A responsible unit with an approved effective recycling program shall submit a report to the department under this section by April 30 of each year documenting program activity for the prior calendar year. For all measurements, a responsible unit shall use sampling methods or measurements specified by the department. The report shall demonstrate to the satisfaction of the department that the recycling program meets the requirements of this chapter and any conditions of the approved program. The report shall be submitted on a form supplied by the department.

Note: This form, or specific data formats for electronic submittal of the form, may be obtained from the Department of Natural Resources, Bureau of Waste Management at 101 S. Webster St., P.O. Box 7921, Madison, WI 53707.

(2) CONTENTS OF REPORT. At a minimum, the report shall consist of all of the following:

(a) A statement indicating that the program is operating as initially approved or, if there have been changes during the reporting year, a description of those changes.

(b) A statement that the recycling ordinance and efforts to enforce that ordinance are still in effect.

(bm) A statement that the compliance assurance plan is in effect to support the recycling ordinance.

(c) A statement that the collection system for single family and 2 to 4 unit residences is operating, and, if there have been changes during the reporting year, a description of those changes.

(cm) A statement that all materials specified under s. 287.07 (4), Stats., are collected from single family and 2 to 4 unit residences.

(d) The tonnage collected of the materials specified under s. 287.07 (4), Stats.

(f) A statement identifying how materials collected from single family and 2 to 4 unit residences are processed and marketed.

(g) A statement on the participation or compliance at multiple-family dwellings and non-residential facilities and properties including documentation of inspections and response to complaints regarding the recycling program.

(h) A statement on opportunities for residents to reduce, reuse, or recycle the materials specified under s. 287.07 (1m), (2),

(4m), and (5) (a), Stats., including opportunities at private facilities accessible to the public.

(i) A statement that the provisions for the management of solid waste that is generated in the responsible unit's region and that is not separated or recovered for recycling is managed in a manner consistent with the highest feasible solid waste management priority under s. 287.05 (12), Stats.

(j) A statement that efforts are ongoing to improve the effectiveness of the recycling program, including waste reduction and reuse initiatives and efforts to increase collection of recyclable materials.

(k) If the responsible unit received a grant under ch. NR 542 for the reporting year, a financial report.

(L) A description of the public information and education program of the responsible unit during the reporting year.

History: Cr. Register, September, 1993, No. 453, eff. 10-1-93; CR 04-113: am. (1), (2) (d) and (i) Register June 2005 No. 594, eff. 7-1-05; CR 23-065: am. (1), (2) (intro.), (a), (b), cr. (2) (bm), am. (2) (c), cr. (2) (cm), am. (2) (d), (f), (h) to (j), cr. (2) (k), (L) Register June 2025 No. 834, eff. 7-1-25.

NR 544.11 Annual program report review process.

(1) The department shall review the annual program report of the responsible unit for the following:

(a) Compliance with the conditions of effective recycling program approval.

(b) Compliance with the requirements of this chapter.

(2) If the department finds that the responsible unit does not meet the requirements of sub. (1) (a) or (b), the department may take any of the following actions:

(a) Modify or condition the responsible unit program approval issued under s. NR 544.09 (1).

(b) Place the program on probation. A responsible unit under probation shall comply with s. NR 544.12.

(c) Terminate the program approval issued under s. NR 544.09 (1) or take enforcement action under s. 287.91 or 287.95, Stats.

(e) Withhold or request repayment of all or part of a grant payment to a responsible unit under this section and ss. NR 542.04 and 542.13.

History: Cr. Register, September, 1993, No. 453, eff. 10-1-93; CR 04-113: am. Register June 2005 No. 594, eff. 7-1-05; CR 23-065: am. (2) (a) to (c), r. (2) (d), cr. (2) (e) Register June 2025 No. 834, eff. 7-1-25; correction in (2) (e) made under s. 13.92 (4) (b) 7., Stats., Register June 2025 No. 834.

NR 544.12 Programs under probation. (1) A responsible unit that has been placed on probation under s. NR 544.11 (2) (b) has an effective recycling program for the purposes of ss. 287.07 (7) and 287.23, Stats.

(2) A responsible unit that has been placed on probation under s. NR 544.11 (2) (b) may be required to submit a plan to the department describing the actions it intends to take to meet the requirements of this chapter. The department shall review this plan and may require conditions in its approval. The department shall monitor a responsible unit's recycling program to ensure compliance with the probationary plan.

History: Cr. Register, September, 1993, No. 453, eff. 10-1-93; CR 04-113: am. Register June 2005 No. 594, eff. 7-1-05; CR 23-065: am. Register June 2025 No. 834, eff. 7-1-25.

NR 544.13 Responsible units located in current service areas of facilities exempt under s. 287.07 (7) (b), Stats. A responsible unit that is located in the current service area of an operating solid waste treatment facility which is exempt under s. 287.07 (7) (b), Stats., and that uses that solid waste treatment facility, may be approved as an effective recycling program under this chapter if it meets the following requirements:

(1) It establishes a recycling program for aluminum, glass, steel and bi-metal containers.

(2) It provides for curbside collection of the non-combustible materials listed under sub. (1) in municipalities that have a population greater than 5,000.

History: Cr. Register, September, 1993, No. 453, eff. 10-1-93; CR 04-113: am. Register June 2005 No. 594, eff. 7-1-05; CR 23-065: am. (2) Register June 2025 No. 834, eff. 7-1-25.

NR 544.14 Variances and exemptions. (1) GENERAL. A responsible unit with an effective recycling program may request in writing a variance or the department may on its own initiative grant a variance to the requirements of s. 287.11 (2) (b) and (er), Stats., for up to one year.

(2) VARIANCES REQUESTED BY THE RESPONSIBLE UNIT. A responsible unit with an effective recycling program may request a variance for up to one year to the requirements under s. 287.11 (2) (b) and (er), Stats., for a material identified under s. 287.07 (3) or (4), Stats., that is generated in the responsible unit's region. The department shall grant a variance if it determines the cost of selling processed material as defined under s. 287.11 (2m) (a) 2., Stats., exceeds at least one of the following:

(a) Ninety-eight dollars per ton of processed material, as periodically adjusted by the department to reflect changes in price levels due to inflation since 2023.

Note: The consumer price index (CPI) Inflation Calculator is available from the U.S. Bureau of Labor Statistics at <https://data.bls.gov/cgi-bin/cpi/calc.pl>.

(b) The cost of disposing of processed material.

(3) VARIANCES INITIATED BY THE DEPARTMENT. (a) The department may, on its own initiative, grant to one or more responsible units with effective recycling programs a variance to the requirements in s. 287.11 (2) (b) and (er), Stats., for up to one year for a material identified in s. 287.07 (3) or (4), Stats., that is generated in the responsible unit's region if the department determines that the cost of selling processed material exceeds the amount under sub. (2) (a) or (b).

(b) The department may grant a responsible unit a variance to a requirement in s. 287.11 (2) (b) or (er), Stats., for up to one year for a material identified in s. 287.07 (3) or (4), Stats., in the event of an unexpected emergency.

(4) EXEMPTIONS. The department may grant exemptions from nonstatutory requirements of this chapter upon request of the responsible unit when the department determines that an exemption is needed to allow or encourage the management of solid waste in accordance with s. 287.05, Stats., and when the exemption will be consistent with the intent of this chapter. Before granting an exemption, the department shall take into account factors such as good cause or circumstances beyond the control of the responsible unit. When the circumstances for which the exemption was granted are no longer valid, the department shall rescind the exemption and revise the effective recycling program approval.

History: Cr. Register, September, 1993, No. 453, eff. 10-1-93; CR 04-113: am. Register June 2005 No. 594, eff. 7-1-05; CR 23-065: am. (2) (intro.), (a), (4) Register June 2025 No. 834, eff. 7-1-25.

NR 544.16 Materials recovery facilities used as part of an effective recycling program. (1) GENERAL REQUIREMENTS. The owner or operator of a materials recovery facility that serves as a component of a responsible unit's effective recycling program shall do all of the following:

(a) Operate and maintain the facility in a nuisance-free and environmentally sound manner in which litter, odors, and vectors are controlled.

(b) Excluding materials recovery facilities in the first year of operation, maintain records to verify that not less than 75 percent

of the volume of materials accepted were transported from the facility to acceptable recycling, reuse, or disposal processes within 12 months of receipt at the facility, unless otherwise approved by the department.

Note: In this provision, the department intended to state “weight” instead of “volume,” and will address this correction in future rulemaking. Data collected in the self-certification is in tons.

(c) Maintain recyclable materials in marketable condition.

(d) Except for materials recovery facilities located outside of Wisconsin, provide proof of financial responsibility for the cost of closure of the facility following the procedures in ch. NR 520 if a facility expects to accept more than 5,000 tons of materials in the upcoming calendar year with normal operation or has accepted more than 5,000 tons of materials in 2 of the last 3 calendar years. A facility may request release of financial responsibility if it accepted less than 5,000 tons of materials for 5 consecutive years and does not expect to accept more than 5,000 tons of materials in the upcoming calendar year. Cost of closure for a facility under this section shall be calculated using only s. NR 520.07 (2m) (a) 1. and 4. and information specified under s. NR 544.16 (3) (a) 21. and 22. A facility shall establish proof of financial responsibility by submitting a form provided by the department at the following times, as applicable:

1. Starting in 2027, prior to accepting materials from a responsible unit if the facility is a new materials recovery facility.

2. Starting in 2027, by July 1 of the calendar year after a materials recovery facility has accepted more than 5,000 tons of materials in 2 of the last 3 calendar years.

3. By June 1, 2027, if the facility is in operation on July 1, 2025.

Note: The form may be obtained from the Department of Natural Resources, Bureau of Waste and Materials Management at 101 S. Webster St., P.O. Box 7921, Madison, WI 53707.

(e) For materials that are reported on the self-certification report under sub. (4) as not being from a commercial source, comply with one of the following requirements for container glass recycling:

1. Send for recycling or reuse each calendar year an amount of glass that equals more than 12 percent of the total weight of recyclable material accepted.

2. If the facility's percent of glass sent for recycling or reuse in a calendar year is less than the minimum required under subd. 1., the facility shall submit justification to the department explaining why the minimum was not met. If the facility's justification is not acceptable to the department based on requirements under ch. 287, Stats., and this chapter, the facility shall submit a glass recycling rate improvement plan that is acceptable to the department based on the requirements under ch. 287, Stats., within 60 days of the request for a plan.

(f) Maintain an annual residual rate that shall meet one of the following requirements:

1. A residual rate of 20 percent or less as calculated by total tons of accepted materials sent for disposal as a percent of total tons of processed material in a calendar year, as reported on the annual self-certification under sub. (4). Materials disposed of using a waiver under s. 287.07 (7) (g), Stats., shall be excluded from the residual rate calculation.

2. If the facility's residual rate is greater than the maximum allowed under subd. 1., the facility shall submit justification to the department. If the facility's justification is not acceptable to the department based on requirements under ch. 287, Stats., and this chapter, the facility shall submit a residual rate improvement plan that is acceptable to the department based on the requirements under ch. 287, Stats., within 60 days of the request for a plan.

(2) SELF-CERTIFICATION REQUIRED. (a) Unless exempt un-

der par. (b), the owner or operator of a materials recovery facility that serves as a component of a responsible unit's effective recycling program shall certify to the department that it meets the requirements under subs. (3) to (10) and that it shall continue to meet these requirements until a modified self-certification application is provided to the department under sub. (3) or the facility no longer needs to self-certify.

(b) A single commodity materials recovery facility is exempted from the self-certification requirements under par. (a) unless the department determines that self-certification or other reporting is necessary to ensure compliance with the requirements under sub. (1). A self-certification determination shall be effective for a period of one year.

(3) SELF-CERTIFICATION OF OPERATION APPLICATION. (a) The owner or operator of a materials recovery facility shall submit an application for self-certification of operation prior to first accepting recyclable materials from any responsible unit. The owner or operator of a materials recovery facility operating as of July 1, 2025, shall submit an application for self-certification for operation within 180 days of July 1, 2025. An updated self-certification for operation application shall be submitted within 30 days of any change in the information required under subs. 2. to 23. The owner or operator shall submit all of the following information to the department on a form supplied by the department:

Note: This form, or specific data formats for electronic submittal of the form, may be obtained from the Department of Natural Resources, Bureau of Waste Management at 101 S. Webster St., P.O. Box 7921, Madison, WI 53707.

1. The name of the owner and operator, and corresponding mailing and email addresses and telephone numbers. Changes to owner and operator names and contact information shall be provided to the department in writing within 30 days of a change.

2. The legal name of the materials recovery facility and the street address and telephone number at that location.

3. A description of the materials recovery operations, including a drawing or description of how material moves through the facility, the equipment and methods used for sorting the materials, any processing in addition to sorting performed at the facility, and other information as determined by the department.

4. A list of all responsible units that use the materials recovery facility, if known.

5. A list and description of all materials expected to be accepted at the materials recovery facility.

6. A statement describing whether incoming materials are received pre-sorted into individual commodities or commodity groups or collected in a single-stream or other alternative collection system.

7. The covered storage capacity for accepted materials.

8. The exposed storage capacity for accepted materials, the types and maximum quantities of accepted materials to be stored outdoors at any time, and the procedures used to prevent the spread of litter and to prevent discharge of contaminants to the environment from the materials.

10. The processing capacity of the materials recovery facility for accepted materials.

12. A description of the procedures used to prevent nuisance conditions and control litter, odors, and vectors at the materials recovery facility.

14. A description of the procedures used to effectively minimize residual material.

21. The maximum amount that the facility may have onsite at one time for each of the following:

a. Sorted accepted materials by commodity type.

b. Unsorted accepted materials.

c. Residual materials.

22. For a facility that is required to provide proof of owner financial responsibility under sub. (1) (d), the cost of closure as determined under s. NR 520.07 (2m) for materials under subd. 21. The cost of closure under s. NR 520.07 (2m) (a) 1. shall include any materials that the department has determined have a net negative value after determining any loading, transportation, and disposal fees.

23. Statements certifying all of the following:

a. The materials recovery facility will produce recovered materials in accordance with market quality specifications.

b. The owner or operator of the materials recovery facility will provide information on the types of materials accepted for recycling to each responsible unit contracted with the facility. This information shall be provided annually and within 30 days of a change and shall be made available for inspection upon department request.

c. The owner or operator of the materials recovery facility will provide information on the types of materials accepted for recycling to each collection and transportation service provider contracted with the facility. This information shall be provided annually and within 30 days of a change and shall be made available for inspection upon department request.

d. The owner or operator of the materials recovery facility will provide by February 1 of each year sufficient information so that a responsible unit from which tonnage has been delivered and identified in the prior calendar year can comply with the reporting requirements under s. NR 544.10 (2) (d). For all measurements, the owner or operator of the materials recovery facility shall use sampling methods or measurements acceptable to the department.

e. Accepted materials will not be stored in wetlands as defined under s. NR 500.03 (258).

f. Accepted materials will not be stored in a floodplain as defined under s. NR 500.03 (87). This subd. 23. f. does not apply to a materials recovery facility at which recyclable materials were stored in a floodplain on or before November 1, 1992, provided that the area in which the recyclable materials are stored is not increased.

g. The owner or operator of the materials recovery facility will comply with the disposal and incineration prohibitions under s. 287.07 (1m), (2), (3), (4), (4m), and (5) (a), Stats.

h. The storage capacity is adequate to maintain the quality and quantity of the accepted materials for markets.

i. The processing capacity of the materials recovery facility is adequate to accommodate the quantities of accepted materials that will be received.

j. The exposed outdoor storage capacity will not be used for unbaled paper, cardboard, plastic, or other materials that can be easily moved by wind and water, unless contained by a bunker of at least 3 sides with wall height and length greater than the recyclables it contains or other containment of equal and adequate efficacy for litter control.

k. The facility has a contingency plan that will be used in the event of a shutdown or closure of 48 hours or less and a contingency plan that will be used in the event of a shutdown or closure greater than 48 hours.

L. Information created and distributed by the facility after July 1, 2025, regarding materials accepted for processing by the facility, including details on commodity types or special needs for collection, is accurate as of a specific date and indicates that the information is only specific to that facility, identified by name and address.

m. Within 60 days of a request from a responsible unit contracted with the materials recovery facility, the facility will review for accuracy the information about acceptable materials and

rules on outreach and education material created for the responsible unit.

(b) Records shall be maintained at the site documenting the information required in this subsection for a period of at least 3 years.

(4) SELF-CERTIFICATION OF OPERATION RENEWAL AND REPORT. The owner or operator of a self-certified materials recovery facility shall submit a self-certification renewal and report by March 30 of each year, in a form supplied by the department, that shall contain all of the following:

(a) Certification that the facility has been and will continue to be maintained and operated in conformance with the information submitted in the most recent self-certification application.

(b) An inventory of materials, by source and category and expressed in tons, accepted from responsible units for the previous calendar year.

(bg) An inventory of materials, by weight and commodity type, that were processed onsite and sent offsite for reuse or recycling in the prior calendar year.

(br) An inventory of materials, by weight and commodity type, that were sent offsite for processing in the prior calendar year and the names of those processing facilities.

(c) Certification by the owner or operator of the materials recovery facility that records are maintained to verify that not less than 75 percent of the volume of materials accepted were transported from the facility for acceptable recycling, reuse, or disposal within 12 months of receipt at the facility, unless otherwise approved by the department. This requirement need not be met for the first year of operation of newly established materials recovery facilities.

Note: In this provision, the department intended to state "weight" instead of "volume," and will address this correction in future rulemaking. Data collected in the self-certification is in tons.

(d) The total quantity, by weight, of residual material generated at the materials recovery facility during the previous calendar year and the percentage of the total amount of processed materials that was residual material during the previous calendar year.

(e) Certification that the facility did not exceed any of the storage maximums identified on its self-certification of operation application during the previous calendar year.

(f) The name of the owner and operator and corresponding mailing and email addresses and telephone numbers.

(g) The legal name of the materials recovery facility and the street address at that location.

(h) A list of all responsible units that used the materials recovery facility in the prior year.

(i) A list and description of all materials currently accepted at the materials recovery facility, where materials are stored, and other details as requested by the department.

(5) INVALIDATION OF SELF-CERTIFICATION OF OPERATION. Should significant discrepancies between actual operations and information submitted under this section be found, or if a materials recovery facility fails to comply with requirements under this section, the department may invalidate the materials recovery facility's self-certification and thereby disqualify the materials recovery facility as a component of a responsible unit's effective recycling program.

(6) RECERTIFICATION. The owner or operator of a materials recovery facility with an invalidated self-certification under sub. (5) may resubmit the self-certification information required under subs. (3) and (4) to the department and request a review after correcting all deficiencies. The department may re-certify a materials recovery facility if it determines that the materials re-

Published under s. 35.93, Stats. Updated on the first day of each month. Entire code is always current. The Register date on each page is the date the chapter was last published.

covery facility is in compliance with all requirements of this section and has put in place appropriate policies and procedures to remain in compliance with the requirements of this section.

(7) **LIST OF SELF-CERTIFIED FACILITIES.** The department shall maintain a list of materials recovery facilities that are self-certified under this section.

(8) **NOTIFICATION OF CHANGE OF SERVICE.** The owner or operator of a materials recovery facility that is self-certified under this section shall provide written notification to the department, collection and transportation service providers, and responsible units that have contracted directly with the facility for services as follows:

(a) At least 60 days prior to closing the materials recovery facility, or an anticipated interruption of service to a responsible unit for a period of more than one week.

(b) At least 60 days prior to moving the materials recovery facility to a different location.

(c) At least 60 days prior to changing the method of receiving incoming materials, including whether the materials are received pre-sorted into individual commodities or commodity groups, or collected in a single-stream or other alternative collection system.

(d) As soon as practicable after the occurrence of an unanticipated interruption of service of 48 hours or greater or any interruption of service that results in a change of material acceptance.

(9) **CLAIMING A DISPOSAL FEE EXEMPTION FOR RESIDUAL MATERIALS.** (a) An owner or operator of a materials recovery facility that claims a fee exemption under s. 289.63 (6) (d), 289.64 (4) (d), 289.645 (4) (h), or 289.67 (1) (fj), Stats., shall submit all of the following information, at a minimum, within one week of the end of each calendar quarter to each landfill that accepts the residual materials:

1. The total amount of residual materials generated by the materials recovery facility in the calendar quarter.

2. The amount equal to 10 percent of the total amount of incoming materials accepted for processing in the calendar quarter.

3. The amount of residual materials claimed for a fee exemption in the calendar quarter.

4. The name and title of the materials recovery facility representative who is certifying that the facility is eligible for a fee exemption in the calendar quarter.

(b) Landfills that accept the residual materials for disposal

shall submit to the department a copy of the documentation for a fee exemption from the materials recovery facility.

(10) **BENEFICIALLY REUSING PROCESSED CONTAINER GLASS WITHIN A LANDFILL.** A materials recovery facility that chooses to partner with a landfill and provide processed container glass, which is otherwise banned from landfill disposal, for an approved beneficial reuse activity within that landfill under s. 287.07 (7) (f), Stats., shall maintain a copy of the applicable landfill plan of operation modification approval onsite and shall provide all of the following information to a landfill each time a landfill requires a new plan of operation modification approval from the department:

(a) A comparison demonstrating that the financial cost for beneficial reuse of the processed container glass at the landfill property is less than the cost for recycling that same amount of container glass when the processed container glass is in marketable condition, or less than the cost of reusing the processed container glass outside of a landfill when the container glass is in marketable condition. The comparison shall include the cost of providing marketable quality glass to 2 non-landfill markets compared with the cost of the proposed landfill beneficial reuse. This analysis shall be specific to the facility and include transportation costs and the cost of supplying the processed container glass to the end user compared to the transportation costs and the cost of supplying the processed container glass to the landfill. The cost analysis may include costs that a facility may spend processing the container glass to marketable conditions for recycling or non-landfill beneficial reuse and the cost that a facility may spend processing the container glass to the specifications for the proposed landfill beneficial reuse.

(b) An environmental comparison demonstrating that the beneficial reuse of processed container glass at a landfill will replace a product that requires higher energy use or produces higher greenhouse gas emissions per ton than the beneficial reuse of the processed container glass.

Note: Residual crushed glass, a minor byproduct that may be generated in the process of cleaning or sorting container glass into marketable material, does not require comparison data from the material recovery facility for beneficial reuse in a landfill.

History: Cr. Register, September, 1993, No. 453, eff. 10-1-93; CR 04-113: r. and recr. Register June 2005, No. 594, eff. 7-1-05; CR 23-065: am. (1) (a), (b), cr. (d) to (f), am. (2) (a), (b), (3) (title), (a) (intro.), 1., 3. to 8., r. (3) (a) 9., am. (3) (a) 10., r. (3) (a) 11., am. (3) (a) 12., r. (3) (a) 13., am. (3) (a) 14., r. (3) (a) 15. to 20., cr. (3) (a) 21. to 23., am. (4) (a), (b), cr. (4) (hg), (hr), am. (4) (c), (d), cr. (4) (e) to (i), renum. (5) (intro.) to (5) and am., r. (5) (a) to (g), am. (6), (8) (intro.), (c), (d), r. Table 1, cr. (9), (10) Register June 2025 No. 834, eff. 7-1-25; correction in (1) (e) 2., (f) 2., (10) (b) made under s. 35.17, Stats., and correction in (3) (a) 23. f. made under s. 13.92 (4) (b) 7., Stats., Register June 2025 No. 834.

**CITY OF BERLIN
CIP and BUDGET WORKSHOP
STAFF REPORT**

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Request for Proposals for Municipal Court Attorney services
MEETING DATE: September 23, 2025

BACKGROUND

The City received invoices for Municipal Court Attorney services and City of Berlin Special Counsel services from Chier Law Office LLC on September 17, 2025. These invoices are for services rendered from March to July of 2025 and total \$69,264.26.

I highlighted the list of charges (Description and Date sheets) to identify Municipal Court Miscellaneous charges in yellow and City of Berlin Special Counsel charges that I have requested additional information on in pink. I met with Chier Law Office LLC on 9.18.2025 to ask questions and let them know that I would be recommending to the Council that the City go out to RFP for Municipal Court Attorney services. Chier Law Office will provide additional information on future invoices for Municipal Court Attorney services to identify things like "pretrial", "trial", "trial preparation", "correspondence" as to provide a better picture of the work represented/charged for.

Currently the Municipal Court Attorney services are provided by Chier Law through a Retainer Agreement approved by the Council in February of this year. The agreement notes that "Either CHIER or CITY may terminate this RA upon 60 days' advance written notice to the other party." Should the City choose to terminate the agreement, it is likely there would be a transition period for items Chier's firm currently has in front of the court for the City.

SUGGESTED MOTION

Motion to approve the issuance of a Request for Proposals for Municipal Court Attorney Services.

**CHIER LAW OFFICE LLC**

137 E. HURON STREET
BERLIN WI 54923

INVOICE

DATE	INVOICE #
9/17/2025	14725
TERMS	
Due on receipt	

CITY OF BERLIN
ATTN: CITY ADMINISTRATOR
108 N. CAPRON STR
BERLIN, WI 54923

DATE	DESCRIPTION	AMOUNT
7/31/2025	CITY OF BERLIN SPECIAL COUNSEL (COB SC):BILLING:HOURS-COMBINED Attorney Chier hours-combined for 7-1-2025 thru 7-31-2025	11,722.50
A finance charge of 1.0% monthly will be assessed on all accounts past due over 30 days.		Total \$11,722.50

COB Hours Report 7/1/2025 thru 7/31/2025 *225/Day

Description	Date
COB SC MUNICIPAL COURT MISCELLANEOUS 2.4	7/1/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 1.6	7/2/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 1.2	7/3/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.2	7/7/2025
COB SC MUNICIPAL COURT MISCELLANEOUS .8	7/8/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 1.1	7/9/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.2	7/10/2025
COB SC ZONING ISSUES 550 ANN COURT .4	7/10/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.1	7/11/2025
COB SC ZONING ISSUES 550 ANN COURT 1.1	7/11/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.2	7/14/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.4	7/15/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 7.1	7/16/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.3	7/17/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 4.1	7/18/2025
COB SC MUNICIPAL COURT MISCELLANEOUS .1	7/20/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.7	7/21/2025
COB SC ZONING ISSUES 550 ANN COURT 1.2	7/21/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 1.5	7/22/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.0	7/23/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.5	7/24/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 1.0	7/25/2025
COB SC MUNICIPAL COURT MISCELLANEOUS .3	7/27/2025
COB SC MUNICIPAL COURT MISCELLANEOUS .8	7/28/2025

* Ann Court - 1 called regarding ordinance and complaint

Description	Date
COB SC MUNICIPAL COURT MISCELLANEOUS 1.0	7/29/2025
COB SC MUNICIPAL COURT MISCELLANEOUS .8	7/30/2025

Total Hours: 52.1 x 225 = 11,722.50

**CHIER LAW OFFICE LLC**

137 E. HURON STREET
BERLIN WI 54923

INVOICE

DATE	INVOICE #
9/17/2025	14726
TERMS	
Due on receipt	

CITY OF BERLIN
ATTN: CITY ADMINISTRATOR
108 N. CAPRON STR
BERLIN, WI 54923

DATE	DESCRIPTION	AMOUNT
6/30/2025	CITY OF BERLIN SPECIAL COUNSEL (COB SC):BILLING:HOURS-COMBINED Attorney Chier hours-combined for 6-1-2025 thru 6-30-2025	14,580.00

A finance charge of 1.0% monthly will be assessed on all accounts past due over 30 days.

Total \$14,580.00

COB Hours Report 6/1/2025 thru 6/30/2025 = 225/ per hr

Description	Date
COB SC MUNICIPAL COURT MISCELLANEOUS 1.4	6/2/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.0	6/3/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.6	6/4/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 5.7	6/5/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 5.0	6/6/2025
COB SC MUNICIPAL COURT MISCELLANEOUS .9	6/9/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 4.0	6/10/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.2	6/11/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 5.1	6/12/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.3	6/13/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 4.0	6/16/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.9	6/17/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 6.8	6/18/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.9	6/19/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.9	6/20/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.1	6/23/2025
COB SC GENERAL MISCELLANEOUS .5	6/23/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 1.9	6/24/2025
COB SC MUNICIPAL COURT MISCELLANEOUS .9	6/25/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 1.5	6/27/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 1.9	6/30/2025
COB LAND SALES & CONVEYANCES VACANT LAND ON COUNTY ROAD XX & POWER DRIVE TO NORTHERN EXPRESS BUS SERVICE, LLC	6/30/2025

*.3

Total Hours: 64.8 * 225 = \$ 14,580

* Working on sale/resurvey for Northern Bus Company

**CHIER LAW OFFICE LLC**

137 E. HURON STREET
BERLIN WI 54923

INVOICE

DATE	INVOICE #
9/17/2025	14728
TERMS	
Due on receipt	

CITY OF BERLIN
ATTN: CITY ADMINISTRATOR
108 N. CAPRON STR
BERLIN, WI 54923

DATE	DESCRIPTION	AMOUNT
9/17/2025	CITY OF BERLIN SPECIAL COUNSEL (COB SC):BILLING:HOURS-COMBINED Attorney Chier hours-combined for 3/1/2025 thru 4/30/2025 (note this hourly rate is at the old contract rate of \$172 per hour)	24,217.60
A finance charge of 1.0% monthly will be assessed on all accounts past due over 30 days.		Total \$24,217.60

COB Hours Report 3/1/2025 thru 4/30/2025 172/hrs

Description	Date
COB EMS MISCELLANEOUS .3	3/1/2025
COB GENERAL DIRECTORY & COMPANY POSITION CHANGES & UPDATES .3	3/1/2025
COB EMPLOYMENT RUTKOWSKI, SARA .3	3/1/2025
COB EMS AMBULANCE SERVICE PROVIDER AGREEMENT WITH GREEN LAKE COUNTY .3	3/1/2025
COB ORDINANCES 2023 COMPREHENSIVE PARKING REGULATIONS UPDATES .3	3/1/2025
COB INDUSTRIAL PARKS PROTECTIVE COVENANTS .3	3/1/2025
COB LEASES CLOCK TOWER LEASE WITH VIERTEL, CINDY .3	3/1/2025
COB GENERAL ETHICS & CONFLICTS OF INTEREST ISSUES .3	3/1/2025
COB GENERAL PUBLIC RECORDS & OPEN MEETINGS LAW .3	3/1/2025
COB ORDINANCES ELECTRONIC WASTE RECYCLING DROP-OFF FACILITIES .3	3/1/2025
COB ORDINANCES ATV, UTV, & OFF-ROAD MOTOR VEHICLES .3	3/1/2025
COB ORDINANCES MISCELLANEOUS .3	3/1/2025
COB ORDINANCES HOTEL & MOTEL ROOM TAX .3	3/1/2025
COB ORDINANCES ANIMAL SERVICES ZONING .3	3/1/2025
COB EMPLOYMENT POSITION FOR CITY ADMINISTRATOR & CITY CLERK-TREASURER .3	3/1/2025
COB COMPREHENSIVE PLAN MISCELLANEOUS .3 (for services on 2-4-2025)	3/1/2025
COB ORDINANCES ARTISAN PRODUCTION & FABRICATING & MAKERSPACES .3	3/1/2025
COB ORDINANCES TOBACCO, NICOTINE PRODUCTS, & VAPOR PRODUCTS .3	3/2/2025
COB ORDINANCES TRUANCY .3	3/2/2025
COB ORDINANCES UNCONTROLLED INTERSECTIONS 2023 SIGNAGE CHANGES .3	3/2/2025
COB ORDINANCES PARK REGULATIONS .3	3/2/2025
COB ORDINANCES SUBDIVISION .3	3/2/2025
COB ORDINANCES OFFENSES AGAINST PUBLIC SAFETY & PEACE OPERATION OF AIRCRAFT .3	3/2/2025
COB TAX INCREMENTAL FINANCING (TIF) MISCELLANEOUS .3	3/2/2025

172

Description	Date
COB TAX ISSUES WAL-MART REAL PROPERTY ASSESSMENT APPEALS .3	3/2/2025
COB SUBDIVISIONS & DEVELOPMENTS FORMER JULIETTE MANOR SITE .3	3/2/2025
COB SC SPECIAL COUNSEL CHIER LAW OFFICE LLC .9	3/2/2025
COB SC MUNICIPAL COURT MISCELLANEOUS .2	3/2/2025
COB ORDINANCES ZONING .3	3/2/2025
COB ORDINANCES VEGETATION .3	3/2/2025
COB POLICE DEPARTMENT EMPLOYMENT ASSISTANT CHIEF OF POLICE HIRING PROCESS .3	3/2/2025
COB-ORDINANCES CODIFICATION .3	3/3/2025
COB TAX INCREMENTAL DISTRICT (TID) NO. 17 MISCELLANEOUS .1	3/3/2025
COB REZONING & ZONING PERMITS ADAPTIVE REUSES 167 N. WISCONSIN STREET ST. STANISLAUS CHURCH-CELLULAR TOWER .3	3/3/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.2	3/3/2025
COB TAX INCREMENTAL DISTRICT (TID) NO. 17 MISCELLANEOUS .3	3/4/2025
COB SC MUNICIPAL COURT MISCELLANEOUS .6	3/4/2025
COB INDEPENDENT CONTRACTOR CITY ATTORNEY .3	3/5/2025
COB LAND SALES & CONVEYANCES VACANT LAND ON COUNTY ROAD XX & POWER DRIVE TO NORTHERN EXPRESS BUS SERVICE, LLC .9	3/5/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.2	3/5/2025
COB ORDINANCES ZONING CREATION OF RR-1 RURAL RESIDENTIAL DISTRICT .2	3/6/2025
COB SC MUNICIPAL COURT MISCELLANEOUS .6	3/6/2025
COB SUBDIVISIONS & DEVELOPMENTS GOLDSBOROUGH, KELLY & ASHLEY WALKUSH STREET & N. WASHINGTON STREET .4	3/6/2025
COB SUBDIVISIONS & DEVELOPMENTS NICOLET LUMBER CO., INC. RIVERVIEW COURT DEVELOPMENT .9	3/6/2025
COB TAX INCREMENTAL DISTRICT (TID) NO. 16 MISCELLANEOUS .6	3/6/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 1.4	3/10/2025

14.9

Description	Date
COB SC MUNICIPAL COURT MISCELLANEOUS 1.8	3/11/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 1.8	3/12/2025
COB REZONING & ZONING PERMITS ADAPTIVE REUSES 242, 244, & 246 E. PARK AVENUE, ET AL. ST. JOSEPH'S CHURCH-SPECIAL EVENTS & TOURS .3	3/12/2025
COB ORDINANCES ZONING CREATION OF RR-1 RURAL RESIDENTIAL DISTRICT .1	3/12/2025
COB REZONING & ZONING PERMITS ADAPTIVE REUSES 242, 244, & 246 E. PARK AVENUE, ET AL. ST. JOSEPH'S CHURCH-SPECIAL EVENTS & TOURS .2	3/13/2025
COB ORDINANCES ZONING CREATION OF RR-1 RURAL RESIDENTIAL DISTRICT .2	3/13/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.5	3/13/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 5.4	3/14/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.7	3/17/2025
COB RESOLUTIONS MISCELLANEOUS .5	3/18/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 4.4	3/18/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 5.6	3/19/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 4.5	3/20/2025
COB SC MUNICIPAL COURT MISCELLANEOUS .3	3/22/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.5	3/24/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.0	3/25/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.6	3/26/2025
COB SUBDIVISIONS & DEVELOPMENTS GOLDSBOROUGH, KELLY & ASHLEY WALKUSH STREET & N. WASHINGTON STREET .3	3/26/2025
COB RESOLUTIONS MISCELLANEOUS .6	3/27/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.5	3/27/2025
COB SC MUNICIPAL COURT MISCELLANEOUS .8	3/28/2025
COB LAND SALES & CONVEYANCES VACANT LAND ON COUNTY ROAD XX & POWER DRIVE TO NORTHERN/EXPRESS BUS SERVICE, LLC 1.3	3/28/2025

*

469

Description	Date
COB SC MUNICIPAL COURT MISCELLANEOUS 2.3	3/31/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.3	4/1/2025
COB NUISANCE & CLEANUP ACTION 235 S. ADAMS AVENUE .4	4/1/2025
COB SUBDIVISIONS & DEVELOPMENTS GOLDSBOROUGH, KELLY & ASHLEY WALKUSH STREET & N. WASHINGTON STREET .2	4/2/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.2	4/2/2025
COB NUISANCE & CLEANUP ACTION 235 S. ADAMS AVENUE .4	4/2/2025
COB SUBDIVISIONS & DEVELOPMENTS GOLDSBOROUGH, KELLY & ASHLEY WALKUSH STREET & N. WASHINGTON STREET .4	4/3/2025
COB SC NUISANCE & CLEANUP ACTION 422 LAFAYETTE STREET 2.3	4/3/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.3	4/3/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.2	4/4/2025
COB SC NUISANCE & CLEANUP ACTION 422 LAFAYETTE STREET .8	4/7/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 1.2	4/8/2025
COB SC NUISANCE & CLEANUP ACTION 422 LAFAYETTE STREET .7	4/8/2025
COB SC MUNICIPAL COURT MISCELLANEOUS .1	4/9/2025
COB LAND SALES & CONVEYANCES VACANT LAND ON COUNTY ROAD XX & POWER DRIVE TO NORTHERN EXPRESS BUS SERVICE, LLC 2.4	4/9/2025
COB SC NUISANCE & CLEANUP ACTION 422 LAFAYETTE STREET .5	4/9/2025
COB LAND SALES & CONVEYANCES VACANT LAND ON COUNTY ROAD XX & POWER DRIVE TO NORTHERN EXPRESS BUS SERVICE, LLC .8	4/10/2025
COB ALCOHOL LICENSE APPLICATIONS ANNUAL MISCELLANEOUS .5	4/10/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.7	4/11/2025
COB LAND SALES & CONVEYANCES VACANT LAND ON COUNTY ROAD XX & POWER DRIVE TO NORTHERN EXPRESS BUS SERVICE, LLC .4	4/14/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.8	4/14/2025

05-09

Description	Date
COB ALCOHOL LICENSE APPLICATIONS ANNUAL MISCELLANEOUS .7	4/14/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.4	4/15/2025
COB LAND SALES & CONVEYANCES VACANT LAND ON COUNTY ROAD XX & POWER DRIVE TO NORTHERN EXPRESS BUS SERVICE, LLC .8	4/15/2025
COB SC NUISANCE & CLEANUP ACTION 422 LAFAYETTE STREET .1	4/16/2025
COB GENERAL DIRECTORY & COMPANY POSITION CHANGES & UPDATES .3	4/16/2025
COB LAND SALES & CONVEYANCES VACANT LAND ON COUNTY ROAD XX & POWER DRIVE TO NORTHERN EXPRESS BUS SERVICE, LLC .7	4/16/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 5.4	4/16/2025
COB BOARD OF APPEALS MISCELLANEOUS .8	4/17/2025
COB CEMETERY MISCELLANEOUS .8	4/17/2025
COB AQUATIC CENTER 2024-2025 RESTORATION .8	4/17/2025
COB EMPLOYMENT LUDOLPH, TIMOTHY 1.1	4/17/2025
COB EMPLOYMENT EMPLOYEE HANDBOOK 2.2	4/17/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.6	4/17/2025
COB POLICE DEPARTMENT POLICY MANUAL & EMPLOYEE HANDBOOK 1.5	4/17/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.8	4/18/2025
COB SC NUISANCE & CLEANUP ACTION 422 LAFAYETTE STREET .2	4/18/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 4	4/19/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.9	4/21/2025
COB SC NUISANCE & CLEANUP ACTION 422 LAFAYETTE STREET .4	4/21/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 1.1	4/22/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.9	4/23/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.0	4/24/2025

24.9

**CHIER LAW OFFICE LLC**

137 E. HURON STREET
BERLIN WI 54923

INVOICE

DATE	INVOICE #
9/17/2025	14727
TERMS	
Due on receipt	

CITY OF BERLIN
ATTN: CITY ADMINISTRATOR
108 N. CAPRON STR
BERLIN, WI 54923

DATE	DESCRIPTION	AMOUNT
5/31/2025	CITY OF BERLIN SPECIAL COUNSEL (COB SC):BILLING:HOURS-COMBINED Attorney Chier hours-combined for 5-1-2025 thru 5/31/2025	17,527.50
A finance charge of 1.0% monthly will be assessed on all accounts past due over 30 days.		Total \$17,527.50

COB Hours Report 5/1/2025 thru 5/31/2025 \$225/per hr

Description	Date
COB POLICE DEPARTMENT EMPLOYMENT CHIEF OF POLICE HIRING PROCESS .3	5/1/2025
COB POLICE DEPARTMENT UNION NEGOTIATIONS .3	5/1/2025
COB PERMITS MISCELLANEOUS .3	5/1/2025
COB ORDINANCES STREET & SIDEWALK TEMPORARY PRIVILEGE & SPECIAL EVENTS .3	5/1/2025
COB PARKS & RECREATION MISCELLANEOUS .3	5/1/2025
COB POLICIES & PROCEDURES GOVERNING BODY HANDBOOK .3	5/1/2025
COB WEIGHTS & MEASURES SERVICE AGREEMENT WITH CITY OF APPLETON .3	5/1/2025
COB-ORDINANCES CODIFICATION .3	5/1/2025
COB UNIFORM DEPOSIT SCHEDULE MISCELLANEOUS .3	5/1/2025
COB POLICIES & PROCEDURES MISCELLANEOUS .3	5/1/2025
COB SC MUNICIPAL COURT MISCELLANEOUS .4	5/1/2025
COB ORDINANCES DAYCARE CENTERS .3	5/1/2025
COB ANIMALS MISCELLANEOUS .3	5/1/2025
COB GENERAL CITY HALL SECURITY CAMERAS .3	5/1/2025
COB GENERAL MISCELLANEOUS .6	5/1/2025
COB ORDINANCES COMPREHENSIVE PLAN .3	5/1/2025
COB LEASES AGRICULTURAL LAND SHEADVIEW DAIRY, LLC .3	5/1/2025
COB REZONING & ZONING PERMITS ADAPTIVE REUSES 246 E. PARK AVENUE, ET AL. ST. JOSEPH'S CHURCH-SALVAGE STORE & SPECIAL EVENTS .3	5/2/2025
COB SPECIAL EVENTS APPLICATIONS COMBAT VETERANS MOTORCYCLE ASSOCIATION OF WISCONSIN 45-3 INC. .3	5/2/2025
COB SC NUISANCE & CLEANUP ACTION 422 LAFAYETTE STREET .3	5/2/2025
COB SC MUNICIPAL COURT MISCELLANEOUS .2	5/2/2025
COB SPECIAL EVENTS APPLICATIONS FRIENDS OF THE BERLIN AQUATIC CENTER INC. .3	5/2/2025
COB ALCOHOL LICENSE APPLICATIONS ANNUAL MISCELLANEOUS 4.0	5/2/2025
COB SPECIAL EVENTS APPLICATIONS STREET CRUZERS, INC. .3	5/2/2025
COB SPECIAL EVENTS APPLICATIONS MISCELLANEOUS .3	5/2/2025

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11.5

Description	Date
COB PUBLIC WORKS SOLID WASTE & RECYCLING CONTRACTS .3	5/2/2025
COB PUBLIC WORKS DOWNTOWN DECORATIVE LIGHTS AGREEMENTS MISCELLANEOUS .3	5/2/2025
COB SC MUNICIPAL COURT MISCELLANEOUS .2	5/3/2025
COB SC MUNICIPAL COURT MISCELLANEOUS .3	5/4/2025
COB SC NUISANCE & CLEANUP ACTION 422 LAFAYETTE STREET .4	5/5/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 1.2	5/6/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.5	5/7/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.2	5/8/2025
COB SC NUISANCE & CLEANUP ACTION 422 LAFAYETTE STREET 1.3	5/9/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.2	5/9/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 1.3	5/12/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 4.5	5/13/2025
COB LAND SALES & CONVEYANCES VACANT LAND ON COUNTY ROAD XX & POWER DRIVE TO NORTHERN EXPRESS BUS SERVICE, LLC 2	5/14/2025
COB REZONING & ZONING PERMITS ADAPTIVE REUSES 167 N. WISCONSIN STREET ST. STANISLAUS CHURCH-CELLULAR TOWER .2	5/14/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.7	5/14/2025
COB REZONING & ZONING PERMITS ADAPTIVE REUSES 246 E. PARK AVENUE, ET AL. ST. JOSEPH'S CHURCH-SALVAGE STORE & SPECIAL EVENTS .2	5/14/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 4.9	5/15/2025
COB LAND SALES & CONVEYANCES VACANT LAND ON COUNTY ROAD XX & POWER DRIVE TO NORTHERN EXPRESS BUS SERVICE, LLC .6	5/16/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.7	5/16/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.1	5/19/2025
COB LAND SALES & CONVEYANCES VACANT LAND ON COUNTY ROAD XX & POWER DRIVE TO NORTHERN EXPRESS BUS SERVICE, LLC .8	5/19/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 5.1	5/20/2025

27.2

Description	Date
COB LAND SALES & CONVEYANCES VACANT LAND ON COUNTY ROAD XX & POWER DRIVE TO NORTHERN EXPRESS BUS SERVICE, LLC 1.1	5/20/2025
COB LAND SALES & CONVEYANCES VACANT LAND ON COUNTY ROAD XX & POWER DRIVE TO NORTHERN EXPRESS BUS SERVICE, LLC .1	5/21/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 5.3	5/21/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 5.3	5/22/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 4.7	5/23/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.6	5/27/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.8	5/28/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 3.5	5/29/2025
COB SC MUNICIPAL COURT MISCELLANEOUS 2.8	5/30/2025

* Long form complaint
* * waiting on sale/ recovery for Northern Bus Company

29.2
Total Hours: 77.9 x 225 = 17,527.50

**CHIER LAW OFFICE LLC**

137 E. HURON STREET
BERLIN WI 54923

INVOICE

DATE	INVOICE #
9/17/2025	14692
TERMS	
Due on receipt	

CITY OF BERLIN
ATTN: CITY ADMINISTRATOR &
PLANNING & DEVELOPMENT DIRECTOR
108 N. CAPRON STREET
BERLIN, WI 54923

DATE	DESCRIPTION	AMOUNT
	CITY OF BERLIN SPECIAL COUNSEL (COB SC):NUISANCE & CLEANUP ACTION:422 LAFAYETTE STREET	
3/1/2025	Opening File or Re-opening file	20.00
4/3/2025	Copy/Email/Scan Charge	0.25
4/8/2025	Copy/Email/Scan Charge	2.00
4/9/2025	Copy/Email/Scan Charge	2.50
4/21/2025	Copy/Email/Scan Charge	0.75
4/30/2025	Copy/Email/Scan Charge	0.25
5/5/2025	Copy/Email/Scan Charge	1.75
	Subtotal - Expenses	27.50
4/30/2025	Paid for Docket Fee Clerk of Court Green Lake County	5.00
	Subtotal-Advances	5.00

A finance charge of 1.0% monthly will be assessed on all accounts past
due over 30 days.

Total \$32.50

**CHIER LAW OFFICE LLC**

137 E. HURON STREET
BERLIN WI 54923

INVOICE

DATE	INVOICE #
9/17/2025	14683
TERMS	
Due on receipt	

CITY OF BERLIN
ATTN: CITY ADMINISTRATOR
108 N. CAPRON STR
BERLIN, WI 54923

DATE	DESCRIPTION	AMOUNT
	CITY OF BERLIN SC:BILLING:EXPENSES-MUNICIPAL COURT	
5/15/2025	Copy/Email/Scan Charge	8.75
5/16/2025	Copy/Email/Scan Charge	18.50
5/19/2025	Copy/Email/Scan Charge	0.50
	Copy/Email/Scan Charge (Electronic Scans)	48.50
5/21/2025	Copy/Email/Scan Charge	6.00
5/22/2025	Copy/Email/Scan Charge	14.75
5/23/2025	Copy/Email/Scan Charge	2.50
5/27/2025	Copy/Email/Scan Charge	4.75
5/29/2025	Copy/Email/Scan Charge	14.75
5/30/2025	Copy/Email/Scan Charge	5.75
6/2/2025	Copy/Email/Scan Charge	6.00
6/4/2025	Copy/Email/Scan Charge	9.25
6/5/2025	Copy/Email/Scan Charge	4.50
	Copy/Email/Scan Charge (Electronic Scans)	40.50
6/6/2025	Copy/Email/Scan Charge	9.00
	Copy/Email/Scan Charge (Electronic Scans)	106.50
6/9/2025	Copy/Email/Scan Charge	0.50
6/10/2025	Copy/Email/Scan Charge	0.75
	Copy/Email/Scan Charge (Electronic Scans)	150.75
6/11/2025	Copy/Email/Scan Charge	1.00
6/12/2025	Copy/Email/Scan Charge	72.50

A finance charge of 1.0% monthly will be assessed on all accounts past due over 30 days.

Total

**CHIER LAW OFFICE LLC**

137 E. HURON STREET
BERLIN WI 54923

INVOICE

DATE	INVOICE #
9/17/2025	14683
TERMS	
Due on receipt	

CITY OF BERLIN
ATTN: CITY ADMINISTRATOR
108 N. CAPRON STR
BERLIN, WI 54923

DATE	DESCRIPTION	AMOUNT
6/13/2025	Copy/Email/Scan Charge	11.75
6/16/2025	Copy/Email/Scan Charge	1.00
6/17/2025	Copy/Email/Scan Charge	6.75
	Copy/Email/Scan Charge (Color)	7.00
6/18/2025	Copy/Email/Scan Charge	0.50
6/19/2025	Copy/Email/Scan Charge	9.25
	Postage	0.73
6/20/2025	Copy/Email/Scan Charge	7.50
6/21/2025	Copy/Email/Scan Charge	0.25
6/23/2025	Copy/Email/Scan Charge	3.50
6/24/2025	Copy/Email/Scan Charge	8.00
6/25/2025	Copy/Email/Scan Charge	1.25
6/27/2025	Copy/Email/Scan Charge	2.25
6/30/2025	Copy/Email/Scan Charge (Electronic Conversion)	23.00
	Copy/Email/Scan Charge	0.75
7/1/2025	Copy/Email/Scan Charge	2.00
7/2/2025	Copy/Email/Scan Charge	3.75
7/3/2025	Copy/Email/Scan Charge	3.00
7/7/2025	Copy/Email/Scan Charge	3.25
7/8/2025	Copy/Email/Scan Charge (Electronic Conversion)	24.00
7/9/2025	Copy/Email/Scan Charge	1.25
	Copy/Email/Scan Charge (Electronic Conversion)	9.25
7/10/2025	Copy/Email/Scan Charge	10.25
7/11/2025	Copy/Email/Scan Charge	58.00

A finance charge of 1.0% monthly will be assessed on all accounts past due over 30 days.

Total

**CHIER LAW OFFICE LLC**

137 E. HURON STREET
BERLIN WI 54923

INVOICE

DATE	INVOICE #
9/17/2025	14683
TERMS	
Due on receipt	

CITY OF BERLIN
ATTN: CITY ADMINISTRATOR
108 N. CAPRON STR
BERLIN, WI 54923

DATE	DESCRIPTION	AMOUNT
7/14/2025	Copy/Email/Scan Charge	1.25
7/15/2025	Copy/Email/Scan Charge (Electronic Conversion)	18.25
	Copy/Email/Scan Charge	0.50
7/16/2025	Copy/Email/Scan Charge	4.75
	Copy/Email/Scan Charge (Electronic Conversion)	11.50
7/18/2025	Copy/Email/Scan Charge	9.25
7/20/2025	Copy/Email/Scan Charge	0.25
7/21/2025	Copy/Email/Scan Charge	8.00
7/22/2025	Copy/Email/Scan Charge	2.00
	Copy/Email/Scan Charge (Electronic Conversion)	18.25
7/23/2025	Copy/Email/Scan Charge	3.50
7/24/2025	Copy/Email/Scan Charge	3.25
7/25/2025	Copy/Email/Scan Charge	2.25
7/27/2025	Copy/Email/Scan Charge	0.75
7/28/2025	Copy/Email/Scan Charge	1.50
7/29/2025	Copy/Email/Scan Charge	1.50
7/30/2025	Copy/Email/Scan Charge	0.50
8/4/2025	Copy/Email/Scan Charge	2.75
8/5/2025	Copy/Email/Scan Charge	8.00
	Postage	0.78
8/7/2025	Copy/Email/Scan Charge (Electronic Conversion)	10.50
8/8/2025	Copy/Email/Scan Charge (Electronic Conversion)	12.25
	Copy/Email/Scan Charge	0.50
8/11/2025	Copy/Email/Scan Charge (Electronic Conversion)	9.25

A finance charge of 1.0% monthly will be assessed on all accounts past due over 30 days.

Total

**CHIER LAW OFFICE LLC**

137 E. HURON STREET
BERLIN WI 54923

INVOICE

DATE	INVOICE #
9/17/2025	14683
TERMS	
Due on receipt	

CITY OF BERLIN
ATTN: CITY ADMINISTRATOR
108 N. CAPRON STR
BERLIN, WI 54923

DATE	DESCRIPTION	AMOUNT
8/12/2025	Copy/Email/Scan Charge	6.00
8/13/2025	Copy/Email/Scan Charge	1.75
	Postage	0.78
8/14/2025	Copy/Email/Scan Charge	90.75
8/15/2025	Copy/Email/Scan Charge	0.25
8/17/2025	Copy/Email/Scan Charge	0.25
8/18/2025	Copy/Email/Scan Charge	9.50
8/19/2025	Copy/Email/Scan Charge	0.75
8/20/2025	Copy/Email/Scan Charge	0.75
8/21/2025	Copy/Email/Scan Charge	19.75
8/22/2025	Copy/Email/Scan Charge	11.50
	Postage	2.34
8/23/2025	Copy/Email/Scan Charge	0.50
8/24/2025	Copy/Email/Scan Charge	0.25
8/25/2025	Copy/Email/Scan Charge	4.75
8/26/2025	Postage	0.78
	Copy/Email/Scan Charge	0.75
8/27/2025	Copy/Email/Scan Charge	6.00
8/28/2025	Copy/Email/Scan Charge	27.00
8/29/2025	Copy/Email/Scan Charge	6.00
9/2/2025	Copy/Email/Scan Charge	7.50
9/3/2025	Copy/Email/Scan Charge	4.75
9/4/2025	Copy/Email/Scan Charge	14.00
9/5/2025	Copy/Email/Scan Charge	8.00

A finance charge of 1.0% monthly will be assessed on all accounts past due over 30 days.

Total

**CHIER LAW OFFICE LLC**

137 E. HURON STREET
BERLIN WI 54923

INVOICE

DATE	INVOICE #
9/17/2025	14683
TERMS	
Due on receipt	

CITY OF BERLIN
ATTN: CITY ADMINISTRATOR
108 N. CAPRON STR
BERLIN, WI 54923

DATE	DESCRIPTION	AMOUNT
9/6/2025	Copy/Email/Scan Charge	0.25
9/8/2025	Copy/Email/Scan Charge	4.50
9/9/2025	Copy/Email/Scan Charge	1.75
9/10/2025	Copy/Email/Scan Charge	0.50
9/12/2025	Copy/Email/Scan Charge	36.75
9/15/2025	Copy/Email/Scan Charge	7.50
9/16/2025	Copy/Email/Scan Charge	2.75
		0.00
	Subtotal - Expenses	1,134.16

A finance charge of 1.0% monthly will be assessed on all accounts past due over 30 days.

Total \$1,134.16

**CHIER LAW OFFICE LLC**

137 E. HURON STREET
BERLIN WI 54923

INVOICE

DATE	INVOICE #
9/17/2025	14703
TERMS	
Due on receipt	

CITY OF BERLIN
ATTN: CITY ADMINISTRATOR
108 N. CAPRON STR
BERLIN, WI 54923

DATE	DESCRIPTION	AMOUNT
	CITY OF BERLIN SPECIAL COUNSEL (COB SC):BILLING:EXPENSES-GENERAL	
6/23/2025	Opening Electronic File	20.00
	Copy/Email/Scan Charge	4.00
8/5/2025	Copy/Email/Scan Charge	6.00
	Opening File or Re-opening file	20.00
	Subtotal - Expenses	50.00

A finance charge of 1.0% monthly will be assessed on all accounts past due over 30 days.

Total \$50.00