

COMMON COUNCIL MEETING AGENDA
TUESDAY, JANUARY 13, 2026 AT 7PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE
CITY MEETINGS CAN BE WATCHED LIVE OR RECORDED
ON THE CITY OF BERLIN YOUTUBE PAGE @CITYOFBERLIN5623

1. Call to order/Roll Call
2. Seat Virtual Attendees (if necessary)
3. General Public Comments. Registration card required (located at podium in Council Chambers). Comments will be limited to **3 minutes** per registrant.

CONSENT AGENDA: The Consent Agenda contains items which staff considers to be routine and have already been discussed and recommended by a committee, board or commission at a previous meeting. Staff recommends that Council act on all of these items on a single roll call vote. If any member of Council wishes to have any item removed from the Consent Agenda and discussed, the Council member may request that item be removed from the Consent Agenda prior to the adoption.

4. Waive the reading of ordinances and resolutions.
5. Accept and place on file reports from the City Clerk, Treasurer, and Building Inspector.
6. Approve payment of bills.
7. Approve minutes from the 12.02.2025 Special Common Council Meeting and 12.09.2025 Common Council Meeting.

END OF CONSENT AGENDA

8. Accept Resignation of Park and Recreation Commission Member. **RECOMMENDATION:** Accept the resignation of Bobbie Erdmann from the Park and Recreation Commission as of January 7, 2026.
9. Liquor License Request of Grizzly's – Class B Combination Liquor and Beer Licenses and Outdoor Activities Area at Alcohol Beverage Licensed Establishment Permit at 186 Broadway Street, Berlin WI 54923. **RECOMMENDATION:** Approve Liquor License application as presented for Grizzly's at 186 Broadway Street and move to grant the license pending all conditions be satisfied and Approve the Outdoor Activities Area at Alcohol Beverage Licensed Establishment Permit.
10. Amendments to service agreements with Chier Law Office and Dretske Law to allow for the smooth transition of service provision for Municipal Court Attorney Services to the City of Berlin. **RECOMMENDATION:** Waive review by the Committee of the Whole and approve the amendments to service agreements with Chier Law Office and Dretske Law to allow for transition of Municipal Court Attorney Services.
11. EMS Director job description update. **RECOMMENDATION:** Waive review by the Committee of the Whole and approve the Emergency Medical Services Director job description.

12. Amend Common Council Committee of the Whole and Regular Common Council meeting schedules due to the 2026 elections. RECOMMENDATION: Waive review by the Committee of the Whole and Reschedule the April 7 Committee of the Whole meeting to April 8 due to the Spring Election; Reschedule the August 11 Common Council meeting to August 12 due to the Partisan Primary Election; and Reschedule the November 3 Committee of the Whole meeting to November 5 due to the General Election.
13. Amend Fee Schedule: RECOMMENDATION: Waive review by the Committee of the Whole and approve the City of Berlin amended fee schedule.
14. Copier agreement: RECOMMENDATION: Waive review by the Committee of the Whole and Approve a five year copier lease and service agreement.
15. Resolution #26-01 To Designate Polling Place for City of Berlin in Green Lake and Waushara Counties. RECOMMENDATION: Waive review by the Committee of the Whole and Approve Resolution #26-01 designating 253 S. Church Street, Berlin, WI 54923 (River Shores Church) as the polling location for Wards 1-7 in the City of Berlin, beginning with the April 7, 2026 Spring Election. The February 17, 2026 Spring Primary Election (if needed) will be held/remain at 147 Memorial Drive, Berlin, WI 54923.
16. Economic Development Recap. RECOMMENDATION: Listen to presentation and action as appropriate.
17. Employee Assistance Program renewal. RECOMMENDATION: Waive review by the Committee of the Whole and Approve ThedaCare At Work for Employee Assistance Program (EAP) services for April 1, 2026 to March 31, 2027.
18. Contract amendment for Comprehensive Plan services by MSA. RECOMMENDATION: Waive review by the Committee of the Whole and approve an additional \$800 lump sum fee (original contract amount \$29,980) to create new Existing Land Use Map and add the map to the City's GIS Online database.
19. Ordinance # 01-26 An Ordinance to Repeal and Recreate Portions of Chapter 54 Entitled "Solid Waste and Recycling" of the City of Berlin Municipal Code Regarding the Collection of Solid Waste and Recycling Materials and Related Services. RECOMMENDATION: Adopt Ordinance #01-26 to recreate portions of Chapter 54 ordinance Entitled "Solid Waste and Recycling" of the City of Berlin Municipal Code Regarding the Collection of Solid Waste and Recycling Materials and Related Services.
20. Discussion of City Aquatic Center – possible next steps, possible referendum. RECOMMENDATION: Discussion and action as appropriate.
21. Old Business (To be used to request items of old business be put on a future agenda for further discussion or action; or used to make a motion for reconsideration of an item from the current meeting or immediately previous meeting; or to make a motion to take items off the table which were laid on the table only during the current meeting.)
22. New Business (To be used to request items of new business be put on a future agenda)

23. Motion to go into closed session *pursuant to Wis. Stats. 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.* (Consider compensation of EMS Director and Performance evaluation of City Administrator).

24. Adjourn.

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

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

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

City of Berlin WI
Accounts Payable Status Report from 12/01/2025 to 12/31/2025

| Lookup & Org Name | Invoice Number | Invoice Date | A/P Description | Original A/P Owed | Paid Amt To Date | Balance Due | Check Run Date | Number |
|---|------------------|--------------|---|-------------------|------------------|-------------|----------------|--------|
| [ALCIVIA] Alcivia | 5113 | 12/05/2025 | Fieldmaster Fuel | 639.04 | 639.04 | 0.00 | 12/23/2025 | |
| [ALCIVIA] Alcivia | 5131 | 12/15/2025 | Fieldmaster | 724.30 | 724.30 | 0.00 | 12/23/2025 | |
| [ALLNT] Alliant Energy/WPL | 120425 | 12/04/2025 | Nathan Strong Restroom | 177.37 | 177.37 | 0.00 | 12/23/2025 | |
| [Andrew Barton] Andrew Barton | 120525 | 12/05/2025 | Mileage for dropping off taxes in Green Lake County | 11.62 | 0.00 | 0.00 | 11/21/2025 | |
| [APPAREL ART EMBROIDERY, LLC] | 4620 | 12/05/2025 | Safety Clothes | 818.00 | 818.00 | 0.00 | 12/23/2025 | |
| [APPAREL ART EMBROIDERY, LLC] | 5113 | 12/05/2025 | December 2025 Service | 2,000.00 | 0.00 | 2,000.00 | 11/21/2025 | |
| [AAC] Associated Appraisal Consultants | 183517 | 12/01/2025 | Front Door - City Hall | 1,748.35 | 0.00 | 1,748.35 | 1/07/2026 | |
| [AEW] Automatic Entrances of Wisconsin, Inc. | 25-022621 | 12/16/2025 | NITROGEN/AMMONIA/BOD5/PHOSPHORUS/SS TOTAL COLIFORM BACTERIA | 1,781.00 | 1,781.00 | 0.00 | 12/24/2025 | |
| [BAD] Badger Laboratories, Inc. | 26-001096 | 12/18/2025 | 3rd qt for Worker's Comp and Commercial General Liability & Auto Ins. | 81.00 | 81.00 | 0.00 | 12/24/2025 | |
| [Baer Insurance] | 9627 | 12/23/2025 | 2025 Budget Accounting Assistance | 33,766.00 | 0.00 | 33,766.00 | 1/07/2026 | |
| [BAIRD & CO., ROBERT W.] BAIRD & CO., ROBERT W. | 23010625 (1) | 12/15/2025 | 2025 Budget Accounting Assistance - additional payment | 7,000.00 | 7,000.00 | 0.00 | 12/23/2025 | |
| [BAIRD & CO., ROBERT W.] BAIRD & CO., ROBERT W. | 23010625 (1) (1) | 12/15/2025 | BRIGHTSEED/SPECTRUM FOR MONTH | 302.44 | 302.44 | 0.00 | 12/03/2025 | |
| [BCT1015] Berlin City Treasurer | 1015 | specbspdec25 | 12/08/2025 November Water & Sewer | 302.44 | 302.44 | 0.00 | 11/21/2025 | |
| [BH20] Berlin Water & Sewer Department | 20325 | 12/03/2025 | Berlin Water & Sewer | 1,474.55 | 1,474.55 | 0.00 | 12/12/2025 | |
| [BH20] Berlin Water & Sewer Department | 25323 | 12/03/2025 | Berlin House Water | 55.46 | 55.46 | 0.00 | 12/12/2025 | |
| [BTM] Boundtree Medical, LLC | 86009481 | 12/01/2025 | stethoscope | 293.95 | 293.95 | 0.00 | 12/12/2025 | |
| [BTM] Boundtree Medical, LLC | 86011832 | 12/02/2025 | Medical Supplies | 1,001.90 | 1,001.90 | 0.00 | 12/12/2025 | |
| [BTM] Boundtree Medical, LLC | 86013854 | 12/03/2025 | dilaudid | 220.94 | 220.94 | 0.00 | 12/12/2025 | |
| [BTM] Boundtree Medical, LLC | 86031893 | 12/18/2025 | Medical Supplies | 2,778.61 | 2,778.61 | 0.00 | 1/07/2026 | |
| [Brad Willis] Brad Willis | 121025 | 12/10/2025 | D&D Program on December 19 | 50.00 | 50.00 | 0.00 | 12/17/2025 | |
| [MALNORY] BRIAN MALNORY | BMCA 2025 | 12/23/2025 | CLOTHING ALLOWANCE | 350.00 | 350.00 | 0.00 | 12/23/2025 | |
| [BRIGHT] Brightspeed | 45000006838787 | 12/09/2025 | service 11-9/12-8 2025 | 488.89 | 488.89 | 0.00 | 1/07/2026 | |
| [BRIGHT] Brightspeed | 4500000683865 | 12/09/2025 | 230 WWTP RD LOCAL SERVICE FROM DEC 9 TO JAN 8 2025 | 80.28 | 80.28 | 0.00 | 12/24/2025 | |
| [1130] Cassidy, Jordan | JCCA 2025 | 12/23/2025 | CLOTHING ALLOWANCE | 350.00 | 350.00 | 0.00 | 12/23/2025 | |
| [CCP] CCP DIRECT | IN05656798 | 12/05/2025 | MICRO-FM NITRILE COATED GLOVE | 69.96 | 69.96 | 0.00 | 12/24/2025 | |
| [CCP] CCP DIRECT | IN05659540 | 12/11/2025 | CL 3 QLT'D PARKA | 63.90 | 63.90 | 0.00 | 12/24/2025 | |
| [CEC] CEC | 455916 | 12/09/2025 | Agreement Berlin City Hall (Fire System) | 500.00 | 500.00 | 0.00 | 1/07/2026 | |
| [Charles Foos] Charles Foos | 123125 | 12/31/2025 | Uniforms | 195.83 | 195.83 | 0.00 | 1/07/2026 | |

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|--|--------------------------|--------------------------|---|---------------------|------------------|----------------------|--------------|
| [CHCOMM-SRCTR] Charter Communication | 1717188011207212/07/2025 | Pool 12/13-01/12/2026 | | 169.98 | 169.98 | 0.00 | 12/23/2025 |
| [CHCOMM-POC] Charter Communication | 1717188011221212/21/2025 | Phone & Internet Service | | 867.70 | 867.70 | 0.00 | 1/07/2026 |
| [Christanson, Doug] Christanson, Doug | 121925 | 12/19/2025 | Balance of December Health Withdrawal | 12.11 | 12.11 | 0.00 | 12/19/2025 |
| [CIN] CINTAS | 4252806408 | 12/11/2025 | MOP & PARTS/ MATS | 165.19 | 165.19 | 0.00 | 12/24/2025 |
| [CIN] CINTAS | 4254264766 | 12/24/2025 | Soap - Mats | 296.28 | 0.00 | 1/07/2026 | |
| [City of Appleton] City Of Appleton | 183228 | 12/01/2025 | December 2025 Weights & Measures | 575.00 | 0.00 | 11/24/2025 | |
| [CIVICPLUS, LLC] CIVICPLUS, LLC | 351836 | 12/01/2025 | Yearly Subscription | 4,341.75 | 4,341.75 | 0.00 | 12/23/2025 |
| [COM(MIN) COMPASS MINERALS | 1585501 | 12/16/2025 | COARSE SOLAR SALT | 6,010.75 | 6,010.75 | 0.00 | 12/24/2025 |
| AMERICA INC | | | | | | | |
| [COMOFF] Complete Office of Wisconsin | 43881 | 12/19/2025 | 20 BOXES OF COPY PAPER | 830.00 | 830.00 | 0.00 | 12/24/2025 |
| [COMOFF] Complete Office of Wisconsin | 43881 | 12/19/2025 | Copy Paper | 415.00 | 415.00 | 0.00 | 12/23/2025 |
| [Coronet] Corporate Network Solutions, Inc | 123125 | 12/31/2025 | Dropsuite Microsoft 365 Business Backup & email archiving | 133.25 | 0.00 | 0.00 | 1/07/2026 |
| [Coronet] Corporate Network Solutions, Inc | 81424 | 12/31/2025 | 12/125-12/3125 | 228.00 | 0.00 | 0.00 | 1/07/2026 |
| [Coronet] Corporate Network Solutions, Inc | 81436 | 12/31/2025 | 1 Year Annual Subscription License | 1,119.25-09/10/2026 | 0.00 | 0.00 | 1/07/2026 |
| [Coronet] Corporate Network Solutions, Inc | 81436 | 12/31/2025 | Duo MFA Monthly Subscription | 9.00 | 0.00 | 0.00 | 1/07/2026 |
| [CVK] Cvikta MBs | 019-12012025- | 12/04/2025 | 12/1/25-12/31/25 | | | | |
| [CYRESS] CYPRESS FARMS LLC- | LSDEC2025 | 12/01/2025 | November 2025 Collections | | | | |
| LANDSPREADING | | | B. YEARLY PAYMENT FOR LANDSPREADING | | | | |
| [Darrell's Auto Repair] Darrell's Auto Repair, LLC | 9390 | 12/04/2025 | 2,259.40 | 2,259.40 | 0.00 | 12/05/2025 | |
| [LaBuda] Dave LaBuda | 121925 | 12/19/2025 | 2,750.00 | 2,750.00 | 0.00 | 12/03/2025 | |
| [Department of Military Affairs] | FR-3109-2269 | 12/09/2025 | Cyl. Repair | 217.11 | 217.11 | 0.00 | 12/23/2025 |
| Department of Military Affairs | | | December 2025 Health Reimbursement | 1,320.39 | 1,320.39 | 0.00 | 12/19/2025 |
| Department of Military Affairs | | | Rental of Berlin Armory | 200.00 | 200.00 | 0.00 | 12/12/2025 |
| Department of Military Affairs | | | \$200 Rental | | | | |
| Department of Military Affairs | | | February 2026 Election | | | | |
| [01-00001097-02-0] DROVER (ub), JOSEPH | 122325 | 12/23/2025 | Uniforms | 350.00 | 350.00 | 0.00 | 12/23/2025 |
| [DTN] DTN, LLC | 210-00250075 | 12/01/2025 | Weather Sentry Online Services | 124.95 | 124.95 | 0.00 | 12/23/2025 |
| [Earthworks] Earthworks Land Services | 529 | 12/29/2025 | Snow Hawking | 1,625.00 | 0.00 | 1/07/2026 | |
| [FERGUSON] FERGUSON WATERWORKS | 0465565 | 12/08/2025 | 18-1/2 MAG ANO ROD 12GA WI | 1,392.00 | 1,392.00 | 0.00 | 12/24/2025 |
| [FERGUSON] FERGUSON WATERWORKS | 0465611 | 12/08/2025 | HDPE BLUE PIPES | 118.00 | 118.00 | 0.00 | 12/24/2025 |
| [FleetCor] FleetCor | FUEL DEC | 2025 | DECEMBER 2025 Bill | 478.38 | 478.38 | 0.00 | 12/31/2025 |

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|---|----------------|--------------|--|-------------------|------------------|-------------|----------------|--------------|
| [GFCOM] Gordon Flesch | 15412103 | 12/01/2025 | Images over Base Amount=185.93 Total Base - 15.00 | 200.93 | 200.93 | 0.00 | 0.00 | 12/17/2025 |
| [Green Lake County DA Office] Green Lake County DA Office | 15412110 | 12/11/2025 | Clerks Office Images over base amount | 410.88 | 410.88 | 0.00 | 0.00 | 12/18/2025 |
| [Green Lake Title] Green Lake Title, LLC | 12/18/2025 | 12/18/2025 | Extra on closing costs | 141.85 | 141.85 | 0.00 | 0.00 | 12/18/2025 |
| [Green Lake Title] Green Lake Title, LLC | 12/18/2025 | 12/18/2025 | Loan for EMS purchase of 169 Ripon Road | 190,000.00 | 190,000.00 | 0.00 | 0.00 | 12/18/2025 |
| [Green Lake Title] Green Lake Title, LLC | 12/18/2025 | 12/18/2025 | Closing Fee - Buyer | 225.00 | 225.00 | 0.00 | 0.00 | 12/18/2025 |
| [Green Lake Title] Green Lake Title, LLC | 12/18/2025 | 12/18/2025 | Extra on closing costs | 141.85 | 141.85 | 0.00 | 0.00 | 12/18/2025 |
| [0020] HAHN, CHANDLER D | CHCA 2025 | 12/23/2025 | CLOTHING ALLOWANCE | 350.00 | 350.00 | 0.00 | 0.00 | 12/23/2025 |
| [HEXCO MOTORSPORTS] HEXCO MOTORSPORTS | 4792958 | 12/08/2025 | Plow Parts | 123.91 | 123.91 | 0.00 | 0.00 | 12/23/2025 |
| [IBU] IBU INTERSTATE BATTERY | 60212208 | 12/02/2025 | Batteries | 31.90 | 31.90 | 0.00 | 0.00 | 12/23/2025 |
| [IBU] IBU INTERSTATE BATTERY | 60212362 | 12/11/2025 | Batteries | 167.95 | 167.95 | 0.00 | 0.00 | 12/23/2025 |
| [ITUAB] ITU ABSORBTECH, INC. | 8652971 | 12/18/2025 | Rugs/Towels | 80.29 | 80.29 | 0.00 | 0.00 | 1/07/2026 |
| [JEL] JON LUND ELECTRIC | 14550 | 12/08/2025 | EAST WATER BUILDING | 122.00 | 122.00 | 0.00 | 0.00 | 12/24/2025 |
| [KEG] KUNKEL ENGINEERING GROUP | 121925 | 12/19/2025 | Services through 11/30/25 Building Inspection | 5,447.23 | 0.00 | 0.00 | 0.00 | 1/07/2026 |
| [LR] LR Transportation LLC | 20250640 | 12/31/2025 | December 2025 Taxi | 24,280.41 | 0.00 | 0.00 | 0.00 | 1/07/2026 |
| [Marie Reilly] Marie Reilly | 120525 | 12/05/2025 | Mileage for closing | 30.80 | 0.00 | 0.00 | 0.00 | 11/24/2025 |
| [0034] MARKOWSKI, JOSEPH P | JMCA 2025 | 12/23/2025 | CLOTHING ALLOWANCE | 350.00 | 350.00 | 0.00 | 0.00 | 12/23/2025 |
| [MART] MARTELLE WATER TREATMENT | 30467 | 12/07/2025 | LIQUID ALUMINUM SULFATE | 5,741.92 | 5,741.92 | 0.00 | 0.00 | 12/05/2025 |
| [MART] MARTELLE WATER TREATMENT | 30578 | 12/01/2025 | CHLORINE CYLINDER/AQUA MAG BULK | 2,273.87 | 2,273.87 | 0.00 | 0.00 | 12/08/2025 |
| [MART] MARTELLE WATER TREATMENT | 30650 | 12/09/2025 | LIQUID ALUMINUM SULFATE | 5,612.72 | 5,612.72 | 0.00 | 0.00 | 12/24/2025 |
| [MPC] Meyer's Pressure Cleaners, Inc. | 1224211797 | 12/19/2025 | Pool Pressure Washer | 530.50 | 0.00 | 0.00 | 0.00 | 1/07/2026 |
| [MGD] INDUSTRIAL CORP/MGD | 243014 | 12/08/2025 | Shop Supplies | 187.00 | 187.00 | 0.00 | 0.00 | 12/23/2025 |
| INDUSTRIAL CORP | | | | | | | | |
| [Mid-State] Mid-State Technical College | MSW40780 | 12/23/2025 | Paramedic program for 2 | 3,827.65 | 0.00 | 0.00 | 0.00 | 1/07/2026 |
| [MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC. | 30040 | 12/23/2025 | Assistance with budget worksheet setup and posting | 470.00 | 0.00 | 0.00 | 0.00 | 1/07/2026 |
| [MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC. | 30041 | 12/24/2025 | Setup bank accounts and bank info to allow blank laser | 587.50 | 0.00 | 0.00 | 0.00 | 1/07/2026 |
| [MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC. | 30109 | 12/22/2025 | Assistance with OT report to include with employee year end W2 | 117.50 | 0.00 | 0.00 | 0.00 | 1/07/2026 |
| [MSA] MSA | 024036 | 12/18/2025 | Comp Plan | 2,680.32 | 2,680.32 | 0.00 | 0.00 | 12/23/2025 |
| [MOMAHA] MUTUAL OF OMAHA | 001988274748 | 12/12/2025 | December 2025 Life & Accident | 415.48 | 415.48 | 0.00 | 0.00 | 12/12/2025 |

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|---|------------------|--------------|--|-------------------|------------------|-------------|----------------|--------------|
| [NIELSON] NIELSON COMMUNICATION PROFESSIONALS | AR39584 | 12/05/2025 | Unit 79 Antenna | 20.00 | 20.00 | 0.00 | 12/12/2025 | |
| [NWPA] NORTHEASTERN WATER | NWPA GB | 12/04/2025 | NWPA IN GREENBAY - DICKER & JOE | 60.00 | 60.00 | 0.00 | 12/05/2025 | |
| [01-00002113-02-8] OBRIST, LISA | 2025-11 | 12/05/2025 | Clearing Services | 495.00 | 495.00 | 0.00 | 12/17/2025 | |
| [PENFLEX] PENFLEX ACTUARIAL SERVICES, LLC | 121225 | 12/12/2025 | 2025 Fee Schedule | 1,540.00 | 1,540.00 | 0.00 | 12/12/2025 | |
| \$1000 Base Fee | | | | | | | | |
| \$540 Per Participant Fee | | | | | | | | |
| [PLANTZ] Plantz, Dennis | 121225 | 12/12/2025 | December 2025 Health Reimbursement | 271.68 | 271.58 | 0.00 | 12/12/2025 | |
| [101-00000811-00-1] PODOLL, GARY | 121225 | 12/12/2025 | Retiree Health Insurance - COBRA for S. Podoll | 3,022.00 | 3,022.00 | 0.00 | 12/12/2025 | |
| [POMPS] Pomp's Tire Service, Inc. | 270130224 | 12/19/2025 | November 2025 | | | | | |
| [01-00001222-79-8] PRELLWITZ, TRACY | | 12/01/2025 | Large Bore to Small Bore Adapter | 68.00 | 68.00 | 0.00 | 1/07/2026 | |
| [Princeton] Princeton Utilities | 25320 | 12/08/2025 | OVERPAYMENT on final bill | 3.70 | 3.70 | 0.00 | 12/05/2025 | |
| [RENNERT'S] RENNERT'S FIRE EQUIP SERVICE | 25316 | 12/08/2025 | Water/Electric | 22.51 | 22.51 | 0.00 | 12/12/2025 | |
| [RICHARD SOBIESKI] RICHARD SOBIESKI | RSCA 2025 | 12/23/2025 | Unit 90 Repairs | 15,801.99 | 15,801.99 | 0.00 | 12/23/2025 | |
| [RITTERWAY] RITTERWAY BUSINESS FORMS | 25-32647 | 12/09/2025 | CLOTHING ALLOWANCE | 350.00 | 350.00 | 0.00 | 12/24/2025 | |
| [SPG] SECURIAN FINANCIAL GROUP | 121225 | 12/12/2025 | POSTCARD BILLS QTY 2000 | 498.83 | 498.83 | 0.00 | 12/12/2025 | |
| [SFLM] SONDALE FORD LINCOLN | 25317 | 12/08/2025 | January 2026 Invoice | 1,230.27 | 1,230.27 | 0.00 | 12/12/2025 | |
| MERCURY | | | Rover Repair | 1,237.65 | 1,237.65 | 0.00 | 12/12/2025 | |
| [STR] STRAND ASSOCIATES, INC | 0233075 | 12/10/2025 | Inv. 80757 & 80711 | | | | | |
| [STRYKER] STRYKER SALES CORP | 9210965494 | 12/02/2025 | DIGESTER PROJECT- PROFESSIONAL SERVICES NOV 1 - NOV 30, 2025 | 575.00 | 575.00 | 0.00 | 12/24/2025 | |
| [STRYKER] STRYKER SALES CORP | ITCAW | 12/02/2025 | Cot repair/Battery | 791.00 | 791.00 | 0.00 | 12/12/2025 | |
| [STRYKER] STRYKER SALES CORP | ITCAW | 12/16/2025 | | | | | | |
| ITCAW] THEDACARE AT WORK | 37778 | 12/16/2025 | Random Drug Screen | 44.00 | 44.00 | 0.00 | 1/07/2026 | |
| Todd Henriksen | | | | | | | | |
| [TIME VALUE SOFTWARE] TIME VALUE SOFTWARE | MTCA 2025 | 12/23/2025 | CLOTHING ALLOWANCE | | | | | |
| [TIME VALUE SOFTWARE] TIME VALUE SOFTWARE | 161063 | 12/16/2025 | T Value Desktop Maintenance | 350.00 | 350.00 | 0.00 | 12/23/2025 | |
| Town of Aurora] Town of Aurora | 120525 | 12/05/2025 | Reimburse overpayment from 2024 | 70.00 | 70.00 | 0.00 | 12/23/2025 | |
| [Unemployment] Unemployment Insurance | 1211725 | 12/17/2025 | Owed for UEI | 651.00 | 651.00 | 0.00 | 12/05/2025 | |
| 0.47 | 0.47 | 0.00 | 12/23/2025 | | | | | |
| [Unique] Unique Management Services, Inc. | 6147354 | 12/01/2025 | Placements | 23.30 | 23.30 | 0.00 | 12/17/2025 | |
| [Unknown] Unknown Customer | ALLIANT DEC 2025 | 12/31/2025 | ALLIANT ENERGY BILLS FOR DECEMBER | 15,081.07 | 15,081.07 | 0.00 | 12/31/2025 | |
| 2025 | | | | | | | | |
| ELAN PAYMENTS FOR DEC 2025 | ELAN DEC 2025 | 12/31/2025 | ELAN PAYMENTS FOR DEC 2025 | 2,208.30 | 2,208.30 | 0.00 | 12/31/2025 | |

City of Berlin WI
Accounts Payable Status Report from 12/01/2025 to 12/31/2025

| Lookup & Org Name | Invoice Number | Invoice Date | A/P Description | Original A/P Owed | Paid Amt To Date | Balance Due Run Date | Check Number |
|--|----------------|------------------|---|-------------------|------------------|----------------------|--------------|
| [Unknown] Unknown Customer | HSA DEC 2025 | 12/31/2025 | DEC 2025 HSA CONTRIBUTION | 875.00 | 875.00 | 0.00 | 12/31/2025 |
| [Unknown] Unknown Customer | SW BILLS-DEC | 12/31/2025 | WATER & SEWER UTILITY BILLS | 49,061.45 | 49,061.45 | 0.00 | 12/31/2025 |
| [USPSU010] US POSTAL OFFICE- POST MASTER | DEC MAILING | 12/04/2025 | ACH IN DEC 2025 DECEMBER BILLING | | | | 12/04/2025 |
| [USPSU010] US POSTAL OFFICE- POST MASTER | STAMPS 12/25 | 12/05/2025 | 1000 FOREVER STAMPS | 841.00 | 841.00 | 0.00 | 12/05/2025 |
| [UW Health] UW Health | 3552024 | 12/01/2025 | UW Medical Direction | 4,675.00 | 0.00 | 1/07/2026 | |
| [1050] VanGalen, Hannah J | 123125 | 12/31/2025 | Uniforms | 181.35 | 0.00 | 1/07/2026 | |
| [02-00008148-00-1] VIERTEL, CINDY S | 120525 | 12/05/2025 | Clock Tower Lease | 500.00 | 0.00 | 11/21/2025 | |
| [WM] WASTE MANAGEMENT | 0034913-0414-7 | 12/01/2025 | November 2025 Service | 32,902.20 | 32,902.20 | 0.00 | 12/23/2025 |
| [WAYNE CONSULTANTS & MFG, LLC] | 31490 | 12/05/2025 | Formula 602 | 288.60 | 288.60 | 0.00 | 12/23/2025 |
| [WeEnerg] We Energies | 5706517993 | 12/09/2025 | Princeton Gas Service | 72.25 | 72.25 | 0.00 | 12/12/2025 |
| [WeEnerg] We Energies | 5742728344 | 12/15/2025 | Princeton Gas | 202.69 | 0.00 | 1/07/2026 | |
| [WI PHY [NS] WI Physician Insurance | 2025-25 | 12/05/2025 | Pay period ending | 18,955.31 | 18,955.31 | | |
| [WI PHY [NS] WI Physician Insurance | 2025-25 | 12/05/2025 | 11/29/2025,EmpHealth | 13,003.52 | 13,003.52 | | |
| [WI PHY [NS] WI Physician Insurance | 2025-25 | 12/05/2025 | 11/29/2025,EmpHealth | 7,137.80 | 7,137.80 | | |
| [WI SCTF] WI SCTF | 120525 | 12/05/2025 | Pay period ending | 111.23 | 0.00 | 11/21/2025 | |
| [WI SCTF] WI SCTF | 121925 | 12/19/2025 | Garnishment - Child Support | 111.23 | 111.23 | 0.00 | 12/23/2025 |
| [WALS] Winnefox Automated Library Services | WLS4183 | 12/02/2025 | Dylan Saylor - Payroll Date 12/19/2025 | 1,941.75 | 1,941.75 | 0.00 | 12/17/2025 |
| [WIDOT-Huron] Wisconsin Department of Transportation | 95-0000421915 | 12/01/2025 | A Books - 1349.75 | 1,821.94 | 1,821.94 | 0.00 | 12/23/2025 |
| [WIDOT-Huron] Wisconsin Department of 95-0000421951 | 12/01/2025 | C Books - 592.00 | Broadway St & Ripon Rd | 98.65 | 98.65 | 0.00 | 12/23/2025 |
| [WPPA] WISCONSIN PROFESSIONAL POLICE | 120525 | 12/21/2025 | Huron Street Connecting Hwy | 457.00 | 0.00 | 11/21/2025 | |
| [WRWA] WISCONSIN RURAL WATER ASSOCIATION | DEC1825 | 12/08/2025 | Union Dues - December 2025 | 55.00 | 55.00 | 0.00 | 12/08/2025 |
| [WRWA] WISCONSIN RURAL WATER ASSOCIATION | 57333 | 12/01/2025 | WW OPERATIONS-NUTRIENT REMOVAL-B. MALNORY SYSTEM MEMBERSHIP RENEWAL | 505.00 | 505.00 | 0.00 | 12/05/2025 |

City of Berlin WI
Accounts Payable Status Report from 12/01/2025 to 12/31/2025

| Lookup & Org Name | Invoice Number | Invoice Date | A/P Description | Original A/P Owed | Paid Amt To Date | Balance Due Run Date | Check Number |
|-------------------------------------|----------------|--------------|--|-------------------|------------------|----------------------|-------------------|
| [WURTZ] WURTZ LAW OFFICE, LLC | 12226 | 12/08/2025 | Municipal Court | 797.50 | 797.50 | 0.00 | 12/23/2025 |
| [WURTZ] WURTZ LAW OFFICE, LLC | 12319 | 12/11/2025 | Municipal Court | 500.00 | 500.00 | 0.00 | 12/23/2025 |
| [ZP-RENTAL] ZIETLOW PROPERTIES, LLC | 120525 | 12/05/2025 | December 2025 Rent for Berlin EMS House | 900.00 | 900.00 | 0.00 | 12/05/2025 |
| Report Totals: | | | | | | | 512,202.49 |
| | | | | | | | 39,096.63 |

CITY OF BERLIN

PAYROLL FOR DECEMBER - 2025

NET PAYROLL

| PAYDATE | PAYROLL # | PAYROLL TITLE | GENERAL CITY | UTILITY | EMS | ACH TOTALS |
|------------|-----------|-----------------------|--------------|--------------|-------------|-------------|
| 12/5/2025 | 25 | General City | | 58,926.61 | | |
| 12/5/2025 | 25 | Utility | | 11,913.90 | | |
| 12/5/2025 | 25 | Ambulance | | | 44151.83 | |
| 12/19/2025 | 26 | Utility | | 12,108.53 | | |
| 12/19/2025 | 26 | General City | | 78,807.44 | | |
| 12/19/2025 | 26 | Ambulance | | | 41601.98 | |
| | | TOTAL MONTHLY PAYROLL | | \$137,734.05 | \$24,022.43 | \$85,753.81 |
| | | | | | | 0 |

SPECIAL COMMON COUNCIL MEETING MINUTES
TUESDAY, DECEMBER 2, 2025
IMMEDIATELY FOLLOWING THE COMMITTEE OF THE WHOLE MEETING AT 7PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

1. Roll Call. *Mayor Burgess called the meeting to order at 8:38PM. Alderpersons Boeck, Hill, Nigbor, Przybyl, Sorenson, and Stobbe were present. Staff present were City Administrator, Jessi Balcom; Deputy-Clerk Treasurer, Debra Thiel.*
2. Virtual Attendees Seated – *None.*
3. 2026 Shared-Ride Taxi Grant Application. *Alderpersson Boeck made a motion to authorize staff to apply for the 2026 WisDOT Public Transit Assistance Program (PTAP) and DOT Capital Expenditures Grant and authorize needed signatures, with a second by Alderpersson Nigbor. Voice vote carried.*
4. Adjourn. *Alderpersson Stobbe made a motion to adjourn, with a second by Alderpersson Sorenson. Voice vote carried. Meeting adjourned at 8:39 PM.*

Respectfully submitted by,
Brittani Majeskie, Deputy Clerk-Treasurer

COMMON COUNCIL MEETING MINUTES
TUESDAY, DECEMBER 9, 2025 AT 7PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

1. Call to order/Roll Call – *President Hill called the meeting to order at 7:00 PM. Roll Call: Alderpersons present: Boeck, Hill, Nigbor, Przybyl, Sorenson, and Stobbe. Also present: Deputy Clerk Treasurer, Brittani Majeskie. Absent: Mayor Burgess.*
2. Seat Virtual Attendees - *Alderperson Przybyl made a motion to seat the City Administrator, Jessi Balcom, by phone, with a second by Alderperson Stobbe. Voice vote carried.*
3. General Public Comments. - *None*

CONSENT AGENDA: The Consent Agenda contains items which staff considers to be routine and have already been discussed and recommended by a committee, board or commission at a previous meeting. Staff recommends that Council act on all of these items on a single roll call vote. If any member of Council wishes to have any item removed from the Consent Agenda and discussed, the Council member may request that item be removed from the Consent Agenda prior to the adoption.

4. Waive the reading of ordinances and resolutions.
5. Accept and place on file reports from the City Clerk, Treasurer, and Building Inspector.
6. Approve payment of bills.
7. Approve minutes from the 10.17.2025, 11.04.2025 and 11.11.2025 Special Common Council Meetings and 11.11.2025 Common Council Meeting and closed session minutes from the 10.17.2025 Common Council Meeting.
8. Ordinance # 09-25 An Ordinance Rezoning a Parcel of Land from M-2 Manufacturing District to R-2 Residential District City of Berlin **RECOMMENDATION:** Approve Ordinance # 09-25 to rezone Johnson Street Parcel #206-00833-0100 LEFFERT'S ADDN LOTS 1, 2, 22, & 23 BLK 143, City of Berlin, Green Lake County from M-2 to R-2 as recommended by the Plan Commission.
9. Appointment of Election Inspectors (Poll Workers) **RECOMMENDATION:** Appoint Election Inspectors for the January 1, 2026 to December 31, 2027 Election term as recommended by the Committee of the Whole.
10. 2025 Budget Amendments. **RECOMMENDATION:** Approve the 2025 Budget Amendments as presented and recommended by the Committee of the Whole.
11. Service Provider Agreement between the County of Green Lake and Berlin Emergency Medical Service. **RECOMMENDATION:** Authorize City Administrator to sign the agreement, funding authorized for entire budget request of \$2,120,000 by County for EMS services as recommended by the Committee of the Whole.
12. 2026 Berlin Senior Center Agreement with Green Lake County for the Berlin Senior Center Meal

Site. RECOMMENDATION: Authorize City Administrator to sign agreement, setting the meal reimbursement rate at \$7 per meal, five days a week, excluding holidays as recommended by the Committee of the Whole.

13. 2026 Transportation Services Agreement with Green Lake County. RECOMMENDATION: Authorize City Administrator to sign agreement, setting the contract amount of \$29,807 as recommended by the Committee of the Whole.
14. 2026 Standardized Special Assessment Schedule. RECOMMENDATION: Accept the City Engineer's recommendation to update the 2026 Standardized Special Assessment Schedule as presented as recommended by the Committee of the Whole.
15. Amend the City of Berlin Building & Zoning Fee Schedule. RECOMMENDATION: Approve the amended City of Berlin Building & Zoning Fee Schedule as recommended by the Building Inspector and Committee of the Whole.
16. Tax Increment District #17 vacant lot development incentive program. RECOMMENDATION: Approve the Template Development Agreement for single family and duplex development on a single lot as recommended by the Committee of the Whole.

END OF CONSENT AGENDA

Alderperson Przybyl made a motion to approve the consent agenda, with a second by Alderperson Stobbe. Roll call vote carried (6 ayes: Boeck, Hill, Nigbor, Przybyl, Sorenson, and Stobbe; 0 nay; 0 absent).

17. Approve City Municipal Court Attorney agreement with Dretske Law Office. – *City Administrator Balcom noted Luke Dretzke of Dretske Law Office agreed to all changes discussed by the Common Council as well as everything suggested by the City of Berlin Municipal Attorney. Alderperson Boeck made a motion to approve the service agreement with Dretske Law Office for Municipal Court Attorney services, with a second by Alderperson Sorenson. Voice vote carried.*
18. Approve agreement with KerberRose for 2025-2029 audit services. RECOMMENDATION: Approve the 2025-2029 Audit Services agreement with KerberRose. – *City Administrator Balcom noted the agreement was reviewed by the City of Berlin Municipal Attorney, and the attorney had no concerns. Alderperson Stobbe made a motion to approve the 2025-2029 audit services agreement with KerberRose, with a second by Alderperson Przybyl. Voice vote carried.*
19. Old Business - *None*
20. New Business - *None*
21. Adjourn. *Alderperson Nigbor made a motion to adjourn, with a second by Alderperson Przybyl. Voice vote carried. Meeting adjourned at 7:05 PM.*

*Minutes respectfully submitted by
Brittani Majeskie, Deputy-Clerk Treasurer*

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

TO: Common Council
FROM: Brittani Majeskie, Deputy Clerk Treasurer
AGENDA ITEM: Liquor License Request of Grizzly's – Class B Combination Liquor and Beer
Licenses and Outdoor Activities Area at Alcohol Beverage Licensed
Establishment Permit at 186 Broadway St.
MEETING DATE: January 13, 2026

BACKGROUND

Colton Burt, owner and agent of Grizzly's has applied for a Class B Combination Liquor and Beer License at 186 Broadway. Grizzly's will be purchasing the establishment currently operated by Izzy's. Izzy's has provided a letter to the Council relinquishing their license so that it may be approved to be transferred to Grizzly's at the same location (attached). All required inspections were completed and approved (attached).

Additionally, Grizzly's applied for a Permit for Outdoor Activity Areas at Alcohol Beverage Licenses Establishments. Municipal Code Sec. 6-47 states these permits are issued by the Common Council. Attached is the permit application, drawing by the applicant of the premises, and a map of the premises.

SUGGESTED MOTION

Motion to GRANT a combination Class B license to Grizzly's for the premises identified in their application dated 12-26-25, provided that the City Clerk shall not issue the license unless and until the City Clerk receives all of the following: (1) full and unconditional surrender of the license currently in effect for the premises; (2) proof to the City Clerk's satisfaction that the applicant either owns the premises or has approval from the owner for the issuance of the license; (3) all applicable fees and costs are paid, along with any delinquencies owed to the City if any; (4) proof that a seller's permit has been issued to the applicant by the State of Wisconsin; and (5) all conditions must be satisfied within thirty (30) days of this approval or this approval is void.

Motion to approve a permit for an Outdoor Activity Area at Alcoholic Beverage Licensed Establishment for Grizzly's LLC located at 186 Broadway St., Colton Burt, Agent.

Business Name: Izzy's Dockside Diner, Inc
Grizzly's LLC

Business Address: 186 Broadway, Berlin, WI 54923
186 Broadway, Berlin, WI 54923

Owner/Agent/Contact: Ajshe Jecelius - [REDACTED]
Colton Burt - [REDACTED]

Approved? Y or N; if N, pl Date of Inspection: Insp. Initials:

YES
YES
11/15/24
12/31/25
12/22/25
12/18/25
Yes
Yes
Kyle Alt - email
Chief Rivermacker
email

Common Council,

I Ajshe Jecevicus, owner of Izzy's Dockside Diner, relinquish my class B liquor license as of 1/13/2026 so that it may be granted to Colton Burt, owner and operator of Grizzys LLC. If council does not grant license to Colton Burt,/Grizzys LLC, I would retain the class B liquor license.

As Identified in their application dated December 4, 2025, provided that the City Clerk shall not issue the license unless or until the City Clerk receives all the following:

- (1) full and unconditional surrender of the license currently in effect for the premises
- (2) proof to the City Clerks satisfaction that the applicant either owns the premises or has the approval from the owner for the issuance of the license
- 3) all applicable fees and costs are paid; along with any delinquencies owed to the City if any
- (4) proof that a sellers permit has been issued to the applicant by the State of Wisconsin
- (5) all conditions must be satisfied within (30) days of this approval or this approval is void.

Sincerely

Ajshe Jecevicus

Izzys Dockside Diner

186 Broadway Street

Berlin, WI 54923



Permit Application for
Outdoor Activity Areas at Alcohol Beverage Licensed Establishments

Permit application requirements. All outdoor activity area permit applications shall include the following:

1. The name and address of the applicant, which must match the name and address stated on the applicant's corresponding alcohol beverage license.

Name: Colton Burt

Address:

2. The address of the premises upon which the outdoor activity area is located, which must match the address of the premises stated on the applicant's corresponding alcohol beverage license.

Address: 186 Broadway St. Berlin WI 54923

3. A description of the proposed outdoor activity area, which shall, at a minimum, include the following information:

a. A description of all intended activities to occur in the outdoor activity area.

- Outdoor seating - accessible from inside restaurant/bar areas.
- Patrons may be seated outside when weather permits. If desired,

b. A description of all plans for live or recorded entertainment proposed to occur in the outdoor activity area.

N/A at this time

c. Proposed hours that the outdoor activity area will be open for use.

Outdoor seating will only be available when the Kitchen is available.

7AM-9PM when weather permits

d. A description of any sound amplification devices intended to be used in the outdoor activity area.

N/A at this time

e. A description of all lighting intended to be used in the outdoor activity area.

Daylight will be the primary source of light. Potentially, a few wall mounted lantern style lights as well.

f. A description of all efforts planned to be taken to mitigate the potential for unwanted light or sound to travel to neighboring properties. The common council may require the applicant to present technical drawings or plans of the sound and lighting system as part of the application.

At this time our lighting will be only used in the evening but no later than 9PM. The lights will be soft and inviting - not bright or blinding. They will not remain on all hours of the night. Currently no exterior sounds.

g. A description of all efforts planned to be taken to mitigate the possibility of unauthorized underage persons gaining access to the premises, including any special devices to be used (such as, fencing or security cameras) and any special policies to be implemented (such as utilizing extra security personnel).

Exterior cameras will be installed in the spring. Access will only be granted through the Facility.

h. A description of all efforts planned to be taken to keep the outdoor activity area clean.

We will clean these areas daily just like our normal grounds.

i. The capacity of persons able to use the outdoor activity area.

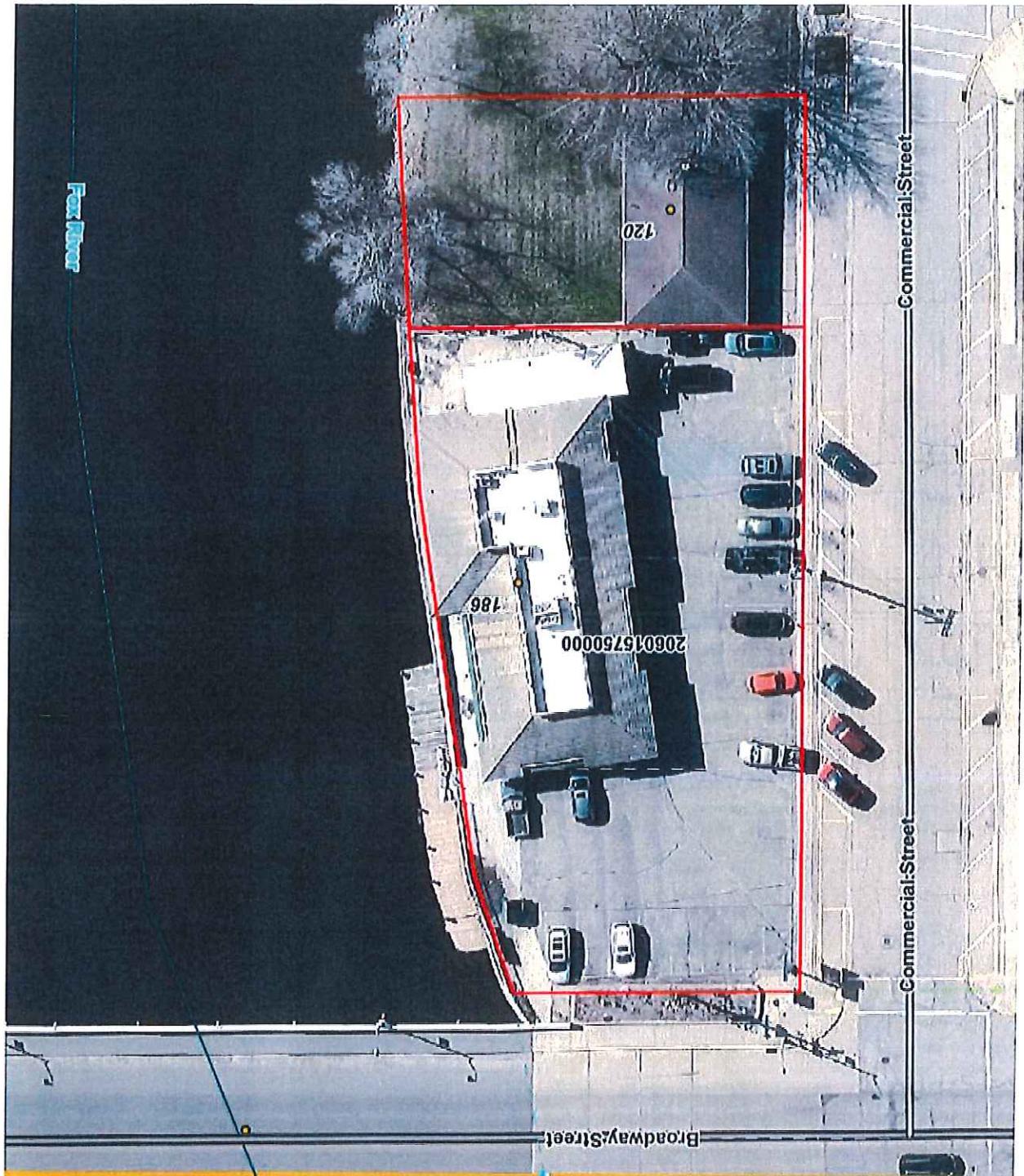
15

j. Any planned increase or decrease in off street parking for the lot.

N/A at this time

Commercial Street

Broadway Street



→
Z

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Amendments to service agreements with Chier Law Office and Dretske Law for Municipal Court Attorney Services to the City of Berlin
MEETING DATE: January 13, 2026

BACKGROUND The Council previously approved an agreement with Dretske Law Office to provide City Municipal Court Attorney services for the City of Berlin, effective January 23, 2026. This appointment was made due to the fact that Chier Law provided notification to the City that provision of these services by Chier Law would cease on January 22, 2026.

To provide for a smooth transition from Chier Law to Dretske Law, the following procedure and amendments to the agreements with Chier Law and Dretske Law are proposed:

1. Dretske Law Office (hereinafter referred to as "DRETSKE") shall be officially appointed to begin as Special Counsel for municipal prosecution services on 1-14-2026, which appointment shall temporarily run concurrently with the continued appointment of Chier Law Office LLC (hereinafter referred to as "CHIER") as Special Counsel for municipal prosecution services as further described in this proposal.
2. CHIER shall continue to act as Special Counsel for municipal prosecution services and shall be the prosecutor on all currently active case, which shall include, but not be limited to, the handling of Lakeside Municipal Court Trials and Pretrial Conferences currently scheduled on January 21, 2026.
3. CHIER shall not undertake any new municipal enforcement cases after January 21, 2026. DRETSKE shall undertake and act as prosecutor on all such new cases after January 21, 2026.
4. DRETSKE'S and CHIER'S appointments shall run concurrently until all CHIER'S outstanding cases are successfully transitioned from CHIER to DRETSKE (evidenced by formal substitution of CHIER for DRETSKE approved by the Court) or otherwise resolved.
5. During their concurrent appointments, DRETSKE and CHIER shall be authorized to communicate with each other for purposes of preparing for the transition, and transitioning, of all outstanding municipal prosecution cases from CHIER to DRETSKE.
6. DRETSKE and CHIER shall work together to petition the Court for substitution of CHIER for DRETSKE on all outstanding cases, including but not limited to those already set for Trial or on Hold Open Agreement, to be effective on January 22, 2026, and if such substitution is denied by the Court for any reason as to any cases, CHIER shall continue such cases until such time that the cases are resolved or substitution is approved by the Court in the future (which may be requested at any time by either DRETSKE or CHIER).

7. DRETSKE shall be present and participate with CHIER at the Lakeside Municipal Court Trials and Pretrial Conferences currently scheduled on January 21, 2026, for training and transition purposes.
8. CHIER'S compensation rates as set forth in CHIER's current retainer agreement with the City will remain in effect until all outstanding municipal prosecution cases are resolved or successfully transitioned to DRETSKE, including Court approval of substitution on all such cases, as well as for any additional consultation with CHIER requested by DRETSKE or a court regarding any case. When the transition is complete, and without delay, DRETSKE shall provide written notification to CHIER and the City Administrator that DRETSKE has assumed all prosecution duties, whereupon CHIER shall no longer serve as special counsel for municipal prosecution services for the city and shall promptly submit a final invoice for his services.
9. DRETSKE'S term of engagement with the City shall commence January 14, 2026 at the compensation rates as set forth in DRETSKE's current engagement agreement with the City.

SUGGESTED MOTION

Motion to waive review by the Committee of the Whole and approve the proposed procedures and amendments to the service agreements with Chier Law and Dretske Law for the transition of Municipal Court Attorney services to the City of Berlin.

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: EMS Director position revision
MEETING DATE: January 13, 2026

BACKGROUND

As part of the budget request made to Green Lake County to provide Emergency Medical Services throughout the northern portion of Green Lake County, the City proposed adding an EMT position (to provide full coverage on the ambulance crews) and transitioning the EMS Director position to be an in-office position, no longer serving on the ambulance crew on regular shifts. The EMS Director position has accumulated a large number of overtime hours in the past. This is due to the fact that the Director is responsible for the administrative duties of the department (being in the office much of the time Monday -Friday when not on the ambulance) and serves as a shift lead (working the 24 hour shift rotation). While the EMS Director has fulfilled this dual role admirably for a long time, it is not reasonable or sustainable to continue.

ANALYSIS

A revised job description has been prepared. Job descriptions from comparables Waushara County and Marquette County were reviewed/utilized.

SUGGESTED MOTION

Motion to waive the Committee of the Whole discussion on this item and approve the EMS Director job description.

CITY OF BERLIN
POSITION DESCRIPTION
FOR
EMS Chief

| | |
|----------------------|---|
| DEPARTMENT: | Public Safety |
| DIVISION: | Ambulance Service - EMS |
| SUPERVISORS: | City Administrator |
| SHIFT/HOURS: | 24/7 via pager, as needed, including weekends, nights, and holidays |
| CATEGORY: | One (1) |
| SALARY SCALE: | As determined by the City of Berlin |

JOB SUMMARY: The EMS Chief holds ultimate responsibility for the overall operations, strategic management, and financial health of the Emergency Medical Services (EMS) department. This leadership role ensures the timely, safe, and competent delivery of emergency medical services to residents and visitors within the service area, while adhering to all local, state, and federal regulations and statutes. The Chief directly supervises EMS personnel, ensures fiscal, operational, and logistical needs are met for sustainable 24/7 operations, and exercises independent judgment in managing the department. While possessing clinical expertise, the role is primarily administrative, though occasional response to scenes may be prudent. The Chief must maintain 24/7 availability for critical incidents and departmental needs.

MAJOR RESPONSIBILITIES:

- 1. Strategic Management & Planning:**
 - Provide strategic oversight and direction for the EMS department.
 - Develop and implement new programs and initiatives to enhance service delivery and meet community needs.
 - Review, update, and ensure compliance with the State-required Operational Plan.
 - Ensure the effective maintenance, replacement, and cost-effectiveness of departmental structures, fleet, medical equipment, and supplies.
 - Ensure appropriate support for large-scale or extended incidents by employing Incident Command System (ICS) or National Incident Management System (NIMS) strategies.
- 2. Operational Leadership:**
 - Ensure safe, competent, and sustainable 24/7 operations of the EMS department.

- Manage personnel scheduling and staffing levels to ensure adequate coverage.
- Maintain custody and readiness of all departmental property and equipment.
- Oversee all business functions, including billing, collections, and medical records maintenance, ensuring adherence to best practices and compliance.
- Respond to emergencies and critical incidents as needed, both during and outside of regular office hours.

3. Personnel Management & Development:

- Supervise, recruit, hire, onboard, orient, counsel, and discipline all EMS personnel.
- Foster a positive work environment, emphasizing teamwork, professionalism, and continuous improvement.
- Set clear performance standards and provide regular feedback to employees.
- Ensure adequate and appropriate education and training programs for staff development, credentialing, and remedial needs.

4. Compliance & Medical Oversight:

- Ensure full compliance with all local, State, and Federal rules, statutes, regulations, and industry standards pertaining to EMS operations, patient care, employment, billing, and narcotics management (DEA regulations).
- Ensure clinical practice guidelines are current, evidence-based, and reflect current standards of care.
- Maintain a strong working relationship with the Physician Medical Director and actively manage Quality Assurance/Quality Improvement (QA/QI) initiatives.
- Ensure all necessary certifications and credentials for staff and instructors are maintained.

5. Financial & Administrative Management:

- Manage the fiscal health of the department, including budget preparation, financial oversight, and securing alternate funding and grants.
- Oversee billing, collections, payroll processing, and accounts receivable, ensuring accurate and timely submission of financial reports.
- Assist with the negotiation, establishment, and maintenance of contracts for Physician Medical Director services, goods, and other departmental services.

6. Community & External Relations:

- Foster strong public education and community relations to build trust and positive public opinion.
- Actively participate in relevant committees, task forces, and regional/state organizations to advocate for and promote the department.

MINIMUM REQUIREMENTS & QUALIFICATIONS:

1. Experience:

- Minimum of 10 years of verifiable paramedicine or public safety experience, including at least 5 years in EMS operations.
- Minimum of 5 years of formal supervisory or administrative leadership experience, preferably in the public sector.
- Minimum of 3 years of experience providing education or training is preferred.

2. Licenses & Certifications:

- Valid Wisconsin Driver License with an acceptable driving record.
- Current licensure as a Paramedic with the State of Wisconsin (or eligible for reciprocity), with a minimum of 5 years of paramedic experience.
- Current BLS-Healthcare Provider, ACLS (Advanced Cardiac Life Support), and PALS (Pediatric Advanced Life Support) certifications.
- Completion of NIMS/ICS courses 100, 200, 300, 400, 700, and 800.

3. Knowledge, Abilities & Skills:

- **Communication & Interpersonal:** Excellent written, verbal, and technical communication skills. Ability to communicate effectively and professionally with staff, the public, and all stakeholders. Strong interpersonal skills, including the ability to motivate, provide feedback, handle conflicts, and foster a positive and collaborative work environment.
- **Leadership & Management:** Demonstrated initiative, critical thinking, and problem-solving abilities. Proven ability to supervise, lead, and develop clinical and administrative personnel. Ability to adapt to new situations, manage multiple priorities, and maintain composure under pressure.
- **Technical & Administrative:** Proficiency in computer, tablet, and smartphone usage, including common software applications. Thorough knowledge of local, State, and Federal government functions, regulations, and statutes pertinent to EMS operations, including scheduling, payroll, ambulance billing, and other business functions.
- **Professionalism:** Maintain a professional and personable demeanor, demonstrating respect, confidentiality, and strict adherence to HIPPA regulations and ethical standards.

PHYSICAL DEMANDS & WORKING CONDITIONS:

1. Physical Demands:

- The role involves significant physical demands. Employees are regularly required to stand, walk, sit, reach with hands and arms, talk, and hear. Frequent use of hands for handling objects, tools, or controls is necessary. The ability to stoop, kneel, crouch, or crawl is also required.
- Must be able to frequently lift, carry, push, or pull up to 50 pounds, frequently up to 100 pounds, and occasionally lift or move more than 125 pounds, utilizing a full range of body motion and dexterity for patient and equipment handling.

- Specific vision abilities include close vision, distance vision, color vision, and the ability to adjust focus, correctable to 20/20 or better.
- A complete medical, physical, and drug screening is required.

2. **Working Conditions:**

- The work environment may include occasional exposure to moving mechanical parts, wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, outside weather conditions (extreme cold and heat), and risks of electrical shock and radiation. The noise level in the work environment can be loud.
- Personal Protective Equipment (PPE) is required as dictated by bloodborne pathogen requirements, Clinical Practice Guidelines, or Standard Operating Guidelines.
- The position requires flexibility for work hours, including occasional evenings, weekends, and holidays, and requires 24/7 availability for emergencies and critical departmental needs, often via pager or electronic communication.

CITY OF BERLIN
COMMON COUNCIL MEETING
STAFF REPORT

TO: Common Council
FROM: Brittani Majeskie, Deputy Clerk-Treasurer
AGENDA ITEM: Rescheduled Council Meetings
MEETING DATE: January 13, 2026

BACKGROUND

Elections are held on Tuesdays and conflict with regularly scheduled Council Meetings. Staff expect the upcoming 2026 elections to have an increased voter turnout and would like to be available to help at the polls as needed.

We would recommend rescheduling the following meetings:

- Committee of the Whole meeting on Tuesday, April 7, 2026 to Wednesday, April 8, 2026.
- Common Council meeting on Tuesday, August 11, 2026 to Wednesday August 12, 2026.
- Committee of the Whole meeting on Tuesday, November 3, 2026 to Thursday, November 5, 2026. Note: November 4, 2026 is unavailable due to Police and Fire Commission use of the Chambers that evening.

Rescheduled meetings would begin at the regularly scheduled time of 7:00 p.m.

SUGGESTED MOTION

Motion to reschedule the Committee of the Whole meeting on Tuesday, April 7, 2026 to Wednesday, April 8, 2026; reschedule the Common Council meeting on Tuesday, August 11, 2026 to Wednesday August 12, 2026; and reschedule the Committee of the Whole meeting on Tuesday November 3, 2026 to Thursday, November 5, 2026; all rescheduled meetings to begin at 7:00 p.m.

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

TO: Common Council
FROM: Brittani Majeskie, Deputy Clerk-Treasurer
AGENDA ITEM: Amended City of Berlin Fee Schedule
MEETING DATE: January 13, 2026

BACKGROUND

The Council approved The City of Berlin Fee Schedule in October 2025. Since then, Staff noticed the final draft was missing the \$15 fee for provisional retail liquor licenses. Staff has added this fee back onto the schedule (See City of Berlin Fee Schedule page 5 of 7). The fee did not change and follows current WI State Statutes.

SUGGESTED MOTION

Motion to waive review by the Committee of the Whole and approve the City of Berlin amended fee schedule.

City of Berlin
Code of Ordinances
Fee Schedule
Last Updated: October 2025

| <u>Code Section</u> | <u>Category</u> | <u>Description</u> | <u>Department</u> | <u>Amount</u> |
|---------------------|-----------------------------------|--|--------------------|--|
| 10-3(b) | Animals | Chickens Keeping | Clerk-Treasurer | \$10 |
| 10-7 | Animals | Issuance of license - Dog License Fees | Clerk-Treasurer | Spay//Neuter \$10.00 No Spay//Neuter \$15.00 Fee reduced by half if dog becomes 5 months old after July 1. |
| 10-7 | Animals | Issuance of license - Kennel License Fee | Clerk-Treasurer | <12 dogs \$35.00 >12 \$35.00 + \$3.00 each surpassing 12 dogs |
| 10-7 | Animals | Issuance of License - Cat License Fee | Clerk-Treasurer | No Fee |
| 10-8 | Animals | Late Fee for Dog License | Clerk-Treasurer | \$5 |
| 10-10(a)(1) | Animals | Replacement Dog Tag | Clerk-Treasurer | \$1 |
| 10-10(c)(e) | Animals | Admin fee to appeal vicious dog determination | Clerk-Treasurer | \$150 |
| 14-13 | Building and Building Regulations | Special Registration Fee-Vicious Dog | Clerk-Treasurer | \$200 annually |
| 14-14 | Building and Building Regulations | Plan Approval Fees - Determined by Square Footage Permit fees/building, plumbing, electrical (permit & license), HVAC permit, sign permit, moving, razing, driveway | Building/Zoning | See Building & Zoning Fee Schedule |
| 14-14(b) | Building and Building Regulations | Permit fees/fees double if permit is not obtained prior to commencement of construction | Building Inspector | See Building & Zoning Fee Schedule |
| 14-14 (c) | Building and Building Regulations | Permit Fees/one & two family residential new construction occupancy fee if final inspection is not done prior to occupancy | Building Inspector | See Building & Zoning Fee Schedule |
| 14-53 | Construction site erosion control | Permit Application; control plan; permit issuance | Building Inspector | See Building & Zoning Fee Schedule |
| 14-131 | Moving Buildings | Permit Fee to move building | Building/Zoning | See Building & Zoning Fee Schedule |
| 14-136 | Moving Buildings | Required insurance to move building | Building/Zoning | ** See below |
| 14-142 | Building and Building Regulations | Vacant Building Registration | Building Inspector | \$0 for initial filing and first 6 month period. |
| 14-142(3) | Building and Building Regulations | Vacant Building 6-Month Renewal Registration | Building Inspector | \$75 |
| 14-142(4) | Building and Building Regulations | Vacant Building w/violation at renewal inspection | Building Inspector | Accumulative Add'l \$150 at renewal for each 6-mo period where violation persists to max of \$500 |
| 14-144 | Building and Building Regulations | Vacant Building: Owner Refuses access to city officials for inspection | Building Inspector | \$100 |
| 18-112 | Cigarettes | Vacant Building: Liability Insurance requirement License Application Fee | Building Inspector | \$1M |
| 18-148 | Direct Sales | Peddler's Permit. Registration/registration fee per person in a group for a six month period. | Clerk-Treasurer | \$25 |
| 18-149 | Direct Sales | Direct sellers may employ one assistant w/o additional payment | Clerk-Treasurer | \$25.00 + insurance (**see below) |

| Section | Category | Description | Department | Amount |
|------------|--|---|-----------------|--|
| 18-259 | Massage Parlor Establishment & Technicians | Massage Parlor establishment license/fee | Clerk-Treasurer | \$250 |
| 18-260 | Massage Parlor Establishment & Technicians | Massage technician and managers licenses/fee | Clerk-Treasurer | \$20 |
| 18-333 (a) | Processions, Parades, Runs, Walks,.... | Permit - Fee | Clerk-Treasurer | \$20 |
| 18-333 (g) | Processions, Parades, Runs, Walks,.... | Permit - Required Insurance (l & P) | Clerk-Treasurer | ** See below |
| 18-333 (l) | Processions, Parades, Runs, Walks,.... | Permit/(k) charge for increased costs | Clerk-Treasurer | Actual Increase in Costs |
| 18-333 | Street & Parking Lot Use Permit | Street Use Permit - Fee | Clerk-Treasurer | \$20 |
| 18-333 | Street & Parking Lot Use Permit | Street Use Permit - Required Insurance | Clerk-Treasurer | **See below |
| 18-333 | Street & Parking Lot Use Permit | Parking Lot Use Permit - Permit Fee | Clerk-Treasurer | \$20 |
| 18-333 | Street & Parking Lot Use Permit | Parking Lot Use Permit - Required Insurance | Clerk-Treasurer | **See below |
| 18-401 | Street & Parking Lot Use Permit | Street Privilege Permit Fee (Temporary construction or sidewalk café) (only valid for 3 months at a time) | Clerk-Treasurer | \$20 |
| 18-401 | Street & Parking Lot Use Permit | Street Privilege Permit (Temporary construction or sidewalk café) Required Insurance | Clerk-Treasurer | **See below |
| 18-402 | Street & Parking Lot Use Permit | Special Events Vending Permit - Permit Procedure | Clerk-Treasurer | \$20 |
| 18-402 | Street & Parking Lot Use Permit | Special Events Vending Permit - Required Insurance | Clerk-Treasurer | **See below |
| 18-39 | Alarm Systems | Answering of False Alarm - Fee | Police & Fire | 1-4 calls=\$25 each 5-7 calls=\$50 each 8+=\$75 each |
| 18-41 | Alarm Systems | Private Alarm System Permits - Permit Fee | Clerk-Treasurer | Fees are per Calendar Year |
| 18-441 | Sexually Oriented Adult Entertainment | License Fee (if denied, half returned) | Clerk-Treasurer | \$500 |
| 18-443 | Sexually Oriented Adult Entertainment | Renewal of License (if denied, half returned) | Clerk-Treasurer | \$500 |
| 18-78 | Amusement and Music Devices | Issuance of License; Term; Transferability/annual license fee | Clerk-Treasurer | \$10/device |
| 22-19 | Cemeteries | Cemetery sales, easement prices, and related fees | Clerk-Treasurer | See Cemetery Fee Schedule |
| 22-20 | Mayor: Common Council | Salaries - Schedule of Salaries | Council | Mayor \$6000/yr Alderpersons \$3,000/yr |
| 2408 | In General | Open Burning - Approval and Special Permit: Granted - Required Insurance | Fire Chief | None |
| 2-652 | Finance | Statement of Real Property Status - Special Assessment | Clerk-Treasurer | \$20.00/parcel or \$25.00/parcel for rush |

| Section | Category | Description | Department | Amount |
|---------|---|--|--------------------|--|
| 2-654 | Finance | Payment of Taxes; interest; penalty/late charge of 1% per month, or fraction of month | Clerk-Treasurer | 1%/month |
| 2-710 | Records | Public Access Copy Charge | Clerk-Treasurer | \$30/side |
| 46-31 | Hunting | Bow and arrow discharge permit | Police | \$25 |
| 46-156 | Public Nuisances | Abatement - Cost | Public Works | Actual Cost (includes invoices and staff time) |
| 46-77 | Offenses against property | Littering - Cost of Cleanup | Public Works | Actual Cost (includes invoices and staff time) plus 20% |
| 50-72 | Ball Diamond Rental (Ball Field Use Agreement) | Ball Diamond Rental (per day) YOUTH; No fee. Please notify Parks Department of Use | Parks & Recreation | no fees |
| 50-72 | Ball Diamond Rental (Ball Field Use Agreement) | Ball Diamond Rental (per day) ADULT; \$50/field/day set-up fees | Parks & Recreation | \$50 |
| 50-72 | Ball Diamond Rental (Ball Field Use Agreement) | TOURNAMENT (YOUTH AND ADULT); \$200/day set-up fees for North Diamond Complex (Shelter, North & Klein Diamond), \$100/field/day refundable deposit also required | Parks & Recreation | \$200 + \$100 refundable deposit |
| 50-72 | Ball Diamond Rental (Ball Field Use Agreement) | Ball Diamond Rental LEAGUES; Fees are based on scheduled games and include one (one day) scheduled tournament, \$100/field/day refundable deposit also required | Parks & Recreation | 13 weeks* = 1 diamond \$650, addt. Diamond = \$550 14-17 weeks* = 1 diamond \$800, addt. Diamond = \$650 18-21 weeks* = 1 diamond \$1000, addt. Diamond = \$800 *+ \$100 refundable deposit |
| 50-74 | Park Rental Fees | Riverside Park North Shelter #1 & #2 - Monday - Thursday | Parks & Recreation | \$75/day - Resident* \$100/day - Non-Resident* *+ \$100 refundable deposit |
| 50-74 | Park Rental Fees | Riverside Park North Shelter #1 & #2 - Weekend up to 249 guests | Parks & Recreation | \$100/day - Resident* \$150/day - Non-Resident* *+ \$100 refundable deposit |
| 50-74 | Park Rental Fees | Riverside Park North Shelter #1 & #2 - Weekend 250+ Guests | Parks & Recreation | \$150/day - Resident* \$200/day - Non-Resident* *+ \$100 refundable deposit |
| 50-74 | Park Rental Fees | Nathan Strong Park Gazebo (Weddings only) - Mon - Thurs | Parks & Recreation | \$75/day - Resident* \$100/day - Non-Resident* *+ \$100 refundable deposit |
| 50-74 | Park Rental Fees | Nathan Strong Park Gazebo (Weddings only) - Weekend up to 249 guests | Parks & Recreation | \$100/day - Resident* \$150/day - Non-Resident* *+ \$100 refundable deposit |
| 50-74 | Park Rental Fees | Riverside Park North Diamond Shelter-Monday - Thursday | Parks & Recreation | \$75/day - Resident* \$100/day - Non-Resident* *+ \$100 refundable deposit |
| 50-74 | Park Rental Fees | Riverside Park North Diamond Shelter - Weekend up to 249 guests | Parks & Recreation | \$100/day - Resident* \$150/day - Non-Resident* *+ \$100 refundable deposit |

| Section | Category | Description | Department | Amount |
|---------|-------------------------------------|---|--------------------|--|
| 50-74 | Park Rental Fees | Veteran's Gazebo Monday- Thursday | Parks & Recreation | \$75/day - Resident* \$100/day - Non-Resident* *+\$100 refundable deposit |
| 50-74 | Park Rental Fees | Veteran's Gazebo Weekend and Holidays up to 249 guests | Parks & Recreation | \$100/day - Resident* \$150/day - Non-Resident* *+\$100 refundable deposit |
| 50-74 | Park Regulations | Reservation of Park Space/required insurance | Parks & Recreation | See Park Shelter Use Agreement |
| 54-33 | Disposal & Collection | Permit - Issuance of permit, during scheduled dates only | Public Works | \$10/Major Appliance non-refundable Electronics priced per pound |
| 58-103 | Streets, Curbs, Gutters & Sidewalks | Obstructions and encroachments- Failure to Remove Obstruction Fee is actual cost | Public Works | Actual Cost (includes invoices and staff time) |
| 58-151 | Streets, Curbs, Gutters & Sidewalks | (Trench Permit)Permit Application for Excavation | Clerk-Treasurer | \$50.00 per location or \$1,000 Annually |
| 58-151 | Streets, Curbs, Gutters & Sidewalks | (Trench Permit) Permit for Excavation - Required Insurance | Clerk-Treasurer | **See below |
| 58-151 | Street, Curbs, Gutters & Sidewalks | (Trench Permit) Surface restoration - In the Event of Excavation, Restoration Costs to the Responsible Party | Streets | Actual Cost (includes invoices and staff time) |
| 58-160 | Street, Curbs, Gutters & Sidewalks | (Trench Permit) Surface Replacement for/unimproved street, oiled gravel road, bituminous on gravel, bituminous on concrete, concrete road | Streets | + restoration as follows: Additional Surface Charges: Terrace: No charge Unimproved Street: \$20/sq. yd. Oiled Gravel Road: \$65/sq. yd. Bituminous on Gravel: \$65/sq. yd. Concrete Street: \$150/sq. yd. Curb: \$110/LF Sidewalk 4": \$5.65/SF Sidewalk 6": \$6.55/SF |
| 58-208 | Street, Curbs, Gutters & Sidewalks | Service laterals -Charges for incomplete or unacceptable work (standardized special assessment schedule) | Water & Sewer | See Standardized Special Assessment Schedule |
| 58-272 | Driveways | Permit - Fee | Streets | See Building & Zoning Fee Schedule |
| 58-67 | Snow & Ice | Contracts with City for Snow Removal - Fee Calculation for Every 1,000 sq ft or Less; Extra for each additional 500 sq ft | Streets | Minimum Fee of \$150, plus \$30 per 500 sq.ft. in excess of 1,000 sq.ft. |
| 62-145 | Subdivisions | Fees in Lieu of Land | Zoning | \$200/dwelling unit |
| 62-178 | Subdivisions | Construction Plans, city review, inspections - Subdivider to Reimburse the City for Incurred Costs | Zoning | Per Resolution #07-13 |
| 62-262 | Subdivisions | Subdivider Engineering Fee | Zoning | Actual costs (includes invoices and staff time) + inspection fees. |
| 62-263 | Subdivisions | Subdivider Administrative Fee | Zoning | Cost of any legal, administrative or fiscal work |
| 62-264 | Subdivisions | Preliminary Plat Review - Subdivider to Pay | Zoning | \$50.00 + \$2.00 per unit/lot plus engineering fees |
| 62-264 | Subdivisions | Preliminary Plat Review - Reapplication Fee | Zoning | \$25 |
| 62-265 | Subdivisions | Final Plat Review - Subdivider to Pay | Zoning | \$25.00 + \$2.00 per unit/lot plus engineering fees |
| 62-265 | Subdivisions | Final Plat Review - Reapplication Fee | Zoning | \$10 |

| Section | Category | Description | Department | Amount |
|---------|----------------------------|---|-----------------|--|
| 62-258 | Subdivisions | Certified Survey/subdivide application fee; per each certified survey which results in two or less lots | Zoning | \$25 |
| 6-47 | Liquor Licenses | Outdoor Activities Filing Fee | Clerk-Treasurer | \$10 |
| 6-48 | Liquor Licenses | 1) Fees for Temporary Class "B" Fermented Malt Beverage License; per event 2) Fees for Temporary "Class B" Wine License; per event (no fee if obtained w/fermented malt bev license) 3) Fees for Fermented Malt Beverage Wholesaler's License; Annual | Clerk-Treasurer | \$10 |
| 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) | Clerk-Treasurer | \$100 |
| 6-48 | Liquor Licenses | 1) Fees for "Class A" Intoxicating Liquor License, Initially and Renewal Annually; 2) Fees for "Class B" Intoxicating Liquor License, Initially & Renewal Annually | Clerk-Treasurer | \$300 |
| 6-48 | Liquor Licenses | Fees for Reserve "Class B" Intoxicating Liquor License | Clerk-Treasurer | \$10,000 |
| 6-48 | Liquor Licenses | Fees for All Other Classes Not Listed | Clerk-Treasurer | \$100 |
| 6-48 | Liquor Licenses | Fees for Provisional Licenses (Retail) | Clerk-Treasurer | \$15 |
| 6-48 | Liquor Licenses | | | \$30 New Applicant/Renewal |
| 6-49 | Liquor Licenses | | | \$20 New Applicant/Renewal after June 30th |
| 6-54 | Liquor Licenses | Application for Operator's license - Provisional, Full Term, and Renewal/Operator's License | Clerk-Treasurer | \$15 Provisional |
| 66-32 | Hotel/Motel Room Tax | Imposed room tax rate is 4% of the monthly gross receipts; due quarterly | Clerk-Treasurer | 4% of monthly gross receipts due quarterly |
| 66-34 | Hotel/Motel Room Tax | Application Fee | Clerk-Treasurer | \$10 |
| 66-36 | Hotel/Motel Room Tax | Permit Revocation or Suspension; Renewal Fee | Clerk-Treasurer | \$50 |
| 66-40 | Hotel/Motel Room Tax | Failure to file return; payment; penalty/10% Nonpayment of Hotel/Motel Room Tax - Interest Accrual on late payments of 7%/year ; and timely payment discount available | Clerk-Treasurer | Payment Due + Penalty of 10% 1% discount if paid w/in 30 days of being due if late, interest accrues at 7%/year |
| 66-41 | Hotel/Motel Room Tax | Delinquent Returns - Penalty for late filing fee | Clerk-Treasurer | \$25 |
| 66-42 | Hotel/Motel Room Tax | Failure to file return; - Penalty of 25%; 50% if false return is filed | Clerk-Treasurer | Penalty of 25% |
| 66-43 | Hotel/Motel Room Tax | Violation - Penalty for Failure to Obtain a Permit or Failure to Allow an Inspection | Clerk-Treasurer | \$200 |
| 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 | \$5 |
| 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 | Utilities | Inspections - Work not ready at second notice has additional fee | Water & Sewer | Actual Cost (includes invoices and staff time) |
| 74-7 | Utilities | Special Inspections | Water & Sewer | Actual Cost (includes invoices and staff time) |
| 74-86 | Sewer Utility | Rates | Water & Sewer | Per Sewer Rate Schedule |

| Section | Category | Description | Department | Amount |
|---------|---|---|-----------------|--|
| 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 | Actual Cost (includes invoices and staff time) |
| 74-89 | Utilities | Water and Utility NSF Fee | Water & Sewer | \$30 |
| 74-41 | Water Utility | Meter Installation | Water & Sewer | \$55.00 |
| 74-41 | Water Utility | Reconnection fee after shut off | Water & Sewer | \$55.00 / \$70.00 (after 3:30 pm) |
| 74-89 | Sewer Utility | Sewer Connection Fee | Water & Sewer | \$405.00 |
| 74-41 | Water Utility | Frozen/Broke Meter (Varies upon size of meter) | Water & Sewer | \$104.21 for 5/8" |
| 78-2 | Vegetation | Destruction of Noxious Weeds - Noxious Weed Abatement Expenses and Penalties | Streets | \$218.99 for 1" |
| 78-3 | Vegetation | Natural Lawns - Applying for Permission to Establish a Natural Lawn | Streets | \$135.00/hour |
| 78-3 | Vegetation | Natural Lawns - Required Insurance to Burn Natural Lawn | Streets | \$25 |
| 78-4 | Vegetation | Length of Lawn and Grasses - Rate for City to Cut or Have Cut Grasses and Weeds | Streets | **See below |
| 58-66 | Snow and Ice | Snow and Ice Removal | Streets | \$135.00/hour |
| 78-43 | Trees and Shrubs | Permit for planting, maintenance and removal/(e) (1) Public utilities - Expense of inspection or supervision. | City Forester | \$135/hour |
| 78-46 | Trees and Shrubs | Obstructing view at intersection or of traffic signs - Cost of Removal | City Forester | Actual Cost (includes invoices and staff time) |
| 78-47 | Trees and Shrubs | Removal of Trees and Stumps - Cost of Removal | City Forester | Actual Cost (includes invoices and staff time) |
| | In-General | Brush Truck Rental | Clerk-Treasurer | \$135 each, includes tax |
| 82-123 | Applications for Hearings | Appeals and application fees-Board of Appeals | Zoning | \$35 initial truck |
| 82-518 | Districts | Procedural Requirements - Petition for Approval Review Fee - PUD | Zoning | \$20/ extra load |
| 82-643 | Conditional use Permit | Conditional Use Permit (CUP) Fee | Zoning | See Building & Zoning Fee Schedule |
| | Administration and Enforcement | Rezoning fee | Zoning | See Building & Zoning Fee Schedule |
| 82-66 | Dish Antennas, TV or Radio Towers & Wind... | Satellite Earth Stations - Application | Zoning | See Building & Zoning Fee Schedule |
| 82-716 | Signs | Fee for Sign Permit | Zoning | See Building & Zoning Fee Schedule |
| 82-801 | Cable Television | Franchise fee - 3% of the grantee's annual gross subscriber revenues | Clerk-Treasurer | 3% Annual Gross Subscriber Revenues |
| 93-10 | Cable Television | Liability and indemnification - Liability/insurance | Clerk-Treasurer | See Ord. 9-3-13 |
| 93-13 | Standardized Special Assessments | Standardized special assessment schedule - approved annually by Common Council | Clerk-Treasurer | Standardized Special Assessment Schedule |
| | Other Fees/Charges | Fingerprinting | Clerk-Treasurer | \$10.00 - Resident |
| | Public Records | Photos per page | Police | \$20.00 - Non Resident |
| | Other Fees/Charges | Internal Background check | Police | \$2.25 |
| | Other Fees/Charges | Warrant Processing Fee | Police | \$7 |
| | Other Fees/Charges | Police Dept. CD/DVD | Police | \$25 |
| | Other Fees/Charges | Voter Registration Disk | Clerk-Treasurer | \$5 |
| 26-76 | Other Fees/Charges | Fireworks permit | Clerk-Treasurer | \$20 |
| | Other Fees/Charges | Paper Service Fees (pay by attempt w/second attempt free) | Police | \$25 |
| | Other Fees/Charges | | Police | \$30.00/attempt +\$1.00 if no return envelope |

| Section | Category | Description | Department | Amount |
|---------|---|---|--------------------|---|
| | Other Fees/Charges | Fax | Police | \$1.75 - 1st page; \$.55/page after Free - Ages 2 and under \$3 youth ages 3-17 & Seniors ages 62+ |
| | Aquatic Center Fees | Aquatic Center Daily Rate | Aquatic Center | \$4 adults ages 18-61 |
| | Aquatic Center Fees | Aquatic Center Rental - Deck Rental - Cost does not include daily entrance fee | Aquatic Center | \$50.00 - up to 3 hrs |
| | Aquatic Center Fees | Aquatic Center Private Rental -cost includes daily entrance fee | Aquatic Center | \$125/hr - Resident \$250/hr - Non-Resident |
| | Aquatic Center Fees | Aquatic Center Season Pass | Pool | \$45 Individual \$100 Family Pass (2-5 Members) \$125 Family Pass (up to 6 family members) |
| 50-72 | Campground Fees | Campground Fees Daily and Weekly Rates | Parks & Recreation | \$30/night; \$120/week |
| 50-72 | Campground Fees | Wood | Parks & Recreation | \$5 per 8 pieces |
| 50-72 | Campground Fees | Showers | Parks & Recreation | \$0.50/minute |
| 50-72 | Campground Fees | Dump Station | Parks & Recreation | \$10 per use; Free to overnight campers |
| | Other Fees/Charges | Senior Center Use Rental | Senior Center | \$100 + \$100 refundable deposit also required |
| | Mtg Co. Tax Requests | Tax Amount Requests from Mortgage Companies | Clerk-Treasurer | \$5/parcel |
| | | | | To be implemented in 2027: Annual fee for Residential Recyclable Materials Collection shall be the Residential Premises Fee times 12 (months) for each residential unit (64-gallon cart) per the current Solid Waste and Recycling Services Agreement, and shall be amended as necessary. |
| 54-all | Residential Recyclable Materials Collection Fee | Residential Recyclable Materials Collection Fee | Clerk-Treasurer | \$35 |
| | Other Fees/Charges | NSF-Returned Checks Fee | Clerk-Treasurer | |
| | ** (Insurance Requirement) | \$1 million liability/(\$500,000 property liability per occurrence with City of Berlin named as an additional insured. Also required is a signed Hold Harmless Agreement. | | |

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

TO: Common Council
FROM: Brittani Majeskie, Deputy Clerk-Treasurer
AGENDA ITEM: Copier Service Proposals
MEETING DATE: January 13, 2026

BACKGROUND

Currently City Hall owns two copiers, one on the main floor in the Clerk's office and one on the 2nd floor, with service contracts with Gordon Flesch Company.

On December 15, 2025, Staff received a 30-day notice from Gordon Flesch Company that they would not be renewing the maintenance agreement for the 2nd floor copier. The notice did not provide any guidance or options for the City to update or renew a contract with Gordon Flesch. Staff did not receive contact from Gordon Flesch regarding this concern prior to December 15.

After contacting the City's Gordon Flesch Sales Representative, Staff learned that both copiers are very old and parts are no longer available. Staff also learned that the contract for the main floor copier would end in November of 2026, and would not be renewed. The Sales Representative also mentioned that the rates for the main floor copier were high. Staff asked the Gordon Flesch Sales Representative for a quote for new copiers and services.

Staff reached out to both the Green Lake County and Waushara County government building IT Departments to get recommendations for copier services, with each building highly recommending their copier service. Staff contacted representatives from EO Johnson, currently serving Waushara County, and Metro Sales, Inc., currently serving Green Lake County. Additionally, staff contacted a representative from Rhyme. Staff requested quotes for copier services from each company. The quotes are summarized below.

| Current Usage/ Rates with Gordon Flesch | Black and White | Color | |
|---|---|--|--|
| 1 st Floor | Monthly Average: 4,211 B&W Overage: \$0.0206 | Monthly Average: 2,776 Color Overage: \$0.13696 | Currently Own Billed Monthly Base Rate: 0.00 Average monthly payment: \$466.91 (Dec. 2025 was \$566.25) |
| 2 nd Floor | Annual Average: 13,567 (1,130/month) B&W Overage: \$0.013440 | Annual Average: 5,108 (427/month) Color Overage: \$0.08181 | Currently Own Billed Annually Base Rate: \$553.00 which includes 18,000 B&W pages Average annual payment: \$702.06 (2025 bill was \$682.06 or \$113.68 monthly average) |

| | | | |
|---|---|--|--|
| Gordon Flesch 60 month Lease Quote Summary | Black and White | Color | |
| 1 st Floor IMC4510 | Monthly Allowance: 3,500 Overage: \$0.00750 | Monthly Allowance: 2300 Overage: \$0.05402 | Lease Payment: \$289.27/mo (plus any overages) |
| 2 nd Floor IMC2510 | Monthly Allowance: 1,500 Overage: \$0.01377 | Monthly Allowance: 500 Overage: \$0.07870 | Lease Payment: \$107.79/mo (plus any overages) |
| Estimated monthly cost | | | Leases + Service Agreement: \$600.24 1 st floor B&W Overages: \$ 5.33 (711copies x overage rate) 1 st floor color copies Overage: \$25.71 (476 copies x overage rate) 2 nd floor B&W Overages: \$ 0.00 (not using allotted 369 pages) 2 nd floor color copies Overage: \$0.00 (not using 73419 allotted pages) 28 ESTIMATE TOTAL: \$631.28 |

| | | | |
|---|---|--|--|
| Metro Sales Inc 60 month Lease Quote Summary | Black and White | Color | |
| 1 st Floor Atalink C8245/ENGH2 | Monthly Allowance: 0 Overage: \$0.01 | Monthly Allowance: 0 Overage: \$0.045 | Lease Payment: \$350 for both machines |
| 2 nd Floor Atalink C8245/ENGH2 | Monthly Allowance: 0 Overage: \$0.01 | Monthly Allowance: 0 Overage: \$0.045 | |
| Estimated monthly cost (without overages) | | | Lease: \$350.00 B&W: \$53.41 (average monthly use x rate) Color: \$144.14 (average monthly use x rate) ESTIMATE TOTAL: \$547.55 |

| | | | |
|--|--|---|--|
| EO Johnson 60 month Lease Quote Summary | Black and White | Color | |
| 1 st Floor RICOH IM C4500 (Used) | Monthly Allowance: 0 Overage: \$0.011 | Monthly Allowance: 0 Overage: \$0.0556 | Lease: \$120.69/mo |
| 2 nd Floor RICOH IM C2000 (Used) | Monthly Allowance: 0 Overage: \$0.013 | Monthly Allowance: 0 Overage: \$0.0797 | Lease: \$42.11/mo |
| Estimated monthly cost (without overages) | | | Leases: \$162.80 1 st floor B&W Overages: \$ 46.32 (average monthly use x rate) 1 st floor color copies Overage: \$154.35 (average monthly use x rate) 2 nd floor B&W Overages: \$ 14.69 (average monthly use x rate) 2 nd floor color copies Overage: \$34.03 (average monthly use x rate) |
| *Additional fees would include actual cost of shipping of toners, estimated at \$10/toner. Staff estimates less than one toner/month. | | | ESTIMATE TOTAL: \$412.19* |

| | | | |
|--|---|---|--|
| EO Johnson 60 month Lease Quote Summary | Black and White | Color | |
| 1 st Floor RICOH IM C4510 (New) | Monthly Allowance: 0 Overage: \$0.0072 | Monthly Allowance: 0 Overage: \$0.0546 | Lease: \$193.13/mo |
| 2 nd Floor RICOH IM C2510 (New) | Monthly Allowance: 0 Overage: \$0.010 | Monthly Allowance: 0 Overage: \$0.073 | Lease: \$79.31/mo |
| Estimated monthly cost (without overages) | | | Leases: \$272.44 1 st floor B&W Overages: \$ 30.06 (average monthly use x rate) 1 st floor color copies Overage: \$151.57 (average monthly use x rate) 2 nd floor B&W Overages: \$ 11.30 (average monthly use x rate) 2 nd floor color copies Overage: \$31.17 (average monthly use x rate) |
| *Additional fees would include actual cost of shipping of toners, estimated at \$10/toner. Staff estimates less than one toner/month. | | | ESTIMATE TOTAL: \$496.80* |

| Rhyme 60 month Lease Quote Summary | Black and White | Color | |
|--|---|--|---|
| 1 st Floor Sharp BP- 71C55 | Monthly Allowance: 3,500 Overage: \$0.00731 | Combined Monthly Allowance: 2,800 Overage: \$0.052 | Combined Lease Amount: \$185.34 |
| 2 nd Floor Sharp BP- 71C31 | Monthly Allowance: 1,500 Overage: \$0.00943 | | |
| Estimated monthly cost (without overages) | | | Leases + Maintenance: \$477.00 1 st floor B&W Overages: \$ 31.97 (average monthly use x rate) 2 nd floor B&W Overages: \$ 0.00 (not using allotted 370 pages) Combined color copies overage: \$20.96 (average monthly use x rate) ESTIMATE TOTAL: \$529.93 *Can reconcile overages quarterly |

RECOMMENDATION

After discussion with the various providers, staff recommends moving forward with a lease option, rather than purchasing the devices.

EO Johnson provided what is presumed to be the most cost effective options. It should be noted they provided lease options for new and machines (prior generation models). The machines would be fully covered through the end of the 5 year lease term (for repairs/replacement if necessary). Due to the age of the used equipment at the end of the lease, the used machines would likely be at end of life, and the lease would probably not be renewed for the used equipment.

EO Johnson agreed to handle the removal of the City's current machines and provide a local service team.

The current Gordon Flesch contract can be canceled upon 30 day notice. Staff would plan to cancel the contracts for both machines and move forward with the new contract as soon as the machines can be installed.

SUGGESTED MOTION

Motion to waive the review of the Committee of the Whole and approve the proposal of EO Johnson for the lease and service of used copier equipment.

GFC Solution Investment

| Qty | Manufacturer | Model | Description |
|-----|--------------|---|--|
| 1 | Ricoh | IM C4510 Lease payment \$289.27/mo <i>1st Floor</i> | IM C4510 |
| | | | Paper Feed Unit PB3320 (2 x 550 Trays) |
| | | | Bridge Unit BU3100 |
| | | | Finisher SR3320 (1000 sheet) |
| | | | Punch Unit PU3080 NA |
| | | | Optional Counter Interface Unit Type M12 |
| 1 | Ricoh | IM C2510 Lease Payment \$107.79/mo <i>2nd Floor</i> | IM C2510 |
| | | | Cabinet Type A5 |

| imageCARE Agreement | | | | |
|---------------------|------------------|-----------|-----------|--------------|
| | | BW Images | | Color Images |
| | | Volume | Overage | |
| IM C4510 | <i>1st Floor</i> | 3,500 | \$0.00750 | 2,300 |
| IM C2510 | <i>2nd Floor</i> | 1,500 | \$0.01377 | 500 |

The imageCARE Agreement includes toner, all parts, all labor, travel time, technical updates, preventative maintenance, access to the GFC Help Desk for remote resolution, and firmware updates through GFC's Quality Assurance Program. GFC's imageCARE also provides an automatic meter reading application and 24/7 access to your private customer portal with information and tools. Network connected installations include the services of a Digital Support Specialist to manage system integration and training. Delivery, installation and start-up supplies is included. *Pricing does not include sales tax.*

| | | |
|---|-----------------|---------------------|
| *** Without imageCARE service agreement toners cost \$185/per color | | <u>60 Month</u> |
| Monthly Lease Investment Option | | \$660.24 |
| ***Includes above base of monthly images | | |
| Optional Accessories | Purchase Option | |
| Optional Internal Multi-Fold Unit FD3020 for 2nd Floor Device | \$1,627.00 | \$37.86 |
| | | |
| Outright Purchase Price Option *** \$12,431 is purchase price for the IM C4510 and \$4,632 is purchase price for the IM C2510 | | \$17,063.00 |
| imageCARE Agreement billed Monthly***Includes above base of monthly images | | \$263.18 + overages |
| \$195.83/mo for the IM C4510 and \$67.35 for the IM C2510 | | |

Network Consultation, Installation and Support

Network connected installations include the services of a Digital Support Specialist to manage system integration, training & unlimited access to our Technology and Logistics Center (TLC).

Delivery, equipment installation, start-up supplies and training included.

Pricing does not include applicable sales tax. Pricing valid for 30 days.

12/19/2025

Information herein is proprietary and confidential and shall not be used or disclosed without prior written consent of the Gordon Flesch Co.

Proposed Solution

| Qty | Manufacturer | Model | Description |
|-----|--------------|----------------------|--|
| 2 | Xerox | Altalink C8245/ENGH2 | Color Multifunctional Digital Printer 45 PPM |
| | | | ALTALINK C8245 DIGITAL ENABLEMENT |

| Service Agreement | | B/W Images | | Color Images | |
|--|--|------------|---------|--------------|-----------------------------|
| | | Volume | Overage | Volume | Overage |
| Altalink C8245/ENGH2 | | 0 | .01 | 0 | .045 |
| Altalink C8245/ENGH2 | | 0 | .01 | 0 | .045 |
| <hr/> | | | | | |
| Monthly Lease Investment | | | | | 60 Month \$350.00 |
| <hr/> | | | | | |
| Total Outright Purchase Price for Both Devices | | | | | \$15,974.44 |
| <hr/> | | | | | |

Service Plan Term

- MSI full service and supply agreement includes:
 - All service, preventive maintenance calls, parts and labor
 - EKM Insights (no cost) included for auto meters and auto toner shipment
 - No charge for standard toner freight
 - No charge for telephone help desk support
- 0-4 Hour Onsite Service Response Time Guarantee
- Local Certified Training/Metro full parts inventory/Company owned service vehicles

Notes

- Delivery, Installation and Training included
- Quarterly business reviews included
- All pages for service will be billed monthly in arrears for actual usage

Phone:

1.800.862.7414

MSI METRO
SALES INC

www.metrosales.com

Metro Sales Inc.

| Current Scenario | | |
|------------------------------------|---------------|----------|
| 5,025 b/w pages per month | | |
| 2,273 color pages per month | | |
| Lease per month | \$0.00 | \$350.00 |
| B/W Service per month | \$92.74 | \$50.25 |
| Color Service per month | \$286.82 | \$102.29 |
| Total per month | \$379.56 | \$502.54 |
| Proposed Scenario | | |
| 5,025 b/w pages per month | | |
| 2,273 color pages per month | | |
| Lease per month | \$0.00 | \$350.00 |
| B/W Service per month | \$92.74 | \$50.25 |
| Color Service per month | \$286.82 | \$102.29 |
| Total per month | \$379.56 | \$502.54 |
| New Rates Ricoh MPC2004EX | | |
| | Black: .01344 | |
| | Color: .08181 | |
| Current Rates Ricoh MPC4503 | | |
| | Black: .02059 | |
| | Color: .13696 | |
| New Rates Xerox C8245 | | |
| | Black: .01 | |
| | Color: .045 | |

City of Berlin
1/05/2026

EO JOHNSON

Current State:

| | | | | | Avg. BW | Avg. |
|-------------------|-------------|-------------|-----------|----------------|-------------|---------|
| | | | | | Annual | Color |
| | | | | | Overage (12 | Annual |
| | | | | | Base Rate | month) |
| | | | | | Cost Per | Overage |
| Ricoh | MPC2004EX | | | | | |
| (Billed Annually) | BW (CPP) | Color (CPP) | Base Rate | Months Covered | | |
| | \$ 0.013440 | \$ 0.08181 | \$ 553.00 | 12 | 46.08 | 0 |
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Actual Yearly Volu| BW Monthly Usa. 2/11/2025 2/11/2024

| | | | |
|------------------|-------|--------------|----------------|
| | | | Yearly BW |
| Color Monthly U: | 14996 | 10448 | Average 12,722 |
| | | | 13,567 |
| | | Yearly Color | |
| | 5322 | 4275 | Average 4,700 |
| | | | 5108 |

Annual average pages used in 2020 to factor in (14,996 B&W)
(5,822 color)

| Current: Ricoh MPI BW (CPP) | Color (CPP) | Base Rate | Months Covered | Base Rate | Cost Per Month | Usage (1 month) | Avg. BW | Usage (1 month) | Avg. BW | Avg. Color Cost | Total PMT (Monthly Avg.) | Avg. Color | Avg. |
|-----------------------------|-------------|-----------|----------------|-----------|----------------|-----------------|---------|-----------------|-----------|-----------------|--------------------------|------------|-------------|
| \$ 0.0206 | \$ 0.13696 | \$ - | 1 | \$ - | | 4211 | 2776 | \$ 86.70 | \$ 380.20 | \$ 466.91 | | Total | |
| | | | | | | | | | | | | Current | |
| | | | | | | | | | | | | Annual | |
| | | | | | | | | | | | | Cost: | \$ 6,304.92 |

| Actual Usage: | 12/11/2025 | 11/11/2025 | 10/11/2025 | 11/11/2024 | 12/11/2024 |
|--------------------|------------|------------|------------|------------|------------|
| BW Monthly Used | 4104 | 3525 | 2877 | 4757 | 5791 |
| Color Monthly Used | 2383 | 1829 | 2890 | 2829 | 3950 |

Proposed:

USED

| Ricoh IM C4500 | BW (CPP) | Color (CPP) | Months Covered | Monthly | | Avg. | | Total PMT (\$321.36*12 months= \$3,856.32) |
|----------------|----------|-------------|----------------|-------------|---------|---------|----------|---|
| | | | | Hardware | Avg. BW | Color | Avg. BW | |
| | | | | Rental Cost | Monthly | Monthly | Monthly | (Monthly Avg.) |
| | 0.011 | 0.0556 | 1 | \$ 120.69 | 4211 | 2776 | \$ 46.32 | \$ 154.35 |
| | | | | | | | | \$ 321.36 |
| | | | | | | | | Total Proposed Annual Cost: \$ 4,651.42 |

Annual
Savings: \$ 1,653.50

Quotation: Fleet IM C4500 (USED)

Quote Date: 1/5/2026

| Customer Information | Location |
|--|--|
| City of Berlin 108 N Capron Street Berlin, WI 54923, WI 54923 | City of Berlin 108 N Capron Street Berlin, WI 54923, WI 54923 |

RICOH IM C4500-RIC COPIER***

RICOH PAPER FEED UNIT PB3280 (550 X 2) (418349)

1st Floor

A3 MFD DELIVERY/SETUP

A3 MFD OR SCAN DEVICE INSTALL/ TRAINING

Total Recommended System Purchase Price

\$5,511.00 Accept [please initial]

or

Total Recommended System 60 Mo. FMV Lease

\$120.69 Accept [please initial]

Maintenance & Service

This agreement includes a Cost Per Copy rate

All BIW pages will be billed at \$0.011000.

All Color pages will be billed at \$0.055600.

Includes all parts, labor, travel. Drums and toner are included. Staples are not included.

ARDATA DEVICE REPORTING BOX-IQPM

Provides Auto Meter Readings and Toner Monitoring at No Additional Charge

\$0.00 Accept [please initial]

Submitted By:

Anne Jagler | Account Executive - Imaging
 ajagler@eojohnson.com | +17152614511

This Quotation is valid for ten days, after which pricing, availability, and terms may be subject to change. Upon signature, this document (1) constitutes a non-cancellable order for the Total Recommended System and any optional accessories, software, services, or other items identified herein, and (2) signifies acceptance of the Terms for General Maintenance Agreement set forth herein and incorporated by reference

Service Provider

EO Johnson Company, Inc.

Signature: 

Title: Sr. Vice President

Date: 1/5/2026

Client

City of Berlin

Signature:

Title:

Email:

Date: PO#

Quotation: Fleet Ricoh IM C2000 (USED)

Quote Date: 1/5/2026

| Customer Information | Location |
|--|--|
| City of Berlin 108 N Capron Street Berlin, WI 54923, WI 54923 | City of Berlin 108 N Capron Street Berlin, WI 54923, WI 54923 |

| RICOH IM C2000-RIC COPIER*** | |
|---|-----------|
| RICOH PAPER FEED UNIT PB3300 (550 X 2) (418352) A3 MFD OR SCAN DEVICE INSTALL/ TRAINING A3 MFD DELIVERY/SETUP | 2nd Floor |

| | |
|--|---|
| Total Recommended System Purchase Price or Total Recommended System 60 Mo. FMV Lease | \$1,922.86 <input type="checkbox"/> Accept [please initial] \$42.11 <input type="checkbox"/> Accept [please initial] |
|--|---|

Maintenance & Service

This agreement includes a Cost Per Copy rate
 All B\W pages will be billed at \$0.013000.
 All Color pages will be billed at \$0.079700.

Includes all parts, labor, travel. Drums and toner are included. Staples are not included.

Submitted By:

Anne Jagler | Account Executive - Imaging
 ajagler@eojohnson.com | +17152614511

This Quotation is valid for ten days, after which pricing, availability, and terms may be subject to change. Upon signature, this document (1) constitutes a non-cancellable order for the Total Recommended System and any optional accessories, software, services, or other items identified herein, and (2) signifies acceptance of the Terms for General Maintenance Agreement set forth herein and incorporated by reference

Service Provider

EO Johnson Company, Inc.

Signature: 

Title: Sr. Vice President

Date: 1/5/2026

Client

City of Berlin

Signature:

Title:

Email:

Date: PO#

Quotation: New Ricoh IM C2510

Quote Date: 1/8/2026

| Customer Information | Location |
|--|--|
| City of Berlin 108 N Capron Street Berlin, WI 54923, WI 54923 | City of Berlin 108 N Capron Street Berlin, WI 54923, WI 54923 |

RICOH IMC2510-RS 25PPM COLOR COPIER (419348)

RICOH CABINET TYPE A5 (52721)
 INNOVOLT 15A/120V SURGE PROTECTOR (W2000-15-120)
 A3 MFD OR SCAN DEVICE INSTALL/ TRAINING
 A3 MFD DELIVERY/SETUP
 RICOH TONER BOTTLE LOCK TYPE M52 (419420)

| | | |
|--|-------------------|--|
| Total Recommended System Purchase Price | \$3,621.25 | <input type="checkbox"/> Accept [please initial] |
| or | | |
| Total Recommended System 60 Mo. FMV Lease | \$79.31 | <input type="checkbox"/> Accept [please initial] |

Maintenance & Service

This agreement includes a Cost Per Copy rate
 All BW pages will be billed at \$0.010000.
 All Color pages will be billed at \$0.073000.

Includes all parts, labor, travel. Drums and toner are included. Staples are not included.

ARDATA DEVICE REPORTING BOX-IQPM

Provides Auto Meter Readings and Toner Monitoring at No Additional Charge **\$0.00** Accept [please initial]

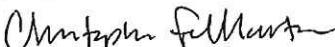
Submitted By:

Anne Jagler | Account Executive - Imaging
 ajagler@eojohnson.com | +17152614511

This Quotation is valid for ten days, after which pricing, availability, and terms may be subject to change. Upon signature, this document (1) constitutes a non-cancellable order for the Total Recommended System and any optional accessories, software, services, or other items identified herein, and (2) signifies acceptance of the Terms for General Maintenance Agreement set forth herein and incorporated by reference

Service Provider

EO Johnson Company, Inc.

Signature: 

Title: Sr. Vice President

Date: 1/8/2026

Client

City of Berlin

Signature:

Title:

Email:

Date: PO#

Quotation: New Ricoh IM C4510

Quote Date: 1/8/2026

| Customer Information | Location |
|---|---|
| City of Berlin 108 N Capron Street Berlin, WI 54923, WI 54923 | City of Berlin 108 N Capron Street Berlin, WI 54923, WI 54923 |

RICOH IMC4510-RS 45PPM COLOR COPIER (419320)

RICOH PAPER FEED UNIT PB3320 2 X 550 SHEET (423699), REPLACED 419365
INNOVOLT 15A/120V SURGE PROTECTOR (W2000-15-120)
A3 MFD OR SCAN DEVICE INSTALL/ TRAINING
A3 MFD DELIVERY/SETUP
RICOH TONER BOTTLE LOCK TYPE M52 (419420)

Total Recommended System Purchase Price \$8,818.75 Accept [please initial]

or

Total Recommended System 60 Mo. FMV Lease \$193.13 Accept [please initial]

Maintenance & Service

This agreement includes a Cost Per Copy rate
All BW pages will be billed at \$0.007200.
All Color pages will be billed at \$0.054600.

Includes all parts, labor, travel. Drums and toner are included. Staples are not included.

ARDATA DEVICE REPORTING BOX-IQPM

Provides Auto Meter Readings and Toner Monitoring at No Additional Charge \$0.00 Accept [please initial]

Submitted By:

Anne Jagler | Account Executive - Imaging
ajagler@eojohnson.com | +17152614511

This Quotation is valid for ten days, after which pricing, availability, and terms may be subject to change. Upon signature, this document (1) constitutes a non-cancellable order for the Total Recommended System and any optional accessories, software, services, or other items identified herein, and (2) signifies acceptance of the Terms for General Maintenance Agreement set forth herein and incorporated by reference

Service Provider

EO Johnson Company, Inc.

Signature: 

Title: Sr. Vice President

Date: 1/8/2026

Client

City of Berlin

Signature:

Title:

Email:

Date: PO#

PROPOSED SOLUTION

FINANCIALS

Monthly payment includes up to 1,500 (2nd floor) and 3,500 (1st floor) mono pages and 2,800 color pages, equipment, service, and supplies, (excluding paper).

RECOMMENDED EQUIPMENT SUMMARY

| Model | QTY | Description |
|--|-----|--|
| Sharp BP-71C31 (2 nd Floor) | 1 | 31 PPM B&W/Color MFP 300-sheet document feeder, 2 x 550-sheet paper drawers and 100-sheet bypass tray. |
| Sharp BP-71C55 (1 st Floor) | 1 | 55 PPM B&W/Color MFP 300-sheet document feeder, 4 x 550-sheet paper drawers and 100-sheet bypass tray |

**Add eGoldFax cloud fax solution: \$32.99/month

PROPOSED COSTS

Monthly: \$477.00

PROPOSED SAVINGS

| Period | Total |
|---------|-------------|
| Monthly | \$585.93 |
| 5-Years | \$35,155.80 |

Lease Term (Months): 60

Overage Rates Color: \$0.052

Overage Rates Black & White (1st floor): \$0.00731

Overage Rates Black & White (2nd floor): \$0.00943

ALL-INCLUSIVE PRICING

Our all-inclusive plans include the following at no additional cost:

- ✓ Help Desk & End-User Training
- ✓ Delivery & Installation
- ✓ Service & Toner Package



(800) 362-4333 Phone
(800) 697-8518 Fax
info@rhymebiz.com Email
www.rhymebiz.com Web

Maintenance Agreement

| CUSTOMER INFORMATION | | | | | | | | | | | | |
|------------------------------|-----------|-----------------------------------|-----------|----------------|--------------------------|---------------------------------------|---------------------------------------|------------------|-----------------------|---------------------|--|--|
| Customer Number: | | | | | Phone Number: | | (920) 361-5400 | | | | | |
| Company Name: | | City Of Berlin | | | Contact: Name: | | Jessi Balcom | | | | | |
| Address: | | 108 N Capron St | | | | | | | | | | |
| City/State/Zip: | | Berlin | WI | 54923 | Email: | cityadministrator@cityofberlin.wi.gov | | | | | | |
| Notes: | | | | | | | | | | | | |
| SERVICE CONTRACT INFORMATION | | | | | | | | | | | | |
| Base Billing Cycle: | | Monthly | | | Monthly Base Amount: | | \$185.34 | | | | | |
| Excess Cycle: | Black: | Quarterly | | | Usage: | | No | | | | | |
| | Color: | Quarterly | | | CPI: | | Yes | | | | | |
| XEROX Direct MA: | | No | | | Lease #: | | 3225860 | | | | | |
| Start Date: | | At Install: | Yes | Other Date: | | | | | | | | |
| Includes: | | Toner (Color & Black) Labor Parts | | | | | | | | | | |
| Meter Collection Method: | | Rhyme Device Management | | | Meter Read Contact Name: | | Jessi Balcom | | | | | |
| | | | | | Meter Read Email: | | cityadministrator@cityofberlin.wi.gov | | | | | |
| Invoice Received by Email: | | Yes | | | Invoice Contact Name: | | Jessi Balcom | | | | | |
| | | | | | Invoice Email: | | cityadministrator@cityofberlin.wi.gov | | | | | |
| EQUIPMENT | | | | | | | | | | | | |
| Serial # | ID | Model | Start B/W | B/W (Qty Incl) | B/W CPC (Rate Incl) | B/W Rate (Excess) | Start Color | Color (Qty Incl) | Color CPC (Rate Incl) | Color Rate (Excess) | | |
| | 2nd Floor | BP-71C31 | | 1,500 | 0.00943 | 0.00943 | | 2,800 | 0.05200 | 0.05200 | | |
| | 1st Floor | BP-71C55 | | 3,500 | 0.00731 | 0.00731 | | | | | | |
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Rhyme agrees with the undersigned customer ("Customer") to provide maintenance for the equipment and accessories described above ("Equipment"), subject to the terms and conditions set forth on the reverse of this agreement. Customer acknowledges that they have read and agree to the terms and conditions on the back.

Authorized Signature – Dealer

Title

Date

Authorized Signature – Client

Title

Date

CITY OF BERLIN
COMMON COUNCIL MEETING
STAFF REPORT

TO: Common Council
FROM: Brittani Majeskie, Deputy Clerk-Treasurer
AGENDA ITEM: Establish New Polling Location
MEETING DATE: January 13, 2026

BACKGROUND

The Berlin Armory has been used as a polling location for the City of Berlin for several years. However, Armory staff notified City staff that the armory is scheduled to be sold, and the building cannot be leased to the City for use as a polling location after February 17, 2026.

Staff toured several locations throughout the City for use as a polling location and considered various concerns such as building availability, space sufficiency, handicap accessibility, parking, and cost.

Staff recommends the River Shores Church building located at 253 S. Church St., as a polling location for the elections to be held on April 7, August 11 and November, 3 2026, with an annual fee of \$200.

The Wisconsin Elections Commission requires polling places to be established by the governing body of a municipality at least 30 days before any election. Also, when two or more wards are combined for voting purposes at a single polling place the governing body must do so by resolution at least 30 days before any election.

SUGGESTED MOTION

Motion to waive review of the Committee of the Whole and approve the River Shores Church building located at 253 S. Church St., as a polling location for the elections to be held on April 7, August 11 and November, 3 2026, and approve Resolution #26-01 to designate polling place for City of Berlin in Green Lake and Waushara Counties.



RESOLUTION # 26-01

RESOLUTION TO DESIGNATE POLLING PLACE FOR CITY OF BERLIN IN GREEN LAKE AND WAUSHARA COUNTIES

WHEREAS, the City of Berlin of Green Lake and Waushara Counties, Wisconsin, established wards 1 through 7 in accordance with Section 5.15 of the Wisconsin Statutes in Resolution #21-15; and

WHEREAS, 147 Memorial Dr., Berlin, WI 54923 will no longer be available for voting purposes following the February 17, 2026 election;

BE IT RESOLVED that for all voting purposes, wards 1 through 7 as established in Resolution #21-15 will be combined, using one common polling place, which will be **253 S. Church St., Berlin, WI 54923** as located in Ward 3, beginning April 7, 2026.

Adopted this 13th day of January, 2026.

ROLL CALL VOTE:

CITY OF BERLIN

AYES

BY: _____

Catrina Burgess, Mayor

NAYS

ABSENT

ATTEST: _____

Jessi Balcom
City Administrator/Clerk/Treasurer



City of Berlin - Department of Planning and Development

108 North Capron St • P.O. Box 272 • Berlin, Wisconsin 54923-0272
(920) 361-5400 • Fax: (920) 361-5454

MEMO

TO: Common Council
FROM: Timothy Ludolph, Planning & Development Director
RE: Business Activity- 2024 + 2025 Summary in Berlin
DATE: 01-13-2026

The data from the last two years, since we didn't have a recap like this last year, show these results:

- 2024: The net change was neutral (+0). This means 10 businesses closed, but 10 new or returning businesses took their places. Six businesses stayed.
- 2025: We had a positive net gain (+1). Nine businesses closed, but ten new or returning businesses opened. Seven businesses were retained.

The Berlin Community Development Corporation, primarily using the Rural Business Development Loan in combination with the City of Berlin's Downtown TID grants, has made a big difference in the results over the last few years.

By combining these two programs, we were able to use the resources more effectively, and the list of new and retained businesses shows many names of businesses and/or buildings that got help from one or both programs.

As you all know, people have often talked about how there are many empty storefronts or ones being used for storage, which isn't the best use of those spaces. I really think this summary shows that our efforts have been worthwhile, and the feeling that some blocks are coming back to life is backed up by the numbers.

These trends don't fully show how much outreach and relationships are happening because some of the businesses that stayed have moved into empty spaces, leaving behind places where multiple businesses were sharing the same area. Also, there are many ongoing talks that should help keep reducing the number of empty spaces and neglect in the Business Districts.

It's also hard to figure out how many potential businesses are really set on moving to Berlin compared to those who are just casually interested. With more years of data and fewer variables, we could probably find a percentage of those who decide to move or start their business here. There are good reasons to be optimistic about the future with everything in place.



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Businesses that closed in the year 2024:

Berlin Oil- Auto Service
Las Brasas Mexican Restaurante
Lloyd Law Firm
Odds & Ends
Paisano's Mexican Grill
Raven & Rose Apothecary
Riverside Bait Shop
Sandi's Deals and Discounts
Saving Grace Architectural Salvage and Antiques
Strategic Accounting Services

New Businesses in the year 2024

Beiser Realty
Fungi Fusion
Glo
Hair By Emily
Hillside Dental
Ivy's Dog Grooming
Kiwi Louise Piercing
Ryan Gravunder Insurance Agency
Taste of Texas BBQ
The Lavender Lark

New Ownership

Driftwood Bar

Retention/Move:

Cor'Nutrition
Farmer's Insurance
Tansy Oak Gifts
T-Bird Aviation – Moved to Berlin Field
Wicked Lash & Brow



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Businesses that closed in the year 2025:

Back In Black, LLC
Eskimo Comfort
Family Dollar
Field's Pharmacy and Gifts + Hallmark Cards
Hypro (2 Buildings)
Glo
Marquette Grain Systems
Mauel, Peter CPA
Wicked Lash and Brow

New Businesses in the year 2025

Berlin Auto and Tire
Black Monarch Beauty Co. LLC
El Pariente Mexican Store
Four Reel Sports and More
Fungi Fusion
Haunted Midwest Ghost Tours LLC
Rustic Roots Hair
This + That Variety Shop, LLC.
Triangle Family Restaurant
Worth It Accounting Firm

New Ownership

Hong Kong King Buffet (Greentree Mall)

Retention/Move:

Bending Collective LLC.
Dollar Tree
Izzy's Dockside Diner and Pub
The Lion Group
Rhythm of Life
Whit Lei Farms LLC

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Employee Assistance Program renewal
MEETING DATE: January 13, 2026

BACKGROUND

ThedaCare At Work provides Employee Assistance Program services for City of Berlin employees. The current agreement runs through March 2026. The proposed agreement extension will provide EAP services to 62 City of Berlin employees at a total cost of \$2,294 (\$37/employee per year).

SUGGESTED MOTION

Motion to waive review by the Committee of the Whole and approve the contract with ThedaCare At Work to provide Employee Assistance Program services through March 2027.



ThedaCare®

At Work

City of Berlin

Attn: Jessi Balcom, City Administrator/Clerk-Treasurer

December 24th, 2025

Hi Jessi,

This form notifies you that your contract with ThedaCare At Work for Employee Assistance Program (EAP) services has been extended from April 1, 2026, to March 31, 2027.

- The contract will continue covering all services outlined in the original agreement.
- The current contract employee count is **54** employees.
 - **Please contact me with an updated employee count for the 2026-2027 contract year.**
- Counseling services will be billed at a rate of:
 - Capitated Contract: **\$37.00** per employee per year
- Corporate Education & Healthy Workplace Training Services \$200 per hour
- Critical Incident Response Services \$200 per hour
- Consultative Phone Services
 - Included in Capitated Contract

**As always, we appreciate being your partner in your employees' health and well-being!
Please contact me with any questions.**

Thank you!

Jesse Rickert

Account Representative

2300 E. Capitol Drive

Appleton, WI 54911

Office: 920-454-7846



City of Berlin - Department of Planning and Development

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

(920) 361-5156

MEMO

TO: Common Council
FROM: Timothy Ludolph, Zoning Administrator
RE: Comprehensive Plan– Request for Amendment- Land Use
DATE: January 13th 2026

Background:

After thorough analysis of the existing planning documentation, including all Existing and Future Land Use maps on file from 2003 to the present, MSA has determined that there is no appropriate document available for use as initially expected when the proposal was completed. The most efficient solution, in terms of both time and cost, is outlined in the attached Amendment No:1 document, which proposes using the Zoning Map as a foundation for a new Existing Land Use Map. Staff agrees this is the best solution, as it would establish immediate alignment between the Existing Land Use Map and the Current Zoning Map, facilitating updates to both and likely reducing costs as development progresses. Furthermore, staff argues this document is of great importance to the City achieving development goals and ensures the Zoning Map has been examined for accuracy more recently than the Existing Land Use Map.

As a reminder, the funding for this Comprehensive Plan had been previously budgeted for \$30,000.00 and the proposed amended amount would be \$30,780.00. This is an update from the original proposal approved for \$29,980.00.

Recommendation

Motion to waive review by the Committee of the Whole and approve \$800 be added to the Comprehensive Planning services agreement with MSA (total \$30,780), exceeding the budgeted amount by \$780, to create an Existing Land Use map and add it to the City's online GIS; authorizing the Zoning Administrator to sign the amendment.



MSA Professional Services
1702 Pankratz St,
Madison, WI 53704

January 13, 2025

City of Berlin Common Council

Re: City of Berlin Comprehensive Plan

Members of the Common Council

The Comprehensive Planning process is currently underway and has included a thorough review of existing data, maps, and previous planning efforts. During this analysis, the planning team identified a significant gap in the available information. Specifically, the most recently available Existing Land Use (ELU) map does not meet the level of accuracy or detail required to support the upcoming comprehensive plan update.

To address this issue, MSA Professional Services recommends a full overhaul of the existing ELU map. Rather than attempting to update the outdated dataset, MSA proposes using the City's current Zoning Map as the foundational layer for developing a new, accurate ELU. This approach will ensure that the resulting map is consistent with current land use patterns, aligns with regulatory frameworks, and can be reliably used by City staff for future planning inquiries and decision-making related to the comprehensive plan.

To complete this work, MSA Professional Services is requesting an amendment to the existing contract in the amount of **\$800**. This amendment accounts for the additional time and technical effort required to develop the updated Existing Land Use map and to integrate the finalized map into the City's GIS Online database.

Sincerely,
MSA Professional Services, Inc.

Morgan Shapiro
Lead Planner – City of Berlin Comprehensive Plan
mshapiro@msa-ps.com | +1 (920) 267-6088



Amendment

Amendment No: 1

MSA Project Number: 00084009
Date of Issuance: 12/17/2025

This is an amendment to the Agreement dated 6/20/2025 and does acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project amendment:

MSA PROFESSIONAL SERVICES, INC (MSA)
Address: 1702 Pankratz Street, Madison, WI 53704
Phone: (608) 242-7779
Representative: Stephen Tremlett

Email: stremlett@msa-ps.com

CITY OF BERLIN (OWNER)
Address: 108 N Capron St., Berlin, WI 54923
Phone: 920-361-5456
Representative: Tim Ludolph

Email: TLudolph@cityofberlin.wi.gov

Project Name: City of Berlin Comprehensive Plan

The project scope has changed due to: Additional effort needed to create ELU Map.

The scope of the work authorized is: See Attachment A: Scope of Services

The schedule to perform the work is: Approximate Start Date: 12/16/2025
Approximate Completion Date: July 2026

The lump sum fee for the work is: \$800
Original contract amount: \$29,980
New contract amount: \$30,780

Any attachments or exhibits referenced in this Amendment are made part of this Agreement. Payment for these services will be on a lump sum basis.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Amendment. A copy of this Amendment signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project.

CITY OF BERLIN

Tim Ludolph
Planning and Development Director
Date: _____

MSA PROFESSIONAL SERVICES, INC.

Stephen Tremlett
Planning Team Leader
Date: 12/17/2025

**ATTACHMENT A:
SCOPE OF SERVICES**

- Using the City's current zoning map as a base, MSA will create new generalized existing land use categories (e.g., residential, commercial, industrial, mixed use) to create a new Existing Land Use (ELU) Map.
- MSA is unable to identify any mixed-use properties/parcels based on current zoning; the City is responsible for identifying those properties/parcels to MSA for inclusion in the new ELU Map.
- This will also be added to the City's GIS Online database.

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Ordinance #01-26 Municipal Code Chapter 54 Waste and Recycling Amendment
MEETING DATE: January 13, 2026

BACKGROUND

The Department of Natural Resources is requiring that municipalities update their ordinances regarding recycling within the first quarter of 2026 to address some changes that have been made to state recycling regulations. None of the changes significantly impact the City's current ordinance or operations.

The ordinance also requires amendment to allow for collection of a special charge for Recycling on the tax bills in 2027, as has been discussed by the Council throughout the budgeting process.

The City Attorney has drafted the ordinance amendments for your review. The Department of Natural Resources, Division of Waste Reduction has also reviewed the ordinance amendments.

SUGGESTED MOTION

Motion to approve amendments to Municipal Code Chapter 54 Waste and Recycling (Ordinance #01-26) to bring the code into compliance with DNR requirements and allow a Recycling fee to be placed on future tax bills.

ORDINANCE #01-26

**AN ORDINANCE TO REPEAL AND RECREATE PORTIONS OF CHAPTER 54
ENTITLED “SOLID WASTE AND RECYCLING” OF THE CITY OF BERLIN
MUNICIPAL CODE REGARDING THE COLLECTION OF SOLID WASTE
AND RECYCLING MATERIALS AND RELATED SERVICES**

WHEREAS, the City of Berlin desires to encourage the health of its residents and sanitation and good order of the City of Berlin through the provisions of the City of Berlin Municipal Code; and

WHEREAS, Chapter 54 of the City of Berlin Municipal Code addresses the Solid Waste and Recycling in the City and creates certain specifications, requirements and procedures for the collection of garbage and other refuse and the scope of such services within the City of Berlin; and

WHEREAS, currently the costs associated with the collection of recycling materials are included as part of the City of Berlin’s general levy; and

WHEREAS, City staff has considered the viability of imposing the costs of collecting recyclable materials via special charge on property owners pursuant to Wis. Stats. §66.0627 rather than paying such costs through the City’s general levy and thus making available more funds for the general levy; and

WHEREAS, City staff have also identified provisions of Chapter 54 that should be updated to bring Chapter 54 in line with provisions and language recommended by the Wisconsin Department of Natural Resources related to solid waste and recycling, including, but not limited to, provisions related to the separation of recyclable materials and recycling responsibilities of nonresidential facilities; and

WHEREAS, the Common Council of the City of Berlin finds that it is in the best interest of the health, general welfare, and safety of the City of Berlin to impose special charges for the costs associated with the collection of recyclable materials in the City and to amend Chapter 54 to update the provisions as noted herein.

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

SECTION 1. Chapter 54 of the City of Berlin Municipal Code entitled “Solid Waste and Recycling,” Article I entitled “In General,” Section 54-1 entitled “Definitions,” specifically the definition of “Multiple-family dwelling” is hereby repealed and recreated to read as follows:

Sec. 54-1. – Definitions.

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

SECTION 2. Chapter 54 of the City of Berlin Municipal Code entitled “Solid Waste and Recycling,” Article I entitled “In General,” Section 54-2 entitled “Penalty,” Subsection 54-2(a) entitled “General Penalties,” Subsection 54-2(a)(1) is hereby repealed and recreated to read as follows:

Sec. 54-2. – Penalty.

- (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.

SECTION 3. Chapter 54 of the City of Berlin Municipal Code entitled “Solid Waste and Recycling,” Article I entitled “In General,” Section 54-2 entitled “Penalty,” Subsection 54-3 entitled “Enforcement Authority,” is hereby repealed and recreated to read as follows:

Sec. 54-3. – Enforcement Authority.

- (1) For the purpose of ascertaining compliance with the provisions of this chapter, any authorized officer, employee or representative of the city may 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. No person may refuse access to any authorized officer, employee or authorized representative of the city who requests access for purposes of inspection, and who presents appropriate credentials. No person may obstruct, hamper or interfere with any such inspection.
- (2) Any person who violates a provision of this ordinance may be issued a citation by the City of Berlin Police Department to collect forfeitures. The issuance of a citation shall not preclude proceeding under any other ordinance or law relating to the same or any other matter. Proceeding under any other ordinance or law relating to the same or any other matter shall not preclude the issuance of a citation under this paragraph.
- (3) Penalties for violating this ordinance may be assessed as follows
 - a. Any person who violates Sec. 54-42 may be required to forfeit \$50 for a first violation, \$200 for a second violation, and not more than \$2000 for a third or subsequent violation.

- b. Any person who violates a provision of this Chapter, except Sec. 54-12, may be required to forfeit not less than \$10 or more than \$1000 for each violation

SECTION 4. Chapter 54 of the City of Berlin Municipal Code entitled "Solid Waste and Recycling," Article II entitled "Storage, Disposal and Collection," Section 54-16 entitled "Recyclable Materials Collection," is hereby repealed and recreated to read as follows:

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 by special charge on the property tax bill pursuant to Wis. Stats. §66.0627(2), such special charge will be collected annually by the city to fund recycling program operations and collection of one rollout container per residential property 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.

SECTION 5. Chapter 54 of the City of Berlin Municipal Code entitled "Solid Waste and Recycling," Article II entitled "Storage, Disposal and Collection," Section 54-18 entitled "Containers," Subsection 54-18(a) which is untitled, is hereby repealed and recreated to read as follows:

Sec. 54-18 – Containers.

The city has provided all existing residential properties which are not multiple-family dwellings with one rollout post-consumer waste collection container per residential property unit at no cost, and one rollout recyclable materials collection container per residential property unit charged to the residential property unit owner as a special charge on the property tax bill to 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 residential property unit at no cost, and one rollout recyclable materials collection container per residential property unit charged to the residential property unit owner as a special charge on the property tax bill to 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).

SECTION 6. Chapter 54 of the City of Berlin Municipal Code entitled "Solid Waste and Recycling," Article III entitled "Recycling," Section 54-37 entitled "Separation of Recyclable Materials," Subsection 54-15 is hereby created as follows:

Sec. 54-37 – Separation of Recyclable Materials.

(15) Office Paper.

SECTION 7. Chapter 54 of the City of Berlin Municipal Code entitled "Solid Waste and Recycling," Article III entitled "Recycling," Section 54-38 entitled "Separation Requirements Exempted," is hereby repealed and recreated as follows:

Sec. 54-38 Separation Requirements Exempted.

- (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 (15) 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 (15) 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.

SECTION 8. Chapter 54 of the City of Berlin Municipal Code entitled "Solid Waste and Recycling," Article III entitled "Recycling," Section 54-39 entitled "Responsibilities of Owners or Designated Agents of Multiple-Family Dwellings," is hereby repealed and recreated to read as follows:

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. The number of recyclable materials collection containers shall equal or be greater than the number of waste collection containers and at least one of the following shall be met:
 - a. The minimum total volume of recyclable materials collection container space is equal to 20 gallons per week per dwelling unit.
 - b. The ratio of waste collection containers volume to recyclable materials collection container volume is at most 2:1.
 - c. An alternative method that does not result in overflow of a recyclable materials collection 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 Wis. Stats. § 287.07(1m) to (4), at this location. This notification shall include, which materials are collected, how to prepare recyclable materials in order to meet the processing requirements, collection methods or sites, and 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 tenants and the delivery of the recyclable materials to a recycling facility.

SECTION 9. Chapter 54 of the City of Berlin Municipal Code entitled "Solid Waste and Recycling," Article III entitled "Recycling," Section 54-40 entitled "Responsibilities of Owners or Designated Agents of Nonresidential Facilities and Properties," is hereby repealed and recreated to read as follows:

Sec. 54-40 – Responsibilities of Owners or Designated Agents of Nonresidential Facilities and Properties.

- (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 which materials are collected, how to prepare recyclable

materials in order to meet the processing requirements, collection methods or sites, and 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.
- (4) Provide adequate, separate containers for the 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.

SECTION 10. SECTION 8. Chapter 54 of the City of Berlin Municipal Code entitled "Solid Waste and Recycling," Article III entitled "Recycling," Section 54-41 entitled "Preparation and Collection of Recyclable Materials by the City," the un-numbered opening paragraph thereto is hereby repealed and recreated as follows:

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 (15):

SECTION 11. Chapter 54 of the City of Berlin Municipal Code entitled "Solid Waste and Recycling," Article III entitled "Recycling," Section 54-42 entitled "Prohibitions on Disposal of Recyclable Materials Separated for Recycling," is hereby repealed and recreated as follows:

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 (15), which have been separated for recycling, unless subject to a statutory exception and with the exception that waste tires may be burned with energy recovery in a solid waste treatment facility.

SECTION 12. SEVERABILITY. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any

other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 13. EFFECTIVE DATE. This Ordinance shall take effect _____, 2026 upon its passage by the COMMON COUNCIL of the CITY OF BERLIN and publication as required by law.

SECTION 14. The numeric section numbers and headings of any portions of the CITY OF BERLIN Code of Ordinances affected by this Ordinance shall be subject to modification in the discretion of the codifier, and the approval of the CITY OF BERLIN Attorney, during codification into the CITY OF BERLIN'S current Code of Ordinances.

ROLL CALL VOTE:

____ AYES

____ NAYS

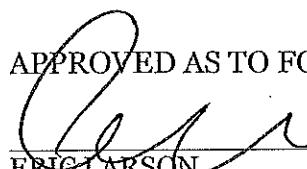
____ ABSENT

CITY OF BERLIN

BY: _____
CATRINA BURGESS
Mayor

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

APPROVED AS TO FORM:



ERIC LARSON
City Attorney

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Discussion of City Aquatic Center – possible next steps, possible referendum
MEETING DATE: January 13, 2026

BACKGROUND

The Common Council requested that the Pool discussion be brought back in January. Minutes from the September 9, 2025 regular meeting are attached for your information. At that meeting, completion of the 2024 audit, not knowing the total amount of funds available in the reserve funds, and CIP funding were all mentioned. Additionally, the Council planned to discuss the possibility of a referendum to determine whether or not City funds (taxes) should be used to repair the pool.

At this time, the 2024 audit has been completed (and the 2025 audit is just getting underway). The City's net position did not see a significant change in 2024, however there were unbudgeted/unanticipated expenditures in 2025. Through the CIP process, the Council has made plans to borrow \$2M every other year to address the capital needs of the City. If the Council determines that a borrowing will be utilized to pay for repairs to the pool, the amount of funding planned for the other needs of the City would be impacted.

The Council could issue a Request for Proposals (RFP) regarding the pool property. In doing so, the public/firms would be invited to submit plans and costs to 1)fully restore (and possibly enhance) the pool all at one time, 2)restore (and possibly enhance) the pool in phases/over time, and/or 3)demolish the pool and make the site shovel ready for a new project. In issuing the RFP the Council could make it clear that a decision has not yet been made as to the future of the aquatic center and the Council may or may not choose to move forward with one of the options/proposals presented, choose a different path forward, or utilize the cost estimates presented to provide information to the public for a possible referendum.

In order to place a referendum on the ballot, questions must be received by the County Clerk at least 10 weeks prior to the election. Please see the "Steps to prepare for a Referendum Question" from Green Lake County. Therefore, the next election available would be August 2026 (or November 2026, February 2027 or April 2027). Should the Council determine that a referendum is necessary, it will be important to phrase the question clearly – so the public knows exactly what they are approving/denying. We will also want to ensure that there is adequate time to get information out to the public so they can make an informed decision.

COMMON COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 9, 2025 AT 7PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

1. Call to order by Mayor Burgess at 7:00pm. Roll Call: *Alderpersons Przybyl, Hill, Sorenson, Nigbor and Stobbe were present. Alderperson Boeck was excused. Also present were Jessi Balcom, City Administrator; Scott Zabel, City of Berlin Street Superintendent; Brittani Majeskie, Deputy Clerk-Treasurer.*
2. Seat Virtual Attendees (if necessary) - *None*
3. General Public Comments – *Joshua Wendt of 164 E Waushara St spoke in favor of the pool. He asked the council to remember all those who were at the special pool meeting, and stated that there were many great ideas about how to keep the pool open shared at the recent Friends of the Berlin Aquatic Center meeting.*

CONSENT AGENDA: The Consent Agenda contains items which staff considers to be routine and have already been discussed and recommended by a committee, board or commission at a previous meeting. Staff recommends that Council act on all of these items on a single roll call vote. If any member of Council wishes to have any item removed from the Consent Agenda and discussed, the Council member may request that item be removed from the Consent Agenda prior to the adoption.

4. Waive the reading of ordinances and resolutions.
5. Accept and place on file reports from the City Clerk, Treasurer, and Building Inspector.
6. Approve payment of bills.
7. Approve minutes from the 8.12.2025 Common Council Meeting.
8. Email conversion to cloud-based system versus in house server. **RECOMMENDTION:** Approve recommendation of the Committee of the Whole to approval of quote from Corporate Network Solutions to implement Microsoft 365 email services.
9. Approval of City of Berlin EMS Policies & Procedures. **RECOMMENDATION:** Approve recommendation of Committee of the Whole to adopt the City of Berlin EMS Policies and Procedures.

END OF CONSENT AGENDA

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

10. October 1, 2025 – September 30, 2026 Employee Health Insurance and Employee Dental Insurance provider determination and plan selection. **RECOMMENDATION:** Approve recommendation of the Committee of the Whole to approve the proposal of Robin Health Partners for employee health insurance (employer, City of Berlin, provided), to include the Broad and Focused Medical Plan Groups with the Plan Design of PPO \$3500/\$7000 / 100%. Employer cost share of 92.5% and employee cost share of 7.5%. Also, select employee

funded dental insurance plan. *City administrator explained that if the City elects a Health Partners dental plan, there will be a 2% savings for both the City and employees. Robin Health Partners offers six different dental plans with costs savings for the employee when compared to the current Delta plan, except for the employee + spouse option. Discussion about dental plan coverage and few options being offered within 20 miles of Berlin, but more options within 20 miles of Oshkosh. Renewing Delta has a cost increase of about 8% for employees with a broader network. Health Partners has a 6 and 12 month waiting period for employees not currently on a City dental plan, but offers approximately \$18,000 in savings for the City if bundled with the Health Partners health plan. Discussion on how many employees take City dental coverage and employee comments about the plans. Alderperson Hill made a motion to move forward with Robin Health Partners proposal for employee health insurance for the October 1, 2025 to September 30, 2026 plan year, including an option for both the Broad network plan and Focused network plan with a \$3500/\$7000 and 100% deductible. Total plan costs to be shared by the employer at 92.5% and employee at 7.5% of the employee chosen plan (employee to select Broad or Focused network and single, employee + spouse, employee + children or family plan), with a second by Alderperson Sorenson. Roll call vote carried (4 ayes: Hill, Przybyl, Sorenson, and Nigbor; 0 nay; 1 absent: Boeck; 1 abstain: Stobbe). There was discussion to clarify that with the Health Partners Broad Network plan, employees would be paying about twice their current rate and that HSA contributions and deductibles were staying the same. City administrator suggested if the council were to choose a Health Partners dental plan, to choose the plan with a \$1,500 coverage because it is 1.5 times greater coverage for a comparable price to the current Delta rate being paid. Alderperson Hill made a motion to move forward with the dental insurance proposal for the employee dental insurance to be paid entirely by the employee at the \$1,500 benefit with the orthodontics from Health Partners annual max, with a second by Alderperson Przybyl. Roll call vote carried (4 ayes: Hill, Przybyl, Sorenson, and Nigbor; 0 nay; 1 absent: Boeck; 1 abstain: Stobbe).*

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

- a. Update from Friends of the Berlin Aquatic Center
- b. Update from Staff

RECOMMENDATION: Listen to presentations, discussion and action as appropriate.

Alderperson Hill requested to recuse herself from the council at 7:27pm. Victoria Hill of 142 N Wisconsin St and current president of the Friends of the Berlin Aquatic Center updated the Council on the standing of the Friends of the Berlin Aquatic Center. The past president and vice president have stepped down, and Hill was elected as president. She is invested in seeing the pool saved and is invested in seeing the Friends of the Berlin Aquatic Center continue as a fundraising committee. The Friends of the Berlin Aquatic Center see a strong desire from the community to give to the pool financially and through services in kind. They also see strong hesitation by the community to give to something the City does not want to save. The Friends of the Berlin Aquatic Center want to partner with the City to help save the pool, but that requires the City to give a positive statement that they will save the pool. The Friends of the Berlin Aquatic Center regrets that they could not take the pool over, but they still want to support the pool by raising funds. Mayor Burgess discussed that the Council has large and difficult financial decisions to make, with the burden of not having a completed audit, not knowing what funds are in reserve, and it is not in anyone's best interest to commit to the pool. Alderperson Stobbe discussed that the decision was too big for only the Council members to make and that the decision should go to referendum. Discussion on referendum timelines. The county needs the referendum question 70 days

prior to an election. Discussion on the audit, the HWY 49 & 91 projects, CIP, budget, and what the City can afford to borrow. Staff update that the pool title search came back clear and it could be gifted, but easements would need to be made and the lot would need to be divided as there is a water facility on that lot. Discussion on completion of the CIP and audit numbers and to table the pool decision until January when a better decision can be made on if and what to borrow for and whether to take the decision to referendum for the April 2026 election. Mayor Burgess thanked the Friends of the Berlin Aquatic Center for their efforts. Motion by Alderperson Stobbe to reseat Alderperson Hill, with a second by Alderperson Przybyl at 7:43 pm. Voice vote passed unanimously.

12. Tax Increment District #17 vacant lot development incentive program.

RECOMMENDATION: Discussion and action as appropriate. *City Administrator Balcom discussed the Council's interest in an incentive program for single family and duplex lots within TID 17 that allows property owners to recoup some tax money generated over three years to a maximum of \$10,000 per unit or 50% of the increased value created, whichever was less. Balcom drafted a development agreement that could be utilized with property owners that meet the requirements. The draft has not been reviewed by the City Attorney, as Balcom wanted Council direction first. Discussion that the draft was in alignment with what was discussed by the Council. Balcom will send the draft to the attorney.*

13. Old Business – None.

14. New Business – None.

15. Adjourn. *Alderperson Hill made a motion to adjourn at 7:47pm with a second by Alderperson Nigbor. Voice vote passed unanimously. Meeting adjourned.*

Respectfully submitted by
Brittani Majeskie, Deputy Clerk-Treasurer

Scenario 1

City of Berlin

HYPOTHETICAL FINANCING PLAN

BAIRD

| EXISTING DEBT SERVICE | YEAR DUE (Levy Supported) | PRINCIPAL (3/1) | INTEREST (3/1 & 9/1) | LESS: HYPOTHETICAL BID PREMIUM | TOTAL | COMBINED DEBT SERVICE (Levy Supported) | COMBINED YEAR MILL RATE (A) |
|-----------------------------|---------------------------------|--------------------|-------------------------|--------------------------------------|-------------------|---|--------------------------------------|---|--------------------------------------|---|--------------------------------------|---|--------------------------------------|
| 2024 | 2025 | \$883,901 | \$52,500 | (\$52,500) | \$0 | \$883,901 | \$2.02 | 2025 | \$862,356 | \$1.95 | 2026 | \$862,356 | \$1.95 |
| 2025 | 2026 | \$862,356 | \$105,000 | (\$41,320) | \$63,680 | \$927,210 | \$2.07 | 2027 | \$969,052 | \$2.15 | 2028 | \$965,848 | \$2.12 |
| 2026 | 2027 | \$863,530 | \$105,000 | \$105,000 | \$105,000 | \$962,224 | \$2.09 | 2029 | \$105,000 | \$105,000 | 2030 | \$105,000 | \$105,000 |
| 2027 | 2028 | \$864,052 | \$105,000 | \$105,000 | \$105,000 | \$387,388 | \$782,390 | 2031 | \$1.68 | \$1.68 | 2032 | \$1.65 | \$1.65 |
| 2028 | 2029 | \$860,848 | \$105,000 | \$105,000 | \$105,000 | \$386,769 | \$774,692 | 2033 | \$1.65 | \$1.65 | 2034 | \$632,575 | \$1.32 |
| 2029 | 2030 | \$857,224 | \$105,000 | \$105,000 | \$105,000 | \$390,231 | \$781,710 | 2035 | \$389,400 | \$0.80 | 2036 | \$389,975 | \$0.80 |
| 2030 | 2031 | \$395,003 | \$97,388 | \$97,388 | \$0 | \$387,775 | \$389,400 | \$389,975 | \$389,975 | \$389,975 | \$389,975 | \$389,975 | \$389,975 |
| 2031 | 2032 | \$387,924 | \$305,000 | \$81,769 | \$223,231 | \$390,231 | \$781,710 | \$389,975 | \$389,975 | \$389,975 | \$389,975 | \$389,975 | \$389,975 |
| 2032 | 2033 | \$391,478 | \$325,000 | \$65,231 | \$260,768 | \$390,231 | \$781,710 | \$389,975 | \$389,975 | \$389,975 | \$389,975 | \$389,975 | \$389,975 |
| 2033 | 2034 | \$244,800 | \$340,000 | \$47,775 | \$340,000 | \$387,775 | \$632,575 | \$389,975 | \$389,975 | \$389,975 | \$389,975 | \$389,975 | \$389,975 |
| 2034 | 2035 | \$360,000 | \$360,000 | \$29,400 | \$360,000 | \$389,400 | \$389,400 | \$389,975 | \$389,975 | \$389,975 | \$389,975 | \$389,975 | \$389,975 |
| 2035 | 2036 | \$380,000 | \$9,975 | \$9,975 | \$380,000 | \$389,975 | \$389,975 | \$389,975 | \$389,975 | \$389,975 | \$389,975 | \$389,975 | \$389,975 |
| | | \$6,611,116 | \$2,000,000 | \$804,038 | (\$93,820) | \$2,710,217 | \$9,321,333 | | | | | | |

(A) Mill rate based on 2024 Assessed Valuation (TID-OUT) of \$438,201,111 with annual growth of 1.00% thereafter.

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City of Berlin

HYPOTHETICAL FINANCING PLAN



| EXISTING DEBT SERVICE (Levy Supported) | | PRINCIPAL (3/1) | | INTEREST (3/1 & 9/1) | LESS: HYPOTHETICAL BID PREMIUM | TOTAL | |
|---|-----------|--------------------|-----------|-------------------------|--------------------------------------|--------------------|-----------|
| EXISTING DEBT SERVICE (Levy Supported) | | \$883,901 | \$131,250 | \$106,310) | \$24,940 | \$262,500 | \$530,281 |
| \$862,356 | \$863,530 | \$864,052 | \$262,500 | | \$262,500 | \$262,500 | \$530,450 |
| \$860,848 | \$857,224 | \$857,224 | \$262,500 | | \$262,500 | \$262,500 | \$529,831 |
| \$864,052 | \$395,003 | \$275,000 | \$255,281 | | \$533,294 | \$530,838 | \$532,463 |
| \$863,530 | \$387,924 | \$290,000 | \$240,450 | | \$532,825 | \$531,300 | \$528,725 |
| \$862,356 | \$391,478 | \$305,000 | \$224,831 | | \$532,825 | \$528,169 | \$529,969 |
| \$860,848 | \$244,800 | \$325,000 | \$208,294 | | \$532,825 | \$531,300 | \$529,900 |
| \$857,224 | \$340,000 | \$340,000 | \$190,838 | | \$532,825 | \$528,725 | \$528,519 |
| \$857,224 | \$360,000 | \$360,000 | \$172,463 | | \$532,825 | \$528,169 | \$529,969 |
| \$857,224 | \$375,000 | \$375,000 | \$153,169 | | \$532,825 | \$531,300 | \$529,900 |
| \$857,224 | \$400,000 | \$400,000 | \$132,825 | | \$532,825 | \$528,725 | \$528,519 |
| \$857,224 | \$420,000 | \$420,000 | \$111,300 | | \$532,825 | \$528,169 | \$529,969 |
| \$857,224 | \$440,000 | \$440,000 | \$88,725 | | \$532,825 | \$531,300 | \$529,900 |
| \$857,224 | \$465,000 | \$465,000 | \$64,969 | | \$532,825 | \$528,725 | \$528,519 |
| \$857,224 | \$490,000 | \$490,000 | \$39,900 | | \$532,825 | \$528,169 | \$529,969 |
| \$857,224 | \$515,000 | \$515,000 | \$13,519 | | \$532,825 | \$531,300 | \$529,900 |
| \$6,611,116 | | \$5,000,000 | | \$2,552,813 | (\$106,310) | \$7,446,502 | |

(A) MII rate based on 2024 Assessed Valuation (IB-001) or \$438,201,111 with annual growth of 1.00% thereafter.

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Scenario 3

City of Berlin HYPOTHETICAL FINANCING PLAN

| POOL REPAIR | | | | | | POOL RECONSTRUCTION | | | | | |
|--------------|-------------|---|--------------------|--|--------------------------------------|-----------------------|--------------------|---|--------------------------------------|--------------|---|
| | | | | | | \$5,000,000 | | | | | |
| | | | | | | G.O. PROMISSORY NOTES | | | | | |
| | | | | | | Dated: March 1, 2031 | | | | | |
| LEVY YEAR | YEAR DUE | EXISTING DEBT SERVICE (Levy Supported) | PRINCIPAL (3/1) | INTEREST (First Interest: September 1, 2026) (3/1 & 9/1) TIC = 4.25% | LESS: HYPOTHETICAL BID PREMIUM | TOTAL | PRINCIPAL (3/1) | INTEREST (3/1 & 9/1) TIC = 4.84% | LESS: HYPOTHETICAL BID PREMIUM | TOTAL | COMBINED DEBT SERVICE (Levy Supported) |
| 2024 | 2025 | \$833,901 | \$52,500 | (\$52,500) (\$41,320) | \$0 | \$105,000 | \$105,000 | \$131,250 | (\$104,206) | \$27,044 | \$833,901 |
| 2025 | 2026 | \$862,356 | \$862,356 | \$862,356 | \$63,680 | \$105,000 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$862,356 |
| 2026 | 2027 | \$833,530 | \$833,530 | \$833,530 | \$105,000 | \$105,000 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$927,210 |
| 2027 | 2028 | \$844,052 | \$844,052 | \$844,052 | \$105,000 | \$105,000 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$969,052 |
| 2028 | 2029 | \$850,848 | \$850,848 | \$850,848 | \$105,000 | \$105,000 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$965,848 |
| 2029 | 2030 | \$857,224 | \$857,224 | \$857,224 | \$105,000 | \$105,000 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$962,224 |
| 2030 | 2031 | \$395,033 | \$290,000 | \$97,388 | \$81,769 | \$386,769 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$809,434 |
| 2031 | 2032 | \$337,924 | \$305,000 | \$305,000 | \$65,231 | \$390,231 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$1,037,192 |
| 2032 | 2033 | \$391,478 | \$325,000 | \$325,000 | \$65,231 | \$387,775 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$1,044,210 |
| 2033 | 2034 | \$244,800 | \$340,000 | \$340,000 | \$47,775 | \$389,400 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$895,075 |
| 2034 | 2035 | \$360,000 | \$29,400 | \$29,400 | \$9,975 | \$389,925 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$651,900 |
| 2035 | 2036 | \$380,000 | \$29,400 | \$29,400 | \$9,975 | \$389,925 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$652,475 |
| 2036 | 2037 | \$390,000 | \$29,400 | \$29,400 | \$9,975 | \$389,925 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$642,63 |
| 2037 | 2038 | \$390,000 | \$29,400 | \$29,400 | \$9,975 | \$389,925 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$641,263 |
| 2038 | 2039 | \$390,000 | \$29,400 | \$29,400 | \$9,975 | \$389,925 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$644,081 |
| 2039 | 2040 | \$390,000 | \$29,400 | \$29,400 | \$9,975 | \$389,925 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$1,330 |
| 2040 | 2041 | \$390,000 | \$29,400 | \$29,400 | \$9,975 | \$389,925 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$1,30 |
| 2041 | 2042 | \$390,000 | \$29,400 | \$29,400 | \$9,975 | \$389,925 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$29,081 |
| 2042 | 2043 | \$390,000 | \$29,400 | \$29,400 | \$9,975 | \$389,925 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$1,220 |
| 2043 | 2044 | \$390,000 | \$29,400 | \$29,400 | \$9,975 | \$389,925 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$43,431 |
| 2044 | 2045 | \$390,000 | \$29,400 | \$29,400 | \$9,975 | \$389,925 | \$262,500 | \$262,500 | \$262,500 | \$262,500 | \$641,406 |
| 2045 | | | | | | | | | | | |
| | | \$6,611,116 | \$804,038 | (\$93,820) | \$2,710,217 | \$5,000,000 | \$2,869,913 | (\$104,206) | \$7,765,706 | \$17,087,040 | |

(A) Mill rate based on 2024 Assessed Valuation ("TID-OUT") of \$438,201,111 with annual growth of 1.00% thereafter.

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GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Below you will find information that is necessary for a municipality or school district to place a referendum question on the 2026 Spring Primary or Spring Election ballot.

Steps to prepare for Referendum Question:

■ Municipal Clerk or School District Clerk sends a copy of Ordinance/Resolution that places the question on the ballot (with the exact wording to be used). Must be sent to County Clerk's Office – 10 weeks prior (send original Word Document & signed copy)

Spring Primary by: December 10, 2025

Spring Election by: January 27, 2026

■ Add a Contest for a Referendum in WisVote (See WisVote Manual – 4.8 Contests) – 6 weeks prior. Contact the County Clerk to make sure this has been entered on the appropriate level.

Spring Primary by: January 6, 2026

Spring Election by: February 24, 2026

■ Type A: Notice of Election – Municipal Clerk or School District Clerk publishes Type A Notice – 4th Tuesday before the election

Spring Primary by: January 20, 2026

Spring Election by: March 10, 2026

■ Type C: Notice of Referendum – Municipal Clerk or School District Clerk publishes Type C Notice – Monday before the election

Spring Primary by: February 16, 2026

Spring Election by: April 6, 2026

■ Type C: Notice of Referendum in 18 pt. font – Municipal Clerk **MUST** post at the polling location by election Day

Spring Primary by: February 17, 2026

Spring Election by: April 7, 2026

■ Type B&D Notices will be taken care of by the County Clerk's Office

■ Complete Municipal Board of Canvass on Election Night (EL-106R)

Spring Primary by: February 17, 2026

Spring Election by: April 7, 2026

After the election, we will bill you for your portion of the ballot printing expenses. If you have any questions about potential costs, please contact our office prior to the election.