

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 Run Date	Check 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	11/21/2025
[APPAREL ART EMBROIDERY, LLC] APPAREL ART EMBROIDERY, LLC	4620	12/05/2025	Safety Clothes	818.00	818.00	0.00	12/23/2025
[AAC] Associated Appraisal Consultants	183517	12/01/2025	December 2025 Service	2,000.00		0.00	11/21/2025
[AEWM] Automatic Entrances of Wisconsin, Inc.	2056337	12/15/2025	Front Door - City Hall	1,748.35		0.00	1/07/2026
[BAD] Badger Laboratories, Inc.	25-022621	12/16/2025	NITROGEN/AMMONIA/ BOD5/PHOSPHORUS/SS	1,781.00	1,781.00	0.00	12/24/2025
[BAD] Badger Laboratories, Inc.	26-001096	12/18/2025	TOTAL COLIFORM BACTERIA	81.00	81.00	0.00	12/24/2025
[Baer Insurance ] Baer Insurance	9627	12/23/2025	3rd qtr for Worker's Comp and commercial General Liability & Auto Ins.	33,766.00		0.00	1/07/2026
[BAIRD & CO., ROBERT W.] BAIRD & CO., ROBERT W.	23010625 (1)	12/15/2025	2025 Budget Accounting Assistance	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	2025 Budget Accounting Assistance - additional payment	5,300.00		0.00	1/07/2026
[BCT1015] Berlin City Treasurer 1015	specrbpspec25	12/08/2025	BRIGHTSPEED/SPECTRUM FOR MONTH	302.44	302.44	0.00	12/08/2025
[BH20] Berlin Water & Sewer Department	120325	12/03/2025	November Water & Sewer	1,474.55		0.00	11/21/2025
[BH20] Berlin Water & Sewer Department	25323	12/03/2025	Berlin House Water	55.46	55.46	0.00	12/12/2025
[BTM] Bountree Medical, LLC	86009481	12/01/2025	stethoscope	293.95	293.95	0.00	12/12/2025
[BTM] Bountree Medical, LLC	86011832	12/02/2025	Medical Supplies	1,001.90	1,001.90	0.00	12/12/2025
[BTM] Bountree Medical, LLC	86013854	12/03/2025	dilaudid	220.94	220.94	0.00	12/12/2025
[BTM] Bountree Medical, LLC	86031893	12/18/2025	Medical Supplies	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	4500000683787	12/09/2025	service 11-9/12-8 2025	488.89		0.00	1/07/2026
[BRIGHT] Brightspeed	450000683865	12/09/2025	230 WWTP RD	80.28	80.28	0.00	12/24/2025
			LOCAL SERVICE FROM DEC 9 TO JAN 8 2026				
[1130] Cassidy, Jordan	JCCA 2025	12/23/2025	CLOTHING ALLOWANCE	350.00	350.00	0.00	12/23/2025
[CCP] CCP DIRECT	IND0565798	12/05/2025	MICRO-FM NITRILE COATED GLOVE	69.96	69.96	0.00	12/24/2025
[CCP] CCP DIRECT	IND05659540	12/11/2025	CL 3 QULTD PARKA	63.90	63.90	0.00	12/24/2025
[CEC] CEC	455916	12/09/2025	Agreement Berlin City Hall (Fire System)	500.00		0.00	1/07/2026
[Charles Foos] Charles Foos	123125	12/31/2025	Uniforms	196.83		0.00	1/07/2026

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[CHCOMM - POOL] Charter Communication	17171880112072	12/07/2025	Pool 12/13-01/12/2026	169.98	169.98	0.00	12/23/2025
[CHCOM-SRCTR] Charter Communication III	11988300112212	12/21/2025	Phone & Internet Service 12/21/2025-01/20/2026	867.70		0.00	1/07/2026
[Christianson, Doug] Christianson, 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	18828	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 AMERICA INC	1585501	12/16/2025	COARSE SOLAR SALT	6,010.75	6,010.75	0.00	12/24/2025
[COMOFF] Complete Office of Wisconsin	43879	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
[Corp net ] Corporate Network Solutions, Inc	123125	12/31/2025	Dropsuite Microsoft 365 Business Backup & email archiving 12/125-12/3125	133.25		0.00	1/07/2026
[Corp net ] Corporate Network Solutions, Inc	81424	12/31/2025	1 Year Annual Subscription License 11/19/25-09/10/2026	228.00		0.00	1/07/2026
[Corp net ] Corporate Network Solutions, Inc	81436	12/31/2025	Duo MFA Monthly Subscription 12/1/25-12/31/25	9.00		0.00	1/07/2026
[CVK] Civiketa MBS	019-12012025-	12/04/2025	November 2025 Collections	2,259.40	2,259.40	0.00	12/05/2025
[CYRESS] CYRESS FARMS LLC-	LSDEC2025	12/01/2025	BI YEARLY PAYMENT FOR LANDSPREADING	1,750.00	1,750.00	0.00	12/08/2025
[Darrell's Auto Repair] Darrell's Auto Repair, LLC	9390	12/04/2025	Cyl. Repair	217.11	217.11	0.00	12/23/2025
[Labuda] Dave Labuda	121925	12/19/2025	December 2025 Health Reimbursement	1,320.39	1,320.39	0.00	12/19/2025
[Department of Military Affairs ] Department of Military Affairs	FR-3109-2269	12/09/2025	Rental of Berlin Armory \$200 Rental February 2026 Election Uniforms	200.00	200.00	0.00	12/12/2025
[01-00001097-02-0] DROVER (ub), JOSEPH	122325	12/23/2025		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 Hauling	1,625.00		0.00	1/07/2026
[FERGUSON] FERGUSON WATERWORKS	0455565	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	0455611	12/08/2025	HDPE BLUE PIPES	118.00	118.00	0.00	12/24/2025
[Fleetcor] Fleetcor	FUEL DEC 2025	12/31/2025	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	12/17/2025
[GFCOM] Gordon Flesch	15412110	12/11/2025	Clerks Office Images over base amount Extra on closing costs	410.88 141.85	141.85	0.00	11/21/2025 12/18/2025
[Green Lake County DA Office ] Green Lake County DA Office	12/18/2025	12/18/2025	Loan for EMS purchase of 169 Ripon Road	190,000.00	190,000.00	0.00	12/18/2025
[Green Lake Title] Green Lake Title, LLC	121825	12/18/2025	Closing Fee - Buyer	225.00	225.00	0.00	12/18/2025
[Green Lake Title] Green Lake Title, LLC	121825	12/18/2025	Extra on closing costs	141.85	141.85	0.00	12/18/2025
[0020] HAHN, CHANDLER D	CHCA 2025	12/23/2025	CLOTHING ALLOWANCE	350.00	350.00	0.00	12/23/2025
[HEXCO MOTORSPORTS] HEXCO MOTORSPORTS	4792958	12/08/2025	Plov Parts	123.91	123.91	0.00	12/23/2025
[IBU] INTERSTATE BATTERY	60212208	12/02/2025	Batteries	31.90	31.90	0.00	12/23/2025
[IBU] INTERSTATE BATTERY	60212362	12/11/2025	Batteries	167.95	167.95	0.00	12/23/2025
[JTUAB] JTU ABSORBTCH, INC.	8652971	12/18/2025	Rugs/Towels	80.29		0.00	1/07/2026
[JLE] JON LUNDT ELECTRIC	14550	12/08/2025	EAST WATER BUILDING	122.00	122.00	0.00	12/24/2025
[KEEG] KUNKEL ENGINEERING GROUP	121925	12/19/2025	Services through 11/30/25 Building Inspection December 2025 Taxi	5,447.23 24,280.41		0.00	1/07/2026
[LUR] LR Transportation LLC	20250640	12/31/2025	Milage for closing	30.80		0.00	11/24/2025
[Marie Reilly] Marie Reilly	120525	12/05/2025	CLOTHING ALLOWANCE	350.00	350.00	0.00	12/23/2025
[0034] MARKOWSKI, JOSEPH P	JMCA 2025	12/23/2025	LIQUID ALUMINUM SULFATE	5,741.92	5,741.92	0.00	12/05/2025
[MART] MARTELLE WATER TREATMENT	30467	12/07/2025	CHLORINE CYLINDER/AQUA MAG BULK	2,273.87	2,273.87	0.00	12/08/2025
[MART] MARTELLE WATER TREATMENT	30578	12/01/2025	LIQUID ALUMINUM SULFATE	5,612.72	5,612.72	0.00	12/24/2025
[MART] MARTELLE WATER TREATMENT	30650	12/09/2025	Pool Pressure Washer	530.60		0.00	1/07/2026
[MPC] Meyer's Pressure Cleaners, Inc.	1224211797	12/19/2025	Shop Supplies	187.00	187.00	0.00	12/23/2025
[MGD INDUSTRIAL CORP] MGD INDUSTRIAL CORP	243014	12/08/2025	Paramedic program for 2	3,827.65		0.00	1/07/2026
[Mid-State] Mid-State Technical College	MSW40780	12/23/2025	Assistance with budget worksheet setup and posting	470.00		0.00	1/07/2026
[MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC.	30040	12/23/2025	Setup bank accounts and bank info to allow blank laser	587.50		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	1/07/2026
[MSA] MSA	024036	12/18/2025	Comp Plan	2,680.32	2,680.32	0.00	12/23/2025
[MOMAHA] MUTUAL OF OMAHA	001988274748	12/12/2025	December 2025 Life & Accident	415.48	415.48	0.00	12/12/2025

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[NIELSON] NIELSON COMMUNICATION	AR39584	12/05/2025	Unit 79 Antenna	20.00	20.00	0.00	12/12/2025
[NWPA] NORTHEASTERN WATER PROFESSIONALS	NWPA 68	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	Cleaning Services	495.00	495.00	0.00	12/17/2025
[PENFLEX ] PENFLEX ACTUARIAL SERVICES, LLC	121225	12/12/2025	2025 Fee Schedule \$1000 Base Fee \$540 Per Participant Fee	1,540.00	1,540.00	0.00	12/12/2025
[PLANTZ] Plantz, Dennis	121225	12/12/2025	December 2025 Health Reimbursement	271.68	271.68	0.00	12/12/2025
[01-00000811-00-1] PODOLL, GARY	121225	12/12/2025	Retiree Health Insurance - COBRA for S. Podoll November 2025 Large Bore to Small Bore Adapter OVERPAYMENT on final bill Water/Electric Unit 90 Repairs	3,022.00	3,022.00	0.00	12/12/2025
[POMPS] Pomp's Tire Service, Inc.	270130224	12/19/2025		68.00		0.00	1/07/2026
[01-00001222-79-8] PRELLWITZ, TRACY		12/01/2025		3.70	3.70	0.00	12/05/2025
[Princeton] Princeton Utilities	25320	12/08/2025		22.51	22.51	0.00	12/12/2025
[RENNERT'S] RENNERT'S FIRE EQUIP SERVICE	25316	12/08/2025		15,801.99	15,801.99	0.00	12/12/2025
[RICHARD SOCIESKI] RICHARD SOCIESKI	RSCA 2025	12/23/2025	CLOTHING ALLOWANCE	350.00	350.00	0.00	12/23/2025
[RITEWAY] RITEWAY BUSINESS FORMS	25-32647	12/09/2025	POSTCARD BILLS QTY 2000	498.83	498.83	0.00	12/24/2025
[SFG] SECURIAN FINANCIAL GROUP	121225	12/12/2025	January 2026 Invoice	1,220.27	1,220.27	0.00	12/12/2025
[SFLW] SONDALLE FORD LINCOLN MERCURY	25317	12/08/2025	Rover Repair Inv. 80757 & 80711	1,237.65	1,237.65	0.00	12/12/2025
[STR] STRAND ASSOCIATES, INC	0233075	12/10/2025	DIGESTER PROJECT- PROFESSIONAL SERVICES NOV 1 - NOV 30, 2025	575.00	575.00	0.00	12/24/2025
[STRYKER SALES CORP]STRYKER SALES CORP	9210965494	12/02/2025	Cot repair/Battery	791.00	791.00	0.00	12/12/2025
[TCAW] THEDACARE AT WORK	37778	12/16/2025	Random Drug Screen Todd Henriksen	44.00		0.00	1/07/2026
[06-00002221-00-5] THOM, MATT	MTCA 2025	12/23/2025	CLOTHING ALLOWANCE	350.00	350.00	0.00	12/23/2025
[TIME VALUE SOFTWARE] TIME VALUE SOFTWARE	161063	12/16/2025	T Value Desktop Maintenance	70.00	70.00	0.00	12/23/2025
[Town of Aurora] Town of Aurora	120525	12/05/2025	Reimburse overpayment from 2024	651.00	651.00	0.00	12/05/2025
[Unemployment] Unemployment Insurance	121725	12/17/2025	Owed for UI	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 2025	15,081.07	15,081.07	0.00	12/31/2025
[Unknown] Unknown Customer	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

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[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	1,038.06	1,038.06	0.00	12/04/2025
[USPSU010] US POSTAL OFFICE- POST MASTER	STAMPS 12/25	12/05/2025	1000 FOREVER STAMPS 100 POST CARD 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
[WMA] 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
[WeEner] We Energies	5706517993	12/09/2025	Princeton Gas Service	72.25	72.25	0.00	12/12/2025
[WeEner] We Energies	5742728344	12/16/2025	Princeton Gas	202.69		0.00	1/07/2026
[WI PHY INS] WI Physician Insurance	2025-25	12/05/2025	Pay period ending 11/29/2025,EmpHealth	18,955.31		18,955.31	
[WI PHY INS] WI Physician Insurance	2025-25	12/05/2025	Pay period ending 11/29/2025,EmpHealth	13,003.52		13,003.52	
[WI PHY INS] WI Physician Insurance	2025-25	12/05/2025	Pay period ending 11/29/2025,EmpHealth	7,137.80		7,137.80	
[WI SCTF] WI SCTF	120525	12/05/2025	Garnishment - Child Support Dylan Saylor -	111.23		0.00	11/21/2025
[WI SCTF] WI SCTF	121925	12/19/2025	Payroll Date 12/05/2025 Garnishment - Child Support Dylan Saylor -	111.23	111.23	0.00	12/23/2025
[WALS] Winnefox Automated Library Services	WLS4183	12/02/2025	A Books - 1349.75 C Books - 592.00	1,941.75	1,941.75	0.00	12/17/2025
[WIDOT-Huron] Wisconsin Department of Transportation	995-0000421915	12/01/2025	Broadway St & Ripon Rd	1,821.94	1,821.94	0.00	12/23/2025
[WIDOT-Huron] Wisconsin Department of Transportation	995-0000421951	12/01/2025	Huron Street Connecting Hwy	98.65	98.65	0.00	12/23/2025
[WPPA] WISCONSIN PROFESSIONAL POLICE	120525	12/21/2025	Union Dues - December 2025	457.00		0.00	11/21/2025
[WRWA] WISCONSIN RURAL WATER ASSOCIATION	DEC1825	12/08/2025	WW OPERATIONS:NUTRIENT REMOVAL-B. MALNOKY	55.00	55.00	0.00	12/08/2025
[WRWA] WISCONSIN RURAL WATER ASSOCIATION	57333	12/01/2025	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
[WURIZ] WURIZ LAW OFFICE, LLC	12226	12/08/2025	Municipal Court	797.50	797.50	0.00	12/23/2025
[WURIZ] WURIZ LAW OFFICE, LLC	12319	12/11/2025	Municipal Court	500.00	500.00	0.00	12/23/2025
[ZP-RENTAL] ZETLOW 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	

**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. *Aldersperson 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 Aldersperson Nigbor. Voice vote carried.*
4. Adjourn. *Aldersperson Stobbe made a motion to adjourn, with a second by Aldersperson 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 - *Aldersperson Przybyl made a motion to seat the City Administrator, Jessi Balcom, by phone, with a second by Aldersperson 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 January1, 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

*Aldersperson Przybyl made a motion to approve the consent agenda, with a second by Aldersperson 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 Dretzke Law Office agreed to all changes discussed by the Common Council as well as everything suggested by the City of Berlin Municipal Attorney. Aldersperson Boeck made a motion to approve the service agreement with Dretske Law Office for Municipal Court Attorney services, with a second by Aldersperson 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. Aldersperson Stobbe made a motion to approve the 2025-2029 audit services agreement with KerberRose, with a second by Aldersperson Przybyl. Voice vote carried.*
19. Old Business - *None*
20. New Business - *None*
21. Adjourn. *Aldersperson Nigbor made a motion to adjourn, with a second by Aldersperson 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 Grizzy'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 Grizzy's has applied for a Class B Combination Liquor and Beer License at 186 Broadway. Grizzy'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 Grizzy's at the same location (attached). All required inspections were completed and approved (attached).

Additionally, Grizzy'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 Grizzy'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 Grizzy's LLC located at 186 Broadway St., Colton Burt, Agent.

Business Name  
Izzy's Dockside Diner, Inc  
Gitzzy's LLC

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

Owner/Agent/Contact  
Ajsha Jacevicus - [REDACTED]  
Colton Burt - [REDACTED]

Approved? Y or N, if N, pl Date of Inspection	Insp. Initials
yes	11/5/26 [Signature]
yes	12/31/25 [Signature]
yes	12/22/25 Kyle Alt - email
yes	12/13/25 Chief Pulvermacher - 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: [REDACTED]

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 9 PM. 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.

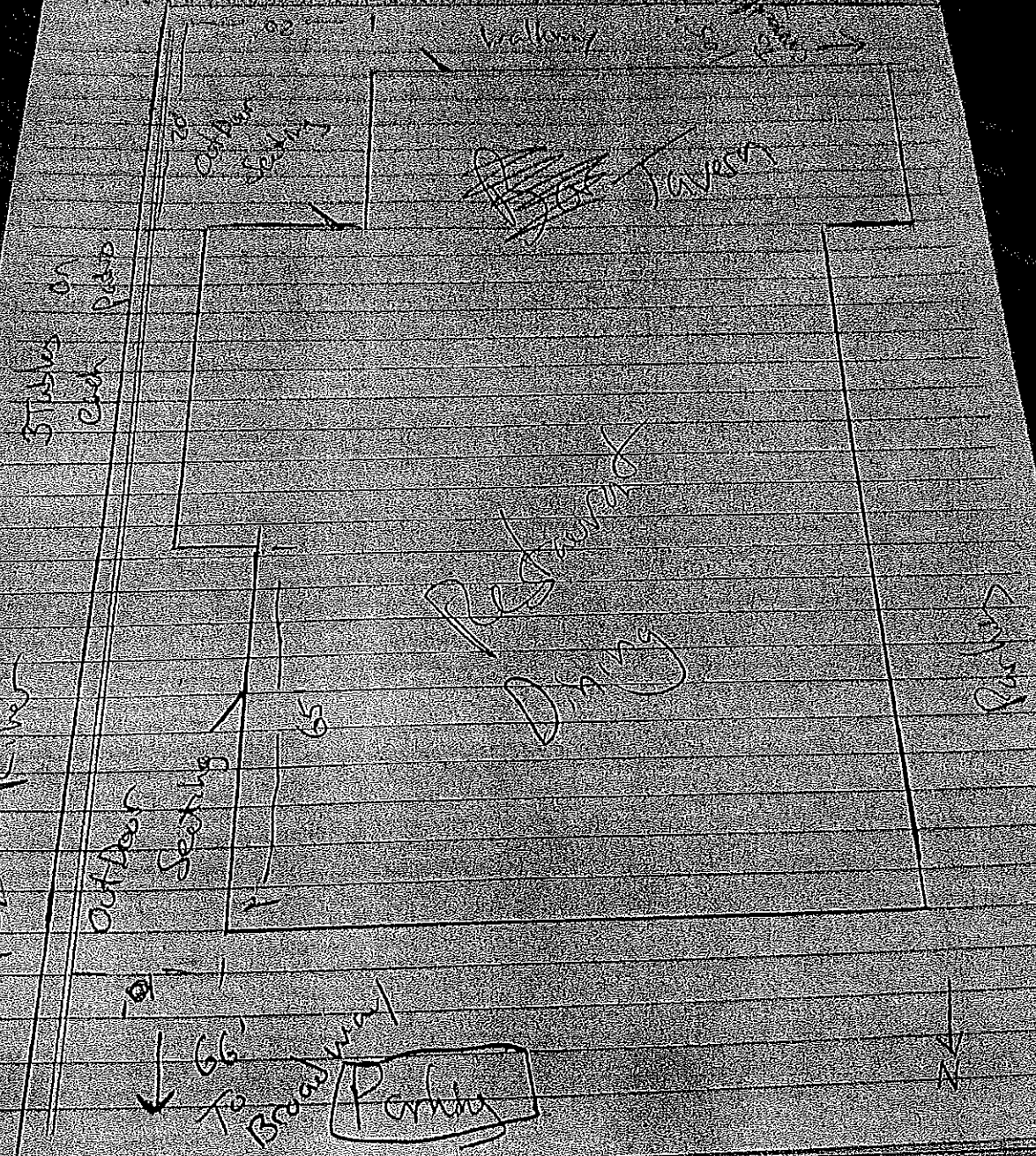
15

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

N/A at this time

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC  
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Tight to party line to south



Commercial Street

Broadway Street



→  
N



Fox River

**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 wave the Committee of the Whole discussion on this item and approve the EMS Director job description.

CITY OF BERLIN  
POSITION DESCRIPTION  
FOR  
EMS Chief

<b>DEPARTMENT:</b>	Public Safety
<b>DIVISION:</b>	Ambulance Service - EMS
<b>SUPERVISORS:</b>	City Administrator
<b>SHIFT/HOURS:</b>	24/7 via pager, as needed, including weekends, nights, and holidays
<b>CATEGORY:</b>	One (1)
<b>SALARY SCALE:</b>	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	Chicken 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 dogs \$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
	Other Fees/Charges	Replacement Dog Tag	Clerk-Treasurer	\$1
10-10(a)(1)	Animals	Admin fee to appeal vicious dog determination	Clerk-Treasurer	\$150
10-10(c)(e)	Animals	Special Registration Fee-Vicious Dog	Clerk-Treasurer	\$200 annually
14-13	Building and Building Regulations	Plan Approval Fees - Determined by Square Footage	Building/Zoning	See Building & Zoning Fee Schedule
14-14	Building and Building Regulations	Permit fees/building, plumbing, electrical (permit & license), HVAC permit, sign permit, moving, razing, driveway	Building Inspector	See Building & Zoning Fee Schedule
14-14 (b)		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(3)	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
14-142(4)	Building and Building Regulations	Vacant Building: Owner Refuses access to city officials for inspection	Building Inspector	\$100
14-144	Building and Building Regulations	Vacant Building: Liability Insurance requirement	Building Inspector	\$1M
18-112	Cigarettes	License Application Fee	Clerk-Treasurer	\$25
18-148		Peddlers Permit. Registration/registration fee per person in a group for a six month period.		
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 Fees are per Calendar Year
18-41	Alarm Systems	Private Alarm System Permits - Permit Fee	Clerk-Treasurer	\$25
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				
22-20				
2-408	Cemeteries	Cemetery sales, easement prices, and related fees	Clerk-Treasurer	See Cemetery Fee Schedule
2-50	Mayor: Common Council	Salaries - Schedule of Salaries	Council	Mayor \$6000/yr Alderpersons \$3,000/yr
26-2	In General	Open Burning - Approval and Special Permit Granted - Required Insurance	Fire Chief Clerk-Treasurer	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
62-268	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
		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, Annually		
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	\$10
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				\$30 New Applicant/Renewal \$20 New Applicant/Renewal after June 30th \$15 Provisional
6-54	Liquor Licenses	Application for Operator's license - Provisional, Full Term, and Renewal Operator's License	Clerk-Treasurer	
66-32				
66-33	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%	Clerk-Treasurer	Payment Due + Penalty of 10%
		Nonpayment of Hotel/Motel Room Tax - Interest Accrual on late payments of 7%/year ; and timely payment discount available	Clerk-Treasurer	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
66-48	Hotel/Motel Room Tax	Towing and Storage Charges	Police/Streets	\$50.00/day if stored on City property; or Actual cost if private carrier used
70-11	Illegally parked Vehicles			
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" \$218.99 for 1"
78-2	Vegetation	Destruction of Noxious Weeds - Noxious Weed Abatement Expenses and Penalties	Streets	\$135.00/hour
78-3	Vegetation	Natural Lawns - Applying for Permission to Establish a Natural Lawn	Streets	\$25
78-3	Vegetation	Natural Lawns - Required Insurance to Burn Natural Lawn		**See below
78-4	Vegetation	Length of Lawn and Grasses - Rate for City to Cut or Have Cut Grasses and Weeds	Streets	\$135.00/hour
58-66	Snow and Ice	Snow and Ice Removal	Streets	\$135/hour
78-43	Trees and Shrubs	Permit for planting, maintenance and removal/(e) (1) Public utilities - Expense of Inspection or Supervision.	City Forester	Actual Cost (includes invoices and staff time)
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	\$135 each, includes tax
	In-General	Brush Truck Rental	Clerk-Treasurer	\$ 35 initial truck \$20/ extra load
82-123	Applications for Hearings	Appeals and application fees-Board of Appeals	Zoning	See Building & Zoning Fee Schedule
82-518	Districts	Procedural Requirements - Petition for Approval Review Fee - PUD	Zoning	See Building & Zoning Fee Schedule
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			Zoning	See Building & Zoning Fee Schedule
82-716	Dish Antennas, TV or Radio Towers & Wind...	Satellite Earth Stations - Application	Zoning	See Building & Zoning Fee Schedule
82-801	Signs	Fee for Sign Permit	Zoning	See Building & Zoning Fee Schedule
9-3-10	Cable Television	Franchise fee - 3% of the grantee's annual gross subscriber revenues	Clerk-Treasurer	3% Annual Gross Subscriber Revenues
9-3-13	Cable Television	Liability and indemnification - Liability Insurance	Clerk-Treasurer	See Ord. 9-3-13
	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 \$20.00 - Non Resident
	Public Records	Photos per page	Clerk-Treasurer	\$2.25
	Other Fees/Charges	Internal Background check	Police	\$7
	Other Fees/Charges	Warrant Processing Fee	Police	\$25
	Other Fees/Charges	Police Dept. CD/DVD	Police	\$5
	Other Fees/Charges	Voter Registration Disk	Clerk-Treasurer	\$20
26-76	Other Fees/Charges	Fireworks permit	Clerk-Treasurer	\$25
	Other Fees/Charges	Paper Service Fees (pay by attempt w/second attempt free)	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
	Aquatic Center Fees	Aquatic Center Daily Rate		\$3 youth ages 3-17 & Seniors ages 62+
	Aquatic Center Fees	Aquatic Center Rental - Deck Rental - Cost does not include daily entrance fee	Aquatic Center	\$4 adults ages 18-61
			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
				\$45 Individual
	Aquatic Center Fees	Aquatic Center Season Pass		\$100 Family Pass (2-5 Members)
			Pool	\$125 Family Pass (up to 6 family members)
50-72	Campground Fees	Campground Fees Daily and Weekly Rates	Parks & Recreation	\$30/night; \$180/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 2<sup>nd</sup> 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 2<sup>nd</sup> 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.

<b>Current Usage/ Rates with Gordon Flesch</b>	<b>Black and White</b>	<b>Color</b>	
1 <sup>st</sup> 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 <b>Average monthly payment: \$466.91 (Dec. 2025 was \$566.25)</b>
2 <sup>nd</sup> 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 <b>Average annual payment: \$702.06 (2025 bill was \$682.06 or \$113.68 monthly average)</b>

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

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

<b>EO Johnson 60 month Lease Quote Summary</b>	<b>Black and White</b>	<b>Color</b>	
1 <sup>st</sup> Floor RICOH IM C4500 <b>(Used)</b>	Monthly Allowance: 0 Overage: \$0.011	Monthly Allowance: 0 Overage: \$0.0556	Lease: \$120.69/mo
2 <sup>nd</sup> Floor RICOH IM C2000 <b>(Used)</b>	Monthly Allowance: 0 Overage: \$0.013	Monthly Allowance: 0 Overage: \$0.0797	Lease: \$42.11/mo
<b>Estimated monthly cost (without overages)</b>			<b>Leases: \$162.80</b> 1 <sup>st</sup> floor B&W Overages: <b>\$ 46.32</b> (average monthly use x rate) 1 <sup>st</sup> floor color copies Overage: <b>\$154.35</b> (average monthly use x rate) 2 <sup>nd</sup> floor B&W Overages: <b>\$ 14.69</b> (average monthly use x rate) 2 <sup>nd</sup> floor color copies Overage: <b>\$34.03</b> (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.
			<b>ESTIMATE TOTAL: \$412.19*</b>

<b>EO Johnson 60 month Lease Quote Summary</b>	<b>Black and White</b>	<b>Color</b>	
1 <sup>st</sup> Floor RICOH IM C4510 <b>(New)</b>	Monthly Allowance: 0 Overage: \$0.0072	Monthly Allowance: 0 Overage: \$0.0546	Lease: \$193.13/mo
2 <sup>nd</sup> Floor RICOH IM C2510 <b>(New)</b>	Monthly Allowance: 0 Overage: \$0.010	Monthly Allowance: 0 Overage: \$0.073	Lease: \$79.31/mo
<b>Estimated monthly cost (without overages)</b>			<b>Leases: \$272.44</b> 1 <sup>st</sup> floor B&W Overages: <b>\$ 30.06</b> (average monthly use x rate) 1 <sup>st</sup> floor color copies Overage: <b>\$151.57</b> (average monthly use x rate) 2 <sup>nd</sup> floor B&W Overages: <b>\$ 11.30</b> (average monthly use x rate) 2 <sup>nd</sup> floor color copies Overage: <b>\$31.17</b> (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.
			<b>ESTIMATE TOTAL: \$496.80*</b>

Rhyme 60 month Lease Quote Summary	Black and White	Color	
1 <sup>st</sup> 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 <sup>nd</sup> Floor Sharp BP- 71C31	Monthly Allowance: 1,500 Overage: \$0.00943		
Estimated monthly cost (without overages)			Leases + Maintenance: <b>\$477.00</b> 1 <sup>st</sup> floor B&W Overages: <b>\$ 31.97</b> (average monthly use x rate) 2 <sup>nd</sup> floor B&W Overages: <b>\$ 0.00</b> (not using allotted 370 pages) Combined color copies overage: <b>\$20.96</b> (average monthly use x rate)  <b>ESTIMATE TOTAL: \$529.93</b> *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 <b>\$289.27/mo</b> 1st Floor	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 <b>\$107.79/mo</b> 2nd Floor	IM C2510
			Cabinet Type A5

imageCARE Agreement				
		BW Images		Color Images
		Volume	Overage	Volume Overage
IM C4510	1st Floor	3,500	\$0.00750	2,300 \$0.05402
IM C2510	2nd Floor	1,500	\$0.01377	500 \$0.07870
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. <i>Pricing does not include sales tax.</i>				
<b>*** Without imageCARE service agreement toners cost \$185/per color</b>				
Monthly Lease Investment Option				<b>60 Month</b>
				\$660.24
<b>***Includes above base of monthly images</b>				
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
<b>\$195.83/mo for the IM C4510 and \$67.35 for the IM C2510</b>				

### 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
					<b>60 Month</b>
Monthly Lease Investment					\$350.00
Total Outright Purchase Price for Both Devices				\$15,974.44	

## 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.

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

City of Berlin  
1/05/2026

EO JOHNSON

Current State:

					Base Rate	Avg. BW Annual Overage (12 month)	Avg. Color Annual Overage Avg. BW (12 Monthly month) Cost	Avg. Color Monthly Cost	Total PMT (Yearly Avg.)
Ricoh MPC2004EX (Billed Annually)					Cost Per Month	18,000 included	0 1822	\$ 149.06	\$ 702.06
BW (CPP)	Color (CPP)	Base Rate	Months Covered						
\$ 0.013440	\$ 0.08181	\$ 553.00	12		46.08				

Actual Yearly Volume BW Monthly Usage	2/11/2025	2/11/2024	
			Yearly BW Average <del>12,722</del> 13,567
Color Monthly Usage	14996	10448	
			Yearly Color Average <del>4,799</del> 5108
	5322	4275	

Annual average updated to factor  
actual pages used in 2025 (14,996 B&W)  
(5,322 color)

					Base Rate	Avg. BW Monthly Usage (1 month)	Avg. Color Monthly Usage (1 month)	Avg. BW Monthly Cost	Avg. Color Monthly Cost	Total PMT (Monthly Avg.)
Current: Ricoh MPi BW (CPP)					Cost Per Month					
\$ 0.0206	\$ 0.13696	\$ -	1		\$ -	4211	2776	\$ 86.70	\$ 380.20	\$ 466.91
										\$466.91*12 months= \$5,602.92
										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 Usage	4104	3525	2877	4757	5791
Color Monthly Usage	2383	1829	2890	2829	3950

Proposed:

USED

					Monthly Hardware Rental Cost (60 Months)	Avg. BW Monthly Usage (10,000/12)	Avg. Color Monthly Usage (2,000/ 12)	Avg. BW Monthly Cost	Avg. Color Monthly Cost	Total PMT (Monthly Avg.)
Ricoh IM C2000										
BW (CPP)	Color (CPP)	Months Covered			\$ 42.11	1,130	427	\$ 12.43	\$ 34.03	\$ 66.26
\$ 0.013000	\$ 0.07970	1								87.78*12=\$1053.36

					Monthly Hardware Rental Cost (60 Months)	Avg. BW Monthly Usage	Avg. Color Monthly Usage	Avg. BW Monthly Cost	Avg. Color Monthly Cost	Total PMT (Monthly Avg.)
Ricoh IM C4500										
BW (CPP)	Color (CPP)	Months Covered			\$ 120.69	4211	2776	\$ 46.32	\$ 154.35	\$ 321.36
0.011	0.0556	1								\$321.36*12 months= \$3,856.32
										Total Proposed Annual Cost: \$ 4,651.42

Annual  
Savings: \$ 1,653.50





**EOJOHNSON**  
BUSINESS TECHNOLOGIES

## 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)  
A3 MFD DELIVERY/SETUP  
A3 MFD OR SCAN DEVICE INSTALL/ TRAINING

1st Floor

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 BW 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#



**EOJOHNSON**  
BUSINESS TECHNOLOGIES

## 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

\$1,922.86 \_\_\_\_ Accept [please initial]

Total Recommended System 60 Mo. FMV Lease

\$42.11 \_\_\_\_ 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:

*Christopher Fillmore*

Title:

Sr. Vice President

Date:

1/5/2026

**Client**  
City of Berlin

Signature:

Title:

Email:

Date:

PO#



**EOJOHNSON**  
BUSINESS TECHNOLOGIES

## 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 \_\_\_\_ Accept [please initial]  
or  
Total Recommended System 60 Mo. FMV Lease \$79.31 \_\_\_\_ 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]
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**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	Client
EO Johnson Company, Inc.	City of Berlin
Signature: 	Signature:
Title: Sr. Vice President	Title:
	Email:
Date: 1/8/2026	Date: PO#



# PROPOSED SOLUTION FINANCIALS

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

## RECOMMENDED EQUIPMENT SUMMARY

Model	QTY	Description
Sharp BP-71C31 (2 <sup>nd</sup> 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 <sup>st</sup> 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 (1<sup>st</sup> floor): \$0.00731

Overage Rates Black & White (2<sup>nd</sup> 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



## COST PER IMAGE AGREEMENT

AGREEMENT NO.: 3225860

**CUSTOMER** ("YOU" OR "YOUR")

FULL LEGAL NAME: **Berlin, City of**

ADDRESS: **108 N Capron St**

**Berlin, WI 54923-1512**

**EQUIPMENT AND PAYMENT TERMS**

☐ SEE ATTACHED SCHEDULE

TYPE, MAKE, MODEL NUMBER, SERIAL NUMBER, AND INCLUDED ACCESSORIES	NOT FINANCED UNDER THIS AGREEMENT	BEGINNING METER READING		MONTHLY IMAGE ALLOWANCE		EXCESS PER IMAGE CHARGE (PLUS TAX)	
		B&W	COLOR	B&W	COLOR	B&W	COLOR
1 Sharp BP-71C55 MFP 1st Floor	<input type="checkbox"/>			3,500	2,800	.00731	.052
1 Sharp BP-71C31 MFP 2nd Floor	<input type="checkbox"/>			1,500	-	.00943	-
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
TOTAL CONSOLIDATED MONTHLY IMAGE ALLOWANCE AND EXCESS PER IMAGE CHARGES (IF CONSOLIDATED)							

EQUIPMENT LOCATION: **As Stated Above**

METER FREQUENCY: **Quarterly**

TERM IN MONTHS: **60**

MONTHLY BASE PAYMENT AMOUNT\*: **\$477.00** (\*PLUS TAX)

PURCHASE OPTION\*: **Fair Market Value**

**CONTRACT**

THIS AGREEMENT IS NON-CANCELABLE AND IRREVOCABLE. IT CANNOT BE TERMINATED. PLEASE READ CAREFULLY BEFORE SIGNING. YOU AGREE THAT THIS AGREEMENT AND ANY CLAIM RELATED TO THIS AGREEMENT SHALL BE GOVERNED BY THE INTERNAL LAWS OF THE STATE IN WHICH OUR (OR, IF WE ASSIGN THIS AGREEMENT, OUR ASSIGNEE'S) PRINCIPAL PLACE OF BUSINESS IS LOCATED AND ANY DISPUTE CONCERNING THIS AGREEMENT WILL BE ADJUDICATED IN A FEDERAL OR STATE COURT IN SUCH STATE. YOU HEREBY CONSENT TO PERSONAL JURISDICTION AND VENUE IN SUCH COURTS AND WAIVE TRANSFER OF VENUE. EACH PARTY WAIVES ANY RIGHT TO A JURY TRIAL.

**CUSTOMER'S AUTHORIZED SIGNATURE**

BY SIGNING THIS PAGE, YOU REPRESENT TO US THAT YOU HAVE RECEIVED AND READ THE ADDITIONAL TERMS AND CONDITIONS APPEARING ON THE SECOND PAGE OF THIS TWO-PAGE AGREEMENT. THIS AGREEMENT IS BINDING UPON OUR ACCEPTANCE HEREOF.

(As Stated Above)

X

CUSTOMER

SIGNATURE

PRINT NAME & TITLE

DATE

**OWNER** ("WE", "US", "OUR")

**Rhyme Business Products**

OWNER

SIGNATURE

PRINT NAME & TITLE

DATE



(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
	3rd Floor	BP-71C55		3,500	0.00731	0.00731				

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 13<sup>th</sup> day of January, 2026.

ROLL CALL VOTE:

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ ABSENT

CITY OF BERLIN

BY: \_\_\_\_\_  
Catrina Burgess, Mayor

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.



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

**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





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

**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.



**City of Berlin**

**Attn: Jessi Balcom, City Administrator/Clerk-Treasurer**

**December 24<sup>th</sup>, 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

*ThedaCare At Work  
2300 Capitol Dr. Appleton, WI 54911*



**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 13<sup>th</sup> 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.



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](mailto: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](mailto: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**

**MSA PROFESSIONAL SERVICES, INC.**

\_\_\_\_\_  
Tim Ludolph

Planning and Development Director

Date: \_\_\_\_\_

\_\_\_\_\_  
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**

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**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 or 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

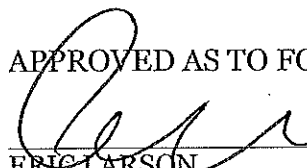
\_\_\_\_\_ ABSENT

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. RECOMMENDATION: 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**

*Aldersperson Nigbor made a motion to approve the consent agenda, with a second by Aldersperson 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 reseal 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

## BAIRD

# BAIRD

COMBINED  
DEBT  
SERVICE  
*(Levy Supported)*

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## Scenario 2

**City of Berlin**  
**HYPOTHETICAL FINANCING PLAN**

BAIRD

[illegible]

(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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## BAIRD

# BAIRD

POOL REPAIR				POOL RECONSTRUCTION			
G.O. PROMISSORY NOTES Dated: March 1, 2026 (First Interest: September 1, 2026)				G.O. PROMISSORY NOTES Dated: March 1, 2031 (First Interest: September 1, 2031)			
LEVY YEAR	EXISTING DEBT SERVICE (Levy Supported)	PRINCIPAL (3/1)	TOTAL	PRINCIPAL (3/1)	INTEREST (3/1 & 9/1) TIC= 4.84%	LESS: HYPOTHEITICAL BID PREMIUM	TOTAL
2024							
2025	\$883,901	\$290,000	\$387,388		\$131,250	(\$104,206)	\$27,044
2026	\$862,356	\$305,000	\$81,769		\$262,500		\$262,500
2027	\$863,530	\$325,000	\$387,924		\$262,500		\$262,500
2028	\$864,052	\$340,000	\$65,231		\$262,500		\$262,500
2029	\$860,848	\$360,000	\$47,775		\$262,500		\$262,500
2030	\$857,224	\$380,000	\$9,975		\$262,500		\$262,500
2031	\$395,003		\$97,388		\$252,263		\$642,263
2032	\$387,924		\$81,769		\$231,263		\$641,263
2033	\$391,478		\$386,769		\$209,081		\$644,081
2034	\$244,800		\$390,231		\$185,719		\$640,719
2035			\$387,775		\$161,175		\$641,175
2036			\$389,400		\$135,188		\$645,188
2037			\$389,975		\$107,756		\$642,756
2038				\$390,000	\$78,881		\$643,881
2039				\$410,000	\$48,431		\$643,431
2040				\$435,000	\$16,406		\$641,406
2041				\$455,000			
2042				\$510,000			
2043				\$535,000			
2044				\$585,000			
2045				\$595,000			
2046				\$625,000			
\$6,611,116				\$5,000,000			
				\$2,869,913			
				(\$104,206)			
				\$7,765,705			

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## GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK


Elizabeth Otto  
County Clerk

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

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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 – 4<sup>th</sup> 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.