

COMMON COUNCIL MEETING AGENDA
TUESDAY, FEBRUARY 10, 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. Pledge of Allegiance
4. 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.

5. Waive the reading of ordinances and resolutions.
6. Accept and place on file reports from the City Clerk, Treasurer, and Building Inspector.
7. Approve payment of bills.
8. Approve minutes from the 1.13.2026 Common Council Meeting and 1.13.2026 Closed Session Common Council Meeting.
9. Remove loading zone at 123 S. Pearl Street and establish two 2-hour on-street parking spaces. **RECOMMENDATION:** Approve removal of the loading zone at 123 S. Pearl Street and establish two 2-hour parking spaces as recommended by the Committee of the Whole.
10. 2026 Budget Amendment and recognition of capital funds to be taken from reserves for 2024 and 2025. **RECOMMENDATION:** Move \$114,000 (\$38,000 for each year) from reserves to capital for squad car purchase and taser purchase as recommended by the Committee of the Whole.
11. Ordinance #02-26 An Ordinance Revising Setbacks in B-1 Business District
RECOMMENDATION: Approve Ordinance #02-26 to revise setbacks in the B-1 Business District as recommended by the Plan Commission.
12. Ordinance #03-26 An Ordinance Revising Fee for Satellite Earth Station Permit Application
RECOMMENDATION: Approve Ordinance #03-26 to revise the fee for Satellite Earth Station Permit Applications as recommended by the Plan Commission.
13. Ordinance #04-26 An Ordinance Amending Section 2-509 of the City of Berlin Municipal Code, to Reduce the Plan Commission Quorum Requirement from 5 Members to 4 Members.
RECOMMENDATION: Approve Ordinance #04-26 to reduce the Plan Commission quorum requirement from 5 members to 4 members as recommended by the Plan Commission.

END OF CONSENT AGENDA

14. Appointment of Park and Recreation Commission member. RECOMMENDATION: Confirm the Mayor's appointment of Patrick Hanrahan to the Park and Recreation Commission.
15. Authorize Police Department to apply for a Small, Rural and Tribal Department matching grant for Body Worn Cameras and supporting equipment/software, matching funds not to exceed \$30,000. RECOMMENDATION: Authorize the Police Department to apply for matching grant for Body Worn Cameras/equipment/software, matching funds not to exceed \$30,000.
16. Class "B" (Picnic) License for Bugle Mouth Bass Fishing Tournament on July 25, 2026 at 455 River Drive. RECOMMENDATION: Approve a Temporary Class "B" License for the Berlin Bugle Mouth Bass Foundation Inc to allow the sale of fermented malt beverages at the Bugle Mouth Bass Fishing Tournament at 455 River Drive in Berlin on July 25, 2026.
17. Municipal Court Attorney Fees. RECOMMENDATION: Authorize payment of 2025 Special Counsel and Municipal Court Attorney fees to Chier Law Office LLC.
18. Request for proposals for the Future of the Berlin Aquatic Center. RECOMMENDATION: Discussion and action as appropriate.
19. Old Business (To be used to request items of old business be put on a future agenda for further discussion or action; or used to make a motion for reconsideration of an item from the current meeting or immediately previous meeting; or to make a motion to take items off the table which were laid on the table only during the current meeting.)
20. New Business (To be used to request items of new business be put on a future agenda)
21. Adjourn.

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

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

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



WisDOT Transit Management System

2025 Public Transit Assistance Program (PTAP) - Operations: City of Berlin (Quarterly Reimbursement)

Due Date: 04/30/2025

Report Qtr: Q1

Report Yr: 2025

Reporter Background Info

Rural agencies select the Demand Response - Purchased Transportation (DR-PT) mode(s) shown at right:

Transportation Modes Demand Response - Purchased Transportation (DR-PT)
Provided:

Select all that apply. Refer
to the National Transit
Database (NTD) Glossary
for definitions.

Are you claiming reimbursement of 5311 funds this quarter?

5311 Recipients: **Be sure to select "Yes" prior to clicking Save Draft** to ensure the budget table properly loads.

No Yes

NTD Safety Reporting

[NTD Safety & Security Policy Manual](#)

[NTD Safety & Security Quick Reference Guide](#)



2025 Public Transit Assistance Program (PTAP) - Operations: City of Berlin (Quarterly Reimbursement)

Number of Reportable Events	Total Number of Injuries	Total Number of Fatalities
0	0	0
0	0	0

Wisconsin Non-Driver Advisory Committee (WiNDAC) Data

Number of Denied Rides	Number of Requests for Accommodation	Number of Non-Service Incidents
A denial occurs when an agency does not accept a trip request during normal operations when service would otherwise be expected. 0	In this context an accommodation is considered any <i>modification</i> to standard operating procedures . 0	A non-service incident is defined as service not initiated or not completed for an individual as a direct result of the individual's actions. 0

Demand Response (DR-PT/TX)

DR (Demand Response): A transit mode comprised of passenger cars, vans or small buses operating in response to calls from passengers or their agents to the transit operator, who then dispatches a vehicle to pick up the passengers and transport them to their destinations.

PT (Purchased Transportation): Transportation service provided to a public transit agency or governmental unit from a public or private transportation provider based on a written contract.

TX (Taxi): A special type of service operated through taxicab providers with a system in place to facilitate ride sharing. TX services do not use dedicated vehicles.



2025 Public Transit Assistance Program (PTAP) - Operations: City of Berlin (Quarterly Reimbursement)

Public Facing Name of Service (DR-PT)

Berlin City Taxi

Passenger Trips

For more information regarding the determination of annual passenger trips, please refer to [Wis. Adm. Code ch. Trans 3.03](#).

Revenue Trips (DR-PT)	Free Fare Trips (DR-PT)	Transfer Trips (DR-PT)	Total Trips (DR-PT): 4,791
4,656	0	0	
Agency Fare/Sponsored Service Trips (DR-PT)	Specialized Subsystem Trips (DR-PT)		
135	0		

Vehicle Miles

Revenue Miles (DR-PT)	Total Miles (DR-PT)
16,473	16,473

Hours

Revenue Hours (DR-PT)	Driver Pay Hours (DR-PT)
2,255	2,255

Revenue



2025 Public Transit Assistance Program (PTAP) - Operations: City of Berlin (Quarterly Reimbursement)

Passenger Revenue (DR-PT)	Agency Fare/Sponsored Service Revenue (DR-PT)	Other Revenue (DR-PT)
	\$1,280.00	
\$8,773.00		\$640.00

Expenses

Operating Expenses (DR-PT)	Contra Expenses (DR-PT)	Capital Expenses (DR-PT)
\$80,243.57	\$0.00	\$0.00

Supporting Documents (DR-PT)

**Upload DR-PT Supporting
Documents (if
applicable):**

Operating Budget Report

Financial Totals (all operating modes)	Award Type	Maximum Eligible Reimbursement
Expenses: \$80,243.57	Operating	Operating: \$ 34775.285
Revenue: \$10,693.00		CCC Turnkey: \$ 32097.428000000004
Contra Exp: \$0.00		CCC Service: \$ 25677.942400000004
Operating Deficit: \$69,550.57		
Capital Expenses: \$0.00		

Budget Table and Supporting Documents



WisDOT Transit Management System

2025 Public Transit Assistance Program (PTAP) - Operations: City of Berlin (Quarterly Reimbursement)

Line Item Budget

5311 subrecipients: Use the "Add/Update Budget Line Items" button to add claimed amounts for this quarter. After entering the amounts in the pop-up window and clicking "Save" please be sure to wait until the window indicates "Save Complete" before closing. If the budget table is not present or is blank, please contact your WisDOT program manager to refresh the report and reload the budget table.

Operating Revenues

Operating Revenue	Budgeted Amount	Comments	Qtr Actual
401.01: Passenger Fares- FULL ADULT FARES	\$11,126.00		\$2,176.00
401.04: Passenger Fares- Child Fares (include comment)	\$8,956.00	Student Fares	\$2,915.00
401.02: Passenger Fares- Senior Fare	\$21,492.00		\$4,564.00
401.05: Passenger Fares- Individual With a Disability Rider Fares	\$4,756.00		\$1,038.00
	\$46,330.00		\$10,693.00

Operating Expenses

Operating Expense	Budgeted Amount	In-Kind	Indirect	Comments	Qtr Actual
508.01.000: Purchased Transportation- Purchase Transportation Services (excluding ADA paratransit)	\$375,129.03	No	Yes		\$80,243.57
	\$375,129.03				\$80,243.57

Contra Expenses

Operating Expense	Budgeted Amount	In-Kind	Indirect	Comments	Qtr Actual
Select One	\$0.00	No	No		\$0.00



WisDOT Transit Management System

2025 Public Transit Assistance Program (PTAP) - Operations: City of Berlin (Quarterly Reimbursement)

Budget Report Comments

If you incurred an expense for a line item that initially wasn't included in the budget, please add a description and amount here and WisDOT staff will add the line item to the budget table. For comments pertaining to specific line items, please be sure to reference the line item number. For comments pertaining to supporting documents, please include the uploaded file name.

What is showing above is correct

Budget Report Uploads

Add documentation supporting all expenses and revenue for the period.

If using purchased service:

- Provide vendor invoices showing expenses and revenue collected
- If claiming administrative expenses, provide documentation showing hours, rates, and tasks performed by staff.

If directly operating the service

- Provide a general ledger report from the organization's accounting system showing all expense and revenue sources
- If the general ledger amounts don't cleanly align with the budget line items, provide a file showing how the amounts entered in this report were determined

If claiming in-kind contributions (all systems)

- Provide documentation identifying the source of the in-kind contribution and the basis used to determine the amount of the contribution

Quarter_1_Invoices.pdf

1.3 MB - 07/07/2025 8:50 AM

Total Files: 1



**WisDOT
Transit Management System**

**2025 Public Transit Assistance Program
(PTAP) - Operations: City of Berlin (Quarterly
Reimbursement)**

Certify in-kind donations are included in the reported expenses

- Yes the value of in-kind match reported is included in the total expenses reported
- No in-kind match is being reported this period



WisDOT Transit Management System

2025 PTAP - Operating: Public Transit Assistance Program: City of Berlin (Quarterly Reimbursement)

Due Date: 07/30/2025

Report Quarter	Report Year	PDF of Report
Q2	2025	Quarterly_Reimbursement_Preview.pdf 98.4 KB - 07/22/2025 8:24 AM

Total Files: 1

Reporter Background Info

Rural agencies select the Demand Response - Purchased Transportation (DR-PT) mode(s) shown at right:

Transportation Modes Demand Response - Shared-Ride Taxi (DR-TX)
Provided:

Select all that apply. Refer
to the [National Transit
Database \(NTD\) Glossary](#)
for definitions.

Are you claiming reimbursement of 5311 funds this quarter?

5311 Recipients: **Be sure to select "Yes" prior to clicking Save Draft** to ensure the budget table properly loads.

No Yes

NTD Safety Reporting





WisDOT Transit Management System

2025 PTAP - Operating: Public Transit Assistance Program: City of Berlin (Quarterly Reimbursement)

[NTD Safety & Security Policy Manual](#)

[NTD Safety & Security Quick Reference Guide](#)

Number of Reportable Events	Total Number of Injuries	Total Number of Fatalities
0	0	0
0	0	0

Wisconsin Non-Driver Advisory Committee (WiNDAC) Data

Number of Denied Rides	Number of Requests for Accommodation	Number of Non-Service Incidents
A denial occurs when an agency does not accept a trip request during normal operations when service would otherwise be expected. 0	In this context an accommodation is considered any <i>modification</i> to standard operating procedures . 0	A non-service incident is defined as service not initiated or not completed for an individual as a direct result of the individual's actions. 0

Demand Response (DR-PT/TX)

DR (Demand Response): A transit mode comprised of passenger cars, vans or small buses operating in response to calls from passengers or their agents to the transit operator, who then dispatches a vehicle to pick up the passengers and transport them to their destinations.

PT (Purchased Transportation): Transportation service provided to a public transit agency or governmental unit from a public or private transportation provider based on a written contract.

TX (Taxi): A special type of service operated through taxicab providers with a system in place to facilitate ride sharing. TX services do not use dedicated vehicles.



WisDOT Transit Management System

2025 PTAP - Operating: Public Transit Assistance Program: City of Berlin (Quarterly Reimbursement)

Public Facing Name of the Service (DR-PT)

Berlin City Taxi

Passenger Trips

For more information regarding the determination of annual passenger trips, please refer to [Wis. Adm. Code ch. Trans 3.03.](#)

Revenue Trips (DR-PT)	Free Fare Trips (DR-PT)	Transfer Trips (DR-PT)
5,016	0	0
Agency Fare/Sponsored Service Trips (DR-PT)	Specialized Subsystem Trips (DR-PT)	
104	0	

Vehicle Miles

Revenue Miles (DR-PT)	Total Miles (DR-PT)
16,295	16,295

~Hours

Revenue Hours (DR-PT)	Driver Pay Hours (DR-PT)
2,255	2,255

Revenue



WisDOT Transit Management System

2025 PTAP - Operating: Public Transit Assistance Program: City of Berlin (Quarterly Reimbursement)

Passenger Revenue (DR- PT)	Agency Fare/Sponsored Service Revenue (DR- PT)	Other Revenue (DR-PT)
\$9,359.00	\$1,054.00	\$670.00

Expenses

Operating Expenses (DR- PT)	Contra Expenses (DR-PT)	Capital Expenses (DR-PT)
\$73,469.93	\$0.00	\$0.00

Supporting Documents (DR-PT)

Upload DR-PT Supporting Documents (if applicable)

Q2_2025_City_of_Berlin_DR-PT_Supporting_Document.pdf
28.3 KB - 11/13/2025 7:48 AM

Total Files: 1

Operating Budget Report



WisDOT Transit Management System

2025 PTAP - Operating: Public Transit Assistance Program: City of Berlin (Quarterly Reimbursement)

Financial Totals (all operating modes)	Award Type	Maximum Eligible Reimbursement	Total Reimbursement This Quarter
Expenses: \$73,469.93	Operating	Operating: \$32166.675000000003	
Revenue: \$11,083.00		CCC Turnkey: \$30516.540000000005	
Contra Exp: \$0.00		CCC Service: \$24413.232000000004	
Operating Deficit: \$62,386.93			
Capital Expenses: \$0.00			

Budget Table and Supporting Documents



WisDOT Transit Management System

2025 PTAP - Operating: Public Transit Assistance Program: City of Berlin (Quarterly Reimbursement)

Line Item Budget

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Operating Revenues

Operating Revenue	Budgeted Amount	Comments	Qtr Actual
401.01: Passenger Fares- FULL ADULT FARES	\$11,126.00		\$2,682.00
401.04: Passenger Fares- Child Fares (include comment)	\$8,956.00	Student Fares	\$2,690.00
401.02: Passenger Fares- Senior Fare	\$21,492.00		\$5,306.00
401.05: Passenger Fares- Individual With a Disability Rider Fares	\$4,756.00		\$1,280.00
	\$46,330.00		\$11,958.00

Operating Expenses

Operating Expense	Budgeted Amount	In-Kind	Indirect	Comments	Qtr Actual
508.01.000: Purchased Transportation- Purchase	\$375,129.03	No	Yes		\$76,291.35
Transportation Services (excluding ADA paratransit)					
	\$375,129.03				\$76,291.35

Contra Expenses

Operating Expense	Budgeted Amount	In-Kind	Indirect	Comments	Qtr Actual
Select One	\$0.00	No	No		\$0.00



WisDOT Transit Management System

2025 PTAP - Operating: Public Transit Assistance Program: City of Berlin (Quarterly Reimbursement)

Budget Report Comments

If you incurred an expense for a line item that initially wasn't included in the budget, please add a description and amount here and WisDOT staff will add the line item to the budget table. For comments pertaining to specific line items, please be sure to reference the line item number. For comments pertaining to supporting documents, please include the uploaded file name.

Budget Report Uploads

Add documentation supporting all expenses and revenue for the period.

If using purchased service:

- Provide vendor invoices showing expenses and revenue collected
- If claiming administrative expenses, provide documentation showing hours, rates, and tasks performed by staff.

If directly operating the service

- Provide a general ledger report from the organization's accounting system showing all expense and revenue sources
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If claiming in-kind contributions (all systems)

- Provide documentation identifying the source of the in-kind contribution and the basis used to determine the amount of the contribution

QT_2_Transportation.pdf
1.4 MB - 07/08/2025 12:13 PM

Total Files: 1



WisDOT Transit Management System

2025 Public Transit Assistance Program (PTAP) - Operations: City of Berlin (Quarterly Reimbursement)

Due Date: 10/30/2025

Report Qtr: Q3

Report Yr: 2025

Reporter Background Info

Rural agencies select the Demand Response - Purchased Transportation (DR-PT) mode(s) shown at right:

Transportation Modes Demand Response - Purchased Transportation (DR-PT)
Provided:

Select all that apply. Refer
to the [National Transit](#)
[Database \(NTD\) Glossary](#)
for definitions.

Are you claiming reimbursement of 5311 funds this quarter?

5311 Recipients: **Be sure to select "Yes" prior to clicking Save Draft** to ensure the budget table properly loads.

No Yes

NTD Safety Reporting

[NTD Safety & Security Policy Manual](#)

[NTD Safety & Security Quick Reference Guide](#)



WisDOT Transit Management System

2025 Public Transit Assistance Program (PTAP) - Operations: City of Berlin (Quarterly Reimbursement)

Number of Reportable Events	Total Number of Injuries	Total Number of Fatalities
0	0	0

Wisconsin Non-Driver Advisory Committee (WiNDAC) Data

Number of Denied Rides	Number of Requests for Accommodation	Number of Non-Service Incidents
A denial occurs when an agency does not accept a trip request during normal operations when service would otherwise be expected. 0	In this context an accommodation is considered any <i>modification to standard operating procedures.</i> 0	A non-service incident is defined as service not initiated or not completed for an individual as a direct result of the individual's actions. 0

Demand Response (DR-PT/TX)

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WisDOT Transit Management System

2025 Public Transit Assistance Program (PTAP) - Operations: City of Berlin (Quarterly Reimbursement)

Public Facing Name of Service (DR-PT)

Purchased Transportation (DR-PT)

Passenger Trips

 For more information regarding the determination of annual passenger trips, please refer to [Wis. Adm. Code ch. Trans 3.03.](#)

Revenue Trips (DR-PT)	Free Fare Trips (DR-PT)	Transfer Trips (DR-PT)
3,783	0	0
Agency Fare/Sponsored Service Trips (DR-PT)	Specialized Subsystem Trips (DR-PT)	Total Trips (DR-PT)
0	0	3,783
0		

Vehicle Miles

Revenue Miles (DR-PT)	Total Miles (DR-PT)
14,925	14,925

~Hours

Revenue Hours (DR-PT)	Driver Pay Hours (DR-PT)
2,166	2,166

Revenue



WisDOT Transit Management System

2025 Public Transit Assistance Program (PTAP) - Operations: City of Berlin (Quarterly Reimbursement)

Passenger Revenue (DR- PT)	Agency Fare/Sponsored Service Revenue (DR- PT)	Other Revenue (DR-PT)
\$8,819.00	\$794.00	\$1,080.00

Expenses

Operating Expenses (DR- PT)	Contra Expenses (DR-PT)	Capital Expenses (DR-PT)
\$79,097.57	\$0.00	\$0.00

Supporting Documents (DR-PT)

Upload DR-PT Supporting Documents (if applicable)

[Q3_2025_City_of_Berlin_DR-PT_Supporting_Document.pdf](#)
64.9 KB - 10/15/2025 8:55 AM

Total Files: 1

Operating Budget Report

Financial Totals (all operating modes)	Award Type	Maximum Eligible Reimbursement
Expenses: \$79,097.57	Operating	Operating: \$ 27240.185
Revenue: \$10,693.00		CCC Turnkey: \$ 25961.748000000003
Contra Exp: \$0.00		CCC Service: \$ 20769.398400000002
Operating Deficit: \$68,404.57		
Capital Expenses: \$0.00		



WisDOT Transit Management System

2025 Public Transit Assistance Program (PTAP) - Operations: City of Berlin (Quarterly Reimbursement)

Budget Table and Supporting Documents

Line Item Budget

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Operating Revenues

Operating Revenue	Budgeted Amount	Comments	Qtr Actual
401.01: Passenger Fares- FULL ADULT FARES	\$11,126.00		\$2,928.00
401.04: Passenger Fares- Child Fares (include comment)	\$8,956.00	Student Fares	\$1,052.00
401.02: Passenger Fares- Senior Fare	\$21,492.00		\$5,000.00
401.05: Passenger Fares- Individual With a Disability Rider Fares	\$4,756.00		\$1,444.00
	\$46,330.00		\$10,424.00

Operating Expenses

Operating Expense	Budgeted Amount	In-Kind	Indirect	Comments	Qtr Actual
508.01.000: Purchased Transportation- Purchase	\$375,129.03	No	Yes		\$64,904.37
Transportation Services (excluding ADA paratransit)					
	\$375,129.03				\$64,904.37

Contra Expenses

Operating Expense	Budgeted Amount	In-Kind	Indirect	Comments	Qtr Actual
Select One	\$0.00	No	No		\$0.00



2025 Public Transit Assistance Program (PTAP) - Operations: City of Berlin (Quarterly Reimbursement)

Budget Report Comments

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Budget Report Uploads

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City of Berlin WI
Accounts Payable Status Report from 1/01/2026 to 1/30/2026

Lookup & Org Name	Invoice Number	Invoice Date	A/P Description	Original A/P Owed	Paid Amt To Date	Balance Due	Check Number
[A R] Airgas	9168250475	1/12/2026	Industrial Oxygen	358.84	702.42	0.00	2/03/2026
[ALCIV A] Activia	5177	1/07/2026	Fieldmaster	702.42	0.00	1/21/2026	
[AFlags] All Flags, LLC	61295	1/20/2026	100 Flags	1,748.45	0.00	0.00	2/03/2026
[ALINT] Alliant Energy/WPL	010526	1/05/2026	Nathan Strong Restroom	136.58	0.00	0.00	1/21/2026
[AAC] Associated Appraisal Consultants	184038	1/01/2026	January 2026 Service	2,058.37	2,058.37	0.00	1/07/2026
[ASSOCBNK] Associated Bank	011326	1/13/2026	Billing Period 1/1/2025-12/31/2025	475.00	0.00	0.00	2/03/2026
[ASSOCBNK] Associated Bank	07182024 (1)	1/13/2026	2017 Promissory Note	6,575.00	0.00	6,575.00	
[ASSOCBNK] Associated Bank	085-201	1/18/2026	2017 Obligation Note Interest	6,575.00	0.00	6,575.00	
[ASSOCBNK] Associated Bank			General obligation street improvement bonds	170,000.00	0.00	170,000.00	
[ASSOCBNK] Associated Bank	085-201	1/18/2026	General obligation street improvement bonds - interest*	15,072.50	0.00	0.00	2/03/2026
[ASSOCBNK] Associated Bank	085-202	1/18/2026	May 1, 2023 General obligation promissory note	225,000.00	0.00	0.00	2/03/2026
[ASSOCBNK] Associated Bank	085-202	1/18/2026	December 5, 2017 General Obligation Promissory Note - Interest	3,375.00	0.00	0.00	2/03/2026
[ASSOCBNK] Associated Bank	085-203	1/18/2026	December 5, 2017 General Obligation Promissory Note - Interest	115,000.00	0.00	0.00	2/03/2026
[ASSOCBNK] Associated Bank	085-203	1/18/2026	September 29, 2020 General Obligation Promissory Note - Interest	12,675.00	0.00	0.00	2/03/2026
[ASSOCBNK] Associated Bank	085-204	1/18/2026	September 29, 2020 General Obligation Promissory Note - Interest	49,000.00	0.00	0.00	2/03/2026
[ASSOCBNK] Associated Bank	99G100003	1/13/2026	March 1, 2023 General Obligation Promissory Note - Interest	6,473.35	0.00	0.00	2/03/2026
[ASSOCBNK] Associated Bank	99G100003	1/18/2026	March 1, 2023 General Obligation Promissory Note - Interest	165,000.00	0.00	0.00	2/03/2026
[1051] Barton, Andrew L	010926	1/09/2026	March 1, 2024 General Obligation Promissory Note - Interest	42,050.00	0.00	0.00	2/03/2026
[1051] Barton, Andrew L	050225 (1)	1/09/2026	March 1, 2024 General Obligation Promissory Note - Interest	50.00	50.00	0.00	1/09/2026
[1051] Barton, Andrew L	090525 (1)	1/09/2026	Cash for Operating Supplies as Municipal Building Custodian	50.00	50.00	0.00	1/09/2026
			Cash for Operating Supplies as Municipal Building Custodian	50.00	50.00	0.00	

City of Berlin WI
Accounts Payable Status Report from 1/01/2026 to 1/30/2026

Lookup & Org Name	Invoice Number	Invoice Date	A/P Description	Original A/P Owed	Paid Amt To Date	Balance Due	Check Run Date	Check Number
[BASD] Berlin Area School District	011326	1/13/2026	Waushara Taxes-\$35559.20 Green Lake County -1,245,129.60 Jan Tax Settlement Invoices from 2025 never received	1,280,988.80	1,280,988.80	0.00	0.00	1/09/2026
[BNJ] BERLIN JOURNAL	012126	1/21/2026	Grizzly's Liquor License	2,388.00	2,388.00	0.00	77.00	1/21/2026
[BNJ] BERLIN JOURNAL	198503	1/08/2026	Plaintiff Commission	77.00		0.00		2/03/2026
[BNJ] BERLIN JOURNAL	198628	1/15/2026	Record Quorum and Voting An Amendment to Ordinance Revising Setbacks in B-1 Business District	381.00	381.00	0.00	0.00	2/03/2026
[BNJ] BERLIN JOURNAL	198629	1/15/2026	Notice of Newly Enacted Ordinance Dec 9, 2025	571.00	571.00	0.00	0.00	2/03/2026
[BH20] Berlin Water & Sewer Department	010325	1/05/2026	Common Council Virtues	77.00	77.00	0.00	0.00	1/07/2026
[Brad Willis] Brad Willis	013026	1/30/2026	December Water & Sewer D&D Program	50.00	50.00	0.00	0.00	1/20/2026
[BS&E] Brauer Supply & Equipment	250136	1/03/2026	Plow Blades	1,898.00	1,898.00	0.00	0.00	1/07/2026
[BS&E] Brauer Supply & Equipment	250154	1/19/2026	Plew Bolts	625.00	625.00	0.00	0.00	2/03/2026
[BRIGHT] Brightspeed	430000664056	1/09/2026	service 1-9/2-8 2026	488.74	488.74	0.00	0.00	2/03/2026
[CHCOMM - POOL] Charter Communication	17171880101072	1/07/2026	Pool 01/13-02/12/2026	169.98	169.98	0.00	0.00	1/21/2026
[CHCOM-SRCTR] Charter Communication	11988300101212	1/21/2026	Phone & Internet Service 1/21/2026- 2/20/2026	857.51	857.51	0.00	0.00	2/03/2026
[CN] CINTAS	4257280076	1/22/2026	Supplies	295.28	295.28	0.00	0.00	2/03/2026
[City of Appleton] City Of Appleton	191811	1/06/2026	January 2026 Weights & Measures	575.00	575.00	0.00	0.00	1/21/2026
[CONSO] Convergent Solutions	589233	1/07/2026	ECS Software for 2026	350.00	350.00	0.00	0.00	1/21/2026
[Corp net] Corporate Network Solutions, 817099	1/27/2026		Subscription Period 1/1-1/31/26	133.25	133.25	0.00	0.00	2/03/2026
Inc								
[Dorothy Nelson] Dorothy Nelson	012126	1/21/2026	Senior Center Deposit Return	100.00	100.00	0.00	0.00	1/21/2026
[Dretiske Law Office] Dretiske Law Office, 90	1/30/2026		Muni Court	2,739.00	2,739.00	0.00	0.00	2/03/2026
[DTN] DTN, LLC	210-00256827	1/01/2026	Weather Service	124.95	124.95	0.00	0.00	1/20/2026
[ENVISIONWARE, INC] ENVISIONWARE, INC	79675	1/01/2026	1 Yr Maintenance	441.23	441.23	0.00	0.00	1/20/2026
[02-00008187-00-2] FARMERS & MERCHANTS BANK	012726	1/27/2026	Payoff for loan 940494	295,216.79	295,216.79	0.00	0.00	1/27/2026
[FINLINE] FInish Line Studios	19781	1/01/2026	Annual SSL certificate Annual Web Hosting	580.00	580.00	0.00	0.00	1/07/2026

City of Berlin WI
Accounts Payable Status Report from 1/01/2026 to 1/30/2026

Lookup & Org Name	Invoice Number	Invoice Date	A/P Description	Original A/P Owed	Paid Amt To Date	Balance Due	Check Run Date	Check Number
[FRANTZ COMPANY, INC] FRANTZ COMPANY, INC	0100924	1/16/2026	Sidewalk Salt	1,001.85		0.00	2/03/2026	
[GFCOM] Gordon Flesch	15448310	1/11/2026	Images over Base Amount	134.24	134.24	0.00	1/20/2026	
[GFCOM] Gordon Flesch	15448315	1/11/2026	Clerk's Office	566.25	566.25	0.00	1/07/2026	
[GLCO-02] GREEN LAKE COUNTY TREASURER	011326	1/13/2026	Images over base amount January Tax Settlement	910,507.68	910,507.68	0.00	1/09/2026	
[ITUAB] ITU ABSORBTECH, INC.	8668461	1/20/2026	Rugs, Towels	80.29		0.00	2/03/2026	
[KEG] KUNKEL ENGINEERING GROUP	012126	1/21/2026	Services through 12/31/2025	2,046.32	2,046.32	0.00	1/21/2026	
[MARCI] MID-AMERICAN RESEARCH CHEMICAL	0868863	1/23/2026	Supplies	825.25		0.00	2/03/2026	
[MODRENT] MODERN RENTALS, INC	338742	1/05/2026	Husky 555 Chainsaw	538.95	538.95	0.00	1/21/2026	
[MPTC] MORaine PARK TECHNICAL COLLEGE	011326	1/13/2026	Jan. Tax Settlement Waushara County-\$3016.78 Green Lake County-\$104,750.71 Assistance with W2 Processing	107,767.49	107,767.49	0.00	1/09/2026	
[MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC.	30136	1/08/2026		235.00	235.00	0.00	1/21/2026	
[MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC.	30205	1/13/2026	Update Fund Balance/Retained Earnings account to allow closing entries to process	29.37		0.00	2/03/2026	
[MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC.	30227	1/24/2026	Assistance with W2 and 1099 processing, revise retirement setup and calculations	1,703.75		0.00	2/03/2026	
[MSA] MSA	025091	1/19/2026	Comp Plan - Jan 26,2026	2,072.69		0.00	2/03/2026	
[ML&LG] Municipal Law & Litigation Group, S.C.	15659	1/20/2026	Legal Fees	3,552.60		0.00	2/03/2026	
[01-00002113-02-8] OBRIST, USA	2025-12						1/20/2026	
[PENFLEX] PENFLEX ACTUARIAL SERVICES, LLC	2025-009	1/21/2026	Cleaning Service	543.75	543.75	0.00	2/03/2026	
			Standard Fee to calculate and Certify Amount of Benefit Payable & Prepare Correspondence for Payment of a Repair on two trucks	90.00				
[PBR] PITCH BLACK REPAIR LLC	1844	1/05/2026		140.12	140.12	0.00	1/07/2026	
[POMPS] Pomp's Tire Service, Inc.	270130783	1/29/2026	Tires	679.20		0.00	2/03/2026	
[RED POWER DIESEL SERVICE] RED POWER DIESEL SERVICE	6640	1/06/2026	Water Leaking from Tank Fill	1,145.47	1,145.47	0.00	1/20/2026	
[Savannah Busnell] Savannah Busnell	01192026	1/19/2026	Library Program	150.00	150.00	0.00	1/20/2026	
[SFLW] SONDALE FORD LINCOLN MERCURY	81786	1/13/2026	2023 Chrysler Voyager 3,000 Mile Maintenance	49.89	49.89	0.00	1/21/2026	
[TPLL] Thunder Pyrotechnics LLC	7032026	1/15/2026	2026 Fireworks	10,000.00	10,000.00	0.00	1/21/2026	

City of Berlin WI
Accounts Payable Status Report from 1/01/2026 to 1/30/2026

Lookup & Org Name	Invoice Number	Invoice Date	A/P Description	Original A/P Owed	Paid Amt To Date	Balance Due Run Date	Check Number
[UBS FINANCIAL SERVICES INC] UBS FINANCIAL SERVICES INC	010926	1/09/2026	Fire Department	5,578.00	5,578.00	0.00	1/09/2026
[Unique] Unique Management Services, Inc.	6149435	1/01/2026	Placements	81.55	81.55	0.00	1/20/2026
[VES] VIKING ELECTRIC SUPPLY	0009894428.001	1/06/2026	Library Bulbs	40.04	40.04	0.00	2/03/2026
[WES] VIKING ELECTRIC SUPPLY	0009921223.001	1/14/2026	Lamp Lumens Volt	245.08	245.08	0.00	2/03/2026
[WM] WASTE MANAGEMENT	003353876-0414-5	1/02/2026	December 2025 Service	32,902.20	32,902.20	0.00	1/21/2026
[WAUSCO] WAUSHARA COUNTY	011326	1/13/2026	January Tax Settlement	28,726.98	28,726.98	0.00	1/09/2026
[WI SCTF] WI SCTF	012126	1/15/2026	Garnishment - Child Support Dylan Saylor	222.46	222.46	0.00	1/21/2026
[WALS] Winnefox Automated Library Services	WLS4361	1/14/2026	Payroll 1/2/26 & 1/16/26 Backordered books, public printer ink cartridges and copier reserves	5,000.00	5,000.00	0.00	1/20/2026
[WPPA] WISCONSIN PROFESSIONAL POLICE	26881	1/01/2026	Union Dues - January 2026	470.00	470.00	0.00	1/07/2026
[WLFPA] WOLF PAVING & EXCAVATING	54224	1/14/2026	Cold Patch	1,704.00	0.00	2/03/2026	
OF MADISON, INC				750.00	0.00		
[WURTZ] WURTZ LAW OFFICE, LLC	12450	1/23/2026	Muni Court Report Totals:	3,527,096.90	6,852.00		2/03/2026

CITY OF BERLIN

PAYROLL FOR JANUARY - 2026

Net Payroll					
PAYDATE	Payroll #	PAYROLL TITLE	GENERAL CITY	UTILITY	EMS
1/2/2026	1	General City	58,806.52		
1/2/2026	1	Utility		12,079.57	
1/2/2026	1	EMS			41337.31
1/16/2026	2	General City	75,748.86		
1/16/2026	2	Utility		12,893.90	
1/16/2026	2	EMS			44153.64
1/30/2026	3	General City	60,212.52		
1/30/2026	3	Utility		12,358.97	
1/30/2026	3	EMS			42798.74
		TOTAL MONTHLY PAYROLL	\$194,767.90	\$37,332.44	\$128,289.69

COMMON COUNCIL MEETING MINUTES
TUESDAY, JANUARY 13, 2026 AT 7PM

1. Call to order/Roll Call - *Mayor Burgess called the meeting to order at 7:00PM. Alderpersons Boeck, Hill, Nigbor, Przybyl, Sorenson, and Stobbe were present. Staff present were City Administrator, Jessi Balcom; Deputy-Clerk Treasurer, Debra Thiel; Assistant Chief of Police, Noah Knetzger; Planning and Development Director/Zoning Administrator, Timothy Ludolph; and EMS Director, Evan Vandenlangenberg.*
2. Seat Virtual Attendees – *None.*
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 12.02.2025 Special Common Council Meeting and 12.09.2025 Common Council Meeting.

END OF CONSENT AGENDA

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

8. * Uniform Deposit Schedule Amendment Adoption - *Discussion that chicken licensing has not been on the forfeiture fee schedule, and therefore it cannot be enforced. The suggested fines are in line with current dog kennel licensing fines. Alderperson Hill made a motion to waive review by the Committee of the Whole and approve the recommendation of the Police Chief to add Ord #10-7(d) Chicken License Required to the Uniform Deposit Schedule, with a second by Alderperson Nigbor. Voice vote carried.*
9. Accept Resignation of Park and Recreation Commission Member – *Alderperson Hill noted Bobbie has worked very hard for the City over many years. Alderperson Hill made a motion to accept the resignation of Bobbie Erdmann from the Park and Recreation Commission as of January 7, 2026, with a second by Alderperson Przybyl. Voice vote carried. Mayor Burgess requested a thank you card be sent to Bobbie for her many years of service.*
10. 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 – City Administrator Balcom explained liquor license transfers; Only one liquor license can be granted per location and the current holder of the license has to give the license back. Alderperson Przybyl made a motion to grant a combination Class B license to Grizzly's for the premises identified in their application dated 12-26-25, provided that the City Clerk shall not issue the license unless and until the City Clerk receives all of the following: (1) full and unconditional surrender of the license currently in effect for the premises; (2) proof to the City Clerk's satisfaction that the applicant either owns the premises or has approval from the owner for the issuance of the license; (3) all applicable fees and costs are paid, along with any delinquencies owed to the City if any; (4) proof that a seller's permit has been issued to the applicant by the State of Wisconsin; and (5) all conditions must be satisfied within thirty (30) days of this approval or this approval is void, with a second by Alderperson Nigbor. Voice vote carried.

Alderperson Przybyl made a motion to approve a permit for an Outdoor Activity Area at Alcoholic Beverage Licensed Establishment for Grizzly's LLC located at 186 Broadway St., Colton Burt, Agent., with a second by Alderperson Nigbor. Voice vote carried.

11. 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 - City Administrator Balcom explained the Council previously approved Dretske Law beginning January 23, however, this amendment would allow time to transfer new cases not completed from Chier Law to Dretske Law. City Administrator Balcom stated the City Attorney reviewed and accepted these changes. Alderperson Hill made a 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, with a second by Alderperson Sorenson. Voice vote carried.
12. EMS Director job description update – City Administrator explained previously the City requested adding another EMT to EMS staff as the current EMS Director was completing both director responsibilities and working shifts in the ambulance. Moving forward this would create an EMS Director Position to allow the EMS Director to focus on director responsibilities and administrative tasks. Mayor Burgess thanked Evan Vandenlangenberg for all his hard work. Alderperson Hill made a motion to waive review by the Committee of the Whole and approve the Emergency Medical Services Director job description, with a second by Alderperson Stobbe. Voice vote carried.
13. Amend Common Council Committee of the Whole and Regular Common Council meeting schedules due to the 2026 elections – City Administrator Balcom noted that rescheduling the November 3rd meeting to the 5th would cause a delay in the Common Council receiving agenda packets as the Committee of the Whole meeting would occur the same day Common Council packets are distributed to Council. Discussion to keep the meeting scheduled for November 5, and to cancel in the future if the meeting is not needed. Alderperson Stobbe made a 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 7:00PM, with a second by Alderperson Przybyl. Voice vote carried.

14. Amend Fee Schedule - *City Administrator Balcom noted a single line item was omitted inadvertently and is now added back into the fee schedule. Alderperson Przybyl made a motion to waive review by the Committee of the Whole and approve the City of Berlin amended fee schedule, with a second by Alderperson Sorenson. Voice vote carried.*
15. Copier agreement – *City Administrator Balcom explained Staff was notified the 2nd floor copier will no longer be serviced as of February due to the age of the equipment and the inability to get parts, and the 1st floor equipment will no longer be serviced in November. Staff sought copier service proposals from multiple companies. City Administrator Balcom suggested moving forward with a lease agreement so that any maintenance would be covered. She noted EO Johnson provided rates for both a used and a new machine, adding that for the expected amount of copies to be made, the used machine rates were better. She explained that most companies include a page allowance and charge overages, whereas EO Johnson only charges for the pages used. City Administrator Balcom suggested canceling the contracts for both machines and moving forward with a new contract. Alderperson Hill made a motion to waive review by the Committee of the Whole and Approve a five year copier lease and service agreement with EO Johnson for used equipment, with a second by Alderperson Przybyl. Voice vote carried.*
16. Resolution #26-01 To Designate Polling Place for City of Berlin in Green Lake and Waushara Counties – *Mayor Burgess noted the Berlin Armory has been used for several years, is scheduled to be sold, and cannot be used further. City Administrator noted that the staff of River Shores is excited to serve the Community and will charge the same rental fee as the Berlin Armory. City Administrator Balcom also noted the Berlin Armory has been wonderful for many years and appreciates their service. Alderperson Przybyl made a 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, with a second by Alderperson Boeck. Roll call vote carried (5 ayes, Boeck, Nigbor, Przybyl, Sorenson, and Stobbe; 0 nay; 0 absent; 1 abstain: Hill).*
17. Economic Development Recap – *Timothy Ludolph presented business activity data from the last two years. He noted positive momentum going into 2026 and good partnerships among BCDC, the City, and other partners. Mayor Burgess noted that although there was only a net gain of one business, there are still many new businesses. Ludolph asked Council to give direction if new or additional data was wanted. Mayor Burgess requested to see a similar list annually.*
18. Employee Assistance Program renewal - *City Administrator Balcom explained the program started April 2025, and this contract provides the same services and amount per employee. Alderperson Hill made a 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, with a second by Alderperson Sorenson. Voice vote carried.*
19. Contract amendment for Comprehensive Plan services by MSA - *Timothy Ludolph noted that staff have had lengthy conversations with MSA and determined this is the best option and most cost-effective way to make the Land Use and Zoning Maps effective and useful with a good foundation allowing the maps to be dynamic with GIS and additional tools moving*

forward. Mayor Burgess suggested moving forward with new maps rather than continuing with 20-year-old maps. Discussion that the current Land Use Map is old and not compatible, and this would update the map with all changes noted by the Plan Commission. Discussion held that the finished product would get to Green Lake County and other appropriate jurisdictions. Alderperson Hill made a 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, with a second by Alderperson Stobbe. Voice vote carried.

*Alderperson Przybyl left the meeting at 7:34PM to take a call, returning at 7:36PM.
Alderperson Przybyl left the meeting at 7:38PM.*

20. 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 – City Administrator Balcom explained the Council will need to update the ordinance in order to move forward with a recycling fee for 2026 to be put onto the 2027 tax bills. Additionally, she noted the WI DNR updated language required in recycling ordinances, to be completed by April 2026. The current ordinance draft has been reviewed by the DNR. Alderperson Hill questioned what section was updated by the DNR. City Administrator Balcom explained the changes involved language around notification requirements and rules, noting no substantial changes. She added the marked-up version of the ordinance was previously presented to the Council. Alderperson Hill made a motion to 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, with a second by Alderperson Stobbe. Roll call vote carried (4 ayes: Boeck, Hill, Sorenson, and Stobbe; 1 nay: Nigbor; 1 absent: Przybyl).
21. Discussion of City Aquatic Center – Mayor Burgess reminded the Council that it was previously requested to discuss the long-term possibilities and a potential referendum in January 2026 regarding the pool. City Administrator Balcom presented a possible next step to ask for Requests for Proposals (RFPs), where any firm could bid on any combination of the three options; Options would include a plan to update the pool facility all at once, update the pool facility in phases, and/or demolish the site to make it a vacant parcel. City Administrator explained the Council could choose to move forward with any or none of the options provided or choose to use the numbers that come through as a basis for a potential referendum question. Mayor Burgess stated the RFPs could allow the Council to see alternative options or ideas. Mayor Burgess added the Council currently doesn't have options other than a potential referendum, but the Council doesn't have accurate costs because the previous pool proposal is over two years old. Alderperson Hill stated she liked the option to update the pool facility in phases as pricing could be better. City Administrator Balcom advised on the process of going to referendum; The Council has to decide the referendum question, the referendum question has to be to the County at least 10 weeks prior to the election on which it will be placed, the question needs to be clear so the Council gets the question they want answered, and the community needs to know what a yes or a no on the ballot would mean. City Administrator Balcom further advised information and numbers get to the community with enough time to allow a voting decision. Mayor Burgess referenced the prior engineering plan to repair the pool and its cost of \$50,000 and the potential need to get

a new one to get updated and accurate repair costs to go to referendum. Discussion held on the time period to keep RFPs open and making the prior engineering plan available to potential firms. City Administrator Balcom suggested that a bid may be a better option to get actual costs of repair. Discussion held regarding the timeline of submitting a referendum question, how long to keep an RFP open for, and whether a referendum question in November is reasonable. Mayor Burgess stated there is no rush and wishes to move thoughtfully forward. Discussion on the difference between RFPs and bids. Discussion to use what City Administrator Balcom presented in the 3rd paragraph of her staff report, to add a 4th option to the RFP for all other ideas, and to keep the RFP open for 90 days.

22. Old Business – *None.*

23. New Business - *None.*

24. 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) *by Alderperson Hill, with a second by Alderperson Stobbe. Voice vote carried. Closed session commenced at 8:18PM.*

Alderperson Hill made a motion to reconvene into open session with a second by Alderperson Stobbe Motion passed. Aye (5) Boeck, Hill, Nigbor, Sorenson and Stobbe; Absent (1) Przybyl; No (0). Open session was reconvened at 8:58PM.

Motion to approve the proposed compensation for the EMS Director as presented by the City Administrator in closed session made by Alderperson Stobbe and seconded by Alderperson Hill. Motion passed: Aye (5) Boeck, Hill, Nigbor, Sorenson and Stobbe; Absent (1) Przybyl; No (0).

25. Adjourn - *A motion to adjourn was made by Alderperson Sorenson and seconded by Alderperson Stobbe. Motion passed: Aye (5); Absent (1) Przybyl; No (0). Meeting adjourned at 8:59PM.*

Respectfully submitted by,
Brittani Majeskie, Deputy Clerk-Treasurer

CITY OF BERLIN
COMMON COUNCIL MEETING
STAFF REPORT

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Remove loading zone at 123 S. Pearl Street and establish two 2-hour on-street parking spaces.
MEETING DATE: February 10, 2026

BACKGROUND

In 2019 American House (at that time) requested that two parking spaces in front of the location be used specifically as a loading and unloading zone for ambulance and transport services. The property has since become vacant, and the loading/unloading zone serves no purpose. Staff is asking council to allow this zone to be returned to normal parking stalls (NO PARKING 2:30 -5:30 AM) not 15 min. parking as they were originally. This will accommodate the businesses on S. Pearl St. with more parking. Please refer to the map provided for the location of the zone/parking stalls.

The Committee of the Whole recommended that the loading zone be removed and replaced with two 2-hour on-street parking spaces.

This item is on the Consent Agenda.

SUGGESTED MOTION

Motion to remove the loading/unloading zone at 123 S. Pearl Street and establish two 2-hour parking spaces.

PART II - CODE OF ORDINANCES
Chapter 70 - TRAFFIC AND VEHICLES
ARTICLE VI. - TRAFFIC SCHEDULES
DIVISION 7. LOADING ZONES

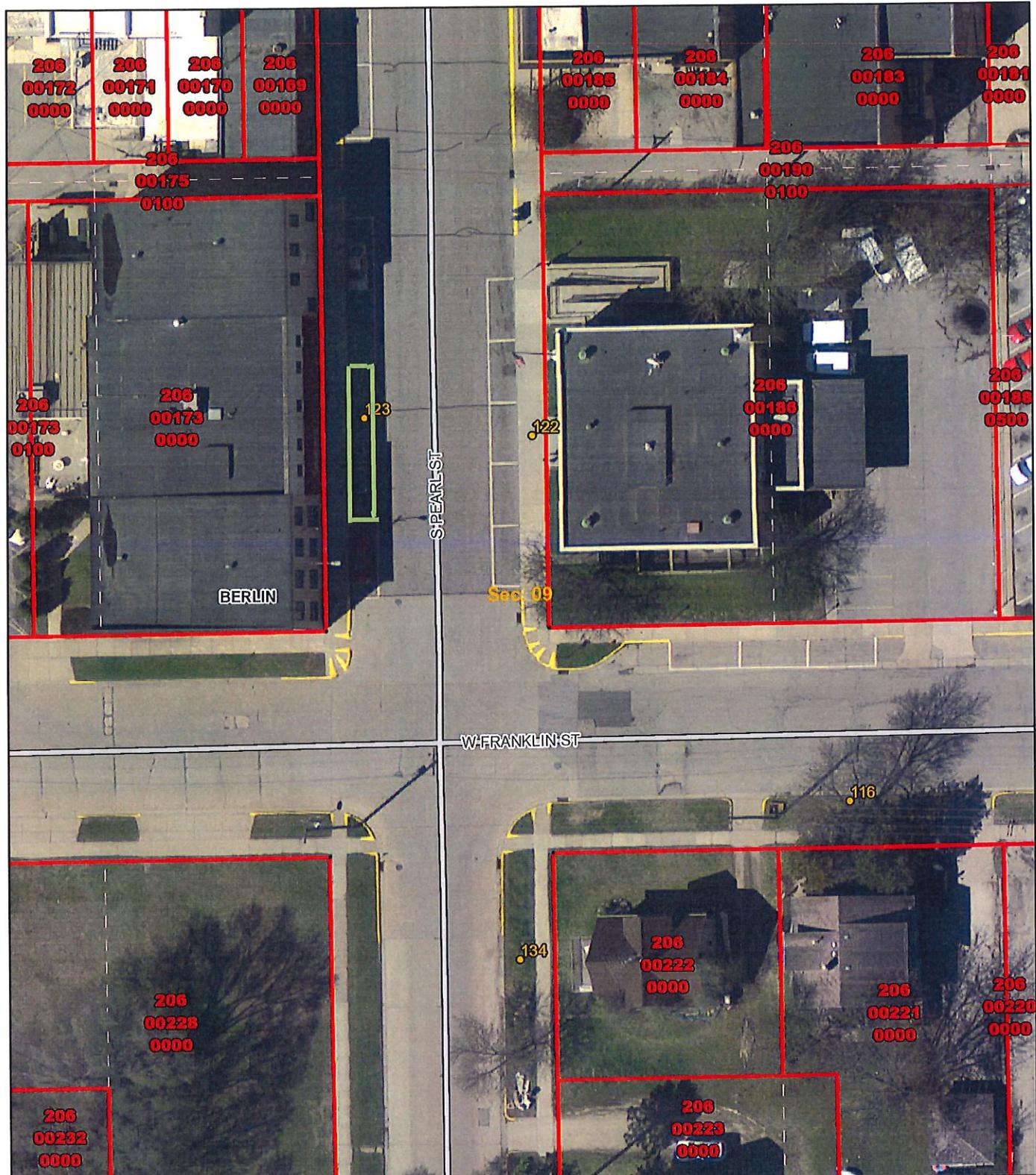
DIVISION 7. LOADING ZONES

Sec. 70-481. Established.

- (a) The common council, upon recommendation of the committee of the whole, shall establish the necessary loading zones within the city. Such areas shall be established and/or removed by majority vote of the common council, upon recommendation of the committee of the whole.
- (b) All areas designated as loading zones within the city shall be marked by official traffic signs.

(Code 1989, § 10-1-36)

Secs. 70-482—70-500. Reserved.



 <p>Green Lake County</p> <p>1 inch = 40 feet</p> <p>Geographic Information System (GIS) https://gis.co.green-lake.wi.us/</p>	<p>American House loading zone Green Lake County, WI</p> <p>Note:</p>	<p>Time: 8:41:25 AM Date: 5/15/2019</p>
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**CITY OF BERLIN
COMMON COUNCIL MEETING
STAFF REPORT**

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: 2026 Budget Amendment and recognition of capital funds to be taken from reserves for 2024 and 2025.
MEETING DATE: February 10, 2026

BACKGROUND

The Police Department is scheduled to order a squad car and replace tasers that have come to end of life later this year. It has been discovered that monies have not been budgeted for and placed in capital for these items since 2024. To remedy this, monies will be taken from reserves and moved to the capital account within the Police Department Budget. Each year, \$35,000 was intended to go into the capital fund for the squad and \$3,000 for the tasers. This will result in the moving of \$114,000.

\$105,000 from Reserve Fund Balance Account #100-00-34305-000 to Vehicle Equip Replacement – Police Account #400-20-52710-810 (\$35,000 for 2024, 2025, 2026)

\$9,000 from Reserve Fund Balance Account #100-00-34305-000 to Assigned: PD Radios/Taser Account #400-20-34156-000 (\$3,000 for 2024, 2025, 2026)

\$114,000 to be moved from Reserves to Capital

This item is on the Consent Agenda.

SUGGESTED MOTION

Motion to amend the 2026 City Budget, placing \$38,000 into the Police Department's Capital Fund from reserves and recognizing that \$38,000 will also be moved into the fund for both the years 2024 and 2025, recognizing that these funds were unbudgeted at that time. Total reserves to be moved into the Capital Funds of \$114,000 as recommended by the Committee of the Whole.



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, Planning & Development Director
RE: Ordinance Amendments for B-1 Setbacks, Record(Quorum) and Satellite Earths Station Fee
DATE: February 10th 2026

Preliminary Discussion

The Plan Commission met on November 25, 2026, to review three amendments concerning the following: B-1 district setbacks, modify the Code of Ordinance record section to set the quorum at 4, and eliminate the fee related to satellite earth stations from the Ordinance. Staff drafted amendments to standardize these sections with others in the Code of Ordinance. It was concluded that these amendments fulfill the requirements of the Comprehensive Plan and are consistent with the Ordinances, particularly the Intent and Purposes section and hearings were set.

Public Hearing

The Public Hearing was held on January 27th 2026 to discuss the three aforementioned items. The Plan Commission made a motion to recommend the approvals as prepared by the City Attorney. The prepared letter from the City Attorney and Amendment are included for review.

Recommendation

The Plan Commission presented the following motions to recommend to Common Council to amend Section 2-509 of the Code of Ordinance as prepared by the City Attorney, to amend Section 82-716(c) of the Code of Ordinance as prepared by the City Attorney and to amend section 82-363 of the Code of Ordinance as prepared by the City Attorney. These are respectively Ordinance #02-26 B-1 Setbacks, #03-26 Fee Revision and #04-26 Quorum.

ORDINANCE # 02-26

AN AMENDMENT TO ORDINANCE REVISING SETBACKS IN B-1 BUSINESS DISTRICT

WHEREAS, upon commencing the amendment procedure as described in Section 82-65 of the City of Berlin Municipal Code, and having complied with all notice requirements described in Section 82-66 of the Municipal Code, the City of Berlin Plan Commission held a public hearing on January 27th 2026; and

WHEREAS, the City of Berlin Plan Commission has recommended to the Common Council to approve the ordinance as set forth herein, to allow for greater development potential within the B-1 zoning district within the City of Berlin; and

WHEREAS, the Common Council finds that this change to the City of Berlin Zoning Code is not a down zoning ordinance because it does not decrease the development density of land and it does not reduce the permitted uses of land, and therefore the super majority requirement of Section 66.10015, Wisconsin Statutes, does not apply to this ordinance; and

WHEREAS, the Common Council of the City of Berlin having determined that all procedural requirements and notice requirements have been satisfied, having given the matter due consideration, and having based its determination on the effect of the granting of such rezoning on the health, safety and welfare of the community, and the immediate neighborhood in which said use will be located, and having given due consideration to the municipal problems involved as well as the impact on the surrounding properties as to noise, dust, smoke and odor, and others, hereby determine that the rezoning will not violate the spirit or intent of the Zoning Code for the City of Berlin will not be contrary to the public health, safety or general welfare of the City of Berlin, will not be hazardous, harmful, noxious, offensive and will not for any other reason cause a substantial adverse effect on the property values and general desirability of the neighborhood, and the rezoning is consistent with the City of Berlin Comprehensive Plan.

NOW THEREFORE, the Common Council of the City of Berlin do ordain as follows:

SECTION 1: Chapter 82 of the City of Berlin Municipal Code entitled "Zoning," Article III entitled "Districts," Division 9 entitled "B-1 Business District," Section 82-363 entitled "Area Regulations," is hereby repealed and re- as follows:

- (1) Front yard. When 50 percent or more of the lineal frontage in any city block in the B-1 district is in residential occupancy, the front yard regulations of the R-2 district shall apply to this district, otherwise, no front yard setback shall be required.
- (2) Side yard. When 50 percent or more of the lineal frontage in any city block in the B-1 district is in residential occupancy, the side yard regulations of the R-2 district shall apply to this district, otherwise, no side yard setback shall be required. Each building erected or structurally altered shall have a side yard of at least six feet, except that existing structures with less than a six-foot setback may be structurally altered or reconstructed, within one year after destruction, provided there is no further encroachment into the side yard. Where a lot abuts upon the side lot in a residential district, it shall provide a side yard required for public buildings in that district.
- (3) Rear yard. When 50 percent or more of the lineal frontage in any city block in the B-1 district is in residential occupancy, the rear yard setback of 20 feet shall apply to this district, otherwise, no rear yard setback shall be required. Each building erected or structurally altered shall have a rear yard of not less than 20 feet, except that existing buildings with less than a 20-foot rear yard may be structurally altered, or reconstructed, within one year after destruction, provided there is no encroachment into the rear yard.
- (4) Minimum lot width. Each lot shall have a minimum width of 66 feet.

(Code 1989, § 13-1-30(c))

...

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

SECTION 3: Continuation of Existing Provisions.

The provisions of this ordinance, to the extent that they are substantively the same as those of the ordinances in force immediately prior to the enactment of this ordinance, are intended as a continuation of such ordinances and not as new enactments, and the effectiveness of such provisions shall date from the date of adoption of the prior ordinances. In addition, the adoption of this ordinance shall not affect any action, prosecution or proceeding brought for the enforcement of any right or liability established, accrued or incurred under any legislative provision prior to the effective date of this ordinance for the time that such provision was in effect, and the repeal of any such provisions is stayed pending the final resolution of such actions, including appeals.

SECTION 4: Effective Date. This ordinance shall be effective immediately upon passage, following publication or posting as provided by law.

PASSED, APPROVED, AND ADOPTED THIS 10th DAY OF FEBRUARY 2026.

 AYES

 NAYS

 ABSENT

CITY OF BERLIN

CATRINA BURGESS, MAYOR

ATTEST:

JESSI BALCOM, CITY ADMINISTRATOR/CLERK

APPROVED AS TO FORM:

ERIC LARSON, CITY ATTORNEY

ORDINANCE #03-26

AN AMENDMENT TO ORDINANCE REVISING FEE FOR SATELLITE EARTH STATION PERMIT APPLICATION

WHEREAS, upon commencing the amendment procedure as described in Section 82-65 of the City of Berlin Municipal Code, and having complied with all notice requirements described in Section 82-66 of the Municipal Code, the City of Berlin Plan Commission held a public hearing on January 27th 2026; and

WHEREAS, the City of Berlin Plan Commission has recommended to the Common Council to approve the ordinance as set forth herein, to allow the fee for satellite earth station permit applications to be addressed as are other fees in the City, by the fee schedule.

WHEREAS, the Common Council finds that this change to the City of Berlin Zoning Code is not a down zoning ordinance because it does not decrease the development density of land and it does not reduce the permitted uses of land, and therefore the super majority requirement of Section 66.10015, Wisconsin Statutes, does not apply to this ordinance; and

WHEREAS, the Common Council of the City of Berlin having determined that all procedural requirements and notice requirements have been satisfied, having given the matter due consideration, and having based its determination on the effect of the granting of such rezoning on the health, safety and welfare of the community, and the immediate neighborhood in which said use will be located, and having given due consideration to the municipal problems involved as well as the impact on the surrounding properties as to noise, dust, smoke and odor, and others, hereby determine that the rezoning will not violate the spirit or intent of the Zoning Code for the City of Berlin will not be contrary to the public health, safety or general welfare of the City of Berlin, will not be hazardous, harmful, noxious, offensive and will not for any other reason cause a substantial adverse effect on the property values and general desirability of the neighborhood, and the rezoning is consistent with the City of Berlin Comprehensive Plan.

NOW THEREFORE, the Common Council of the City of Berlin do ordain as follows:

NOW THEREFORE, the Common Council of the City of Berlin do ordain as follows:

Sec. 82-716. Satellite earth stations.

...

SECTION 1: Chapter 82 of the City of Berlin Municipal Code entitled "Zoning," Article VIII entitled "Dish Antennas, TV or Radio Towers and Wind Energy Systems," Section 82-716 entitled "Satellite earth stations," subsection (c) entitled "Application" is hereby repealed and re- as follows:

(c) Application. An application for a satellite earth station permit shall be made in writing to the zoning administrator, with a fee as set forth on the duly adopted fee schedule on file in the clerk-treasurer's office of \$10.00, and a complete set of plans and specifications, including a plot plan showing the location of the proposed satellite earth station with respect to adjoining alleys, lot lines and buildings. If such application meets all requirements of this section, it shall be approved.

...

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

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

SECTION 3: Continuation of Existing Provisions.

The provisions of this ordinance, to the extent that they are substantively the same as those of the ordinances in force immediately prior to the enactment of this ordinance, are intended as a continuation of such ordinances and not as new enactments, and the effectiveness of such provisions shall date from the date of adoption of the prior ordinances. In addition, the adoption of this ordinance shall not affect any action, prosecution or proceeding brought for the enforcement of any right or liability established, accrued or incurred under any legislative provision prior to the effective date of this ordinance for the time that such provision was in effect, and the repeal of any such provisions is stayed pending the final resolution of such actions, including appeals.

SECTION 4: Effective Date. This ordinance shall be effective immediately upon passage, following publication or posting as provided by law.

[votes and signatures on following page]

PASSED, APPROVED, AND ADOPTED THIS 10th DAY OF FEBRUARY 2026.

 AYES

 NAYS

 ABSENT

CITY OF BERLIN

CATRINA BURGESS, MAYOR

ATTEST:

JESSI BALCOM, CITY ADMINISTRATOR/CLERK

APPROVED AS TO FORM:

ERIC LARSON, CITY ATTORNEY

ORDINANCE # 04-26

An Ordinance to Amend Section 2-509 of the City of Berlin Municipal Code, to Reduce the Plan Commission Quorum Requirement from 5 Members to 4 Members

WHEREAS, the City of Berlin Plan Commission has recommended to the Common Council to approve the amendment as set forth herein, to ensure the Plan Commission may conduct its business when it is not possible or convenient to achieve attendance of five members, but four members are available; and

WHEREAS, the Common Council of the City of Berlin finds in the interest of efficiency to permit and conduct meetings before the Plan Commission with a reduced quorum of its members to 4 members.

NOW THEREFORE, the Common Council of the City of Berlin do ordain as follows:

SECTION 1: Chapter 2 of the City of Berlin Municipal Code entitled "Administration," Article IV entitled "Boards, Commissions and Committees," Division 8 entitled "Plan Commission," Section 2-509 entitled "Record" is hereby repealed and re-created with the title "Record, Quorum, and Voting" as follows:

...

• Sec. 2-509. – Record, Quorum and Voting.
The plan commission shall keep a written record of its proceedings, to include all actions taken, a copy of which shall be filed with the clerk-treasurer. Four members Five shall constitute a quorum. All actions require the affirmative approval of a majority of all of the members of the plan commission.

...

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

SECTION 3: Effective Date. This ordinance shall be effective immediately upon passage, following publication or posting as provided by law.

PASSED, APPROVED, AND ADOPTED THIS 10th DAY OF FEBRUARY 2026.

 AYES

 NAYS

 ABSENT

CITY OF BERLIN

CATRINA BURGESS, MAYOR

ATTEST:

JESSI BALCOM, CITY ADMINISTRATOR/CLERK

APPROVED AS TO FORM:

ERIC LARSON, CITY ATTORNEY

Municipal LAW

& LITIGATION GROUP

DALE W. ARENZ (1935-2022)
DONALD S. MOLTER, JR. (Retired)
JOHN P. MACY
H. STANLEY RIFFLE (Court Commissioner)
ERIC J. LARSON
REMZY D. BITAR

730 N. GRAND AVENUE
WAUKESHA, WISCONSIN 53186
Telephone (262) 548-1340
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PAUL E. ALEXY
LUKE A. MARTELL
SAMANTHA R. SCHMID
CHRISTOPHER R. SCHULTZ
LUCAS C. LOGIC
GREGORY M. PROCOPIO
ADAM J. MEYERS
SAVANNA M. GAIN
JAIME L. STAFFARONI
HAILEY R. LIPINSKI

STEPHEN J. CENTINARIO, JR.

December 23, 2025

Timothy Ludolph, City Planner
City of Berlin
108 N. Capron St.
Berlin, WI 54923

**Re: Ordinance Amendment - Quorum
Legal Review**

Dear Mr. Ludolph,

I am in receipt of the proposed Ordinance amendment concerning a Quorum, as well as your request that I review the same. I have had an opportunity to carefully consider this matter.

Enclosed please find a revised Ordinance, marked to show recommended changes. Based upon my review, I note the following introduction paragraphs express the City's intention to keep quorum for any actions of the Plan Commission at a majority, but in the interest of efficiency, allow Plan Commission meetings to take place at a reduced quorum of four members.

If you have any questions or concerns regarding this matter, please do not hesitate to contact me.

Yours very truly,

MUNICIPAL LAW & LITIGATION GROUP, S.C.

Eric J. Larson

Eric J. Larson

EJL/JLS/jd
Enclosure

- *Revised Ordinance Amendment - Quorum*
cc: Jessi Balcom, City Administrator

**CITY OF BERLIN
BOARD, COMMITTEE, COMMISSION & COMMON COUNCIL
APPLICATION FORM**

Name: Patrick Hanrahan

Address: ██████████ Berlin, WI 54023

Phone Number(s): ██████████

E-mail address: ██████████

City residency is required for appointment to a city board, committee or commission. Other eligibility requirements may also exist.

Area of Interest: (choose all that you have interest in)

<input type="checkbox"/> Board of Review	<input type="checkbox"/> Oakwood Cemetery Board
<input checked="" type="checkbox"/> Parks & Recreation Commission	<input type="checkbox"/> Committee On Aging
<input type="checkbox"/> Plan Commission	<input type="checkbox"/> Common Council Vacancy, Ward #
<input type="checkbox"/> Police & Fire Commission	<input type="checkbox"/> Community Development Authority
<input type="checkbox"/> Water & Sewer Commission	<input type="checkbox"/> Housing Task Force
<input type="checkbox"/> Zoning Board of Appeals	<input type="checkbox"/> Library Board
<input type="checkbox"/> Other _____	

Applicant Questions (attach additional sheets if necessary)

1. Do you have any issues with attending meetings at the specified times? (See Meeting Schedule)

No

2. Please indicate why you are interested in serving on any of the above Board, Committee or Commission: Because I have done so much in my life that I believe I have a lot to offer

3. What knowledge, experience, or abilities do you have that would make you an effective board member: I've held management positions most of my working career

4. Please provide any additional information for consideration: I'm a very good listener, and I don't make a final decision until all the material is presented clearly.

Body Worn Camera Grant

A grant opportunity to initiate, expand, or enhance existing programs for Body Worn Cameras has recently opened. The deadline for the grant application is March 12, 2026. This is the "Small, Rural or Tribal" Department grant and is somewhat simplified compared to others. It is a 1:1 cost-matching grant, not to exceed \$30,000.

While I don't anticipate our proposal to be near the cap, our cost estimate is not yet solidified. We would be considering adding additional cameras and some type of video redaction software to aid in open records requests and other video dissemination.

This grant opportunity has not been available for approximately two years and is expected to be competitive. The Police and Fire Commission has routinely advised the Police Department to maintain vigilance for this opportunity and was briefed about the application window on 02-04-26. I am requesting approval to move ahead with our grant submission, acknowledging the required 1:1 cost match, not to exceed the \$30,000 cap.



Chief of Police

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Class "B" (Picnic) License for Bugle Mouth Bass Tournament
MEETING DATE: February 10, 2026

BACKGROUND

Joe Formiller has applied for a Picnic License to allow fermented malt beverages to be sold by the Berlin Bugle Mouth Bass Foundation Inc at the Bugle Mouth Bass Fishing Tournament on July 25, 2026.

The Fishing Tournament has been an annual event for many years. The application has been reviewed by the Police Chief and Streets Superintendent, and no issues or changes were noted. The Senior Center and Recreation Facilities director confirmed the rental request of the shelter house.

SUGGESTED MOTION

Motion to approve a Temporary Class "B" License for the Berlin Bugle Mouth Bass Foundation Inc to allow the sale of fermented malt beverages at the Bugle Mouth Bass Fishing Tournament at 455 River Drive in Berlin on July 25, 2026.

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00 pd Check # 4648
 Town Village City of Berlin

Application Date: 1-22-26
County of Green Lake

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 7:00 A.M. and ending 5:00 P.M. and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

Bona fide Club Church Lodge/Society
 Veteran's Organization Fair Association or Agricultural Society
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Berlin Bugle Mouth Bass Foundation Inc

(b) Address W4490 Chappa Rd Berlin WI 54923
(Street) Town Village City

(c) Date organized 1974

(d) If corporation, give date of incorporation 5-17-2011

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Eric Berndt 123 N Pearl St. Berlin WI 54923

Vice President Greg Blaskowski W2677 Fox River Shores East Berlin WI 54923

Secretary Chad Martin 209 S. Washington St Berlin WI 54923

Treasurer Joe Formiller W4490 Chappa Rd Berlin WI 54923

(g) Name and address of manager or person in charge of affairs: Eric Berndt

123 N Pearl St. Berlin WI 54923

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 455 River Dr Berlin WI 54923

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? All

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Berlin Bugle Mouth Bass Foundation Fishing Tournament

(b) Dates of event 7-25-2026

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Joe Formiller
(Signature / Date)

Berlin Bugle Mouth Bass Foundation Inc
(Name of Organization)

Date Filed with Clerk 1-22-26

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



City of Berlin

Office of the City Clerk

108 North Capron Street • P.O. Box 272
Berlin, WI 54923
920-361-5400 Phone • 920-361-5454 Fax

I, Joe Formiller as one of the applicants

applying for a Special Picnic License from the City of Berlin for the following event:

Berlin Bugle Mouth Bass Fishing Tournament

on the dates (s) of 7 - 25, 20 26, hereby

understand and assure the City of Berlin that we will have bartender holding a current

license issued from the City of Berlin on duty at all times at the above mentioned

function.

Dated this 1-22-26 day of JANUARY, 20 26.

Joseph Formiller
Signature of applicant

Brittany Majeske
Signature of witness

Debra Thiel
Signature of witness



City of Berlin
108 North Capron Street P.O. Box 272
Berlin, WI 54923
920-361-5400 Phone 920-361-5454 Fax

Indemnification, Defense, and Hold Harmless Agreement

The undersigned, as an applicant for a permit from the City of Berlin, hereby agrees to indemnify, defend, and hold harmless the City of Berlin and its employees and agents against all claims, liabilities, loss, damages, or expenses against or incurred by the City of Berlin on account of any injury to or death of any person, or any damage to property, caused by or resulting from the activities for which the permit was granted.

Specifically this Agreement applies to the following event:

North Shelter House #1
Fishing Tournament 455 River Dr. Berlin, WI 54923
(Description and location of event)

On: 7-25-2026

(Date(s) of event)

By: Joe Formitter

(Name of applicant)

OR On Behalf of:

Berlin Bugle Mouth Bass Foundation Inc (Treasurer)

(Name of Organization and Title if applicable)

If signing on behalf of an organization, you must have authority from the organization to sign an agreement like this. By signing this agreement, you are warranting to the City of Berlin that you have such authority.

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Fees for 2025 Municipal Court Attorney services
MEETING DATE: February 10, 2026

The City received invoices for Municipal Court Attorney services and City of Berlin Special Counsel services from Chier Law Office LLC. These invoices were received on February 2, 2026 and are for services rendered from September to December of 2025 and totaled \$44,748.41.

SUGGESTED MOTION

Motion to approve payment of the 2025 Special Counsel and Municipal Court Attorney fees for Chier Law Office LLC.

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Request for Proposals for the Future of the Berlin Aquatic Center
MEETING DATE: February 10, 2026

BACKGROUND

At the January 2026 Regular Common Council Meeting, staff was instructed to draft an RFP that would solicit proposals to: 1) Repair the pool as a single project; 2) Repair the pool in phases; 3) Demolition and deliver shovel-ready site; 4) Propose another option for the site. Once drafted, the RFP is to be available for 90 days.

Enclosed please find a preliminary draft of the requested RFP. Please provide direction as to any revisions/additions the Council would like prior issuance.

Request for Proposals (RFP)

City of Berlin

RFP No.: 01 Aquatic Center

Project Title: The Future of the Berlin Aquatic Center - Pool Facility: Repair, Phased Repair, Demolition & Site Readiness, or Alternate Reuse

Issue Date: [Month Day, Year]

Non-Mandatory Pre-Proposal Meeting: [Date, Time, Address]

Final Questions Due: [Date, Time, Time Zone]

Proposals Due: [Date, Time, Time Zone]

Submission Method: Email to cityadministrator@cityofberlin.wi.gov or
Mail/deliver to City of Berlin

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

Procurement Contact: Jessi Balcom, City Administrator

(920) 361-5400
cityadministrator@cityofberlin.wi.gov

1. Introduction & Background

City of Berlin invites qualified firms to submit proposals to address the future of the Berlin Aquatic Center. The Berlin Aquatic Center, 255 Webster Street, (public pool) was originally constructed in 1992. The facility includes bathhouse, below ground mechanical building, two surge tanks and pool vessel. The pool vessel has zero-depth entry, slide plunge area, six 25-yard lap lane area and a diving well. The facility also has deck area, lighting, fencing, site utilities, and parking. The pool has experienced deterioration, please see the attached "Evaluation Summary of Existing Outdoor Swimming Pool Facility" completed by Ramaker in August 2024. The Aquatic Center will be closed for the 2026 season.

The City seeks proposals under **four options:**

- **Option A:** Repair (and possibly enhance – enhancements should be listed as alternates or optional addons) as a single, comprehensive project.
- **Option B:** Repair (and possibly enhance – enhancements should be listed as alternates or optional addons) as a phased project over 3-5 years.
- **Option C:** Demolition of pool and appurtenances; deliver a shovel-ready site for future development.

- **Option D:** Propose an alternate option/use for the pool/site. Options may include ownership by a private entity, non-profit organization or the City of Berlin. Proposals are not required to continue the operation of the pool.

Offerors may submit on one or multiple options. The City may award one option, multiple options, or no award, at its sole discretion. Cost estimates provided with the proposals may be utilized by the City in the event the Council chooses to go to referendum regarding the funding/future of the Berlin Aquatic Center.

2. Project Goals & Objectives

- Ensure public safety and code compliance.
- Provide cost-effective solutions with clear lifecycle and Operational and Maintenance implications.
- Improve accessibility (ADA/ABA), sustainability, and resilience.
- Minimize disruption and construction impacts to the neighborhood.
- For Option D, ensure the site becomes/remains an asset to the community.

3. Site & Existing Conditions (Summary)

- **Address:** 255 Webster Street, portion of Parcel 206013730100
- **Zoning / Land Use:** Zoned C-1 Conservancy, stormwater and sanitary sewer on site. Option D proposals may require rezoning of the site, which would be at the discretion of the Plan Commission and City Council.
- **Utilities:** Fully served site
- **Known Constraints:** Should the site change ownership, the parcel would require division and utility easements for future operation of the City's stormwater, sanitary and water utilities.
- **Available Documents (Appendices):**
 - A1: As-builts
 - A2: Evaluation Summary of Existing Outdoor Swimming Pool Facility
 - A3: Water/sewer capacity letters
 - A4: Site map – preliminary/draft easement/lot division map
 - A5: Insurance & Bonding requirements

Note: Offerors are responsible for verifying existing conditions. The City makes no warranty as to the completeness or accuracy of historical documents.

4. Scope of Work by Option

Option A — Comprehensive Repair (Single Project)

Minimum scope elements:

- Detailed assessment verification; confirm extents of structural, mechanical, electrical, and plumbing (MEP) defects. Descriptions listed below may not be a comprehensive list, proposer shall review structures and propose all necessary and recommended repairs/replacements.
- **Pool area deck and deck equipment:** Structural repairs (including but not limited to sinking of plunge area), stair enhancement, ladder rehabilitation, lifeguard chair repair/replacement, diving board repair/replacement, tile/coping repair/replacement, expansion joint rehab, deck drainage improvements (if necessary), installation of pool ADA lift.
- **Pool Basin:** Pool piping repair/replacement, pool perimeter overflow gutter repair/replacement, main drains, repair/replacement (make compliant with sumps and pumps), repaint basin shell.
- **Waterslide and Drop Slides:** Refinish slides. Update stairs to be ADA compliant.
- **Pool Surge Tanks:** Review and make recommendations for repairs/replacement if needed.
- **Water Treatment Equipment (circulation & filtration):** Mechanical room structure, pumps (ensure State compliance), filters, valves, piping, chemical systems, automation/controls, VFDs, pool heat exchangers, for repairs/replacement if needed.
- **Lighting:** Review and make recommendations for repairs/replacement if needed.
- **Electrical System:** Review and make recommendations for repairs/replacement if needed.
- **Bathhouse & support:** Review and make recommendations for repairs/replacement of exterior and interior if needed. Code upgrades as needed (electrical, plumbing, fire, egress), lockers/restrooms, family rooms, roof/envelope repairs, staff areas, lifeguard facilities.
- **Site/Fencing:** Review and make recommendations for repairs/replacement if needed.
- **Accessibility:** Full ADA compliance for the pool and bathhouse facilities, including but not limited to, ADA-compliant routes, pool lifts/ramps, restrooms/fixtures, work areas, signage, parking, entrances.
- **Safety & code:** NEC, IBC/IPC/IMC/IFC as adopted; state/local pool codes; fencing/gates; lighting; entrapment prevention; GFCI/AFCI; backflow prevention.
- **Water/energy efficiency:** Review and recommend if needed, low-flow fixtures, heat recovery where feasible, LED lighting, controls.
- **Commissioning & training:** Functional testing, O&M manuals, staff training, closeout.

Deliverables: 30/60/90/IFC design submittals, stamped drawings, specs, schedule, phasing/closures plan (if needed), QA/QC plan, permits, as-builts, warranties- upon approval of proposal.

Option B — Phased Repair (Multiyear)

Approach: Develop a phased capital plan that sequences work to maintain partial operations where/if feasible and align with annual budgets.

Minimum scope elements:

- Prioritized deficiency list with risk and consequence ratings.
- **Phase packaging:** Year-by-year scopes, cost, schedule, outage windows, interim safety measures.
- Temporary systems or bypass arrangements to maintain operations.
- Escalation modeling, cash flow, and lifecycle cost analysis (10–20 years).
- Same technical standards as Option A for each phase.

Deliverables: Phased master plan, phase design packages, cost model with escalation, operational impact plan, permitting plan, commissioning and training per phase, as-builts per phase.

Option C — Demolition & Shovel-Ready Site

Minimum scope elements:

- Demolition of pool shell, decks, foundations, and associated structures as indicated; safe removal/abandonment of utilities per code.
- Hazardous materials survey & abatement (as needed) per federal/state/local regulations.
- Protection of adjacent facilities, trees, and utilities; traffic and site safety plan.
- **Backfill & grading:** Import/export, compaction to geotech specs, engineered fill, subgrade preparation.
- **Stormwater:** Interim/permanent controls; erosion and sediment control.
- **Shovel-ready deliverable:** Level, compacted building pad(s) and/or open space graded per City of Berlin direction; utility stubs and capacity confirmation; updated survey.
- Environmental closeout documentation (waste manifests, air monitoring, abatement reports).
- Final site restoration (temporary seed/mulch or permanent landscaping as directed).

Deliverables: Demo plan set, StormWater Pollution Prevention Plan/Erosion & Sediment control plans, traffic control plan, abatement reports, compaction test results, final survey and utility map, closeout documentation.

Option D — Alternate Reuse Proposal

Eligible concepts: Community recreation with aquatic remaining (e.g., splash pad conversion, reduced-footprint pool, etc.), non-aquatic civic use (e.g., courts, skate/park amenities, dog park,), or other compatible public uses, or use and ownership by a non-profit organization; or use and ownership by a private entity.

Minimum scope elements:

- Concept plan(s) with programming, operations model, and community benefits.
- Capital cost, Operation & Maintenance projections (10–20 years), revenue potential (if applicable), and funding/partnership structures.
- Zoning/land use compliance, accessibility, safety, and sustainability features.
- Phasing and constructability approach.
- Engagement plan: how the concept would be vetted with the public.

Deliverables: Concept report, preliminary drawings, opinion of probable cost, schedule, operational plan, funding/partnership framework.

Change in ownership would require lot division/utility easements to accommodate existing utility facilities.

5. Proposal Requirements

Proposal format (succinct appreciated, promotional materials not necessary):

1. **Cover Letter**
2. **Team & Qualifications:** Firm background, licenses, key personnel resumes, relevant pool/park/civic project experience (last 10 years), references.
3. **Technical Solution by Option:** Methods, materials, standards, and innovations.
4. **Schedule:** Baseline with critical path; milestones; assumptions; weather/seasonality plan.
5. **Price Proposal & Forms:** Use the **Pricing Forms** (Section 9).

6. Procurement Instructions

- **Questions:** Submit in writing to the City Administrator by the deadline. Responses will be via **Addenda** posted on the City's website <https://cityofberlin.net/request-for-proposal/>
- **Pre-Proposal Meeting/Site Visit:** There will be a Voluntary pre-proposal meeting at the Berlin Aquatic Center on DATE at TIME. The meeting will include a site tour and opportunity to walk around and view the site/facilities/amenities.
- **Submission:** Email to cityadministrator@cityofberlin.wi.gov or

Mail/deliver to City of Berlin
108 N Capron Street
P.O. Box 272
Berlin, WI 54923

labeled “**01 Aquatic Center RFP – Pool Facility Options**”.

- **Late proposals** will not be accepted.
- **Proposal Validity:** Proposals must be valid for at least 120 days from submission due date.
- **Right to Reject/Negotiate:** The City may accept/reject any proposals, waive informalities, request BAFOs, and negotiate scope/price.

7. Minimum Standards, Codes & Permits

- Applicable building/plumbing/mechanical/electrical/fire codes as adopted by City of Berlin/State of Wisconsin, state/local public pool codes, OSHA, ADA/ABA, and accessibility standards.
- Environmental/hazardous materials regulations (federal/state/local), stormwater and erosion control requirements, Dig Safe/utility locate laws.
- Permits: Offeror responsible for preparing and obtaining all permits/approvals (plan review, building, electrical, plumbing, demo, right-of-way, stormwater, health department pool permits).
- **Materials & Workmanship:** Industry standards; new-in-box materials unless otherwise specified; warranties as proposed and not less than 3 years.

8. Insurance, Bonds & Legal

- **Insurance (minimums):**
 - Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
 - Auto Liability: [1,000,00] combined single limit
 - Workers' Compensation: Statutory + Employer's Liability \$1,000,000
 - Professional Liability (if design/design-build): \$1,000,000 each claim
 - Pollution Liability (for demo/abatement): \$1,000,000
 - The City as **additional insured** (CG 20 10 & CG 20 37 or equivalent); waiver of subrogation; primary & non-contributory.
- **Bonds:** Bid Bond 5%, Performance & Payment Bonds [100% of contract price] for construction/demolition scopes.
- **Contract:** In form acceptable to the City.
- **Licensing & Registration:** Firms must hold all required licenses at time of submission.
- **Prevailing Wage / Local Hire / DBE Goals:** [If applicable, specify].
- **Non-Discrimination & EEO:** Required.

9. Pricing Forms (Complete as Applicable)

Note: Provide line-item detail and a summary total. Include assumptions, allowances, contingencies, and exclusions. Submit a separate price form **for each option** you propose.

9.1 Option A – Comprehensive Repair (Lump Sum with Alternates)

Item	Description	Unit Qty	Unit Price	Extended
A1	Pool area deck and deck equipment			
A2	Pool Basin			
A3	Waterslide and Drop Slides			
A4	Pool Surge Tanks			
A5	Water Treatment Equipment (circulation & filtration)			
A6	Lighting			
A7	Electrical Equipment			
A8	Bathhouse & support			
A9	Site/Fencing			

Item	Description	Unit	Qty	Unit Price	Extended Price
A10	Accessibility				
A11	Safety & code				
A12	Water/energy efficiency				
A13	Commissioning & training				
Alt-1	<i>If needed by Proposer</i>				
Alt-2	<i>If needed by Proposer</i>				
Alt-3	<i>If needed by Proposer</i>				
Alt-4	<i>If needed by Proposer</i>				
Total Option A					\$

9.2 Option B – Phased Repair (GMP per Phase or Lump Sum per Phase)

Provide a phase breakdown:

Phase	Year	Scope Summary	GMP/Lump Sum	Allowances	Contingency	Notes
Phase 1						
Phase 2						
Phase 3						
Phase 4						
Phase 5						
Total (All Phases)						\$

9.3 Option C – Demolition & Shovel-Ready Site

Item	Description	Unit	Qty	Unit Price	Extended
C1	HazMat survey & abatement				
C2	Demolition & disposal				
C3	Utility abandonment/reconnections				
C4	Backfill, compaction, grading				
C5	Stormwater & E\&S controls				
C6	Final survey & shovel-ready deliverables				
Total Option C					\$

9.4 Option D – Alternate Reuse (Concept-Level)

Item	Description	Unit	Qty	Price
D1	Concept design & report			
D2	30% drawings & cost model			
D3	Permitting path outline			
Total Option D				\$

Additional Pricing Requirements:

- Provide a **detailed schedule of values**, hourly rate sheet, and markups (OH\&P, bonds, insurance).
- Identify **contingency %, allowances**, and assumed **escalation**.
- Provide **lifecycle cost** and **O\&M cost** estimates for Options A, B, and D over 10 and 20 years.

10. Evaluation & Selection

The City Council will determine if any of the proposals received are in the best interest of the Community.

The City may establish a shortlist, conduct interviews, request Best and Final Offers (BAFOs), and negotiate scope and price.

11. Schedule (Anticipated)

- Issue RFP: **[Date]**
- Pre-Proposal Meeting/Site Visit: **[Date]**
- Questions Due: **[Date]**
- Addendum (Final Q\&A): **[Date]**
- Proposals Due: **[Date]**
- Shortlist/Interviews (if any): **[Date]**
- Notice of Intent to Award: **[Date]**
- Council/Board Approval (if required): **[Date]**
- Notice to Proceed: **[Date]**

Dates are approximate and subject to change.

12. Additional Requirements

- **Coordination:** Maintain operations of adjacent facilities; noise/dust/vibration controls; work hour restrictions **[times]**.
- **Utilities & Outages:** Coordinate shutdowns at least **[X]** days in advance.
- **Submittals:** Product data, shop drawings, samples, test reports.
- **Record Documents:** As-builts (CAD/PDF), asset registry, equipment schedules, serials, warranty matrix.
- **Training:** Onsite training sessions and manuals for staff; video recordings if requested.
- **Cyber/Controls:** If using connected controls, comply with City cybersecurity standards **[attach if any]**.

13. Submission Certification

By submitting a proposal, the Offeror certifies it has examined the RFP, site, and conditions; that the proposal is made without collusion; and that it will comply with all applicable laws and regulations.

Signature (to be included with Price Forms)

Firm: _____

Authorized Representative: _____

Title: _____

Date: _____

Email/Phone: _____

Optional: Short Add-Alternate Language You Can Include

- **Seasonal Operations Priority:** "City preference is to keep the pool open for **[season]**; propose schedule/workarounds to minimize downtime."
- **Energy & Water Targets:** "Identify measures with simple payback under 5 years; provide incentives/rebates strategy."

- **Local/Equity Goals:** "Proposals that include local subcontracting, workforce development, or DBE participation plans will be viewed favorably."
