

COMMON COUNCIL MEETING AGENDA
MAY 12, 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 and review February and March 2026 Reconciliations.
8. Approve minutes from the 4.16.2026 Common Council Meeting and minutes from the 4.21.2026 Organizational Meeting.
9. Approve the recommendation of the Committee of the Whole to Approve quote by Peak Systems Group Inc for \$34,700 to upgrade the Council Chambers Audio-Video System. Funds to come from the \$2,000,000 General Obligation Promissory Notes.
10. Approve the recommendation of the Committee of the Whole to Approve the quote by FinishLine Studios to complete website ADA compliance update (\$2500) and ongoing compliance maintenance (\$149/month).

END OF CONSENT AGENDA

11. Charter Ordinance #05-26 Implementing At Large Representation Alderpersons throughout the City. RECOMMENDATION: Approve the recommendation of the Committee of the Whole to Approve Charter Ordinance #05-26 Implementing At Large Representation Alderpersons throughout the City, and publish in the Berlin Journal, starting the 60 day public review and petition period for a Charter Ordinance amendment.
12. Resolution No. 26-03. Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,000,000 General Obligation Promissory Notes.
RECOMMENDATION: Approve the recommendation of the Committee of the Whole to Approve Resolution No. 26-03. Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,000,000 General Obligation Promissory Notes.
13. Action on Annual Licenses: Class "A" & Class "B" Beer; "Class A" & "Class B" Liquor; "Class A" Liquor (cider only); "Class C" Liquor (wine only); Cigarette, Tobacco, and Electronic Vaping Device License; Outdoor Activity Area Permits; Amusement & Music Device Licenses; and/or Side Walk Café Permits for Year July 1, 2026-June 30, 2027.

RECOMMENDATION: Grant or deny the licenses and permits as presented pending all appropriate approvals are received, all inspections are completed, and all requirements met per City ordinances and State Statutes.

14. Disallow Insurance Claim. RECOMMENDATION: Disallow Insurance Claim of Sherry Newbold (Claim number WM000692060006) and authorize notification be sent to the claimant.
15. Resolution 26-04 Declaration of Blight. RECOMMENDATION: Approve Resolution 26-04 Declaration of Blight, Declaring Parcel 206000680000 to be Blighted.
16. Request Liability Clarification Letter from the DNR regarding Parcel 206000680000. RECOMMENDATION: Authorize staff to request a Liability Clarification Letter from the DNR regarding Parcel 206000680000.
17. Pool Request for Proposals process. RECOMMENDATION: Review Request for Proposals (RFP) for the Future of the Berlin Aquatic Center – Pool Facility Reuse Proposal document. Discussion and action as appropriate.
18. Old Business (To be used to request items of old business be put on a future agenda for further discussion or action; or used to make a motion for reconsideration of an item from the current meeting or immediately previous meeting; or to make a motion to take items off the table which were laid on the table only during the current meeting.)
19. New Business (To be used to request items of new business be put on a future agenda)
20. Adjourn.

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

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

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

City of Berlin WI

A/P Distribution from 4/01/2026 to 4/30/2026

Account	Vendor	Invoice Date	Invoice	A/P Due Date	Description	A/P Owed
100-00-21510-000 Health Insurance						
[W] PHY INSJ WI Physician Insurance		4/10/2026	2026-08	5/10/2026	Pay period ending 4/04/2026,EmpHealth	18,955.31
[HealthPartners] HealthPartners		4/10/2026	2026-08	5/10/2026	Pay period ending 4/04/2026,Health	2,458.54
			100-00-21510-000 Health Insurance Total			<u>21,413.85</u>
100-00-21513-000 WRF						
[Empower] Empower Payments		4/10/2026	2026-08	4/10/2026	Pay period ending 4/04/2026,WRS-	14,957.67
[Empower] Empower Payments		4/24/2026	2026-09	4/24/2026	Pay period ending 4/18/2026,WRS-	14,133.76
			100-00-21513-000 WRF Total			<u>29,091.43</u>
100-00-44300-000 Building Insp Issued Permits						
[KEG] KUNKEL ENGINEERING GROUP		4/27/2026	0286588	5/27/2026	March Building Permits	2,960.15
			100-00-44300-000 Building Insp Issued Permits Total			<u>2,960.15</u>
100-00-44320-000 Weights & Measures Permits						
[City of Appleton] City Of Appleton		4/06/2026	19906	5/06/2026	April 2026	575.00
			100-00-44320-000 Weights & Measures Permits Total			<u>575.00</u>
100-00-51400-142 Employee Benefits Employee Assistance						
[TCAW] THEDACARE AT WORK		4/02/2026	382318	5/02/2026	2nd Quarter EAP	573.50
			100-00-51400-142 Employee Benefits Employee Assistance Total			<u>573.50</u>
100-00-51400-170 Employee Benefits Retiree Payout & Insurance						
[01-00010130-15-2] SEAMAN, ANDY & MIDGE		4/15/2026	041526	5/15/2026	Health Reimbursement	1,585.40
[01-00000811-00-1] PODOLL, GARY/SARA		4/15/2026	041526	5/15/2026	Retiree Health Insurance - COBRA for S.	750.99
[PLANTZ] Plantz, Dennis		4/15/2026	041526	5/15/2026	April 2026 Health Reimbursement	1,800.00
			100-00-51400-170 Employee Benefits Retiree Payout & Insurance Total			<u>4,136.39</u>
100-10-51100-340 Council, Commissions, and Committees Operating Supplies						
[BELLA BY DESIGN] BELLA BY DESIGN		4/11/2026	3848	5/11/2026	2 - 8x10 Appreciation Plaques	100.00
[BELLA BY DESIGN] BELLA BY DESIGN		4/20/2026	3855	5/20/2026	Chamber Name Plate	30.00
			100-10-51100-340 Council, Commissions, and Committees Operating Supplies			<u>130.00</u>
100-10-51300-110 City Attorney Salaries						
[ML&LG] Municipal Law & Litigation Group, S.C.		4/20/2026	17465	5/20/2026	City - \$4316.10	5,614.80
			100-10-51300-110 City Attorney Salaries Total			<u>5,614.80</u>
100-10-51310-210 Special Legal Council Professional Services						
[Dretske Law Office] Dretske Law Office, LLC		4/27/2026	141	5/27/2026	Munic Court	5,035.94
[vonBRIESEN & ROPER, s.c.] vonBRIESEN & ROPER, s.c.		4/14/2026	526500	5/14/2026	Labor & Personnel	654.50
			100-10-51310-210 Special Legal Council Professional Services Total			<u>5,690.44</u>
100-10-51530-210 Assessment Professional Services						
[AAC] Associated Appraisal Consultants		4/01/2026	185516	5/01/2026	Assessment Services	2,058.33
			100-10-51530-210 Assessment Professional Services Total			<u>2,058.33</u>
100-12-51440-340 Elections Operating Supplies						
[1667] Balcom, Jessi Lynn		4/08/2026	041326	5/08/2026	Delivery election material to Counties	41.30
			100-12-51440-340 Elections Operating Supplies Total			<u>41.30</u>
100-12-51450-221 Central Duplicating Phone/Data						
[CHCOM-SRCTR] Charter Communication III		4/21/2026	119883001042126	5/21/2026	Phone & Internet Service 4/21/2026-	259.54

City of Berlin WI

A/P Distribution from 4/01/2026 to 4/30/2026

Account	Vendor	Invoice Date	Invoice	A/P Due Date	Description	A/P Owed
[CHCOM-SRCTR] Charter Communication III		4/21/2026	119883001042126	5/21/2026	Phone & Internet Service 4/21/2026-	170.00
[BRIGHT] Brightspeed		4/09/2026	440001034942	5/09/2026	service 4-9/5-8 2026	706.84
			100-12-51450-221 Central Duplicating Phone/Data Total			1,136.38
100-12-51450-400 Central Duplicating Computer Software & Hardware						
[MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC.		4/01/2026	30487	5/01/2026	Clear space on server	88.13
[MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC.		4/17/2026	30522	5/17/2026	Zoom meeting with auditors, review and	235.00
[MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC.		4/08/2026	30545	5/08/2026	Assistance with payroll question from	117.50
			100-12-51450-400 Central Duplicating Computer Software & Hardware Total			440.63
100-12-51450-401 Central Duplicating Computer Maintenance Agreement						
[Corp net.] Corporate Network Solutions, Inc		4/29/2026	8276	5/29/2026	Barracuda Email Protection	3,567.00
[Corp net.] Corporate Network Solutions, Inc		4/27/2026	82762	5/27/2026	Microsoft 365 Subscription Period 3/9-	73.70
[Corp net.] Corporate Network Solutions, Inc		4/28/2026	82784	5/28/2026	Dropsuite Microsoft 365 Business Backup and	133.25
[Corp net.] Corporate Network Solutions, Inc		4/29/2026	82794	5/29/2026	KnowBe4 Security Awareness Training	3,075.00
[Corp net.] Corporate Network Solutions, Inc		4/29/2026	82795	5/29/2026	Barracuda Networks-Energize Updates	1,495.00
[Corp net.] Corporate Network Solutions, Inc		4/29/2026	82797	5/29/2026	Lenovo	1,790.00
			100-12-51450-401 Central Duplicating Computer Maintenance Agreement Total			10,133.95
100-20-52100-310 Police Department Office Supplies						
[BELLA BY DESIGN] BELLA BY DESIGN		4/28/2026	3864	5/28/2026	Park & Rec - \$15	7.50
			100-20-52100-310 Police Department Office Supplies Total			7.50
100-22-52200-290 Fire Department Other Contractual Services						
[CHCOM-SRCTR] Charter Communication III		4/21/2026	119883001042126	5/21/2026	Phone & Internet Service 4/21/2026-	50.00
			100-22-52200-290 Fire Department Other Contractual Services Total			50.00
100-22-52200-310 Fire Department Office Supplies						
[BELLA BY DESIGN] BELLA BY DESIGN		4/28/2026	3864	5/28/2026	Park & Rec - \$15	7.50
			100-22-52200-310 Fire Department Office Supplies Total			7.50
100-30-51600-220 Municipal Building Utilities						
[BH20] Berlin Water & Sewer Department		4/03/2026	041326	5/03/2026	March Water & Sewer	180.35
			100-30-51600-220 Municipal Building Utilities Total			180.35
100-30-51610-220 Buildings & Grounds Utilities						
[BH20] Berlin Water & Sewer Department		4/03/2026	041326	5/03/2026	March Water & Sewer	111.53
			100-30-51610-220 Buildings & Grounds Utilities Total			111.53
100-30-53311-220 Public Works General Streets Utilities						
[BH20] Berlin Water & Sewer Department		4/03/2026	041326	5/03/2026	March Water & Sewer	278.94
[CHCOM-SRCTR] Charter Communication III		4/21/2026	119883001042126	5/21/2026	Phone & Internet Service 4/21/2026-	169.60
			100-30-53311-220 Public Works General Streets Utilities Total			448.54
100-30-53620-290 Garbage & Refuse Other Contractual Services						
[WWM] WASTE MANAGEMENT		4/01/2026	0037088-0414-5	5/01/2026	March 2026 Service	21,451.95
			100-30-53620-290 Garbage & Refuse Other Contractual Services Total			21,451.95
100-30-53635-290 Recycling Other Contractual Services						
[WWM] WASTE MANAGEMENT		4/01/2026	0037088-0414-5	5/01/2026	March 2026 Service	13,109.80
			100-30-53635-290 Recycling Other Contractual Services Total			13,109.80

City of Berlin WI

A/P Distribution from 4/01/2026 to 4/30/2026

Account	Vendor	Invoice Date	Invoice	A/P Due Date	Description	A/P Owed
100-30-55420-220 Swimming Pool Utilities [BH20] Berlin Water & Sewer Department		4/03/2026	041326 100-30-55420-220 Swimming Pool Utilities Total	5/03/2026	March Water & Sewer	264.00 264.00
100-40-54600-220 Senior Center Utilities [BH20] Berlin Water & Sewer Department [CHCOM-SRCTR] Charter Communication III		4/03/2026 4/21/2026	041326 119883001042126 100-40-54600-220 Senior Center Utilities Total	5/03/2026 5/21/2026	March Water & Sewer Phone & Internet Service 4/21/2026-	100.62 207.78 308.40
100-40-54600-221 Senior Center Phone/Data [BRIGHT] Brightspeed		4/09/2026	440001034942 100-40-54600-221 Senior Center Phone/Data Total	5/09/2026	service 4-9/5-8 2026	181.59 181.59
100-50-55110-220 Library Utilities [BH20] Berlin Water & Sewer Department		4/03/2026	041326 100-50-55110-220 Library Utilities Total	5/03/2026	March Water & Sewer	82.71 82.71
100-50-55110-221 Library Phone/Data [BRIGHT] Brightspeed		4/09/2026	440001034942 100-50-55110-221 Library Phone/Data Total	5/09/2026	service 4-9/5-8 2026	276.56 276.56
100-52-55200-220 Parks Utilities [BH20] Berlin Water & Sewer Department		4/03/2026	041326 100-52-55200-220 Parks Utilities Total	5/03/2026	March Water & Sewer	583.36 583.36
100-52-55200-340 Parks Operating Supplies [BELLA BY DESIGN] BELLA BY DESIGN		4/28/2026	3864 100-52-55200-340 Parks Operating Supplies Total	5/28/2026	Park & Rec - \$15	15.00 15.00
100-60-56400-320 Zoning Publication Fees [BJN] BERLIN JOURNAL [BJN] BERLIN JOURNAL		4/03/2026 4/10/2026	340176 341482 100-60-56400-320 Zoning Publication Fees Total	5/03/2026 5/10/2026	Notice of Public Hearing Board of Appeals Notice of Public Hearing Board of Appeals -	514.00 267.00 781.00
100-60-56700-310 Economic Development Office Supplies [BELLA BY DESIGN] BELLA BY DESIGN		4/28/2026	3864 100-60-56700-310 Economic Development Office Supplies Total	5/28/2026	Park & Rec - \$15	15.00 15.00
100-60-56700-351 Economic Development Room Tax Expense [ABC, INC] ABC, INC		4/23/2026	042326 100-60-56700-351 Economic Development Room Tax Expense Total	5/23/2026	Grant from Travel & Tourism commission	3,000.00 3,000.00
300-00-58591-000 Paying Agent Fees [ASSOCBNK] Associated Bank [ASSOCBNK] Associated Bank		4/10/2026 4/10/2026	27864 27865 300-00-58591-000 Paying Agent Fees Total	5/10/2026 5/10/2026	Dated March 1st, 2023 Promissory Note Dated March 1st 2024 Promissory Note	475.00 475.00 950.00
400-30-57332-820 State Highway Outlay (Broadway/Huron) [WI Department of Transportation] WI Department of [WI Department of Transportation] WI Department of		4/01/2026 4/01/2026	395-0000434492 395621000004 400-30-57332-820 State Highway Outlay (Broadway/Huron) Total	5/01/2026 5/01/2026	Connecting Hwy - Huron Street Connecting Hwy	2,126.07 1,889.54 4,015.61

City of Berlin WI
A/P Distribution from 4/01/2026 to 4/30/2026

Account	Vendor	Invoice Date	Invoice	A/P Due Date	Description	A/P Owed
600-00-21510-000 Health Insurance [WI PHY INS] WI Physician Insurance [HealthPartners] HealthPartners		4/10/2026	2026-08	5/10/2026	Pay period ending 4/04/2026,EmpHealth	13,003.52
		4/10/2026	2026-08	5/10/2026	Pay period ending 4/04/2026,Health	1,295.24
			600-00-21510-000 Health Insurance Total			<u>14,298.76</u>
600-00-21513-000 WRF [Empower] Empower Payments [Empower] Empower Payments		4/10/2026	2026-08	4/10/2026	Pay period ending 4/04/2026,WRS-	13,743.50
		4/24/2026	2026-09	4/24/2026	Pay period ending 4/18/2026,WRS-	13,668.74
			600-00-21513-000 WRF Total			<u>27,412.24</u>
600-00-52300-221 Phone/Data [CHCOM-SRCTR] Charter Communication III		4/21/2026	119883001042126	5/21/2026	Phone & Internet Service 4/21/2026-	50.00
			600-00-52300-221 Phone/Data Total			<u>50.00</u>
601-00-21510-000 Health Insurance [WI PHY INS] WI Physician Insurance [HealthPartners] HealthPartners		4/24/2026	2026-09	5/24/2026	Pay period ending 4/18/2026,EmpHealth	4,833.89
		4/24/2026	2026-09	5/24/2026	Pay period ending 4/18/2026,Health	536.48
			601-00-21510-000 Health Insurance Total			<u>5,370.37</u>
601-00-21513-000 WRF [Empower] Empower Payments [Empower] Empower Payments		4/24/2026	2026-09	4/24/2026	Pay period ending 4/18/2026,WRS-	1,709.22
		4/10/2026	2026-10	4/10/2026	Pay period ending 4/04/2026,WRS-	1,826.02
			601-00-21513-000 WRF Total			<u>3,535.24</u>
602-00-21510-000 Health Insurance [HealthPartners] HealthPartners [WI PHY INS] WI Physician Insurance		4/24/2026	2026-09	5/24/2026	Pay period ending 4/18/2026,Health	405.05
		4/24/2026	2026-09	5/24/2026	Pay period ending 4/18/2026,EmpHealth	4,686.80
			602-00-21510-000 Health Insurance Total			<u>5,091.85</u>
602-00-21513-000 WRF [Empower] Empower Payments [Empower] Empower Payments		4/24/2026	2026-09	4/24/2026	Pay period ending 4/18/2026,WRS-	1,323.78
		4/10/2026	2026-10	4/10/2026	Pay period ending 4/04/2026,WRS-	1,219.76
			602-00-21513-000 WRF Total			<u>2,543.54</u>
700-00-51490-132 Life Insurance 1 [MOMAHA] MUTUAL OF OMAHA		4/01/2026	002069116980	5/01/2026	April 2026	132.00
			700-00-51490-132 Life Insurance 1 Total			<u>132.00</u>
700-00-51490-133 Life Insurance 2 [SFG] SECURIAN FINANCIAL GROUP		4/15/2026	040126	5/01/2026	April 2026 Invoice	1,222.67
			700-00-51490-133 Life Insurance 2 Total			<u>1,222.67</u>
700-00-51490-136 Accident [MOMAHA] MUTUAL OF OMAHA		4/01/2026	002069116980	5/01/2026	April 2026	296.07
			700-00-51490-136 Accident Total			<u>296.07</u>
					Report Total	189,789.29

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

TO: Common Council
FROM: Debbie Thiel
AGENDA ITEM: Bank Statement Reconciliations
MEETING DATE: 5/12/2026

BACKGROUND

Kerber Rose has been giving some guidance as to what they would like to see shared with the Council Members and the reconciliations of the bank deposit is one of them. Monthly I will add a new reconciliation to the agenda for you to look at. Example of what to look for:

The closing balance for this statement which is **1,748,715.68** should match the General Ledger Reconciliation to Statement. This number should also match the ending balance on the bank statement.

Report reconciliation out of Accufund matches the Bank Statement below.

Closing Balance for this Statement.....	2/27/2026	1,748,715.68
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	2/27/2026	2,373,331.54
Open Activity from Bank Register.....		624,615.86
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		1,748,715.68

Bank Statement ending balance below matches the report out of Accufund

Statement Date: 02/27/2026

Account No.:

XXX028 Page:

NOW ACCOUNT SUMMARY

Category	Number	Amount
Balance Forward From 01/30/26		1,871,736.65
Deposits	4	32,116.37+
Debits	71	2,258,447.00
Automatic Withdrawals	33	297,787.73
Automatic Deposits	9	2,400,896.57+
Miscellaneous Fees	2	40.00
Interest Added This Statement		240.82+
Ending Balance On 02/27/26		1,748,715.68

**City of Berlin WI
Reconciliation - 100 Fortifi GC**

Closing Balance from Previous Statement.....	1/30/2026	1,871,736.65
8 Deposits and Other Additions Totaling.....		41,884.53
206 Checks and Other Withdrawals Totaling.....		2,658,155.90
6 Adjustments Totaling.....		2,352,398.55
7 Voids Totaling.....		140,651.03
Service Charge.....	2/27/2026	40.00
Interest Earned.....	2/27/2026	240.82
Closing Balance for this Statement.....	2/27/2026	1,748,715.68
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	2/27/2026	2,373,331.54
Open Activity from Bank Register.....		624,615.86
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		1,748,715.68

Date	Reference	To	Void Description	Amount
✓ 12/03/2025	0071447	Baer Insurance	Void check 0071447	-90,937.00
✓ 12/31/2025	0000010	Marlin Bank	Void check 0000010	-1,023.19
✓ 12/31/2025	0000011	North Shore Payments	Void check 0000011	-750.00
✓ 12/31/2025	0000012	U S CELLULAR	Void check 0000012	-702.69
✓ 12/31/2025	0000013	WI Tax Payroll	Void check 0000013	-6,275.50
✓ 12/31/2025	0000014	WRF Payments	Void check 0000014	-40,719.65
✓ 12/31/2025	0070866	CSC	Void check 0070866	-243.00
Total Voids:				-140,651.03

Date	Reference	Deposit Description	Amount
✓ 2/06/2026	0000181	GC Deposit 2/6/26	13,298.44
✓ 2/11/2026			620.16
✓ 2/13/2026			1,032.00
✓ 2/13/2026	0000186	GC 02/13/2026	2,300.13
✓ 2/17/2026			7,616.00
✓ 2/20/2026	0000187	GC Deposit	7,654.90
✓ 2/25/2026			500.00
✓ 2/26/2026	0000188	GC 02/26/2026	8,862.90
Total Deposits:			41,884.53

Date	Check	To	Check Description	Amount
✓ 4/25/2025	0000010	Marlin Bank	DPW Forklift Lease	1,023.19
✓ 4/25/2025	0000011	North Shore Payments	Invoices 010325, 011725, 013125	750.00
✓ 4/25/2025	0000012	U S CELLULAR	US Cellular Bill January 2025	702.69
✓ 4/25/2025	0000013	WI Tax Payroll	Payroll #1 January 3, 2025	6,275.50
✓ 4/25/2025	0000014	WRF Payments	December paid in January 2025	40,719.65
✓ 5/29/2025	0070866	CSC	Refund for 2nd W&M payment	243.00
✓ 11/21/2025	0071447	Baer Insurance	WC Audlt	90,937.00
✓ 1/20/2026	0071566	THEDACARE LABRATORIES	Blood Draws	127.50
✓ 1/20/2026	0071576	Complete Office of Wisconsin	Office Supplies	415.00
✓ 1/20/2026	0071577	Deer Creek Technologies	Computer Maintenance	350.00
✓ 1/20/2026	0071580	Fire Inspection Services	Fire Inspections for Nov 1 - Dec 31,2025	3,216.26
✓ 1/20/2026	0071581	TRI Airtesting	Supplies	692.00
✓ 1/20/2026	0071582	DNR Accounts Receivable State of Wisconsin	Equipment	2,539.99
✓ 1/21/2026	0071594	MODERN RENTALS, INC	Husky 555 Chainsaw	538.95

City of Berlin WI

Reconciliation - 100 Fortifi GC

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✓	1/21/2026	0071599	MOUNTAINEER COMPUTER SYSTEMS,Assistance with W2 Processing INC.		235.00
✓	1/21/2026	0071601	Charter Communication	Pool 01/13-02/12/2026	169.98
✓	2/02/2026		Empower Payments		2,107.77

**City of Berlin WI
Reconciliation - 100 Fortifi GC**

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Date	Check	To	Check Description	Amount
✓ 2/02/2026		Christianson, Doug		649.00
✓ 2/02/2026	0071608	US POSTAL OFFICE- POST MASTER	Postage	3,900.00
✓ 2/03/2026		HSA Payments ER		3,843.75
✓ 2/03/2026	0071609	MSA	Comp Plan - Jan 26,2026	2,072.69
✓ 2/03/2026	0071610	FRANTZ COMPANY, INC	Sidewalk Salt	1,001.85
✓ 2/03/2026	0071611	WOLF PAVING & EXCAVATING OF MADISON, INC	Cold Patch	1,704.00
✓ 2/03/2026	0071612	Corporate Network Solutions, Inc	Subscription Period 1/1-1/31/26	133.25
✓ 2/03/2026	0071613	WURTZ LAW OFFICE, LLC	Muni Court	750.00
✓ 2/03/2026	0071616	WISCONSIN PROFESSIONAL POLICE	Union Dues	470.00
✓ 2/03/2026	0071617	Municipal Law & Litigation Group, S.C.	Legal Fees	3,552.60
✓ 2/03/2026	0071618	ITU ABSORBTECH, INC.	Rugs, Towels	80.29
✓ 2/03/2026	0071619	WI SCTF	Garnishment - Child Support Dylan Saylor - Payroll Date 01/30/2026	111.23
✓ 2/03/2026	0071620	Brauer Supply & Equipment	Plow Bolts	625.00
✓ 2/03/2026	0071621	Airgas	Industrial Oxygen	358.84
✓ 2/03/2026	0071622	MID-AMERICAN RESEARCH CHEMICAL	Supplies	825.25
✓ 2/03/2026	0071623	CINTAS	Supplies	296.28
✓ 2/03/2026	0071624	MOUNTAINEER COMPUTER SYSTEMS, INC.	Invoices 30205, 30227	1,733.12
✓ 2/03/2026	0071625	BERLIN JOURNAL	Invoices 198628, 198629, 198630, 198803, 198978	1,743.50
✓ 2/03/2026	0071626	Associated Bank	Invoices 011326, 085-201, 085-201, 085- 202, 085-202, 085-203, 085-203, 085-204, 085-204, 99G100003, 99G100003	804,120.85
✓ 2/03/2026	0071627	Charter Communication III	Phone & Internet Service 1/21/2026- 2/20/2026	867.51
✓ 2/03/2026	0071628	Associated Appraisal Consultants	Assessment Services February 2026	2,058.33
✓ 2/03/2026	0071629	All Flags, LLC	100 Flags	1,748.45
✓ 2/03/2026	0071630	Dretske Law Office, LLC	Muni Court	2,739.00
✓ 2/03/2026	0071632	Brightspeed	service 1-9/2-8 2026	488.74
✓ 2/03/2026	0071633	Complete Office of Wisconsin	Gloves	76.50
✓ 2/03/2026	0071634	VIKING ELECTRIC SUPPLY	Invoices S009894428.001, S009921223.001	285.12
✓ 2/03/2026	0071635	Pomp's Tire Service, Inc.	Tires	679.20
✓ 2/05/2026		FleetCor		3,524.90
✓ 2/05/2026	0071636	RIVER SHORES CHURCH	Deposit for Election Spot	200.00
✓ 2/05/2026	0712734	Robert Dewhurst Family	Memorial	75.00
✓ 2/09/2026		ELAN CREDIT CARDS		6,977.27
✓ 2/09/2026	0071638	Berlin Water & Sewer Department	January Water & Sewer	1,625.28
✓ 2/09/2026	0071639	Drexel Building Supplys	Bldg Supplies	69.00
✓ 2/09/2026	0071641	THEDACARE LABRATORIES	Blood Draws	42.50
✓ 2/09/2026	0071642	Chler Law Office LLC	Invoices 14723, 14730, 14741, 14745, 14762, 14763, 14764, 14765	44,748.41
✓ 2/09/2026	0071643	Corporate Network Solutions, Inc	Invoices 81843, 81861	19.00
✓ 2/09/2026	0071644	KRAUSE'S SERVICE, INC.	2025 Dodge Durango Repair Tire	42.50
✓ 2/09/2026	0071645	BELLA BY DESIGN	nameplate for S. Klener	15.00
✓ 2/09/2026	0071646	Culligan Water	Water Deliverd	9.00
✓ 2/09/2026	0071647	PITCH BLACK REPAIR LLC	67 Head Light 66&69 Door shock Zico Lift Cylinder for 69 Diesel Antigel	614.13
✓ 2/09/2026	0071648	MODERN RENTALS, INC	Invoices 338574, 339307	129.98
✓ 2/09/2026	0071650	KerberRose S.C.	Progress bill for the financial statement audit for the year ending 12/31/25	18,000.00
✓ 2/09/2026	0071651	LIR Transportation LLC	January 2026 Taxi	24,343.04
✓ 2/09/2026	0071652	Gordon Flesch	Invoices 15471373, 15486778, 15486779	947.42

City of Berlin WI
Reconciliation - 100 Fortifi GC

✓ 2/09/2026 0071653

WI SCTF

Garnishment - Child Support
Dylan Saylor -
Payroll Date 02/06/2026

111.23

**City of Berlin WI
Reconciliation - 100 Fortifi GC**

Date	Check	To	Check Description	Amount
✓ 2/09/2026	0071654	WASTE MANAGEMENT	January 2026 Service	34,561.75
✓ 2/09/2026	0071656	Brewer Heating & Cooling	Service Call Rheem Draft Inducer	554.49
✓ 2/09/2026	0071657	City Of Appleton	February 2026 Weights & Measures	575.00
✓ 2/09/2026	0071658	SONDALLE FORD LINCOLN MERCURY	2021 Ford Explorer Heat works intermittently	572.34
✓ 2/09/2026	0071659	BERLIN CONSERVATION CLUB GROUNDS	Membership/Lease	500.00
✓ 2/09/2026	0071660	Alliant Energy/WPL	Nathan Strong Restroom	28.08
✓ 2/09/2026	0071661	VIKING ELECTRIC SUPPLY	Lighting	692.46
✓ 2/09/2026	0071662	WISCONSIN DEPARTMENT OF JUSTICE	Invoices 263-012026-0951-0588, 263- 012026-0952-0589, 455TIME-0000019169	1,882.00
✓ 2/13/2026		IRS Tax Payments		38,506.38
✓ 2/13/2026		WI Tax Payroll		6,778.71
✓ 2/13/2026		HSA Payments		4,137.77
✓ 2/13/2026		North Shore Payments		250.00
✓ 2/13/2026	EFT		Pay period ending 2/07/2026	56,307.23
✓ 2/17/2026		Empower Payments		2,082.22
✓ 2/17/2026	0071664	Winnefox Automated Library Services	Invoices WALS2536, WLS4058, WLS4140, WLS4241, WLS4330, WLS4379	35,017.86
✓ 2/17/2026	0071665	Unique Management Services, Inc.	Placements	34.95
✓ 2/17/2026	0071667	OBRIST, LISA	Lisa's Quick Cleaning Service	525.00
✓ 2/17/2026	0071668	Gordon Flesch	Images over Base Amount	232.63
✓ 2/17/2026	0071670	Berlin Area School District	Waushara Taxes-\$38577.91 Green Lake County - 698,753.56 Feb Tax Settlement	737,331.47
✓ 2/17/2026	0071672	GREEN LAKE COUNTY TREASURER	February Tax Settlement	510,967.29
✓ 2/18/2026		Wisconsin Department of Revenue		36.53
✓ 2/20/2026	0071673	Ladybug	Plant for Robert Dewhurst	75.00
✓ 2/20/2026	0071674	MGD INDUSTRIAL CORP	Operating Supplies	83.25
✓ 2/20/2026	0071677	MODERN RENTALS, INC	Invoices 16914,338574,24137, 339431	200.89
✓ 2/20/2026	0071680	Superior Chemical, LLC	Involces 434564, 434565	1,597.76
✓ 2/20/2026	0071681	Brightspeed	service 2-9/3-8 2026	917.22
✓ 2/20/2026	0071683	AUGUST WINTER & SONS, INC.	City Hall HVAC	319.50
✓ 2/20/2026	0071685	ITU ABSORBTECH, INC.	Professional Services	80.29
✓ 2/23/2026		U S CELLULAR		406.15
✓ 2/27/2026		Alliant Energy/WPL		19,646.03
✓ 2/27/2026		IRS Tax Payments		38,480.70
✓ 2/27/2026		WI Tax Payroll		6,758.81
✓ 2/27/2026		HSA Payments		4,137.77
✓ 2/27/2026		North Shore Payments		250.00
✓ 2/27/2026	EFT		Pay period ending 2/21/2026	64,176.88
Total Checks:				2,658,155.90

Date	Reference	Adjustment Description	Amount
✓ 2/02/2026		Dec,Jan payroll benefits from EMS	149,114.83
✓ 2/02/2026		Payback from borrowing when ems was short	100,000.00
✓ 2/11/2026			-38,729.86
✓ 2/17/2026		February Tax Settlement	2,051,088.26
✓ 2/25/2026		February Payroll Benefits	17,632.30
✓ 2/25/2026		February Payroll Benefits	73,293.02
✓ 2/27/2026		Service Charge	-40.00
✓ 2/27/2026		Interest Earned	240.82
Total Adjustments:			2,352,599.37



140 W. Huron St.
PO Box 310
Berlin, WI 54923

855.876.1500
www.FortifiBank.com

CITY OF BERLIN
GENERAL CITY FUND
PO BOX 272
BERLIN WI 54923-0272



Statement Date: 02/27/2026

Account No.: XXX028 Page: 1

NOW ACCOUNT SUMMARY

Type : REG Status : Active

Category	Number	Amount
Balance Forward From 01/30/26		1,871,736.65
Deposits	4	32,116.37+
Debits	71	2,258,447.00
Automatic Withdrawals	33	297,787.73
Automatic Deposits	9	2,400,896.57+
Miscellaneous Fees	2	40.00
Interest Added This Statement		240.82+
Ending Balance On 02/27/26		1,748,715.68
Annual Percentage Yield Earned	0.15 %	
Interest Paid This Year	534.76	
Interest Paid Last Year	1,015.12	
Average Balance (Ledger)	2,092,818.68+	

Direct Inquiries About Electronic Entries To:
Phone: (855) 876-1500

ALL CREDIT ACTIVITY

Date	Type	Amount	Date	Type	Amount	Date	Type	Amount
02/09/26	Deposit	13,298.44	02/20/26	Deposit	7,654.90			
02/13/26	Deposit	2,300.13	02/26/26	Deposit	8,862.90			

Date	Description	Amount
02/02/26	PAYBACK FROM BORROWING WHEN EMS WAS	100,000.00
02/02/26	SHORT-INTERNETTRANSFER FROM CHK 0562 TO CHK 0028 7872900 DECEMBER 2025 PAYROLL BENEFITS - \$59656.76 JANUARY2026 PAYROLL BENEFITS - \$89458.07-INTERNET TRANSFER FROM CHK 0562 TO CHK 0028 3604464	149,114.83
02/11/26	PALMETTO GBA HCCLAIMPMT	620.16
02/13/26	36 TREAS 310 MISC PAY	1,032.00
02/17/26	STATE OF WISCONS WI PS ACH	7,616.00
02/17/26	FEBRUARY TAX SETTLEMENT-INTERNET TRANSFER FROM CHK1924 TO CHK 0028 5135556	2,051,088.26
02/25/26	36 TREAS 310 MISC PAY	500.00
02/25/26	FEBRUARY PAYROLL BENEFITS-INTERNET TRANSFER FROM CHK 0060 TO CHK 0028 1703723	17,632.30
02/25/26	FEBRUARY PAYROLL BENEFITS-INTERNET TRANSFER FROM CHK 0562 TO CHK 0028 5747138	73,293.02

Statement Date: 02/27/2026

Account No.:

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ALL CREDIT ACTIVITY (cont.)

Date	Description	Amount
02/27/26	INTEREST PAID	240.82

ELECTRONIC DEBITS

Date	Description	Amount
02/02/26	EMPOWER EMPOWER	2,107.77
02/02/26	CITY OF BERLIN RET HEALTH	649.00
02/03/26	CITY OF BERLIN 26 ER HSA	3,843.75
02/05/26	FLEETCOR FUNDING BT0204	3,524.90
02/09/26	ELAN FINANCIAL AUTOPAY	6,977.27
02/11/26	FEBRUARY HEALTH BENEFITS-INTERNET TRANSFER FROM CHK 0028 TO CHK 5639 3507824	38,729.86
02/13/26	CITY OF BERLIN GC #4	56,307.23
02/13/26	IRS USATAXPYMT	38,506.38
02/13/26	WI DEPT REVENUE TAXPAYMNT	6,778.71
02/13/26	CITY OF BERLIN EE - HSA	4,137.77
02/13/26	NORTH SHORE BANK CITY OF BE	250.00
02/17/26	EMPOWER EMPOWER	2,082.22
02/18/26	WI DEPT REVENUE TAXPAYMNT	36.53
02/23/26	U.S. CELLULAR CELLULAR	406.15
02/25/26	ALLIANT - WPL PAYMENT	5,732.55
02/25/26	ALLIANT - WPL PAYMENT	2,786.57
02/25/26	ALLIANT - WPL PAYMENT	2,686.86
02/25/26	ALLIANT - WPL PAYMENT	2,138.50
02/25/26	ALLIANT - WPL PAYMENT	1,446.93
02/25/26	ALLIANT - WPL PAYMENT	973.44
02/25/26	ALLIANT - WPL PAYMENT	869.78
02/25/26	ALLIANT - WPL PAYMENT	416.43
02/25/26	ALLIANT - WPL PAYMENT	138.32
02/25/26	ALLIANT - WPL PAYMENT	49.21
02/25/26	ALLIANT - WPL PAYMENT	27.38
02/25/26	ALLIANT - WPL PAYMENT	26.88
02/25/26	ALLIANT - WPL PAYMENT	23.32
02/27/26	CITY OF BERLIN GC #5	64,176.88
02/27/26	IRS USATAXPYMT	38,480.70
02/27/26	WI DEPT REVENUE TAXPAYMNT	6,758.81
02/27/26	CITY OF BERLIN EE - HSA	4,137.77
02/27/26	ALLIANT - WPL PAYMENT	2,329.86
02/27/26	NORTH SHORE BANK CITY OF BE	250.00
02/27/26	ACH ORIGATION FEE	10.00
02/27/26	POSITIVE PAY	30.00

Statement Date: 02/27/2026

Account No.: XXX028 Page: 3

CHECKS AND OTHER DEBITS

* indicates a gap in the check numbers

Date	Check #	Amount	Date	Check #	Amount	Date	Check #	Amount
02/05/26	71566	127.50	02/12/26	71625	1,743.50	02/23/26	71652	947.42
02/02/26	71576*	415.00	02/10/26	71626	804,120.85	02/17/26	71653	111.23
02/09/26	71577	350.00	02/18/26	71627	867.51	02/20/26	71654	34,561.75
02/10/26	71580*	3,216.26	02/10/26	71628	2,058.33	02/25/26	71656*	554.49
02/04/26	71581	692.00	02/12/26	71629	1,748.45	02/23/26	71657	575.00
02/03/26	71582	2,539.99	02/11/26	71630	2,739.00	02/18/26	71658	572.34
02/03/26	71594*	538.95	02/12/26	71632*	488.74	02/25/26	71659	500.00
02/12/26	71599*	235.00	02/10/26	71633	76.50	02/18/26	71660	28.08
02/03/26	71601*	169.98	02/09/26	71634	285.12	02/18/26	71661	692.46
02/09/26	71608*	3,900.00	02/10/26	71635	679.20	02/18/26	71662	1,882.00
02/10/26	71609	2,072.69	02/23/26	71636	200.00	02/23/26	71664*	35,017.86
02/10/26	71610	1,001.85	02/24/26	71637	75.00	02/27/26	71665	34.95
02/10/26	71611	1,704.00	02/17/26	71638	1,625.28	02/18/26	71667*	525.00
02/18/26	71612	133.25	02/18/26	71639	69.00	02/26/26	71668	232.63
02/10/26	71613	750.00	02/26/26	71641*	42.50	02/25/26	71670*	737,331.47
02/10/26	71616*	470.00	02/18/26	71642	44,748.41	02/24/26	71672*	510,967.29
02/11/26	71617	3,552.60	02/18/26	71643	19.00	02/27/26	71673	75.00
02/10/26	71618	80.29	02/19/26	71644	42.50	02/24/26	71674	83.25
02/10/26	71619	111.23	02/20/26	71645	15.00	02/27/26	71677*	200.89
02/10/26	71620	625.00	02/18/26	71646	9.00	02/25/26	71680*	1,597.76
02/09/26	71621	358.84	02/25/26	71647	614.13	02/27/26	71681	917.22
02/10/26	71622	825.25	02/23/26	71648	129.98	02/25/26	71683*	319.50
02/18/26	71623	296.28	02/18/26	71650*	18,000.00	02/25/26	71685*	80.29
02/25/26	71624	1,733.12	02/18/26	71651	24,343.04			

DAILY BALANCE SUMMARY

Beginning Ledger Balance on 01/30/26 was 1,871,736.65

Date	Balance	Date	Balance
02/02/26	2,117,679.71	02/11/26	1,245,477.10
02/03/26	2,110,587.04	02/12/26	1,241,261.41
02/04/26	2,109,895.04	02/13/26	1,138,613.45
02/05/26	2,106,242.64	02/17/26	3,193,498.98
02/09/26	2,107,669.85	02/18/26	3,101,277.08
02/10/26	1,289,878.40	02/19/26	3,101,234.58
		02/20/26	3,074,312.73
		02/23/26	3,037,036.32
		02/24/26	2,525,910.78
		02/25/26	1,857,289.17
		02/26/26	1,865,876.94
		02/27/26	1,748,715.68

This Statement Cycle Reflects 28 Days

The Interest Earned And The Annual Percentage Yield Earned
Are Based On The Period 01/31/2026 Through 02/27/2026

**City of Berlin WI
Reconciliation - 100 Fortifi GC**

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Closing Balance from Previous Statement.....	2/27/2026	1,748,715.68
10 Deposits and Other Additions Totaling.....		194,598.99
201 Checks and Other Withdrawals Totaling.....		563,834.25
5 Adjustments Totaling.....		51,122.04
0 Voids Totaling.....		0.00
Service Charge.....	3/31/2026	40.00
Interest Earned.....	3/31/2026	208.14
Closing Balance for this Statement.....	3/31/2026	1,430,770.60
Difference.....		0.00

Cash Balance from General Ledger.....	3/31/2026	2,093,072.13
Open Activity from Bank Register.....		662,469.67
Adjustment for Service Charges and Interest.....		168.14
General Ledger Reconciliation to Statement.....		1,430,770.60

Date	Check	To	Void Description	Amount
Total Voids:				0.00

Date	Reference	Deposit Description	Amount
✓ 3/06/2026			145.67
✓ 3/06/2026			493.92
✓ 3/06/2026			842.16
✓ 3/06/2026	0000189	GC 03/06/2026	54,453.84
✓ 3/09/2026			1,866.00
✓ 3/19/2026			2,233.50
✓ 3/20/2026			8,444.00
✓ 3/20/2026	0000190	GC Deposit 03/20/2026	62,391.48
✓ 3/20/2026	0000195		-4.00
✓ 3/31/2026	0000191	Deposit 3/31/2026	63,732.42
Total Deposits:			194,598.99

Date	Check	To	Check Description	Amount
✓ 2/03/2026	0071631	[PENFLEX] PENFLEX ACTUARIAL SERVICES, LLC	Standard Fee to calculate and Certify Amount of Benefit Payable & Prepare Correspondence for Payment of a	90.00
✓ 2/09/2026	0071640	[1264] Majeskie, Brittani K	Mileage for Election Training	28.00
✓ 2/09/2026	0071649	[IBU] INTERSTATE BATTTERY	Batteries	297.90
✓ 2/17/2026	0071666	[Brad Willis] Brad Willis	D&D Program 2/27/26	50.00
✓ 2/17/2026	0071669	[MPTC] MORAIN PARK TECHNICAL COLLEGE	Feb Tax Settlement Waushara County-\$3245.49 Green Lake County-\$58784.99	62,030.48
✓ 2/17/2026	0071671	[WAUSCO] WAUSHARA COUNTY	February Tax Settlement	30,904.94
✓ 2/20/2026	0071675	[ELM USA] ELM USA Inc.	Repairs & Maintenance	89.12
✓ 2/20/2026	0071676	[Corp net] Corporate Network Solutions, Inc	Computer, Mouse, Keyboard	795.00
✓ 2/20/2026	0071679	[CONCENTRA] CONCENTRA MED COMPLIANCE ADMIN	Random Test Street - 66.00 W&S - 119.00	191.00
✓ 2/20/2026	0071682	[CHCOMM - POOL] Charter Communication	Pool 02/13-03/12/2026	169.98
✓ 3/02/2026		[HSA Payments ER] HSA Payments ER		3,718.75
✓ 3/02/2026		[Christianson, Doug] Christianson, Doug		649.00
✓ 3/02/2026		[Empower] Empower Payments		2,040.66
✓ 3/04/2026		[FleetCor] FleetCor		3,378.00
✓ 3/06/2026	0071678	[Andrew Barton] Andrew Barton	Uniform - \$84 Mileage to pick up ballots-11.62	95.62
✓ 3/06/2026	0071686	[0929] RADKE, MICHAEL J	Inspect Chassis & tour plant	350.00
✓ 3/06/2026	0071687	[ALCIVIA] Alcivia	Fieldmaster	958.55

City of Berlin WI
Reconciliation - 100 Fortifi GC

✓ 3/06/2026 0071688	[Corp net] Corporate Network Solutions, Inc	Subscription 2/1/26-2/28/26	133.25
✓ 3/06/2026 0071689	[OSHKOSH F&P EQUIPMENT, INC] OSHKOSH F&P EQUIPMENT, INC	Equipment & Structures	360.00

**City of Berlin WI
Reconciliation - 100 Fortifi GC**

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Date	Check	To	Check Description	Amount
✓ 3/06/2026	0071690	[WURTZ] WURTZ LAW OFFICE, LLC	Special Council	950.00
✓ 3/06/2026	0071691	[DTN] DTN, LLC	Radar Control	128.70
✓ 3/06/2026	0071692	[KEG] KUNKEL ENGINEERING GROUP	Services through 01/31/2026	794.10
✓ 3/06/2026	0071693	[CULLWA] Culligan Water	Clerks Water	9.00
✓ 3/06/2026	0071694	[vonBRIESEN & ROPER, s.c.] vonBRIESEN & ROPER, s.c.	Special Council	269.50
✓ 3/06/2026	0071696	[GLCO-02] GREEN LAKE COUNTY TREASURER	Tax Statement Envelopes and Postage	1,907.83
✓ 3/06/2026	0071697	[WPPA] WISCONSIN PROFESSIONAL POLICE	Union Dues	470.00
✓ 3/06/2026	0071698	[LIR] LIR Transportation LLC	February 2026 Taxi	25,659.55
✓ 3/06/2026	0071699	[ML&LG] Municipal Law & Litigation Group, S.C.	City Attorney \$30 Planning & Zoning \$410 City	440.00
✓ 3/06/2026	0071700	[WI SCTF] WI SCTF	Garnishment - Child Support Dylan Saylor - Payroll Date 02/20/2026	111.23
✓ 3/06/2026	0071701	[HACPA] HAWKINS ASH CPAs	2024 Audit	395.00
✓ 3/06/2026	0071703	[BJN] BERLIN JOURNAL	Invoices 183932, 184038	1,452.00
✓ 3/06/2026	0071704	[City of Appleton] City Of Appleton	Weights & Measures March 2026	575.00
✓ 3/06/2026	0071705	[AAC] Associated Appraisal Consultants	Assessment Services March 2026	2,058.33
✓ 3/06/2026	0071706	[PIONEER] PIONEER MANUFACTURING CO	Operating Supplies Parks	1,234.60
✓ 3/06/2026	0071707	[Dretske Law Office] Dretske Law Office, LLC	Special Legal council	6,349.00
✓ 3/06/2026	0071708	[Northwoods] Superior Chemical, LLC	Invoices 435027, 435262, 435348, 435407, 435543	495.09
✓ 3/06/2026	0071709	[VES] VIKING ELECTRIC SUPPLY	Invoices 009963023.004, 010053087	351.32
✓ 3/06/2026	0071710	[POMPS] Pomp's Tire Service, Inc.	Pomp's #60	656.95
✓ 3/09/2026		[ELAN-AUTOPAY] ELAN CREDIT CARDS		9,619.30
✓ 3/12/2026		[WIDOR] Wisconsin Department of Revenue		750.00
✓ 3/13/2026		[IRS] IRS Tax Payments		35,386.15
✓ 3/13/2026		[North Shore] North Shore Payments		250.00
✓ 3/13/2026		[HSA] HSA Payments		4,137.77
✓ 3/13/2026		[WI Tax] WI Tax Payroll		6,302.74
✓ 3/13/2026		[ALLNT] Alliant Energy/WPL		15,121.70
✓ 3/13/2026	0071711	[BH20] Berlin Water & Sewer Department	February Water & Sewer	1,526.69
✓ 3/13/2026	0071713	[MSA] MSA	Comp Plan Feb 2026	2,112.78
✓ 3/13/2026	0071715	[Corp net] Corporate Network Solutions, Inc	Invoices 81862, AAAQ36265	1,100.00
✓ 3/13/2026	0071716	[Top Pack] TOP PACK DEFENSE LLC	Uniform - Dylan Saylor	150.08
✓ 3/13/2026	0071717	[ADVATECH] Adva Tech Systems	Computer Maintenance	67.11
✓ 3/13/2026	0071718	[KRAUSE'S SERVICE, INC.] KRAUSE'S SERVICE, INC.	Invoices 09847, 09894	1,330.18
✓ 3/13/2026	0071719	[BELLA BY DESIGN] BELLA BY DESIGN	Campground Signs	198.00
✓ 3/13/2026	0071720	[Earthworks] Earthworks Land Services	Snowhauling	500.00
✓ 3/13/2026	0071722	[GFCOM] Gordon Flesch	Invoices 15509134, 15527442	185.34
✓ 3/13/2026	0071723	[WI SCTF] WI SCTF	Garnishment - Child Support Dylan Saylor - Payroll Date 03/13/2026	111.23
✓ 3/13/2026	0071724	[WM] WASTE MANAGEMENT	February 2026 Service	34,561.75
✓ 3/13/2026	0071725	[FIRE SERVICES] FIRE SERVICES PLUS LLC	Fire Services	1,134.00
✓ 3/13/2026	0071726	[RID] RIDGE STONE PRODUCTS, INC	Clear Stone	56.24
✓ 3/13/2026	0071727	[Kevin Rahmer Design] Kevin Rahmer Design	2-10 inch GPS Units with extended ram mount & vehicle wiring kit - \$800 each Installation - \$50- Grant acct.	1,700.00
✓ 3/13/2026	0071728	[CIN] CINTAS	Supplies	296.28
✓ 3/13/2026	0071729	[CUMMINS] CUMMINS SALES AND SERVICE	Inspection	324.13

City of Berlin WI
Reconciliation - 100 Fortifi GC

✓ 3/13/2026 0071730	[MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC.	Invoices 30275, 30326, 30376	1,645.00
✓ 3/13/2026 0071731	[BJN] BERLIN JOURNAL	Supplies	71.00

**City of Berlin WI
Reconciliation - 100 Fortifi GC**

Run: 4/29/2026 @ 3:30 PM

Page: 5

Date	Check	To	Check Description	Amount
✓ 3/13/2026	0071732	[CHCOM-SRCTR] Charter Communication III	Phone & Internet Service 2/21/2026-3/23/2026	906.70
✓ 3/13/2026	0071733	[ALLNT] Alliant Energy/WPL	Nathan Strong Restroom	26.85
✓ 3/13/2026	0071734	[EOJohnson] E.O. Johnson Co., Inc.	Copy Machine	171.75
✓ 3/13/2026	0071735	[Northwoods] Superior Chemical, LLC	Invoices 436072, 436254, 436255	6,954.51
✓ 3/13/2026	0071736	[JLE] JON LUNDT ELECTRIC	Fire Station Generator	7,806.50
✓ 3/13/2026	EFT		Pay period ending 3/07/2026	56,284.25
✓ 3/16/2026		[Empower] Empower Payments		1,958.48
✓ 3/18/2026	0071737	[Graphic Sign] Graphic Sign & Letter Co, Inc.	Election Sign	168.00
✓ 3/18/2026	0071738	[ASCAP] Ascap	New Voting Location License Fee 1/1/2027-3/14/2027	460.71
✓ 3/20/2026	0071739	[Andrew Barton] Andrew Barton	Mileage - Election Picking up Banner in Ripon Picking up Media in GL	17.43
✓ 3/20/2026	0071742	[Unique] Unique Management Services, Inc.	Placements	46.60
✓ 3/20/2026	0071743	[CLO] Chier Law Office LLC	Invoices 14758, 14773, 14774	32,814.71
✓ 3/20/2026	0071744	[ALCIVIA] Alcivia	Invoices 1268, 5308	1,876.98
✓ 3/20/2026	0071745	[Brad Willis] Brad Willis	D&D Program March 27	50.00
✓ 3/20/2026	0071747	[DTN] DTN, LLC	Radar Control	128.70
✓ 3/20/2026	0071749	[MARTIN SYSTEMS, INC.] MARTIN SYSTEMS, INC.	Burglar/Fire Alarm	475.16
✓ 3/20/2026	0071750	[GFCOM] Gordon Flesch	Contractual Services	101.01
✓ 3/20/2026	0071751	[ITUAB] ITU ABSORBTECH, INC.	Supplies	157.40
✓ 3/20/2026	0071753	[MAIL LIST] MAIL LIST PROCESSING LLC	Flyer in Water Bill	166.05
✓ 3/20/2026	0071755	[ASSOCBNK] Associated Bank	March Standard Fee Promissory Note - 12/5/2017 service 3-9/4-8 2026	118.75
✓ 3/20/2026	0071757	[BRIGHT] Brightspeed		643.72
✓ 3/20/2026	0071758	[Northwoods] Superior Chemical, LLC	Black Trash Liners	52.54
✓ 3/20/2026	0071759	[VES] VIKING ELECTRIC SUPPLY	Supplies	207.00
✓ 3/25/2026		[US CELL] U S CELLULAR		406.15
✓ 3/27/2026		[IRS] IRS Tax Payments		40,876.58
✓ 3/27/2026		[HSA] HSA Payments		4,137.77
✓ 3/27/2026		[WI Tax] WI Tax Payroll		7,222.95
✓ 3/27/2026	EFT		Pay period ending 3/21/2026	65,460.72
✓ 3/30/2026		[Empower] Empower Payments		2,090.21
✓ 3/30/2026		[North Shore] North Shore Payments		250.00
✓ 3/31/2026		[WRF] WRF Payments		62,521.15
Total Checks:				563,834.25

Date	Reference	Adjustment Description	Amount
✓ 3/02/2026			-3,000.00
✓ 3/20/2026			-1,378.69
✓ 3/24/2026			-33,110.54
✓ 3/27/2026		March Payroll Benefits	18,882.34
✓ 3/27/2026		March Payroll Benefits	69,728.93
Total Adjustments:			51,122.04



140 W. Huron St.
 PO Box 310
 Berlin, WI 54923

855.876.1500
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CITY OF BERLIN
 GENERAL CITY FUND
 PO BOX 272
 BERLIN WI 54923-0272



Statement Date: 03/31/2026

Account No.: XXX028 Page: 1

NOW ACCOUNT SUMMARY

Type : REG Status : Active

Category	Number	Amount
Balance Forward From 02/27/26		1,748,715.68
Deposits	3	180,577.74+
Debits	73	241,271.92
Automatic Withdrawals	37	360,051.56
Automatic Deposits	8	102,632.52+
Miscellaneous Fees	2	40.00
Interest Added This Statement		208.14+
Ending Balance On 03/31/26		1,430,770.60
Annual Percentage Yield Earned	0.15 %	
Interest Paid This Year	742.90	
Interest Paid Last Year	1,015.12	
Average Balance (Ledger)	1,582,701.08 +	

Direct Inquiries About Electronic Entries To:
 Phone: (855) 876-1500

ALL CREDIT ACTIVITY

Date	Type	Amount	Date	Type	Amount	Date	Type	Amount
03/09/26	Deposit	54,453.84	03/20/26	Deposit	62,391.48	03/31/26	Deposit	63,732.42
Date	Description							Amount
03/06/26	015 TREAS 310 MISC PAY							145.67
03/06/26	015 TREAS 310 MISC PAY							493.92
03/06/26	015 TREAS 310 MISC PAY							842.16
03/09/26	36 TREAS 310 MISC PAY							1,866.00
03/19/26	JANUARY CC PAYMENTS-INTERNET TRANSFER FROM CHK 7239 TO CHK 0028 5442919							2,233.50
03/20/26	STATE OF WISCONS WI PS ACH							8,440.00
03/27/26	PAYROLL BENEFITS - MARCH-INTERNET TRANSFER FROM CHK XXXXX060 TO CHK XXXXX028 8505357							18,882.34
03/27/26	MARCH PAYROLL BENEFITS-INTERNET TRANSFER FROM CHK XXXXX562 TO CHK XXXXX028 1451075							69,728.93
03/31/26	INTEREST PAID							208.14



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Statement Date: 03/31/2026

Account No.:

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ELECTRONIC DEBITS

Date	Description	Amount
03/02/26	COVER HEALTH & DENTAL MARCH PAYMENT-INTERNET TRANSFER FROM CHK 0028 TO CHK 5639 9628353	3,000.00
03/02/26	CITY OF BERLIN 26 ER HSA	3,718.75
03/02/26	EMPOWER EMPOWER	2,040.66
03/02/26	CITY OF BERLIN RET HEALTH	649.00
03/04/26	FLEETCOR FUNDING BT0303	3,378.00
03/09/26	ELAN FINANCIAL AUTOPAY	9,619.30
03/12/26	WI DEPT REVENUE TAXPAYMNT	750.00
03/13/26	CITY OF BERLIN GC #6	56,284.25
03/13/26	IRS USATAXPYMT	35,386.15
03/13/26	WI DEPT REVENUE TAXPAYMNT	6,302.74
03/13/26	CITY OF BERLIN EE - HSA	4,137.77
03/13/26	NORTH SHORE BANK CITY OF BE	250.00
03/16/26	EMPOWER EMPOWER	1,958.48
03/20/26	DELINQUENT WATER BILLS PAID ON TAX BILL-INTERNET TRANSFER FROM CHK 0028 TO CHK 0060 1374244	1,378.69
03/24/26	MARCH HEALTH BENEFITS-INTERNET TRANSFER FROM CHK 0028 TO CHK 5639 8794679	33,110.54
03/25/26	ALLIANT - WPL PAYMENT	5,530.10
03/25/26	ALLIANT - WPL PAYMENT	2,131.40
03/25/26	ALLIANT - WPL PAYMENT	1,675.63
03/25/26	ALLIANT - WPL PAYMENT	1,551.23
03/25/26	ALLIANT - WPL PAYMENT	1,255.89
03/25/26	ALLIANT - WPL PAYMENT	969.86
03/25/26	ALLIANT - WPL PAYMENT	797.06
03/25/26	ALLIANT - WPL PAYMENT	632.38
03/25/26	U.S. CELLULAR CELLULAR	406.15
03/25/26	ALLIANT - WPL PAYMENT	327.15
03/25/26	ALLIANT - WPL PAYMENT	131.55
03/25/26	ALLIANT - WPL PAYMENT	46.50
03/25/26	ALLIANT - WPL PAYMENT	26.15
03/25/26	ALLIANT - WPL PAYMENT	24.28
03/25/26	ALLIANT - WPL PAYMENT	22.52
03/27/26	CITY OF BERLIN GC #7	65,460.72
03/27/26	IRS USATAXPYMT	40,876.58
03/27/26	WI DEPT REVENUE TAXPAYMNT	7,222.95
03/27/26	CITY OF BERLIN EE - HSA	4,137.77
03/30/26	EMPOWER EMPOWER	2,090.21
03/30/26	NORTH SHORE BANK CITY OF BE	250.00
03/31/26	EMPLOYE TRUST FU WRS REMIT	62,521.15
03/31/26	ACH ORIGINATION FEE	10.00
03/31/26	POSITIVE PAY	30.00



Fortifi Bank

FINANCIAL SERVICES STATEMENT

140 W. Huron St.
PO Box 310
Berlin, WI 54923

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Statement Date: 03/31/2026

Account No.: XXX028 Page: 3

CHECKS AND OTHER DEBITS

* indicates a gap in the check numbers

Date	Check #	Amount	Date	Check #	Amount	Date	Check #	Amount
03/02/26	71631	90.00	03/10/26	71701	395.00	03/31/26	71730	1,645.00
03/02/26	71640*	28.00	03/12/26	71703*	1,452.00	03/26/26	71731	71.00
03/02/26	71649*	297.90	03/18/26	71704	575.00	03/30/26	71732	906.70
03/31/26	71666*	50.00	03/10/26	71705	2,058.33	03/24/26	71733	26.85
03/02/26	71669*	62,030.48	03/11/26	71706	1,234.60	03/23/26	71734	171.75
03/02/26	71671*	30,904.94	03/12/26	71707	6,349.00	03/23/26	71735	6,954.51
03/10/26	71675*	89.12	03/11/26	71708	495.09	03/25/26	71736	7,806.50
03/05/26	71676	795.00	03/11/26	71709	351.32	03/25/26	71737	168.00
03/09/26	71678*	95.62	03/11/26	71710	656.95	03/24/26	71738	460.71
03/10/26	71679	191.00	03/18/26	71711	1,526.69	03/23/26	71739	17.43
03/05/26	71682*	169.98	03/23/26	71713*	2,112.78	03/27/26	71742*	46.60
03/17/26	71686*	350.00	03/24/26	71715*	1,100.00	03/30/26	71743	32,814.71
03/10/26	71687	958.55	03/23/26	71716	150.08	03/27/26	71744	1,876.98
03/16/26	71688	133.25	03/24/26	71717	67.11	03/31/26	71745	50.00
03/10/26	71689	360.00	03/24/26	71718	1,330.18	03/26/26	71747*	128.70
03/12/26	71690	950.00	03/25/26	71719	198.00	03/26/26	71749*	475.16
03/11/26	71691	128.70	03/24/26	71720	500.00	03/27/26	71750	101.01
03/17/26	71692	794.10	03/24/26	71722*	185.34	03/27/26	71751	157.40
03/10/26	71693	9.00	03/23/26	71723	111.23	03/27/26	71753*	166.05
03/12/26	71694	269.50	03/24/26	71724	34,561.75	03/27/26	71755*	118.75
03/11/26	71696*	1,907.83	03/24/26	71725	1,134.00	03/27/26	71757*	643.72
03/13/26	71697	470.00	03/30/26	71726	56.24	03/30/26	71758	52.54
03/10/26	71698	25,659.55	03/24/26	71727	1,700.00	03/30/26	71759	207.00
03/13/26	71699	440.00	03/26/26	71728	296.28			
03/12/26	71700	111.23	03/23/26	71729	324.13			

DAILY BALANCE SUMMARY

Beginning Ledger Balance on 02/27/26 was 1,748,715.68

Date	Balance	Date	Balance
03/02/26	1,645,955.95	03/12/26	1,645,322.87
03/04/26	1,642,577.95	03/13/26	1,542,051.96
03/05/26	1,641,612.97	03/16/26	1,539,960.23
03/06/26	1,643,094.72	03/17/26	1,538,816.13
03/09/26	1,689,699.64	03/18/26	1,536,714.44
03/10/26	1,659,979.09	03/19/26	1,538,947.94
03/11/26	1,655,204.60	03/20/26	1,608,400.73
		03/23/26	1,598,558.82
		03/24/26	1,524,382.34
		03/25/26	1,500,681.99
		03/26/26	1,499,710.85
		03/27/26	1,467,513.59
		03/30/26	1,431,136.19
		03/31/26	1,430,770.60



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Statement Date: 03/31/2026

Account No.:

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This Statement Cycle Reflects 32 Days

**The Interest Earned And The Annual Percentage Yield Earned
Are Based On The Period 02/28/2026 Through 03/31/2026**

COMMON COUNCIL MEETING MINUTES

APRIL 16, 2026 AT 5PM

(April 14, 2026 Common Council meeting rescheduled
due to Severe Weather/Tornado Warning)
THIS MEETING WAS LIVE ON ZOOM

1. Call to order/Roll Call – *Mayor Burgess called the meeting to order at 5:00PM. Alderpersons Boeck, Hill, Nigbor, and Przybyl were present. Alderpersons Sorenson and Stobbe were absent/excused. Also present were City Administrator, Jessi Balcom; Deputy Clerk-Treasurer, Brittani Majeskie; and Planning and Development Director, Timothy Ludolph.*
2. Seat Virtual Attendees (if necessary) – *None.*
3. Pledge of Allegiance
4. 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.

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 payment of invoice from Chier Law Offices.
9. Approve minutes from the 3.10.2026 Common Council Meeting.
10. Approve the recommendation of the Committee of the Whole to approve Resolution #05-26 Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing.
11. Approve the recommendation of the Committee of the Whole to approve the amended Employee Handbook sections and adopt the March 10, 2026 version of the Employee Handbook.
12. Approve the recommendation of the Committee of the Whole to approve and post the RFP for Real Estate Services for the WIS 91 Highway Project.

END OF CONSENT AGENDA

City Administrator Balcom noted that the resolution in consent agenda item 10 was misnumbered and is renumbered to #26-02. Alderperson Przybyl asked if the included Chier bill was the final bill; City Administrator Balcom replied that she thinks so.

Alderperson Nigbor made a motion to accept the consent agenda, with a second by Alderperson Przybyl. Roll call vote carried (4 Ayes: Boeck, Hill, Nigbor, and Przybyl; 0 Nay; 2 absent: Sorenson and Stobbe).

13. Recognition and appreciation of Alderperson Boeck and Alderperson Nigbor – *Mayor Burgess presented Alderpersons Boeck and Nigbor with plaques of appreciation and thanked them for their 8 years of service to the City. Photos were also taken. Alderperson Przybyl made a motion to approve the presentation of plaques of appreciation to Alderpersons for*

past service to the City of Berlin, with a second by Alderperson Boeck. Voice vote carried.

14. *Accept Resignation of Committee on Aging Committee Member – Alderperson Przybyl made a motion to accept the resignation of Anne Murphy from the Committee on Aging, with a second by Alderperson Hill. Voice vote carried. Alderperson Przybyl asked that a thank you be sent to Anne.*
15. *Memorial Day Procession – Mayor Burgess explained that the parade was the same route as last year, and that the VFW Post usually invites Alderpersons to join the parade. Alderperson Nigbor made a motion to approve the permit for the Memorial Day Procession on May 25, 2026 for the Wells Krause VFW Post 2925, with a second by Alderperson Przybyl. Voice vote carried.*
16. *Raze or Repair Order – Garage at 134-136 Water Street - Planning and Development Director, Timothy Ludolph explained he was asked on behalf of the Building Inspectors to present the Raze and Repair Order. He noted the structure has undergone multiple inspections and has an obvious collapse of roof. He explained the notice provides the owner with 30 days to repair or demolish the building, allowing time to clear the building out. Discussion that the owner of this address had contact with the City in 2024, and the home was repainted as that was the issue at the time. Alderperson Przybyl made a motion to accept the findings as prepared by the Building Inspector and authorize the Raze and Repair Order for the Garage at 134-136 Water Street (Parcel #206000760000), with a second by Alderperson Hill. Voice vote carried.*
17. *City Revolving Loan Fund (RLF) Manual amendment - Planning and Development Director, Timothy Ludolph explained the amendment would ensure RLF practices continue to follow the way they should. The previous version has contacts that are no longer with the City, and the amendment would reduce confusion. Alderperson Hill made a motion to accept recommendation of the BCDC to amend the point of contact listing in the RLF Manual to reflect current Economic Development Assistant at the BCDC, with a second by Alderperson Nigbor. Voice vote carried.*
18. *FirstNet cell phone plan - Mayor Burgess noted that moving to FirstNet would result in a cost savings. Discussion that EMS and Green Lake County already use FirstNet services, and they come highly recommended. Alderperson Przybyl made a motion to accept the recommendation of the Committee of the Whole to move forward with FirstNet for cellular services and accept the quote from FirstNet for cellular services, with a second by Alderperson Hill. Voice vote carried.*
19. *Corporate Network Solutions Inc Quote – City Administrator Balcom noted there would be a cost savings of \$400 if the City moves forward by May 1st. She explained the City currently has \$25,000 in cyber insurance liability, and in the event of a data breach, this would likely not be enough. To qualify for increased insurance coverage, the City needs additional security measures including training for staff and increased email security. To get the increased email security, the City needs to upgrade from Microsoft Basic to Microsoft Premium. The training and upgrades would result in an increase of about \$8,000 annually. Discussion that these upgrades do not include the police department, but do include EMS, DPW, and Utilities, and the costs will be shared. Mayor Burgess discussed previously asking City Administrator Balcom to look into the City's long-standing services and consider going*

to RFP, including IT support. Alderperson Hill made a motion to approve the quote for and implementation of security measures by Corporate Network Solutions Inc for \$17,466, with a second by Alderperson Przybyl. Voice vote carried.

20. Old Business – *None.*

21. New Business – *None.*

Mayor Burgess gave a reminder that the Council Organizational meeting is Tuesday, April 21, at 5PM.

22. Adjourn – *Alderperson Hill made a motion to adjourn with a second by Alderperson Boeck. Voice vote carried. Meeting adjourned at 5:22PM.*

Respectfully submitted by,
Brittani Majeskie, Deputy Clerk-Treasurer

DRAFT

ORGANIZATIONAL COMMON COUNCIL MEETING MINUTES
CITY OF BERLIN, WISCONSIN
TUESDAY, APRIL 21, 2026 – 5:00 PM

1. Call to Order/Roll Call – *Mayor Burgess called the meeting to order at 5:00PM. Alderpersons Cauley, Hill, Klawitter, Przybyl, Sorenson, and Stobbe were present. Also present were Jessi Balcom, City Administrator and Debra Thiel, Deputy Clerk-Treasurer. Eric Larson, City Attorney, was present virtually.*
2. Ceremonial swearing in of Alderpersons – *Alderman Terry Przybyl of Wards 1 & 7, Alderman Jaime Cauley of Ward 3, Alderman Tracy Klawitter of Ward 5, and Alderman Melissa Sorenson of Ward 6 were sworn in by City Administrator Balcom. Pictures were taken.*
3. Alderman orientation - *City Attorney Eric Larson presented on open meetings law, Wisconsin public records, ethics law, quasi-judicial actions and other duties and responsibilities of the Common Council.*
4. Election of Council President – *Alderman Hill nominated herself for Council President, with a second by Alderman Sorenson. Voice vote carried.*
5. Mayoral appointments with Council Confirmation - *Mayor Burgess explained there are several new volunteers for City Boards, Committees, and Commissions. Alderman Sorenson volunteered to be a liaison to the Water & Sewer Commission. Alderman Przybyl made a motion to approve the mayoral appointments as presented with a second by Alderman Stobbe. Voice vote carried.*
6. Adjourn – *Alderman Stobbe made a motion to adjourn, with a second by Alderman Sorenson. Meeting adjourned at 5:55PM.*

*Minutes 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: Council Chambers Audio-Video System Upgrades
MEETING DATE: May 12, 2026

BACKGROUND

The Committee of the Whole discussed the quote from Peak Systems Group Inc on May 5, 2026

The Audio-Video system for the Council Chambers has not been working for the past few months. The computer that controls the system is not working, many of the pieces of the system were used/donated and have met or are nearing end of life.

Peak Systems Group Inc came out and looked at the current system and determined that improvements to allow the system to be operated from the center of the dais (utilizing the cameras, zoom and You-tube capabilities) could be accomplished for \$20,300. Additional, optional enhancements were also suggested for an additional cost: \$1,100 to serve the cable TV feed (the City does not have a Cable TV station) and \$14,400 to replace the existing cameras.

It was determined that this project could be added to the list of approved projects for the Proposed 2026-2027 borrowing to come out of the Contingency of \$89,321 currently identified. The contingency will also need to cover the administrative costs of the borrowing.

The Committee of the Whole recommended approval of the quote from Peak Systems Group to upgrade and restore the audio-video system in Council Chambers to include the replacement of the existing cameras for \$34,700 with funding to come from the \$2M promissory notes.

This item is on the Consent Agenda.

Peak Systems Group, Inc.
 PO Box 126
 Reedsburg, WI 53959
 6085241268
 info@peaksystemsgroup.com
 www.peaksystemsgroup.com

Estimate

ADDRESS

City of Berlin
 P.O. Box 272
 Berlin, WI 54923

ESTIMATE # 7678
DATE 04/13/2026

DESCRIPTION	QTY
*Council Chambers audio-video system recommended upgrades. Client-supplied Apple iPad will be required to serve as a wireless user interface. The following equipment will be maintained and integrated into the proposed system upgrades: * Two existing Canon WUX450ST video projectors * Eight Shure MX418 gooseneck microphones * Soundweb London Blu-101 12x8 digital signal processor * Two Lumens VC-A50PN video cameras * Kramer 240W amplifier	
*Payment Terms: 50% upon acceptance / 50% upon completion	
DIN-AP4	1
Crestron DIN-AP4 4-Series DIN Rail Control System	
Allowance	1
Budget allowance - Crestron control application	
DM-NVX-E20	4
Crestron DM-NVX-E20 4K60 4:2:0 Network AV Encoder (serving two cameras and two laptops)	
DM-NVX-D200	4
Crestron DM-NVX-D200 4K60 4:2:0 Network AV Decoder with Scaler (serving two projectors; new Datavideo CAP-2 HDMI to USB converter; new Datavideo NVS-35 recorder/streamer)	
CEN-SWPOE-26	1
Crestron CEN-SWPOE-26 26 Port PoE+ Network Switch	
NVS-35	1
Datavideo NVS-35 Dual Stream H.264 Video Encoder/Recorder	
Sales	1
Datavideo CAP-2 HDMI to USB 3.0 Capture Box	
CN1800S	1
Furman CN-1800S Smart power sequencer/distributor 15A	
Misc. Parts	1
Misc. parts, connectors, wire, hardware	
Freight	1
Freight for above	
Install Labor	1
Installation Labor	
ACCTS	1
System design, documentation and account administration	
PROJECT	1
System tuning, training and project management	
BASE SYSTEM SUBTOTAL: \$20,300.00	

	DESCRIPTION	QTY
	ADD OPTION #1 - Additional network video decoder and signal converter to serve the Cable TV feed.	
DM-NVX-D200	Crestron DM-NVX-D200 4K60 4:2:0 Network AV Decoder with Scaler	1
CONVMUDCSTD/HD	Blackmagic Design CONVMUDCSTD/HD Up/Down/Cross HD Mini Converter	1
	ADD OPTION #1 SUBTOTAL: \$1,100.00	
	ADD OPTION #2 - Replacement of existing cameras. (Available in black or white color)	
999-9952-000	Vaddio 999-9952-000 RoboShot 40 UHD camera system, Simultaneous HDMI, HDBT, HD-SDI and IP streaming outputs, black	2
	ADD OPTION #2 SUBTOTAL: \$14,400.00	

SUBTOTAL	35,800.00
TAX	0.00
TOTAL	\$35,800.00

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Website ADA compliance and development
MEETING DATE: May 12, 2026

BACKGROUND

The City's website must be ADA compliant by April 26, 2028 (as the deadline was recently moved back one year by the Federal government). Nathan Hess of FinishLine Studios presented to the Committee of the Whole on May 5, 2026.

To get the site into compliance and then maintain compliance, it would be advisable for the City to purchase an accessibility software plan. The program would scan and crawl the website and show what needs to be fixed and how to fix it. The first year, costs are quoted at \$2500 to come into compliance and then \$149/month to maintain compliance.

Once in compliance, the plan moving forward would be to have the website scanned approximately monthly to ensure continued compliance.

The Committee of the Whole recommended approval of the quote from Finish Line Studios to bring the City's webpage into compliance with ADA requirements and freshen up the look of the website.

This item is on the Consent Agenda.

FINISHLINE **STUDIOS**

Design & Web Development

City of Berlin

Thank you for your interest in Finishline Studios. We are confident we have the experience, knowledge and creativity to redevelop your website, giving you an accessible and secure online presence.

Thank you again,
Nathan Hess - Creative Director

Project Summary

- Redesign the website theme to give it a fresh look with focus on ADA/WCAG compliance.
- Use [accessibilitychecker.org](https://www.accessibilitychecker.org) solutions to scan and fix ADA/WCAG compliance issues on all pages of the website.

Design & Development:

Finishline Studios offers the professional creative energy necessary to develop, deploy and maintain web excellence. We create websites that focus on your identity, to give you a practical, accessible, interactive web presence. A clear understanding of your goals allows us to develop effective, streamlined solutions.

The main objective is to create a responsive design that represents the identity of the city, paying special attention to ADA/WCAG compliance and ease of navigation, while keeping the interaction high.

Estimated Redesign Cost with ADA/WCAG fixes = \$2500.00

ADA/WCAG Scanner Cost (up to 100 URLs) = \$149/month

<https://www.accessibilitychecker.org/pricing/>

Portfolio Examples > <https://finishlinestudios.com/portfolio/>



Slide Tagline (optional)



Events



Agendas, Minutes, & Notices



Garbage & Recycling



Elections



Pet Licensing



Oakwood Cemetery



Municipal Court



Pay Utilities



Forms & Permits



Contact Us

Welcome to Berlin, Wisconsin

This city, located along the Fox River, is rich in history. Once the highway for French fur traders, Jesuit missionaries and a number of Indian tribes, the river later became a major waterway for residents, businesses and visitors. Today the river offers recreation and family fun in each of the four seasons. If you have some extra time watch this video from 1938 of Berlin, Wisconsin. Click here to watch.

Riverside Park boasts a boat launch and fishing piers, a campground along its shores, and a frisbee golf course among other things, in its 38 acres. It is one of eight parks within the city boundaries, which includes three along the river. In winter the river is part of the snowmobile trail through the area. Hiking, biking or cross-country skiing along the Mascoutin Trail takes you through part of Green Lake County. If golfing is your thing, the 27-hole Mascoutin Golf Course, home of the 2009 WI State Senior Open, is ready and waiting for you.

Once the fur and leather capital' and the home of the first commercial cranberry operations in the state, Berlin now boasts a good variety of nationally known and international industries.

Take a walking tour around the Nathan Strong Park Historic District and view the block after block of well-cared for Victorian homes. Berlin – a great place to live, work & play.

[Learn More About Berlin](#)



[Comprehensive Plan Update- Public Hearing](#)

[Winter Parking](#)

[Residential Services](#)

[DOT Projects Information](#)

[City Facebook Page](#)

[2025 Property Taxes](#)

[Ordinances and Resolutions](#)

[2025 Consumer Confidence Report](#)

[Preliminary Assessment Roll 2026](#)

Why Berlin



Located in east-central Wisconsin, The City of Berlin offers a central location with proximity to the main regional and metropolitan areas of Wisconsin... [READ MORE](#)

City History



Founded in 1847 by Nathan Strong, this community has depended on the river to move products, produce and people.... [LEARN MORE](#)

[Job Openings - click here](#)

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: At Large Council Representation
MEETING DATE: May 12, 2026

BACKGROUND

At the February 2026 Committee of the Whole meeting the Council directed staff to move forward with preparing an ordinance amendment to allow Council member seats to represent the entire City rather than specific wards. This would allow eligible adult Berlin residents to run for any Council seat, every year.

The amendment requires the City Council to amend the City's Charter ordinance. This would require a 2/3's vote of the Council, publication in the paper, and a 60-day waiting period (to allow residents to file a petition requiring the amendment to go to referendum prior to implementation), and then implementation.

The amended ordinance was presented to the Committee of the Whole on May 5, 2026.

Of note, the transition to fully at large representation will take two years. On April 7, Alderpersons were elected to a specific ward for a two-year term. Next April, the open wards will be elected to a two-year term as at large representatives and the following April all 7 wards would be represented by all 6 alderpersons – as at large representatives.

The Committee of the Whole recommended to the Common Council the adoption of the Charter Ordinance #05-26 of the Municipal Code to institute At-Large Representation of the Common Council.

SUGGESTED MOTION

Motion to adopt the Charter Ordinance #05-26 of the Municipal Code to institute At-Large Representation of the Common Council, and publish in the Berlin Journal, starting the 60-day public review and petition period for a Charter Ordinance amendment.

STATE OF WISCONSIN CITY OF BERLIN GREEN LAKE AND WAUSHARA COUNTY
CHARTER ORDINANCE #05-26

A CHARTER ORDINANCE TO AMEND CHAPTER 2, ARTICLE I OF THE MUNICIPAL CODE OF THE CITY OF BERLIN, GREEN LAKE AND WAUSHARA COUNTIES, WISCONSIN

WHEREAS, the City of Berlin previously adopted Ordinance # 12-21 establishing new ward boundaries and aldermanic districts within the City; and

WHEREAS, Charter Ordinance # 12-21 is codified as Section 2-10 of the City of Berlin Municipal Code; and

WHEREAS, the City of Berlin Common Council has determined that it is appropriate to amend Section 2-10 of the City of Berlin Municipal Code to implement at large representation alderpersons throughout the City.

NOW, THEREFORE, The City of Berlin Common Council, Green Lake and Waushara Counties, Wisconsin do hereby ordain as follows:

SECTION 1: Chapter 2 of the City of Berlin City Code entitled "Administration," Article I entitled "In General," Section 2-10 entitled "Ward Boundaries" is hereby repealed and recreated as follows:

At-Large Representation

- (a) *Election, term, number.* The City shall have six alderpersons in addition to the mayor, who is a member of the common council by virtue of his office as mayor. There shall be six alderpersons elected at large in the City. The term of each alderperson shall be for a period of two years. Three alderpersons shall be elected in even-numbered years, and three shall be elected in odd-numbered years.
- (b) There shall be seven wards within the City, and the boundaries of each ward shall be as follows:
 - 1. *Ward 1.* Commencing at the East City Limit line at the centerline of East Waushara Street; thence South along the East City Limit line to the centerline of East Marquette Street; thence to the west/southwest along the centerline of East Marquette Street to the intersection of East Marquette Street and Bates Street; thence South along the centerline of Bates Street to the intersection of Bates Street and East Berlin Street; thence west along the centerline of East Berlin Street to the intersection of East Berlin Street and Oak Street; thence South along the centerline of Oak Street to the intersection of Oak Street and East Liberty Street; thence West along the centerline of East Liberty Street to the intersection of East Liberty Street and North Wisconsin Street; thence North along the centerline of North Wisconsin Street to the intersection of North Wisconsin Street and West Cumberland Street; thence West along the centerline of West Cumberland Street to the intersection of West Cumberland Street and River Drive; thence North along the centerline of River Drive to West Waushara Street; thence

East along the centerline of Waushara Street to the Point of Beginning.
(Green Lake County).

2. *Ward 2.* Commencing at the intersection of Huron and Wisconsin Streets; thence North along the centerline of North Wisconsin Street to the intersection of North Wisconsin Street and East Liberty Street; thence East along the centerline of East Liberty Street to the intersection of East Liberty Street and Oak Street; thence North along the centerline of Oak Street to the intersection of Oak Street and East Berlin Street; thence East along the centerline of East Berlin Street to the intersection of East Berlin Street and Bates Street; thence North along the centerline of Bates Street to the intersection of Bates Street and East Marquette Street; thence east/northeast along the centerline of East Marquette Street to the East City Limits line; thence South along the East City Limits line to the intersection of a point where the northwest corner of Lot 6 of East Ridge Subdivision located in the SW $\frac{1}{4}$ Section 2—T17N—R 13E meets the East City Limit line; thence following the Lot 6 boundaries as platted in the East Ridge Subdivision to the east and south to the southeast corner of said Lot 6; thence west along the southern boundary of Lot 6 of East Ridge Subdivision to the East City Limits line; thence south along the East City Limits line to the intersection with East Huron Street; thence West along the centerline of East Huron Street to the Point of Beginning on Wisconsin Street. (Green Lake County).
3. *Ward 3.* Commencing at the point where West Huron Street meets the Fox River; thence continuing south following the eastern shore of the Fox River to the southern city limits line; thence east along the southern city limit line to the southeast city limits corner; thence north along the east city limits line to the point where the east city limits line intersects with East Huron Street; thence west along the centerline of Huron Street to the point of beginning; and also

A parcel of land located in part of the southwest $\frac{1}{4}$ of the northwest $\frac{1}{4}$ and in part of the northwest $\frac{1}{4}$ of the southwest $\frac{1}{4}$ of Section 11, T17N, R13E, Town of Berlin, Green Lake County, Wisconsin, being more particularly described as follows: Commencing at the west $\frac{1}{4}$ corner of said Section 11; thence S 00 degrees 05' 44" east along the west line of the southwest $\frac{1}{4}$, 445.50 feet to the point of beginning; thence S 89 degrees 39' 21" E 400.96 feet; thence N 00 degrees 05' 44" W 738.00 feet to the southerly right-of-way line of the vacated railroad (now Nature Trail); thence N 85 degrees 52' 32" E along said right-of-way 932.06 feet to the east line of the SW $\frac{1}{4}$ of the NW $\frac{1}{4}$, thence S 00 degrees 02' 13" E 365.13 feet to the northeast corner of the northwest $\frac{1}{4}$, of the southwest $\frac{1}{4}$, thence S 00 degrees 00' 52" W along the east line of the NW $\frac{1}{4}$ of the SW $\frac{1}{4}$, 844.80 feet; thence S 88 degrees 46' 47" W 1,328.97 feet to the west line of the southwest $\frac{1}{4}$, thence N 00 degrees 05' 44" W 435.60 feet to the point of beginning, containing 29.255 acres more or less. (Green Lake County).

4. *Ward 4.* Commencing at the intersection of Broadway Street and the west line of the Fox River; thence traveling south along the western shore of the Fox River to the Southern City Limits Line; thence West along the southern boundary line of the City Limits to the Southwest corner of the City Limits; thence North on the western boundary line of the City Limits Line and continuing north along the center line of South Hunter Street to a point where South Hunter Street travels to the west; thence west along the southern line of South Hunter Street to the Northeast corner of Lot 3, CSM #1838, Vol 8, Page 1838 as recorded in the Certified Survey Maps of Green Lake County; South along the east line of said Lot 3, CSM #1838; west along the Southern line of said Lot 3, CSM #1838; thence North along the West line of CSM #1838; East to the Northwest corner of Lot 4, CSM #1838; thence south along the West boundary of Lot 4 CSM #1838; thence East along the South boundary of Lot 4 CSM #1838; thence North along the East boundary of Lot 4, CSM #1838 to the intersection at Broadway; thence East along the centerline of Broadway to the intersection of Broadway and McKittrick Street; thence South along the centerline of McKittrick Street to the intersection of McKittrick Street and Southwest Ceresco Street; thence East along the centerline of Southwest Ceresco Street to the intersection of Southwest Ceresco and South Washington Street; thence North along the centerline of South Washington Street, continuing North along the centerline of North Washington Street, to the intersection of North Washington and Webster Street; thence East along the centerline of Webster Street to the intersection of Webster Street and Mill Street, thence South along the centerline of Mill Street to the intersection of Mill Street and Broadway Street, thence East along the centerline of Broadway Street to the Point of Beginning. (Green Lake County).

5. *Ward 5.* Commencing at a point where the centerline of Broadway intersects with the western shore of the Fox River, thence following the western shore of the Fox River to the centerline of Darling Street as extended to the Fox River; thence west along the centerline of Darling Street to the intersection of Darling Street and North Washington Street; thence North along the centerline of North Washington Street to the intersection of North Washington Street and Northwest Cumberland Street; thence West along the centerline of Northwest Cumberland Street to intersection of Northwest Cumberland and Jasmine Drive; thence South along the centerline of Jasmine Drive to the intersection of Jasmine Drive and Seward Street; thence West along the centerline of Seward Street to the intersection of Seward Street and North Hunter Street; thence South along the centerline of North Hunter Street to the northeast corner line of Certified Survey Map #3185, Vol 17, Page #3185 (as extended to centerline of roadway) as recorded in the Certified Survey Maps of Green Lake County; thence West on the North line of said CSM #3185; South along the West line of CSM #3185; thence East along the South line of CSM #3185 to the point of intersection with North Hunter Street and Broadway Street; thence continuing along the centerline of Broadway Street to the intersection of Broadway Street and McKittrick Street; thence South along the centerline of McKittrick Street to the intersection of

McKittrick Street and Southwest Ceresco Street; thence East along the centerline of Southwest Ceresco Street to the intersection of Southwest Ceresco and South Washington Street; thence North along the centerline of South Washington Street, continuing North along the centerline of North Washington Street to the intersection of North Washington Street and Webster Street; thence East along the centerline of Webster Street to the intersection of Webster Street and Mill Street, thence south along the centerline of Mill Street to the intersection of Mill Street and Broadway Street, thence east along the centerline of Broadway Street to the Fox River being the Point of Beginning. (Green Lake County).

6. *Ward 6.* Commencing at the intersection of North Wisconsin Street and Huron Street; thence north along the centerline of North Wisconsin Street to the intersection of North Wisconsin Street and West Cumberland Street; thence west along the centerline of West Cumberland Street to the intersection of West Cumberland Street and River Drive; thence north along the centerline of River Drive to the intersection River Drive and West Waushara Street; thence west along the centerline of West Waushara Street to the western shore of the Fox River, thence continuing west along the north city limit boundary line to North Hunter Street; thence south on the centerline of North Hunter Street to the intersection of North Hunter and Seward Street, thence east along the centerline of Seward Street to the intersection of Seward Street and Jasmine Drive; thence north along the centerline of Jasmine Drive to the intersection of Jasmine Drive and Northwest Cumberland Street; thence east along Northwest Cumberland Street to the intersection of NW Cumberland and North Washington Street; thence south along the centerline of North Washington Street to the intersection of North Washington Street and Darling Street; thence east on the centerline of Darling Street as extended to the Fox River; thence crossing the Fox River and continuing east to the eastern shores of the Fox River; thence southeast along the eastern shore of the Fox River to the centerline of Huron Street; thence east along the centerline of West Huron Street to the POB. (Green Lake County).

7. *Ward 7.* Commencing at the intersection of North Wisconsin Street and Waushara Street, thence west along the centerline of East Waushara Street to the eastern shore of the Fox River, thence northeasterly along the eastern shore of the Fox River to the intersection of North Wisconsin Street/County Trunk "XX", thence north along the centerline of North Wisconsin Street/County Trunk "XX" to the northern boundary line of the city, thence easterly and southerly along the northern and eastern boundary lines of the city, including any and all newly annexed lands (since 1991), to a point where the eastern boundary line of the city intersects with East Waushara Street; thence west along the center of East Waushara Street to the intersection of North Wisconsin Street, the point of beginning. (Waushara County).

SECTION 2: SEVERABILITY. The several sections of this ordinance to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be

invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 3: EFFECTIVE DATE. This is a charter ordinance and shall take effect sixty (60) days after its passage and publication, unless within such sixty (60) days after its passage and publication a referendum petition shall be filed as provided in § 66.0101 of the Wisconsin Statutes, in which event this ordinance shall not take effect until it shall have been submitted to a referendum of the electors and approved by a majority of the electors voting thereon.

PASSED, APPROVED, AND ADOPTED THIS ____ DAY OF _____, 2026.

____ AYES

____ NAYS

____ ABSENT

CITY OF BERLIN

CATRINA BURGESS, MAYOR

ATTEST:

JESSI BALCOM, CITY ADMINISTRATOR/CLERK

APPROVED AS TO FORM:

ERIC LARSON, CITY ATTORNEY

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Resolution No. 26-03. Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,000,000 General Obligation Promissory Notes.
MEETING DATE: May 12, 2026

BACKGROUND

Brad Viegut of Baird presented on the borrowing structure and parameters of the \$2M General Obligation Promissory Notes at the Committee of the Whole meeting on May 5, 2026.

Closing on the borrowing is anticipated for June 10, 2026 and the bonds will mature through March 2036, callable March 2034.

Quarles and Brady will serve as both Bond and Disclosure Council for the City regarding the \$2M borrowing.

The Committee of the Whole recommended to Common Council to approve Resolution 26-03 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,000,000 General Obligation Promissory Notes.

SUGGESTED MOTION

Motion to approve Resolution 26-03 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,000,000 General Obligation Promissory Notes.

RESOLUTION NO. 26-03

RESOLUTION AUTHORIZING THE ISSUANCE AND ESTABLISHING
PARAMETERS FOR THE SALE OF NOT TO EXCEED \$2,000,000
GENERAL OBLIGATION PROMISSORY NOTES

WHEREAS, the Common Council hereby finds and determines that it is necessary, desirable and in the best interest of the City of Berlin, Green Lake and Waushara Counties, Wisconsin (the "City") to raise funds for public purposes, including paying the cost of projects included in the City's 2026-2027 Capital Improvement Plan, other Common Council approved projects, and acquisition of capital equipment (the "Project");

WHEREAS, the Common Council hereby finds and determines that the Project is within the City's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, the City is authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes for such public purposes;

WHEREAS, it is the finding of the Common Council that it is necessary, desirable and in the best interest of the City to authorize the issuance of and to sell the general obligation promissory notes (the "Notes") to Robert W. Baird & Co. Incorporated (the "Purchaser");

WHEREAS, the Purchaser intends to submit a note purchase agreement to the City (the "Proposal") offering to purchase the Notes in accordance with the terms and conditions to be set forth in the Proposal; and

WHEREAS, in order to facilitate the sale of the Notes to the Purchaser in a timely manner, the Common Council hereby finds and determines that it is necessary, desirable and in the best interest of the City to delegate to the Mayor and City Administrator/Clerk-Treasurer (the "Authorized Officers") the authority to accept the Proposal on behalf of the City so long as the Proposal meets the terms and conditions set forth in this Resolution by executing a certificate in substantially the form attached hereto as Exhibit A and incorporated herein by reference (the "Approving Certificate").

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Authorization and Sale of the Notes; Parameters. For the purpose of paying costs of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed TWO MILLION DOLLARS (\$2,000,000) from the Purchaser upon the terms and subject to the conditions set forth in this Resolution. Subject to satisfaction of the condition set forth in Section 16 of this Resolution, the Mayor and City Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the City, Notes aggregating the principal amount of not to exceed TWO MILLION DOLLARS (\$2,000,000). The purchase price to be paid to the City for the Notes shall not be less than 96.00% of the principal amount of the Notes and the difference

between the initial public offering price of the Notes and the purchase price to be paid to the City by the Purchaser shall not exceed 4.00% of the principal amount of the Notes, with an amount not to exceed 1.50% of the principal amount of the Notes representing the Purchaser's compensation and an amount not to exceed 2.50% of the principal amount of the Notes representing costs of issuance, including bond insurance premium (if any), payable by the Purchaser or the City.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes"; shall be issued in the aggregate principal amount of up to \$2,000,000; shall be dated as of their date of issuance; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and mature or be subject to mandatory redemption on the dates and in the principal amounts set forth below, provided that (a) the principal amount of each maturity or mandatory redemption amount may be increased or decreased by up to \$200,000 per maturity or mandatory redemption amount, (b) any maturity or mandatory redemption amount may be eliminated, at the option of the City, if the amount of such maturity or mandatory redemption amount is less than \$200,000 and (c) the aggregate principal amount of the Notes shall not exceed \$2,000,000. The schedule below assumes the Notes are issued in the aggregate principal amount of \$2,000,000.

<u>Date</u>	<u>Principal Amount</u>
03-01-2027	\$185,000
03-01-2028	165,000
03-01-2029	175,000
03-01-2030	180,000
03-01-2031	190,000
03-01-2032	200,000
03-01-2033	210,000
03-01-2034	225,000
03-01-2035	230,000
03-01-2036	240,000

Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2027 or on such other date approved by the Authorized Officers in the Approving Certificate. The true interest cost on the Notes (computed taking the Purchaser's compensation into account) shall not exceed 4.75%. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

Section 3. Redemption Provisions. The Notes shall not be subject to optional redemption or shall be callable as set forth in the Approving Certificate. If the Proposal specifies that certain of the Notes shall be subject to mandatory redemption, the terms of such mandatory redemption shall be set forth in an attachment to the Approving Certificate labeled as Schedule MRP. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in the Approving Certificate in such manner as the City shall direct.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit B and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2026 through 2035 for the payments due in the years 2027 through 2036 in the amounts as are sufficient to meet the principal and interest payments when due.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the City shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the City and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the City for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There shall be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes - 2026" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the City above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the City, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the City, unless the Common Council directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the City and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the City, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants

that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the City certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Associated Trust Company, National Association, which is hereby appointed as the City's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The City hereby authorizes the Mayor and City Clerk or other appropriate officers of the City to enter into a Fiscal Agency Agreement between the City and the Fiscal Agent. Such contract may provide, among other things, for the performance

by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 13. Persons Treated as Owners; Transfer of Notes. The City shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the City at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

Section 16. Condition on Issuance and Sale of the Notes. The issuance of the Notes and the sale of the Notes to the Purchaser are subject to approval by the Authorized Officers of the principal amount, definitive maturities, redemption provisions, interest rates and purchase price for the Notes, which approval shall be evidenced by execution by the Authorized Officers of the Approving Certificate.

The Notes shall not be issued, sold or delivered until this condition is satisfied. Upon satisfaction of this condition, the Authorized Officers are authorized to execute a Proposal with the Purchaser providing for the sale of the Notes to the Purchaser.

Section 17. Official Statement. The Common Council hereby directs the Authorized Officers to approve the Preliminary Official Statement with respect to the Notes and deem the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by the Authorized Officers or other officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate City official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 18. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Mayor and City Clerk, or other officer of the City charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 19. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 20. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Mayor and City Clerk including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 21. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded May 12, 2026.

Catrina Burgess
Mayor

ATTEST:

Jessi Balcom
City Clerk

(SEAL)

EXHIBIT A

APPROVING CERTIFICATE

The undersigned Mayor and City Administrator/Clerk-Treasurer of the City of Berlin, Green Lake and Waushara Counties, Wisconsin (the "City"), hereby certify that:

1. Resolution. On May 12, 2026, the Common Council of the City adopted a resolution (the "Resolution") authorizing the issuance and establishing parameters for the sale of not to exceed \$2,000,000 General Obligation Promissory Notes of the City (the "Notes") to Robert W. Baird & Co. Incorporated (the "Purchaser") and delegating to us the authority to approve the Preliminary Official Statement, to approve the purchase proposal for the Notes, and to determine the details for the Notes within the parameters established by the Resolution.

2. Proposal; Terms of the Notes. On the date hereof, the Purchaser offered to purchase the Notes in accordance with the terms set forth in the Note Purchase Agreement between the City and the Purchaser attached hereto as Schedule I (the "Proposal"). The Proposal meets the parameters established by the Resolution and is hereby approved and accepted.

The Notes shall be issued in the aggregate principal amount of \$ _____, which is not more than the \$2,000,000 approved by the Resolution, and shall mature on March 1 of each of the years and in the amounts and shall bear interest at the rates per annum as set forth in the Pricing Summary attached hereto as Schedule II and incorporated herein by this reference. As compared to the schedule included in the Resolution, (a) the principal amount of each maturity or mandatory redemption amount may be increased or decreased by up to \$200,000 per maturity or mandatory redemption amount, (b) any maturity or mandatory redemption amount may be eliminated, at the option of the City, if the amount of such maturity or mandatory redemption amount is less than \$200,000 and (c) the aggregate principal amount of the Notes shall not exceed \$2,000,000 as set forth below:

<u>Date</u>	<u>Resolution Schedule</u>	<u>Actual Amount</u>
03-01-2027	\$185,000	\$ _____
03-01-2028	165,000	_____
03-01-2029	175,000	_____
03-01-2030	180,000	_____
03-01-2031	190,000	_____
03-01-2032	200,000	_____
03-01-2033	210,000	_____
03-01-2034	225,000	_____
03-01-2035	230,000	_____
03-01-2036	240,000	_____

The true interest cost on the Notes (computed taking the Purchaser's compensation into account) is _____%, which is not in excess of 4.75%, as required by the Resolution.

3. Purchase Price of the Notes. The Notes shall be sold to the Purchaser in accordance with the terms of the Proposal at a price of \$_____, plus accrued interest, if any, to the date of delivery of the Notes, which is not less than 96.00% of the principal amount of the Notes, as required by the Resolution.

The difference between the initial public offering prices of the Notes provided by the Purchaser (\$_____) and the purchase price to be paid to the City by the Purchaser (\$_____) is \$_____, or _____% of the principal amount of the Notes, which does not exceed 4.00% of the principal amount of the Notes. The portion of such amount representing Purchaser's compensation is \$_____, or not more than 1.50% of the principal amount of the Notes. The amount representing other costs of issuance [to be paid by the City] is \$_____, which does not exceed 2.50% of the principal amount of the Notes.

4. Redemption Provisions of the Notes. The Notes maturing on March 1, _____ and thereafter are subject to redemption prior to maturity, at the option of the City, on March 1, _____ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption. [The Proposal specifies that [some of] the Notes are subject to mandatory redemption. The terms of such mandatory redemption are set forth in an attachment hereto as Schedule MRP and incorporated herein by this reference.]

5. Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same respectively falls due, the full faith, credit and taxing powers of the City have been irrevocably pledged and there has been levied on all of the taxable property in the City, pursuant to the Resolution, a direct, annual irrepealable tax in an amount and at the times sufficient for said purpose. Such tax shall be for the years and in the amounts set forth on the debt service schedule attached hereto as Schedule III.

6. Preliminary Official Statement. The Preliminary Official Statement with respect to the Notes is hereby approved and deemed "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934.

7. First Interest Payment. Interest shall be payable semi-annually on March 1 and September 1, of each year commencing on _____.

8. Approval. This Certificate constitutes our approval of the Proposal, and the principal amount, definitive maturities, interest rates, purchase price and redemption provisions for the Notes and the direct annual irrevocable tax levy to repay the Notes, in satisfaction of the parameters set forth in the Resolution.

IN WITNESS WHEREOF, we have executed this Certificate on _____, 2026 pursuant to the authority delegated to us in the Resolution.

Catrina Burgess
Mayor

Jessi Balcom
City Administrator/Clerk-Treasurer

COPIES

SCHEDULE I TO APPROVING CERTIFICATE

Proposal

To be provided by the Purchaser and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE II TO APPROVING CERTIFICATE

Pricing Summary

To be provided by the Purchaser and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE III TO APPROVING CERTIFICATE

Debt Service Schedule and Irrepealable Tax Levies

To be provided by the Purchaser and incorporated into the Certificate.

(See Attached)

COPY

[SCHEDULE MRP

Mandatory Redemption Provision

The Notes due on March 1, _____, _____ and _____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on March 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on March 1, 20_____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on March 1, 20_____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on March 1, 20_____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on March 1, 20_____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)]

EXHIBIT B

(Form of Note)

REGISTERED	UNITED STATES OF AMERICA	DOLLARS
	STATE OF WISCONSIN	
	GREEN LAKE AND WAUSHARA COUNTIES	
NO. R- _____	CITY OF BERLIN	\$ _____
	GENERAL OBLIGATION PROMISSORY NOTE	

MATURITY DATE:	ORIGINAL DATE OF ISSUE:	INTEREST RATE:	CUSIP:
March 1, _____	_____, 2026	_____%	_____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$ _____)

FOR VALUE RECEIVED, the City of Berlin, Green Lake and Waushara Counties, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on [March 1, 2027] until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by Associated Trust Company, National Association (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$ _____, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the City pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for public purposes, including paying the cost of projects included in the City's 2026-2027 Capital Improvement Plan, other Common Council approved projects, and acquisition of capital equipment, as authorized by a resolution adopted on May 12, 2026, as supplemented by an Approving Certificate, dated _____, 2026 [(the "Approving Certificate")]

(collectively, the "Resolution"). Said Resolution is recorded in the official minutes of the Common Council for said date.

The Notes maturing on March 1, _____ and thereafter are subject to redemption prior to maturity, at the option of the City, on March 1, _____ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

【The Notes maturing in the years _____ are subject to mandatory redemption by lot as provided in the Approving Certificate, at the redemption price of par plus accrued interest to the date of redemption and without premium.】

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the City, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the Common Council as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the City appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax,

fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and City may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the City of Berlin, Green Lake and Waushara Counties, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Mayor and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF BERLIN
GREEN LAKE AND WAUSHARA COUNTIES,
WISCONSIN

By: _____
Catrina Burgess
Mayor

(SEAL)

By: _____
Jessi Balcom
City Clerk

Date of Authentication: _____, _____

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned Resolution of the City of Berlin, Green Lake and Waushara Counties, Wisconsin.

ASSOCIATED TRUST COMPANY,
NATIONAL ASSOCIATION

By _____
Authorized Signatory

COPY

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

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

TO: Common Council
FROM: Brittani Majeskie, Deputy Clerk-Treasurer
AGENDA ITEM: Action on Annual Licenses: Class "A" & Class "B" Beer; "Class A" & "Class B" Liquor; "Class A" Liquor (cider only); "Class C" Liquor (wine only); Cigarette, Tobacco, and Electronic Vaping Device License; Outdoor Activity Area Permits; Amusement & Music Device Licenses; and/or Side Walk Café Permits for Year July 1, 2026-June 30, 2027.

MEETING DATE: May 12, 2026

BACKGROUND

The City of Berlin has received the following applications for Class "A" & Class "B" Beer; "Class A" & "Class B" Liquor; "Class A" Liquor (cider only); "Class C" Liquor (wine only); Cigarette, Tobacco, and Electronic Vaping Device License; Outdoor Activity Area Permits; Amusement & Music Device Licenses; and/or Side Walk Café Permits for License Year July 1, 2026-June 30, 2027.

The notice sent to the Berlin Journal for publishing is attached. Also attached are the Outdoor Activity Area applications for approval. The Sidewalk Café permit applicant is a renewal without substantive changes from the previous year. The submitted Alcohol Beverage License and Cigarette, Tobacco, and Electronic Vaping Device License applications and the Amusement Device Applications will be available at the meeting for review if needed.

All required Police, Fire, and Health inspections were completed and approved, unless otherwise noted. Staff has contacted Building inspectors to complete required inspections.

Applicant	Location Address	Agent	Licenses and/or Permits Applied For
AJ's Riverside, LLC DBA AJ's Riverside	168 & 170 W. Huron St.	Angela Schuster	Class "B" Beer "Class B" Liquor Outdoor Activity Area Sidewalk Café
Berlin Lanes, LLC DBA Berlin Lanes	119 N. Pearl St.	Eric Berndt	Class "B" Beer "Class B" Liquor Amusement & Music Device
Bijak's Culinary Café, LLC DBA Bijak's Culinary Café	219 Broadway St.	Nicholas Bijak	Class "B" Beer "Class C" Liquor (wine only)
Boomba's LTD DBA Clem's Bar *needs fire inspection *needs health inspection	223 Broadway St.	Benjamin Bombinski	Class "B" Beer "Class B" Liquor Amusement & Music Device
Buckys Bar, LLC DBA Buckys	115 W. Huron St.	Stacy Zietlow	Class "B" Beer "Class B" Liquor Amusement & Music Device
Cheema & Cheema, LLC DBA Malchetske on Broadway	265 Broadway St.	Inderjeet Cheema	Class "A" Beer "Class A" Liquor Cigarette, Tobacco, and Electronic Vaping Device

Condon Oil Company DBA Berlin BP	247 Ripon Rd.	Kraig Bauman	Class "A" Beer "Class A" Liquor Cigarette, Tobacco, and Electronic Vaping Device
DM Family, LLC DBA The Driftwood Bar *needs health inspection	209 Broadway St.	Lisa Pollom	Class "B" Beer "Class B" Liquor Amusement & Music Device
Dolgenercorp, LLC DBA Dollar General Store #6966	289 S. Church St.	Kaleb Tatum	Class "A" Beer "Class A" Liquor Cigarette, Tobacco, and Electronic Vaping Device
EL Charro, LLC DBA El Charro Mexican Grill	103 W. Huron St.	Gelacio Pacsual Rubio	Class "B" Beer "Class B" Liquor Amusement & Music Device
El Pariente Mexican Store, LLC DBA El Pariente Mexican Store	104 E. Huron St.	Gelacio Pacsual Rubio	Class "B" Beer
Grizzly's, LLC DBA Grizzly's	186 Broadway	Colton Burt	Class "B" Beer "Class B" Liquor Amusement & Music Device Outdoor Activity Area
Himigiri, LLC DBA Berlin Oil	703 Broadway St	Gobinda Shrestha	Class "A" Beer "Class A" Liquor Cigarette, Tobacco, and Electronic Vaping Device Amusement & Music Device
Hoot N' Hollar, LLC DBA Hoot Nanny's *needs fire inspection	122 E. Huron St.	Ajshe Jecevicus	Class "B" Beer "Class B" Liquor Amusement & Music Device
Jeff's on the Square, LLC DBA Jeff's on the Square	116 N. Capron St.	Jeffery Bending	Class "B" Beer "Class B" Liquor
Kwik Trip, Inc. DBA Kwik Trip #777	270 Broadway St.	Andrew Tessaro	Class "A" Beer "Class A" Liquor Cigarette, Tobacco, and Electronic Vaping Device
Luxury Smoke, LLC DBA Luxury Tobacco	730 Broadway St.	Ahmed Dawadeh	Cigarette, Tobacco, and Electronic Vaping Device
Mark R. Vandre DBA The Rendezvous	114 N. Capron St.	Mark Vandre	Class "B" Beer "Class B" Liquor Amusement & Music Device Outdoor Activity Area *Note the application and drawing for the outdoor activity area shows the front sidewalk, however, Mark Vandre decided not to file a Sidewalk Café permit.
Mastricola's on Broadway, LLC DBA Mastricola's on Broadway	689 Broadway St.	Barry Mastricola	Class "B" Beer "Class B" Liquor Amusement & Music Device Outdoor Activity Area

Misty Inn, LLC DBA Misty Inn	221 Broadway St.	Patricia Day	Class "B" Beer "Class B" Liquor Amusement & Music Device
Ocean Breeze CBD and Vapor, LLC DBA Ocean Breeze CBD and Vapor	224 Ripon Rd.	Harley Mitchelly	Cigarette, Tobacco, and Electronic Vaping Device
The Art Bar, LLC DBA The Art Bar & Boutique	114 W. Huron St	Michelle Omichinski	Class "B" Beer "Class B" Liquor Amusement & Music Device Outdoor Activity Area* *Note the application and drawing for the outdoor activity area shows the front sidewalk, however, Michelle Omichinski decided not to file a Sidewalk Café permit.
Triangle Family Restaurant, LLC DBA Triangle Family Restaurant	215 Ripon Rd.	Erica Sesma	Class "B" Beer "Class B" Liquor
Violet & Company, LLC DBA Violet & Company	146 W. Ceresco St.	Deana Marie Ceman	Class "B" Beer "Class B" Liquor
Wal-Mart Stores East, LP DBA Walmart # 1727	861 County Rd. F	Todd Janzen	Class "A" Beer "Class A" Liquor
Well's Krause # 2925 of the VFW DBA Wells-Krause Post 2925 *needs health inspection	420 N. Wisconsin Ave.	Richard Bartol	Class "B" Beer "Class B" Liquor Outdoor Activity Area

SUGGESTED MOTION

RECOMMENDATION: Grant or deny the licenses and permits as presented pending all appropriate approvals are received, all inspections are completed, and all requirements met per City ordinances and State Statutes.

**NOTICE OF 2026 - 2027 CLASS "A" & CLASS "B" BEER LICENSES,
"CLASS A" & "CLASS B" INTOXICATING LIQUOR LICENSES, "CLASS A" CIDER
LICENSES, "CLASS C" WINE LICENSES, AND/OR CIGARETTE, TOBACCO, AND
ELECTRONIC VAPING DEVICE LICENSES**

Notice is hereby given that the following applications for licenses to deal in intoxicating liquor and/or tobacco licenses have been filed with the City Clerk of the City of Berlin, Wisconsin for the year ending June 30, 2027:

AJ'S Riverside, LLC DBA AJ's Riverside, located at 168-170 W. Huron St. (premises to be licensed includes bar, restaurant, patio, and sidewalk), has applied for Class "B" Beer and "Class B" Liquor License. (Also applied for OA & SC)

Berlin Lanes, LLC DBA Berlin Lanes, located at 119-123 N. Pearl St. (premises to be licensed includes bar, bowling alley, and banquet room), has applied for Class "B" Beer and "Class B" Liquor License. (Also Applied for AD)

Bijak's Culinary Café, LLC DBA Bijak's Culinary Café, located at 219 Broadway St. (premises to be licensed includes restaurant and bar), has applied for Class "B" Beer and "Class C" Wine License.

Boomba's LTD, DBA Clem's Bar, located at 223 Broadway St. (premises to be licensed includes bar and dining room), has applied for Class "B" Beer and "Class B" Liquor License. (Also Applied for AD)

Buckys Bar, LLC DBA Buckys, located at 115 W. Huron St., (premises to be licensed includes bar and backroom) has applied for Class "B" Beer and "Class B" Liquor License. (Also Applied for AD)

Cheema & Cheema, LLC DBA Malchetske on Broadway, located at 265 Broadway St. (premises to be licensed includes retail store) has applied for Class "A" Beer and "Class A" Liquor License. (Also Applied for TOB)

Condon Oil Company DBA Berlin BP, located at 247 Ripon Rd. (premises to be licensed includes retail store), has applied for Class "A" Beer License and "Class A" Liquor (Cider Only) License. (Also Applied for TOB)

DM Family, LLC DBA The Driftwood Bar, located at 209 Broadway St. (premises to be licensed includes bar), has applied for Class "B" Beer and "Class B" Liquor License. (Also applied for AD)

DolgenCorp, LLC DBA Dollar General Store # 6966, located at 289 Church St. (premises to be licensed includes retail store), has applied for Class "A" Beer and "Class A" Liquor. (Also applied for TOB)

El Charro, LLC DBA El Charro Mexican Grill, located at 103 W. Huron St. (premises to be licensed includes bar and restaurant), has applied for Class "B" Beer and "Class B" Liquor License. (Also applied for AD)

El Pariente Mexican Store, LLC DBA El Pariente Mexican Store, located at 104 E. Huron St. (premises to be licensed includes retail store), has applied for Class "B" Beer License.

Grizzy's, LLC DBA Grizzy's located at 186 Broadway St. (premises to be licensed includes bar, restaurant, and patio), has applied for Class "B" Beer and "Class B" Liquor License. (Also Applied for OA & AD)

Himigiri, LLC DBA Berlin Oil, located at 703 Broadway St. (premises to be licensed includes retail store), has applied for Class "A" Beer and "Class A" Liquor License. (Also applied for AD and TOB)

Hoot N' Hollar, LLC DBA Hoot Nanny's, located at 122 E. Huron St. (premises to be licensed includes bar), has applied for Class "B" Beer and "Class B" Liquor License (Also Applied for AD)

Jeff's on the Square, LLC, DBA Jeff's on the Square, located at 116 N. Capron St. (premises to be licensed includes bar and restaurant) has applied for Class "B" Beer and "Class B" Liquor License.

Kwik Trip, Inc. DBA Kwik Trip #777, located at 270 Broadway St. (premises to be licensed includes retail store), has applied for Class "A" Beer License and "Class A" Liquor License. (Also Applied for TOB)

Luxury Smoke, LLC DBA Luxury Tobacco, located at 730 Broadway St. (premises to be licensed includes retail store and cigar room), has applied for Cigarette, Tobacco, and Electronic Vaping Device License.

Mark R. Vandre, DBA The Rendezvous, located at 114 N. Capron St. (premises to be licensed includes bar and patios), has applied for Class "B" Beer and "Class B" Liquor License (Also applied for AD and OA)

Mastricola's on Broadway, LLC DBA Mastricola's on Broadway, located at 689 Broadway St. (premises to be licensed includes bar, restaurant, banquet hall with additional bar, and patio), has applied for Class "B" Beer and "Class B" Liquor License. (Also applied for AD & OA)

Misty Inn, LLC DBA Misty Inn, located at 221 Broadway St. (premises to be licensed includes bar), has applied for Class "B" Beer and "Class B" Liquor License. (Also applied for AD)

Ocean Breeze CBD and Vapor, LLC DBA Ocean Breeze CBD and Vapor, located at 224 Ripon Rd. (premises to be licensed includes retail store and garage area), has applied for Cigarette, Tobacco, and Electronic Vaping Device License.

The Art Bar, LLC DBA The Art Bar & Boutique, located at 114 W. Huron St. (premises to be licensed includes bar, restaurant, patio, and sidewalk), has applied for Class "B" Beer and "Class B" Liquor License. (Also Applied for OA)

Triangle Family Restaurant, LLC DBA Triangle Family Restaurant, located at 215 Ripon Rd. (premises to be licensed includes bar and restaurant), has applied for Class "B" Beer and "Class B" Liquor License.

Violet & Company, LLC DBA Violet & Company, located at 146 W. Ceresco St. (premises to be included includes retail store), has applied for Class "B" Beer and "Class B" Liquor License.

Wal-Mart Stores East, LP DBA Walmart #1727, located at 861 County Rd. F (premises to be licensed includes retail store), has applied for Class "A" Beer and "Class A" Liquor License.

Wells-Krause #2925 of the Veterans of Foreign Wars of the United States, Department of WI DBA Wells-Krause Post 2925, located at 420 N. Wisconsin St. (premises to be licensed includes bar, dining area, hall, and picnic area), has applied for Class "B" Beer and "Class B" Liquor License. (Also applied for OA)

AD = Amusement Devices

OA = Outdoor Activity

SC = Sidewalk Café

TOB = Cigarette, Tobacco, and Electronic Vaping Device License

Action on the applications will be taken by the Common Council at its meeting on May 12, at 7:00 PM at Berlin City Hall located at 108 N. Capron St.

Dated 4/30/2026

Jessi Balcom

City Administrator/Clerk/Treasurer



Permit Application for Outdoor Activity Areas at Alcohol Beverage Licensed Establishments

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

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

Name: AJ's Riverside LLC

Address: 170 + 1168 W Huron St Berlin WI 54923

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

Address: 170 + 1168 W Huron St Berlin WI 54923

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

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

sitting area for visiting, eating + drinking

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

none

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

6:30 am to 10 pm

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

none

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

motion light by back door

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

N/A

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

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

It will be cleaned daily - tables + chairs
will also be brought inside.

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

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

none



Tables = 0



Permit Application for Outdoor Activity Areas at Alcohol Beverage Licensed Establishments

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

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

Name: Colton Burt - Grizzly's

Address: 186 Broadway St. Berlin, WI 54923

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

Address: 186 Broadway St Berlin Wi 54923

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

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

- Outdoor Seating on patio
- live music

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

- live music by small 1-2 man bands on patio

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

7AM- 9PM when weather permits

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

- Small exterior speakers for outdoor music
- minimal speakers if any for live music

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

Sconce lighting for patio areas

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

- Lighting will be minimal and more less "mood" lighting and for security of building
- Sound system will be minimal as patio area is only a 20x30 area.
- Speakers will be for background noise

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

- Lighting + Exterior cameras going up soon
- potentially some gate access for patio areas

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

Daily cleaning like our normal grounds

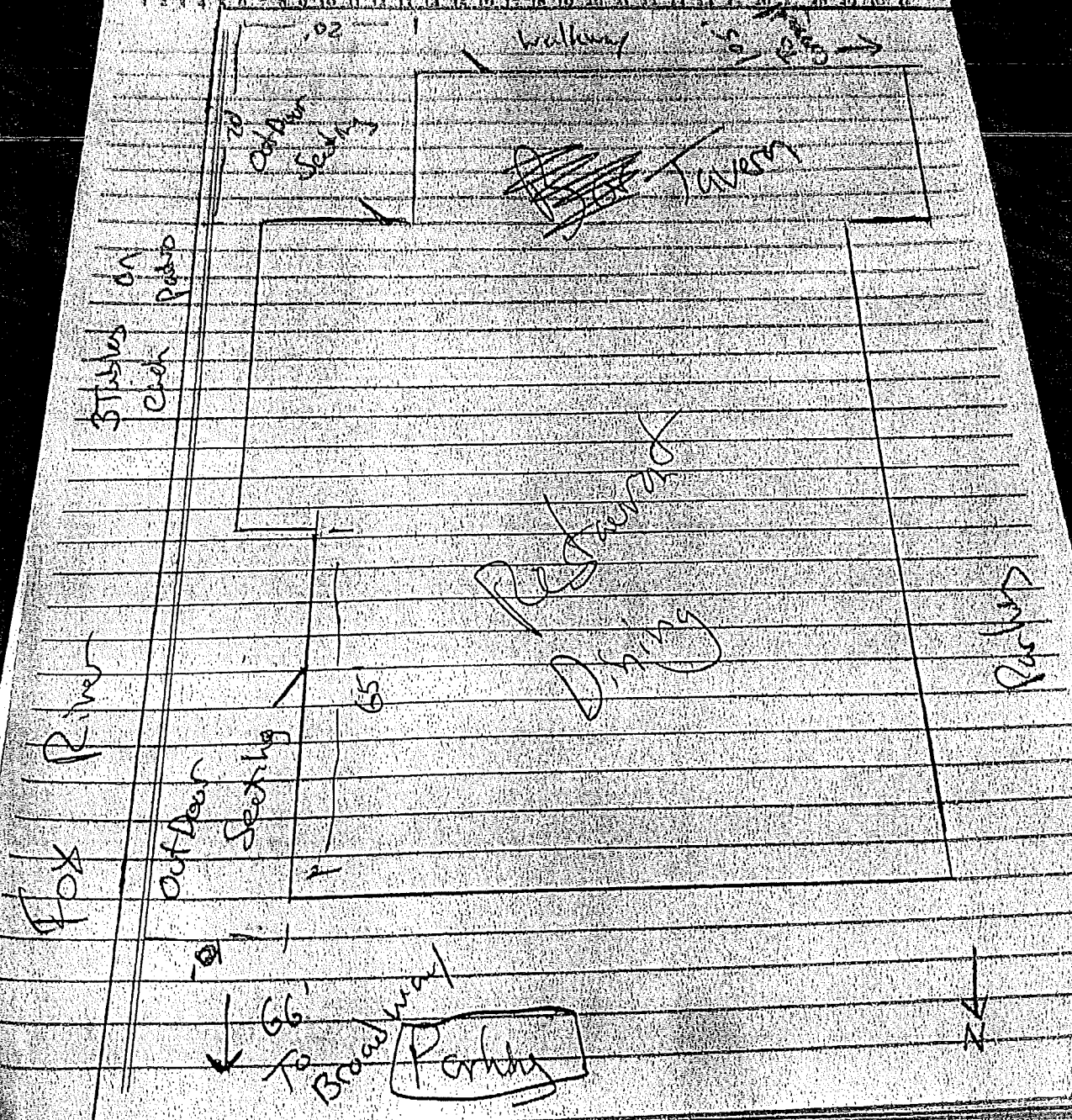
- i. The capacity of persons able to use the outdoor activity area.

30

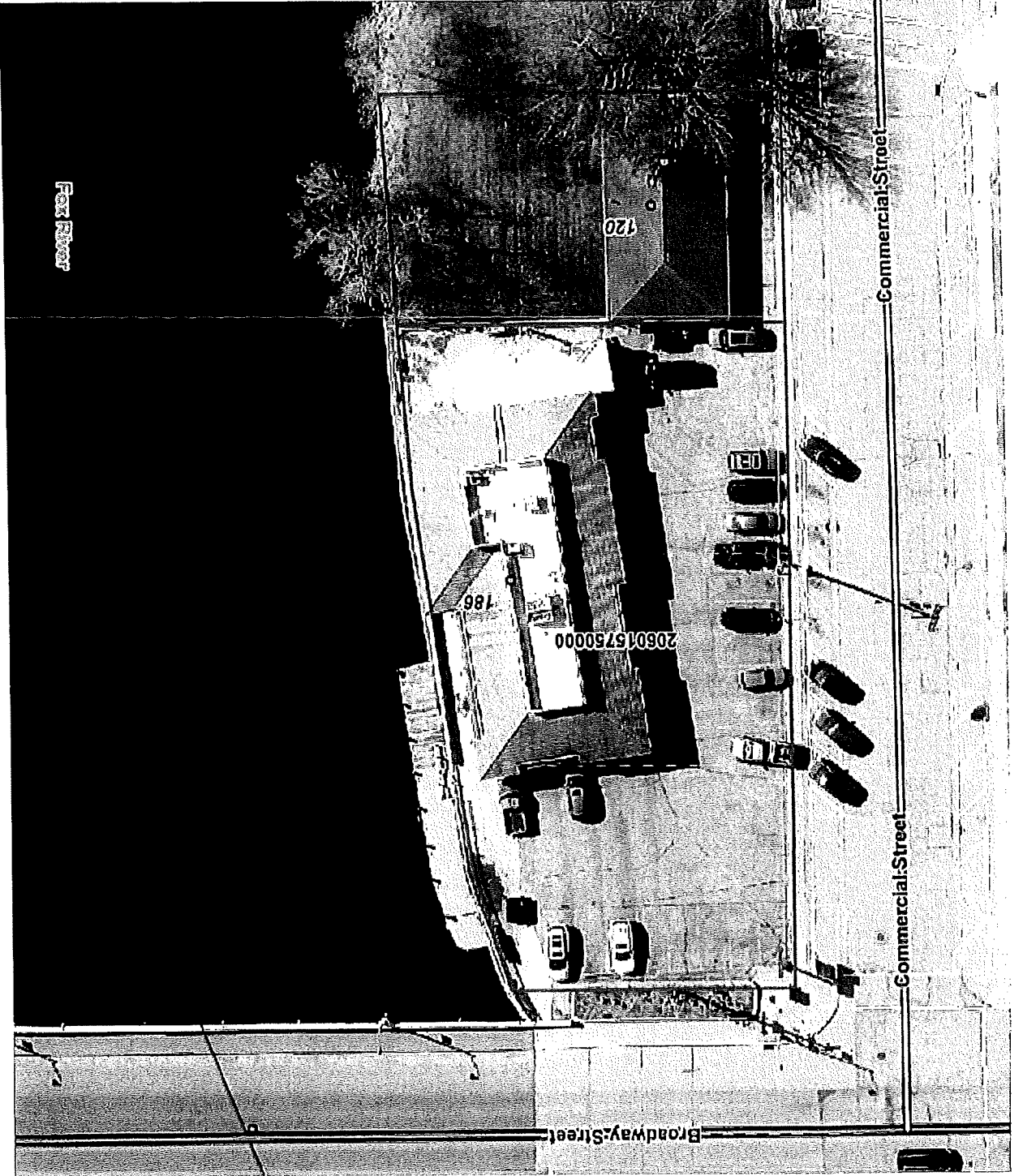
- j. Any planned increase or decrease in off street parking for the lot.

N/A at this time

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



Broadway Street



Fox River

Commercial Street

Commercial Street

Broadway Street

→



Permit Application for
Outdoor Activity Areas at Alcohol Beverage Licensed Establishments

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

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

Name: Mark Richard Vandore

Address: 114 N. Capron St. Berlin Wi. 54923

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

Address: 114 N. Capron St. Berlin Wi. 54923

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

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

Eating, drinking, Smoking, Talking,
Laughing, Joking

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

None

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

10:30 AM - Midnight

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

None

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

One Amber bug light in back
Neon in the front. (from the inside lights)

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

Low lighting and no music outside

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

Back - Iron & Wood fence w/ gate & Video Camera
Front - Chain Fence w/ Large windows (Monitor inside)
to watch crowd

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

Cleaned everyday

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

Applicant chose not to file a Sidewalk Cafe permit.

Back - 8-10

Front 10-12

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

No

CARRON STREET

Handicap Sign

22 ft

2 ft

12 ft

3 1/2 ft

2 ft

2 ft

2 ft

2 ft

2 ft

2 ft

2 ft

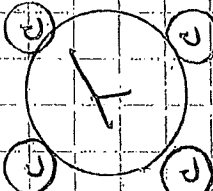
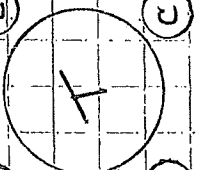
2 ft

2 ft

2 ft

15 ft

5 1/2 ft



Bar

Applicant chose not to file a Sidewalk Cafe permit.

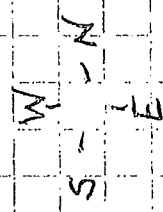
JEP'S

114 North Capron St.
Rendezvous

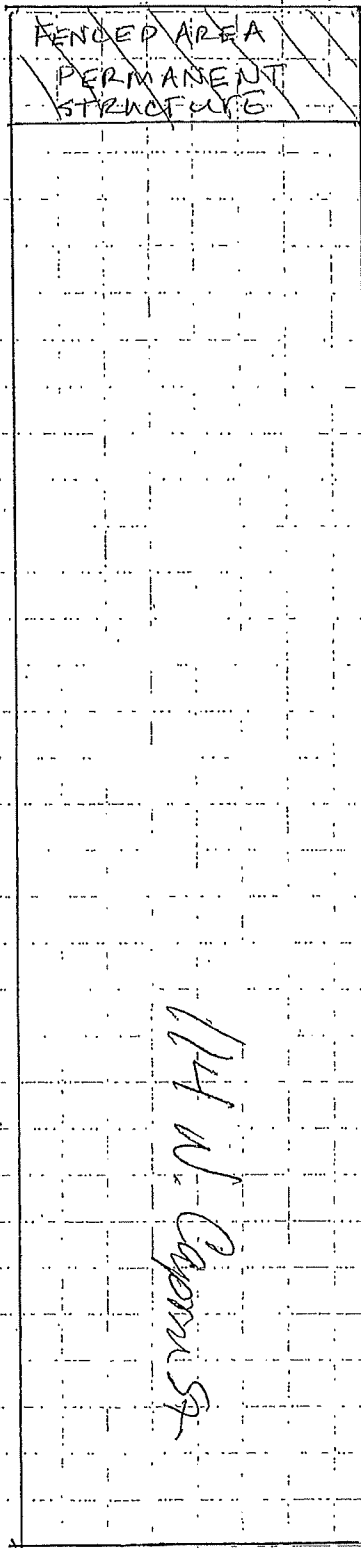
CITY HALL

--- = 3 ft decorative barrier

Scale 1:30



Fox Lane



FENCED AREA
PERMANENT
STRUCTURE

6 1/2 ft

North
↓

□ ~ Approx 3 ft

Rendezvous

City Hall

Jeffs on the Square
99 ft

144 N. Capron St.

ZAZ

Capron St.

Applicant chose not to file a Sidewalk Cafe permit.



Permit Application for Outdoor Activity Areas at Alcohol Beverage Licensed Establishments

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

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

Name: BARRY MASTRICOLA - MASTRICOLA'S on Broadway

Address: [REDACTED]

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

Address: 689 BROADWAY BERLIN, WI 54909

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

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

SIT AND HAVE MEALS OR BEVERAGE

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

OUTDOOR TV

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

SAME AS BUSINESS

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

2 SPEAKERS

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

LED STRIP LIGHTING - UNDER SEWING

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

AREA DOES NOT CAST OUT ANY ADDITIONAL LIGHTING.
PULL DOWN SHUTTERS TO BLOCK STREET VIEW WHEN NEEDED.

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

NEW CAMERA SCHEDULED TO BE INSTALLED. FENCE SLICES UP TO BUSINESS ENTRANCE.

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

KEEP MAINTAIN ALL BUSINESS AREAS PERSONALLY ON A REGULAR BASIS.

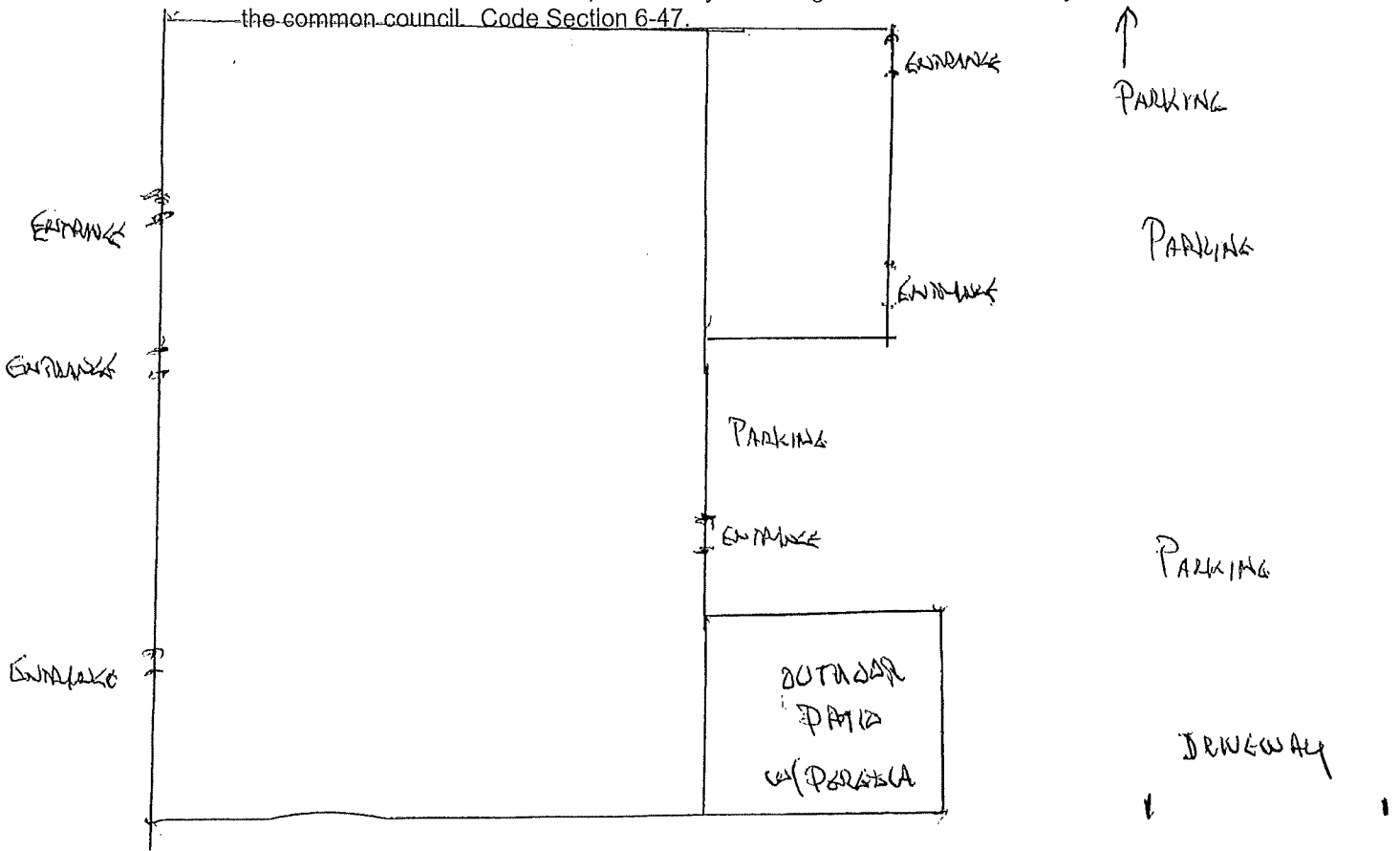
i. The capacity of persons able to use the outdoor activity area.

24 SEATS

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

NO

4. A scale drawing shall accompany each application, showing all of the following:
- The proposed size of the outdoor activity area.
 - The proposed location on the lot and dimensional relationship to the principal structure and all other existing improvements.
 - All boundary lines of the subject lot, and the dimensional relationship of such boundaries to each lot line.
 - Proposed locations of prominent fixtures intended for the outdoor activity area, including but not limited to, bars or serving areas, restrooms, entrances and exits, music amplification devices, stages, dancing areas, eating areas, sporting activity areas, sporting activity apparatus, and gaming device areas.
5. A \$10.00 nonrefundable annual fee to cover the costs of processing and investigation of the application. The fee amount for each type of permit shall be according to the fee schedule on file in the clerk-treasurer's office, which may be changed from time to time by resolution of the common council. Code Section 6-47.





outdoor patio area



Permit Application for
Outdoor Activity Areas at Alcohol Beverage Licensed Establishments

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

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

Name: MICHELLE OMICHINSKI

Address: [REDACTED]

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

Address: 114 W. HURON ST., BERLIN, WI 54923

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

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

TABLES & CHAIRS; COCKTAILS, BEER & WINE SERVED.

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

NONE

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

THURSDAY, FRIDAY & SATURDAY - NOON TO MIDNIGHT.

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

NONE

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

LED STRING LIGHTS, LED CANDLES

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

NONE

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

CUSTOMERS WILL BE CARDED AT THE BAR WHEN ORDERING.

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

CLEANED & DISINFECTED AFTER EACH GUEST LEAVES. TABLES & CHAIRS BROUGHT IN EVERY NIGHT.

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

Applicant chose not to file a Sidewalk Cafe permit.

FRONT SIDEWALK 6-8
BACK PATIO 16

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

NO.

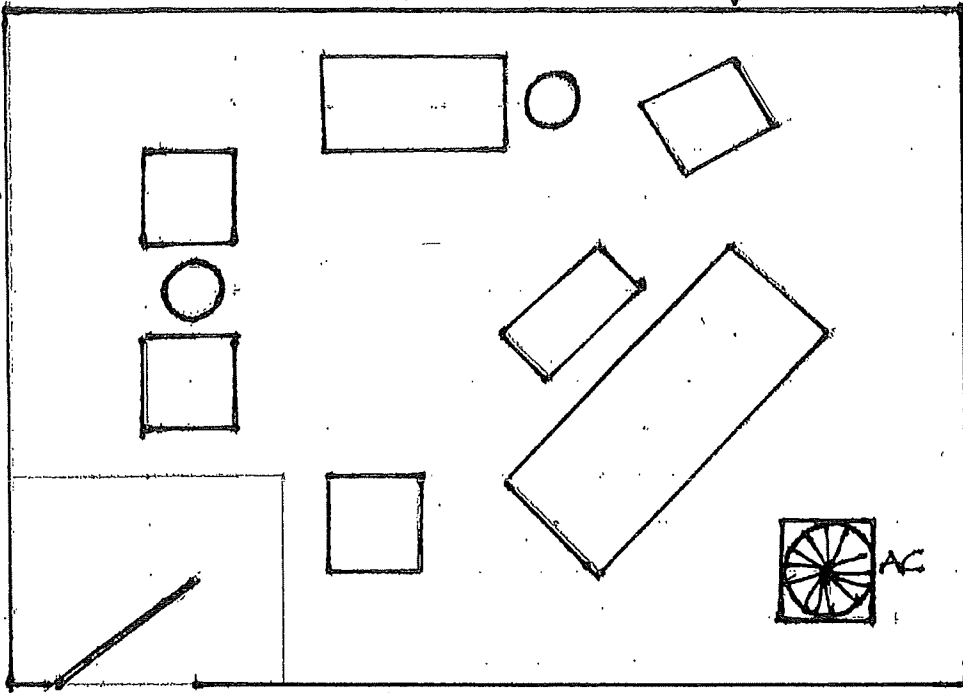
BACK PATIO

BENCH & TABLE
SEATS 2 ↓

1 CHAIR ↓

2 CHAIRS
1 TABLE
→

← COUCH & TABLE
SEATS 3

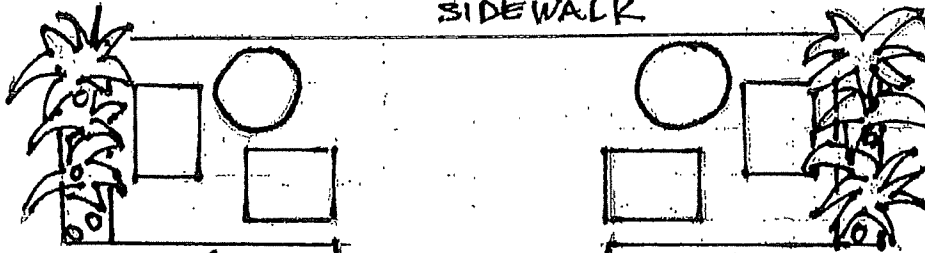


21' x 14.5'

FRONT SIDEWALK

↑ 1 CHAIR

SIDEWALK



Applicant chose not to file a Sidewalk Cafe permit.

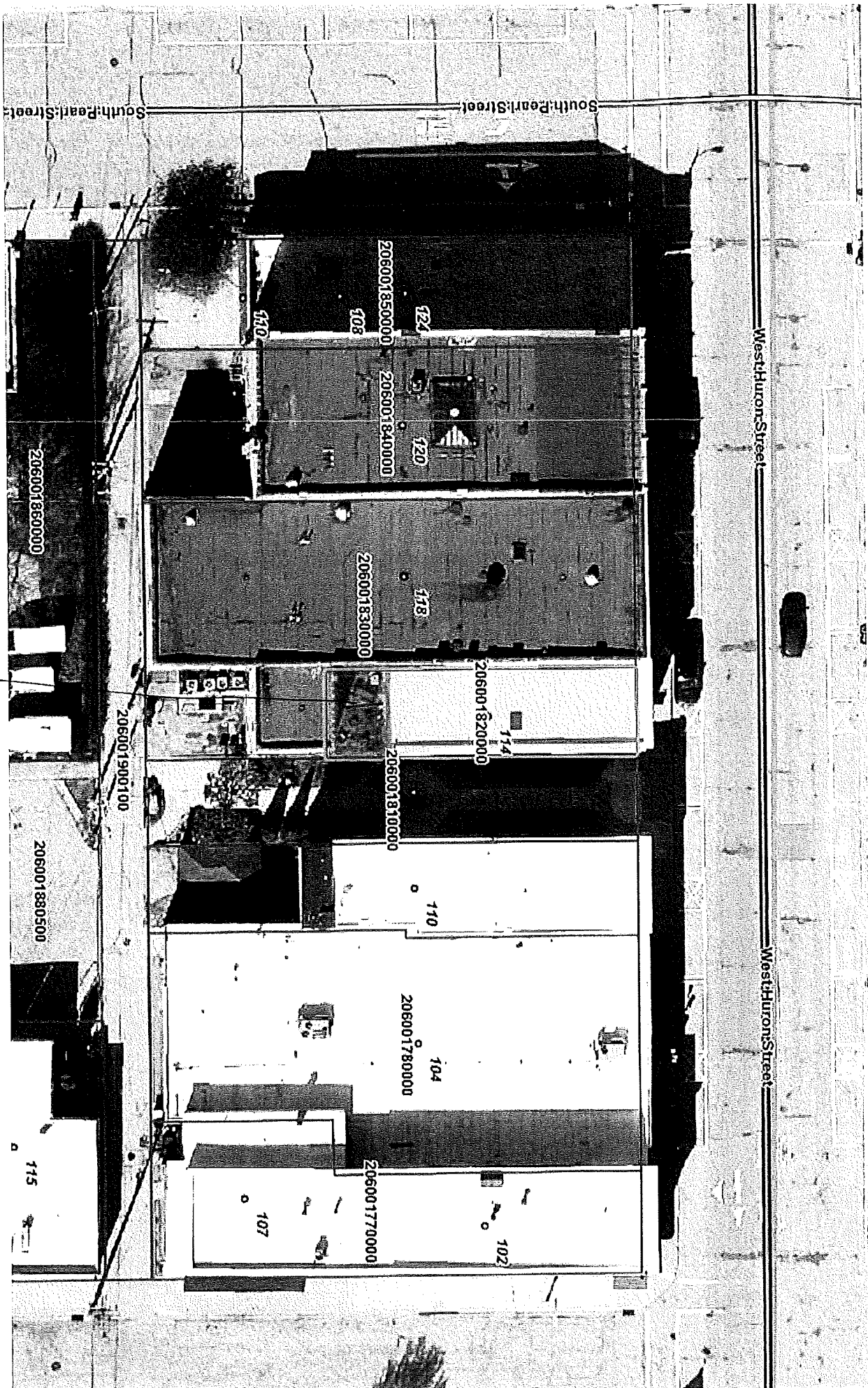
↑
2 CHAIRS
1 TABLE

↑
2 CHAIRS
1 TABLE

15.5' x 4.5'

FRONT DOOR

Chairs approx. 12" in diameter
Tables approx. 15" in diameter



*Outdoor patio
See attached drawing*



Permit Application for Outdoor Activity Areas at Alcohol Beverage Licensed Establishments

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

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

Name: Wells-Krause VFW Post 2925

Address: 420 N Wisconsin St Berlin, WI 54923

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

Address: 420 N Wisconsin St Berlin, WI 54923

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

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

Wednesday Hamburger and Brat Fries. Every Wednesday from May 20 through September 9th from 10 am until 1 pm.

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

NA

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

10 am until 1 pm.

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

NA

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

NA

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

NA

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

Licensed bartender and members on site at all times.

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

Use Green Lake County Health Department Guidelines.

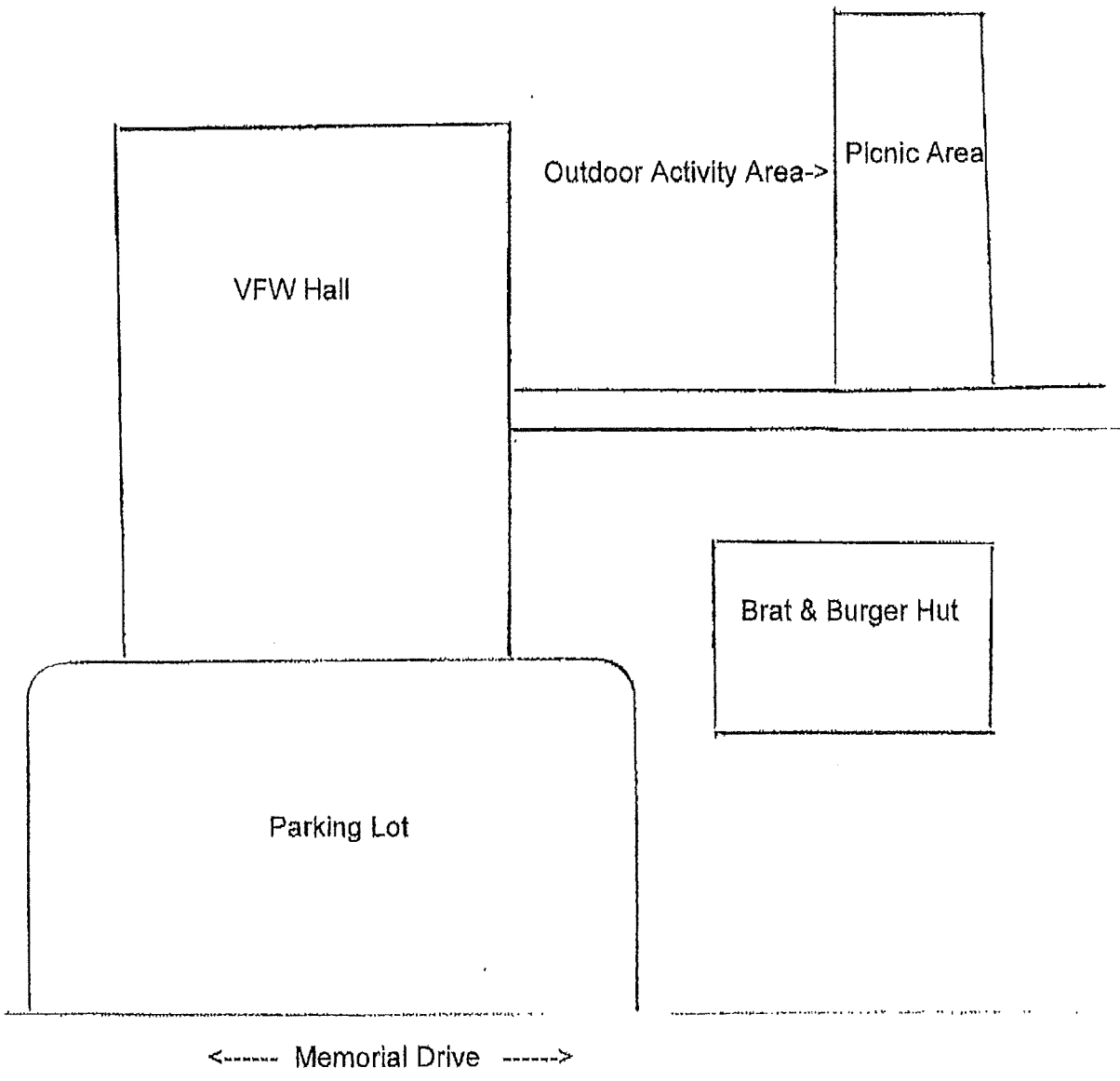
- i. The capacity of persons able to use the outdoor activity area.

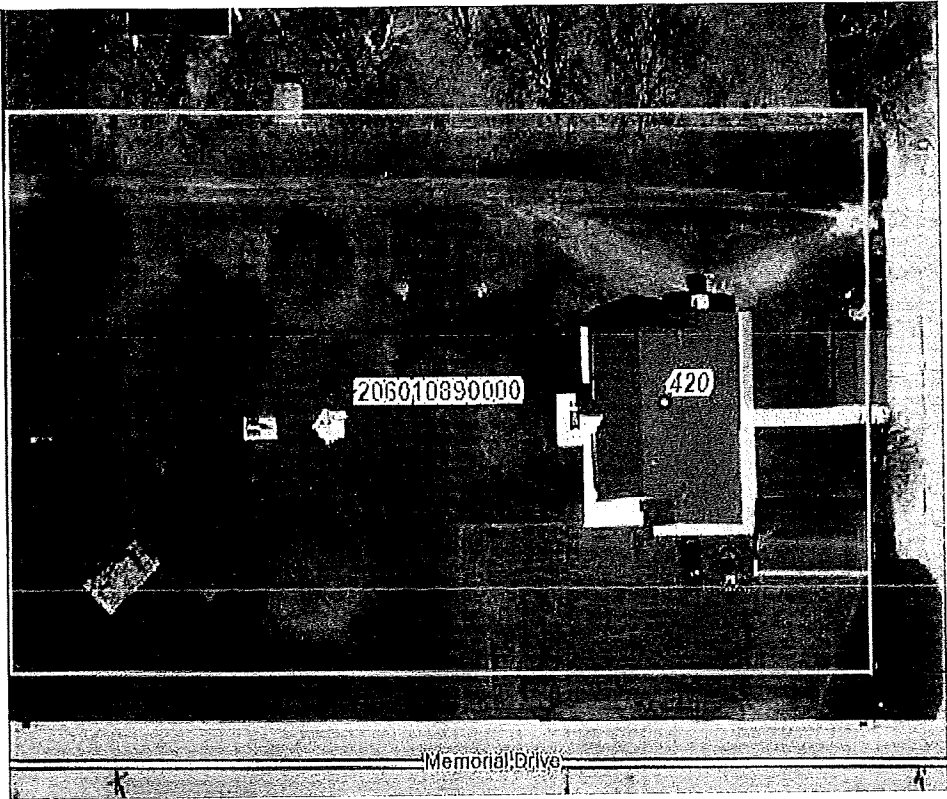
100

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

No

4. A scale drawing shall accompany each application, showing all of the following:
- a. The proposed size of the outdoor activity area.
 - b. The proposed location on the lot and dimensional relationship to the principal structure and all other existing improvements.
 - c. All boundary lines of the subject lot, and the dimensional relationship of such boundaries to each lot line.
 - d. Proposed locations of prominent fixtures intended for the outdoor activity area, including but not limited to, bars or serving areas, restrooms, entrances and exits, music amplification devices, stages, dancing areas, eating areas, sporting activity areas, sporting activity apparatus, and gaming device areas.
5. A \$10.00 nonrefundable annual fee to cover the costs of processing and investigation of the application. The fee amount for each type of permit shall be according to the fee schedule on file in the clerk-treasurer's office, which may be changed from time to time by resolution of the common council. Code Section 6-47.





Memorial Drive

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Disallow Insurance Claim
MEETING DATE: May 12, 2026

BACKGROUND

Sherry Newbold filed an insurance claim against the City for an incident on June 17, 2025. The City's Insurance Carrier has recommended that the City disallow the claim after having reviewed the materials provided, the circumstances described, and all available information. It was determined that the claim does not present a basis for liability under applicable Wisconsin law.

Wisconsin Statute §893.80(1)(g) provides that a claim may be disallowed by the governing body and that written notice of the disallowance may be served on the claimant.

Should the Council wish to discuss this claim and further consideration of the recommended disallowance, a closed session would need to be requested and scheduled for a future Council meeting.

SUGGESTED MOTION

Motion to disallow insurance claim number WM00069206006 and provide Notice of Disallowance to Ms. Newbold and Attorney Gollick.

Statewide Services, Inc.

Claim Division

1241 John Q. Hammons Dr.
P.O. Box 5555
Madison, WI 53705-0555
877-204-9712

April 29, 2026

Berlin, City of & Berlin Emergency Medical Services
108 Capron St
PO Box 272
Berlin, WI 54923

RE: CLAIM CLOSURE- LWMMI Liability and Auto Program
Insured: City of Berlin & Berlin Emergency Medical Services
Claim Number: WM000692060006
Claimant Name: Sherry Newbold
Date of Loss: 06/17/2025

This letter serves as formal notice of the municipality's recommendation to disallow the claim submitted on June 17, 2025, pursuant to Wis. Stat. § 893.80(1)(g). After reviewing the materials provided, the circumstances described, and all available information, the municipality has determined that the claim does not present a basis for liability under applicable Wisconsin law.

Wis. Stat. § 893.80(1)(g) provides that a claim may be disallowed by the governing body, and that written notice of disallowance may be served upon the claimant. Based on the findings and the absence of evidence establishing municipal negligence or responsibility, we recommend that the City exercise its authority under this statute to disallow the claim in its entirety.

Please be advised that, under the statute, if the claimant wishes to pursue the matter further, any action must be commenced within six months after service of this notice of disallowance. Failure to do so will bar the claim.

If you have additional information you believe should be considered, you may submit it for review; however, based on the current record, the recommendation for disallowance stands.

Sincerely,

Julianne Cromey
Statewide Services Claim Department

CC: Ryan Burns

NOTICE OF DISALLOWANCE

TO: Sherry Newbold	James Gollnick
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PLEASE TAKE NOTICE that on the 12th day of May, 2026, the City Council for the City of Berlin reviewed your claim pertaining to the claim of Sherry Newbold and voted to disallow it.

ALSO TAKE NOTICE that, pursuant to Wis. Stat. 893.80(1g), no action on this claim may be brought after six (6) months from the date of service of this Notice of Disallowance.

Dated this _____ of _____, 2026

City Administrator/Clerk/Treasurer

**CITY OF BERLIN
COMMON COUNCIL
STAFF REPORT**

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Resolution 26-04 Declaring Blight
and Request Liability Clarification Letter from the DNR regarding Parcel
206000680000
MEETING DATE: May 12, 2026

BACKGROUND

The Fortnum's have bequeathed to the City Parcel 206000680000. The Common Council directed staff to apply for a WAMS grant through the Wisconsin Department of Natural Resources to perform a Phase I/II Environmental Site Assessment as due diligence prior to determining whether or not to accept the generous bequest.

The Phase I environmental assessment was completed and no Recognized Environmental Conditions (RECs) were found. Due to the fact that no RECs were identified by the Environmental Professional contracted to do the Phase I assessment, the DNR is not moving forward with the Phase II environmental assessment.

At this point, a resolution declaring the parcel to be blighted has been prepared for your consideration. Once approved, the resolution may be filed with the DNR and a Liability Clarification Letter may be requested. This letter will be prepared by the DNR noting exemption to pre-existing contamination on the property for hazardous substance discharge. The exemption applies only to the investigation and clean-up of contaminated property and solid waste management. There is a filing fee of \$700 to obtain the letter.

SUGGESTED MOTIONS

Motion to approve Resolution 26-04 Declaration of Blight, declaring Parcel 206000680000 to be blighted.

Motion to authorize staff to request a Liability Clarification Letter from the DNR regarding Parcel 206000680000.

RESOLUTION 26-04

Declaration of Blight

Whereas, the City of Berlin has studied the properties described in Exhibit A and visually illustrated in Exhibit B and determined that conditions exist sufficient to meet the statutory definition of a blighted area under Wis. Stat. § 66.1331 (3)(a); and

Whereas, the property has had several uses over the City's history; and the property has sat vacant for a significant period of time; all of which constitutes deterioration and obsolescence, and such combination of factors is detrimental to the public health, safety, morals and welfare;

NOW THEREFORE, BE IT RESOLVED:

The City Council of the City of Berlin does hereby declare the property described in Exhibit A as a blighted area as defined in Wis. Stat. § 66.1331(3)(a) to include:

Any area, including a slum area, in which a majority of the structures are residential or in which there is a predominance of buildings or improvements, whether residential or nonresidential, and which, by reason of dilapidation, deterioration, age or obsolescence, inadequate provision for ventilation, light, air, sanitation, or open spaces, high density of population and overcrowding, or the existence of conditions which endanger life or property by fire and other causes, or any combination of these factors, is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency and crime, and is detrimental to the public health, safety, morals or welfare.

The Property as described in Exhibit A and illustrated in Exhibit B is a blighted area in need of projects that will eliminate the potential blighting conditions that are likely to exist due to the historic nature of the property being reviewed by City Staff and its contractors. The purpose of the acquisition is slum clearance and blight elimination.

The City may proceed to take title of the blighted property for purpose of blight elimination consistent with Wis. Stat. § 66.1331 by means of bequest.

Adopted this ___ day of _____ 2026.

CITY OF BERLIN

Mayor Catrina Burgess

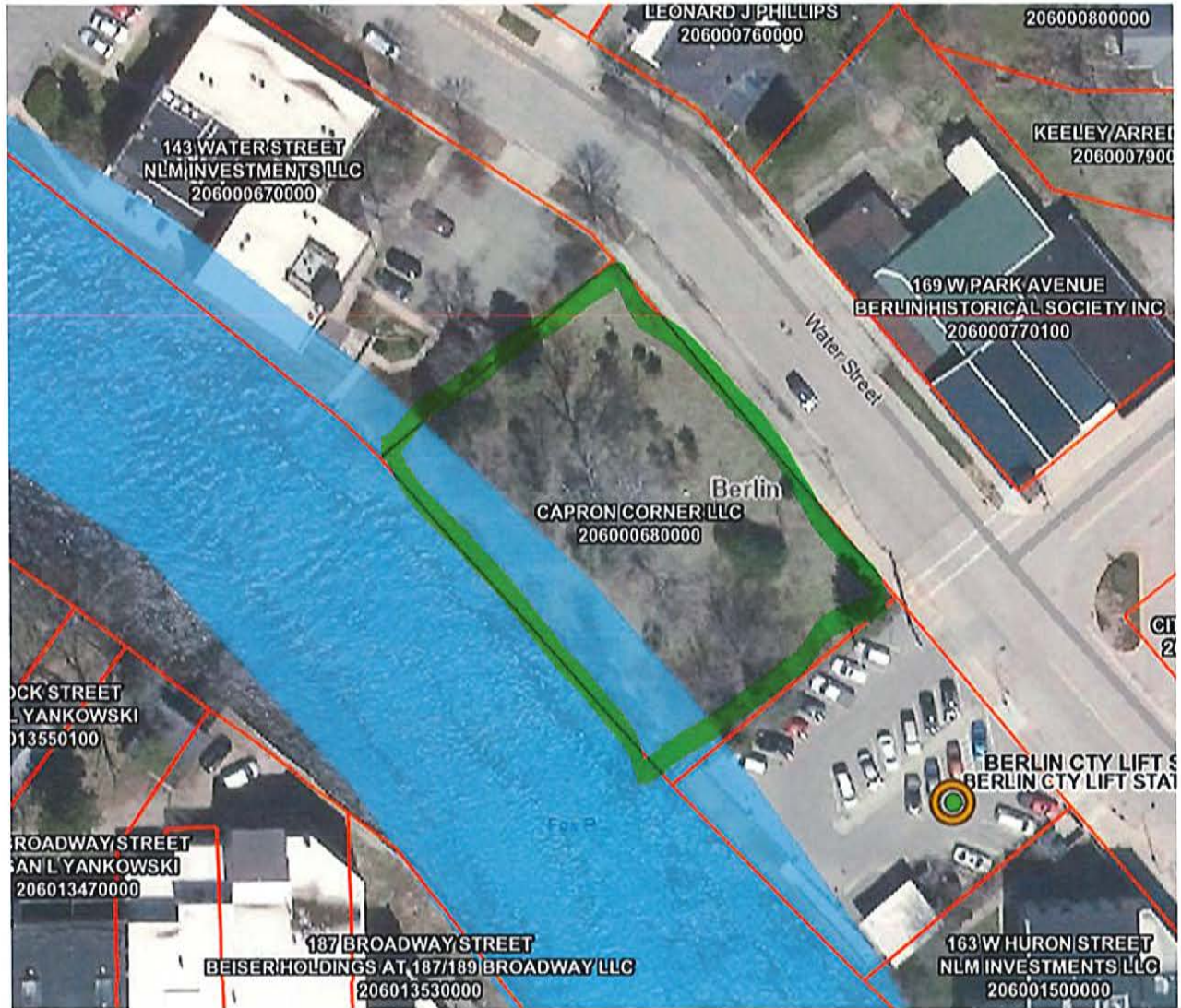
Attest: _____
Jessi Balcom, City Administrator/Clerk/Treasurer

EXHIBIT A

Tax Parcel: 206000680000

SE-SE, Section 4, T17N, R13E Original Plat Lots 7, 8, 9, 10 BLK 7

Exhibit B





Local Government Environmental Liability Exemptions and Responsibilities in Wisconsin

Purpose

The purpose of this guidance is to provide basic information about Wisconsin's local government unit environmental liability exemption (LGU exemption). The method of property acquisition used by an LGU determines if the exemption is acquired. DNR brownfields staff can help LGUs understand the exemption before taking title to a contaminated property, and also provide liability clarification letters.

Wisconsin Statute (Wis. Stat.) § 292.11, requires any person or entity that causes, possesses, or controls a hazardous substance discharge to take action to restore the environment to the extent practicable. Wis. Stat. § 292.11(9)(e) exempts counties, municipalities, and other local governmental units (LGUs) from environmental investigation and cleanup responsibilities at properties they own when the local government obtains title to a contaminated or potentially contaminated property in a specific way, and other conditions are satisfied. In addition, Wis. Stat. § 292.23 exempts an LGU from solid waste management standards and rules. Wis. Stat. § 292.26 provides civil immunity to LGUs for hazardous substances discovered at certain properties formerly owned by the LGU. An LGU is defined as any county, city, town, village, town sanitary district, county utility district, public inland lake protection and rehabilitation district, metropolitan sewage district, a redevelopment authority created under Wis. Stat. §

66.1333, a public body designated by a municipality under Wis. Stat. § 66.1337(4), a community development authority, or a housing authority.

The method used to acquire a property determines if the LGU exemption is in effect

To qualify for an LGU environmental liability exemption (LGU exemption) at a specific property, an LGU **must** acquire title to the property in one of the following ways: a) through tax delinquency proceedings; b) through an order of a bankruptcy court; c) from another LGU that is exempt; d) through condemnation under Wis. Stat. ch. 32; e) for the purpose of blight elimination (using a state or federal process law); f) through escheat; or g) with a DNR Warren Knowles-Gaylord Nelson Stewardship grant (Wis. Stat. § 292.11(9)(e)1m.).

Wisconsin's LGU exemption has limits and conditions

The LGU exemption applies to pre-existing contamination on a property from a hazardous substance discharge to the environment that was caused by an individual or entity other than the LGU. No liability exemption is available for hazardous substance discharges caused or exacerbated, either actively or negligently, by the LGU. Wis. Stat. § 292.11(9)(e)(2) and (4) details the limitations.

The DNR recommends the LGU assess unidentified substances in containers stored above ground on the property and properly secure or dispose of the containers. Further, when property reuse is planned, an LGU should notify the DNR and work together to ensure any substantial health threats are mitigated before or during redevelopment work. Failing to do so may end the LGU exemption.

The LGU exemption only applies to the investigation and cleanup of contaminated property and solid waste management. LGUs are not exempt from other environmental laws, such as reporting newly discovered hazardous substance discharges to DNR per Wis. Stat § 292.11(2)(a). LGUs are also not exempt from removing

underground tanks per ch. ATCP 93, Wisconsin Administrative (Wis. Admin.) Code, which is the Department of Agriculture, Trade and Consumer Protection's (DATCP) administrative rule that governs installation, registration, maintenance, and abandonment of tanks. Visit datcp.wi.gov and search for "petroleum and hazardous storage tanks" for more information.

Wisconsin's LGU exemption is not the same as federal Superfund/CERCLA liability protections

Visit the U.S. EPA's website for information about federal environmental liability protections:

- <https://www.epa.gov/enforcement/superfund-landowner-liability-protections>
- <https://www.epa.gov/enforcement/state-and-local-government-activities-and-liability-protections>

DNR can provide liability clarification letters to local governments

The LGU exemption is automatically conferred when statutory conditions are satisfied. No document or other approval from the DNR is required. However, if an LGU would like a liability clarification letter for a specific property, or multiple properties, the DNR can provide a written liability clarification letter to an LGU before or after property acquisition occurs.

A fee is required for all types of environmental liability clarification letters per Wis. Admin. Code ch. NR 749. Use the DNR form *Technical Assistance, Environmental Liability Clarification or Post-Closure Modification Request* (Form 4400-237) to request a liability clarification letter; go to dnr.wi.gov, search "4400-237." See *Guidance: General Liability Clarification Letters* (RR-619) for more information about liability clarification letters; go to dnr.wi.gov, search "RR-619." Services and fee information is available at dnr.gov.wi, search "RR Fees."

Information to provide to the DNR when requesting liability clarification letters

When requesting a liability clarification letter from DNR or asserting fulfillment of the statutory requirements that confer the LGU exemption at a specific property, the DNR requests LGUs submit and verify the following information to inform the DNR's determination:

Identify how or why the property was acquired.

- Through tax delinquency foreclosure proceedings
- Through condemnation or other eminent domain proceedings under Wis. Stat. ch. 32
- For blight elimination
- From another local governmental unit that previously qualified for the LGU exemption at the property
- Through an order of a bankruptcy court or escheat
- With the use of Warren Knowles-Gaylord Nelson Stewardship grant

Provide documentation of the property acquisition method or purpose

Along with a memo summarizing how and why the property was acquired, provide one or more of the following documents, or other relevant documentation, to verify the method used to acquire title to the property:

For tax delinquency acquisitions: Court order assigning title; the new deed or a written explanation of the county's transfer to the LGU.

For acquisition via condemnation: Memo outlining the steps followed under Wis. Stat. ch. 32, a copy of the deed assigned to the LGU; and a copy of any negotiated agreement involved in the transfer.

For acquisitions that are for the purpose of blight elimination: Blight determination documentation based on a Wis. Stat. ch. 66 definition of blighted property or area and a related process and a municipal resolution approving the blight determination; or a local resolution approving the creation of a tax incremental financing district for blight elimination; or evidence of a blight designation via another state or federal law process.

For title transfers from another exempt LGU: Documentation of the prior LGU owner's method of property acquisition and the process used to transfer property to the current LGU owner.

For acquisition through bankruptcy: Bankruptcy court order, with language assigning property to the LGU highlighted.

For acquisition by escheat or with Warren Knowles-Gaylord Nelson Stewardship grant funds: Contact the RR program statewide Brownfields Contact for local government liability specialist for assistance; go to dnr.wi.gov, search "RR Staff."

Provide other property data:

- Property address, legal description and/or the PLSS 1/4, 1/4 section description
- A map or aerial photo of the property and a summary of current uses
- Name of current and previous owners (title holder)
- List of intended or potential new uses for the property
- Description of any environmental investigations at the property
- Summarize the DNR license history if the property was previously used as a dump or landfill
- The date, or proposed date, of title transfer and property acquisition.

Notice: Use this form to request a written response (on agency letterhead) from the Department of Natural Resources (DNR) regarding technical assistance, a post-closure change to a site, a specialized agreement or liability clarification for Property with known or suspected environmental contamination. A fee will be required as is authorized by s. 292.55, Wis. Stats., and NR 749, Wis. Adm. Code., unless noted in the instructions below. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records law [ss. 19.31 - 19.39, Wis. Stats.].

Definitions

"Property" refers to the subject Property that is perceived to have been or has been impacted by the discharge of hazardous substances.

"Liability Clarification" refers to a written determination by the Department provided in response to a request made on this form. The response clarifies whether a person is or may become liable for the environmental contamination of a Property, as provided in s. 292.55, Wis. Stats.

"Technical Assistance" refers to the Department's assistance or comments on the planning and implementation of an environmental investigation or environmental cleanup on a Property in response to a request made on this form as provided in s. 292.55, Wis. Stats.

"Post-closure modification" refers to changes to Property boundaries and/or continuing obligations for Properties or sites that received closure letters for which continuing obligations have been applied or where contamination remains. Many, but not all, of these sites are included on the GIS Registry layer of RR Sites Map to provide public notice of residual contamination and continuing obligations.

Select the Correct Form

This form should be used to request the following from the DNR:

- Technical Assistance
- Liability Clarification
- Post-Closure Modifications
- Specialized Agreements (tax cancellation, negotiated agreements, etc.)

Do not use this form if one of the following applies:

- Request for an off-site liability exemption or clarification for Property that has been or is perceived to be contaminated by one or more hazardous substances that originated on another Property containing the source of the contamination. Use DNR's Off-Site Liability Exemption and Liability Clarification Application Form 4400-201.
- Submittal of an Environmental Assessment for the Lender Liability Exemption, s 292.21, Wis. Stats., if no response or review by DNR is requested. Use the Lender Liability Exemption Environmental Assessment Tracking Form 4400-196.
- Request for an exemption to develop on a historic fill site or licensed landfill. Use DNR's Form 4400-226 or 4400-226A.
- Request for closure for Property where the investigation and cleanup actions are completed. Use DNR's Case Closure - GIS Registry Form 4400-202.

All forms, publications and additional information are available on the internet at: dnr.wi.gov/topic/Brownfields/Pubs.html.

Instructions

1. Complete sections 1, 2, 6 and 7 for all requests. Be sure to provide adequate and complete information.
2. Select the type of assistance requested: Section 3 for technical assistance or post-closure modifications, Section 4 for a written determination or clarification of environmental liabilities; or Section 5 for a specialized agreement.
3. Include the fee payment that is listed in Section 3, 4, or 5, unless you are a "Voluntary Party" enrolled in the Voluntary Party Liability Exemption Program and the questions in Section 2 direct otherwise. Information on to whom and where to send the fee is found in Section 8 of this form.
4. Send the completed request, supporting materials and the fee to the appropriate DNR regional office where the Property is located. See the map on the last page of this form. A paper copy of the signed form and all reports and supporting materials shall be sent with an electronic copy of the form and supporting materials on a compact disk. For electronic document submittal requirements see: <http://dnr.wi.gov/files/PDF/pubs/rr/RR690.pdf>

The time required for DNR's determination varies depending on the complexity of the site, and the clarity and completeness of the request and supporting documentation.

Technical Assistance, Environmental Liability Clarification or Post-Closure Modification Request

Form 4400-237 (R 10/21)

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Section 1. Contact and Recipient Information

Requester Information

This is the person requesting technical assistance or a post-closure modification review, that his or her liability be clarified or a specialized agreement and is identified as the requester in Section 7. DNR will address its response letter to this person.

Last Name Balcom	First Jessi	MI L	Organization/ Business Name City of Berlin
Mailing Address 108N Capron Street; PO Box 272			City Berlin
			State WI
			ZIP Code 54923
Phone # (include area code) (920) 361 5400	Fax # (include area code) N/A	Email cityadministrator@cityofberlin.wi.gov	

The requester listed above: (select all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Is currently the owner | <input type="checkbox"/> Is considering selling the Property |
| <input type="checkbox"/> Is renting or leasing the Property | <input checked="" type="checkbox"/> Is considering acquiring the Property |
| <input type="checkbox"/> Is a lender with a mortgagee interest in the Property | Bequest |
| <input type="checkbox"/> Other. Explain the status of the Property with respect to the applicant: | |

Contact Information (to be contacted with questions about this request)

Select if same as requester

Contact Last Name	First	MI	Organization/ Business Name
Mailing Address			City
			State WI
			ZIP Code
Phone # (include area code)	Fax # (include area code)	Email	

Environmental Consultant (if applicable)

Contact Last Name	First	MI	Organization/ Business Name
Mailing Address			City
			State WI
			ZIP Code
Phone # (include area code)	Fax # (include area code)	Email	

Section 2. Property Information

Property Name Fontnum Property	FID No. (if known)		
BRRTS No. (if known)	Parcel Identification Number 206000680000		
Street Address Sec 4, T17 NR 13E, Original Plat lots 7, 8, 9, 10 Block 7	City Berlin		
		State WI	ZIP Code 54923
County Green Lake	Municipality where the Property is located <input checked="" type="radio"/> City <input type="radio"/> Town <input type="radio"/> Village of Eagle	Property is composed of: <input checked="" type="radio"/> Single tax parcel <input type="radio"/> Multiple tax parcels	Property Size Acres 0.49

Technical Assistance, Environmental Liability
Clarification or Post-Closure Modification Request

Form 4400-237 (R 10/21)

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1. Is a response needed by a specific date? (e.g., Property closing date) Note: Most requests are completed within 60 days. Please plan accordingly.

- No Yes

Date requested by: June 2, 2026

Reason: Request completion pending receipt of Liability Clarification letter.

2. Is the "Requester" enrolled as a Voluntary Party in the Voluntary Party Liability Exemption (VPLE) program?

- No. Include the fee that is required for your request in Section 3, 4 or 5.
 Yes. Do not include a separate fee. This request will be billed separately through the VPLE Program.

Fill out the information in Section 3, 4 or 5 which corresponds with the type of request:

Section 3. Technical Assistance or Post-Closure Modifications;

Section 4. Liability Clarification; or Section 5. Specialized Agreement.

Section 3. Request for Technical Assistance or Post-Closure Modification

Select the type of technical assistance requested: [Numbers in brackets are for WI DNR Use]

- No Further Action Letter (NFA) (Immediate Actions) - NR 708.09, [183] - Include a fee of \$350. Use for a written response to an immediate action after a discharge of a hazardous substance occurs. Generally, these are for a one-time spill event.
- Review of Site Investigation Work Plan - NR 716.09, [135] - Include a fee of \$700.
- Review of Site Investigation Report - NR 716.15, [137] - Include a fee of \$1050.
- Approval of a Site-Specific Soil Cleanup Standard - NR 720.10 or 12, [67] - Include a fee of \$1050.
- Review of a Remedial Action Options Report - NR 722.13, [143] - Include a fee of \$1050.
- Review of a Remedial Action Design Report - NR 724.09, [148] - Include a fee of \$1050.
- Review of a Remedial Action Documentation Report - NR 724.15, [152] - Include a fee of \$350
- Review of a Long-term Monitoring Plan - NR 724.17, [25] - Include a fee of \$425.
- Review of an Operation and Maintenance Plan - NR 724.13, [192] - Include a fee of \$425.

Other Technical Assistance - s. 292.55, Wis. Stats. [97] (For request to build on an abandoned landfill use Form 4400-226)

- Schedule a Technical Assistance Meeting - Include a fee of \$700.
- Hazardous Waste Determination - Include a fee of \$700.
- Other Technical Assistance - Include a fee of \$700. Explain your request in an attachment.

Post-Closure Modifications - NR 727, [181]

- Post-Closure Modifications: Modification to Property boundaries and/or continuing obligations of a closed site or Property; sites may be on the GIS Registry. This also includes removal of a site or Property from the GIS Registry. Include a fee of \$1050, and:
- Include a fee of \$300 for sites with residual soil contamination; and
- Include a fee of \$350 for sites with residual groundwater contamination, monitoring wells or for vapor intrusion continuing obligations.

Attach a description of the changes you are proposing, and documentation as to why the changes are needed (if the change to a Property, site or continuing obligation will result in revised maps, maintenance plans or photographs, those documents may be submitted later in the approval process, on a case-by-case basis).

Section 4. Request for Liability Clarification

Select the type of liability clarification requested. Use the available space given or attach information, explanations, or specific questions that you need answered in DNR's reply. Complete Sections 6 and 7 of this form. [Numbers in brackets are for DNR Use]

**Technical Assistance, Environmental Liability
Clarification or Post-Closure Modification Request**

Form 4400-237 (R 10/21)

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"Lender" liability exemption clarification - s. 292.21, Wis. Stats. [686]

❖ **Include a fee of \$700.**

Provide the following documentation:

- (1) ownership status of the real Property, and/or the personal Property and fixtures;
- (2) an environmental assessment, in accordance with s. 292.21, Wis. Stats.;
- (3) the date the environmental assessment was conducted by the lender;
- (4) the date of the Property acquisition; for foreclosure actions, include a copy of the signed and dated court order confirming the sheriff's sale.
- (5) documentation showing how the Property was acquired and the steps followed under the appropriate state statutes.
- (6) a copy of the Property deed with the correct legal description; and,
- (7) the Lender Liability Exemption Environmental Assessment Tracking Form (Form 4400-196).
- (8) If no sampling was done, please provide reasoning as to why it was **not** conducted. Include this either in the accompanying environmental assessment or as an attachment to this form, and cite language in s. 292. 21(1)(c)2.,h.-i., Wis. Stats.:
 - h. The collection and analysis of representative samples of soil or other materials in the ground that are suspected of being contaminated based on observations made during a visual inspection of the real Property or based on aerial photographs, or other information available to the lender, including stained or discolored soil or other materials in the ground and including soil or materials in the ground in areas with dead or distressed vegetation. The collection and analysis shall identify contaminants in the soil or other materials in the ground and shall quantify concentrations.
 - i. The collection and analysis of representative samples of unknown wastes or potentially hazardous substances found on the real Property and the determination of concentrations of hazardous waste and hazardous substances found in tanks, drums or other containers or in piles or lagoons on the real Property.

"Representative" liability exemption clarification (e.g. trustees, receivers, etc.) - s. 292.21, Wis. Stats. [686]

❖ **Include a fee of \$700.**

Provide the following documentation:

- (1) ownership status of the Property;
- (2) the date of Property acquisition by the representative;
- (3) the means by which the Property was acquired;
- (4) documentation that the representative has no beneficial interest in any entity that owns, possesses, or controls the Property;
- (5) documentation that the representative has not caused any discharge of a hazardous substance on the Property; and
- (6) a copy of the Property deed with the correct legal description.

Clarification of local governmental unit (LGU) liability exemption at sites with: (select all that apply)

- hazardous substances spills - s. 292.11(9)(e), Wis. Stats. [649];
- Perceived environmental contamination - [649];
- hazardous waste - s. 292.24 (2), Wis. Stats. [649]; and/or
- solid waste - s. 292.23 (2), Wis. Stats. [649].

❖ **Include a fee of \$700, a summary of the environmental liability clarification being requested, and the following:**

- (1) clear supporting documentation showing the acquisition method used, and the steps followed under the appropriate state statute(s).
- (2) current and proposed ownership status of the Property;
- (3) date and means by which the Property was acquired by the LGU, where applicable;
- (4) a map and the ¼, ¼ section location of the Property;
- (5) summary of current uses of the Property;
- (6) intended or potential use(s) of the Property;
- (7) descriptions of other investigations that have taken place on the Property; and
- (8) (for solid waste clarifications) a summary of the license history of the facility.

Technical Assistance, Environmental Liability
Clarification or Post-Closure Modification Request

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Section 4. Request for Liability Clarification (cont.)

- Lease liability clarification - s. 292.55, Wis. Stats. [646]
- ❖ Include a fee of \$700 for a single Property, or \$1400 for multiple Properties and the information listed below:
 - (1) a copy of the proposed lease;
 - (2) the name of the current owner of the Property and the person who will lease the Property;
 - (3) a description of the lease holder's association with any persons who have possession, control, or caused a discharge of a hazardous substance on the Property;
 - (4) map(s) showing the Property location and any suspected or known sources of contamination detected on the Property;
 - (5) a description of the intended use of the Property by the lease holder, with reference to the maps to indicate which areas will be used. Explain how the use will not interfere with any future investigation or cleanup at the Property; and
 - (6) all reports or investigations (e.g. Phase I and Phase II Environmental Assessments and/or Site Investigation Reports conducted under s. NR 716, Wis. Adm. Code) that identify areas of the Property where a discharge has occurred.

General or other environmental liability clarification - s. 292.55, Wis. Stats. [682] - Explain your request below.

- ❖ Include a fee of \$700 and an adequate summary of relevant environmental work to date.
- No Action Required (NAR) - NR 716.05, [682]
- ❖ Include a fee of \$700.
- Use where an environmental discharge has or has not occurred, and applicant wants a DNR determination that no further assessment or clean-up work is required. Usually this is requested after a Phase I and Phase II environmental assessment has been conducted; the assessment reports should be submitted with this form. This is not a closure letter.
- Clarify the liability associated with a "closed" Property - s. 292.55, Wis. Stats. [682]
- ❖ Include a fee of \$700.
- Include a copy of any closure documents if a state agency other than DNR approved the closure.

Section 5. Request for a Specialized Agreement

Select the type of agreement needed. Include the appropriate draft agreements and supporting materials. Complete Sections 6 and 7 of this form. More information and model draft agreements are available at: dnr.wi.gov/topic/Brownfields/igu.html#tabx4.

- Tax cancellation agreement - s. 75.105(2)(d), Wis. Stats. [654]
- ❖ Include a fee of \$700, and the information listed below:
 - (1) Phase I and II Environmental Site Assessment Reports,
 - (2) a copy of the Property deed with the correct legal description.
- Agreement for assignment of tax foreclosure judgement - s.75.106, Wis. Stats. [666]
- ❖ Include a fee of \$700, and the information listed below:
 - (1) Phase I and II Environmental Site Assessment Reports,
 - (2) a copy of the Property deed with the correct legal description.
- Negotiated agreement - Enforceable contract for non-emergency remediation - s. 292.11(7)(d) and (e), Wis. Stats. [630]
- ❖ Include a fee of \$1400, and the information listed below:
 - (1) a draft schedule for remediation; and,
 - (2) the name, mailing address, phone and email for each party to the agreement.

Technical Assistance, Environmental Liability
Clarification or Post-Closure Modification Request

Form 4400-237 (R 10/21)

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Section 6. Other Information Submitted

Identify all materials that are included with this request.

Send both a paper copy of the signed form and all reports and supporting materials, and an electronic copy of the form and all reports, including Environmental Site Assessment Reports, and supporting materials on a compact disk.

Include one copy of any document from any state agency files that you want the Department to review as part of this request. The person submitting this request is responsible for contacting other state agencies to obtain appropriate reports or information.

- Phase I Environmental Site Assessment Report - Date: March 2026
- Phase II Environmental Site Assessment Report - Date: _____
- Legal Description of Property (required for all liability requests and specialized agreements)
- Map of the Property (required for all liability requests and specialized agreements)

Analytical results of the following sampled media: Select all that apply and include date of collection.

- Groundwater
- Soil
- Sediment
- Other medium - Describe: _____

Date of Collection: _____

- A copy of the closure letter and submittal materials
- Draft tax cancellation agreement
- Draft agreement for assignment of tax foreclosure judgment
- Other report(s) or information - Describe: _____

For Property with newly identified discharges of hazardous substances only: Has a notification of a discharge of a hazardous substance been sent to the DNR as required by s. NR 706.05(1)(b), Wis. Adm. Code?

- Yes - Date (if known): _____
- No

Note: The Notification for Hazardous Substance Discharge Form - Non-Emergency Only (Form 4400-225) is accessible through the RR Program Submittal Portal application. Directions for using the form and the Submittal Portal application are available on the [Submittal Portal web page](#).

Section 7. Certification by the Person who completed this form

- I am the person submitting this request (requester)
- I prepared this request for: _____

Requester Name

I certify that I am familiar with the information submitted on this request, and that the information on and included with this request is true, accurate and complete to the best of my knowledge. I also certify I have the legal authority and the applicant's permission to make this request.

Signature

Date Signed

Title

Telephone Number (include area code)

Technical Assistance, Environmental Liability Clarification or Post-Closure Modification Request

Form 4400-237 (R 10/21)

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Section 8. DNR Contacts and Addresses for Request Submittals

Send or deliver one paper copy and one electronic copy on a compact disk of the completed request, supporting materials, and fee to the region where the property is located to the address below. Contact a DNR regional brownfields specialist with any questions about this form or a specific situation involving a contaminated property. For electronic document submittal requirements see: <http://dnr.wi.gov/files/PDF/pubs/rr/RR690.pdf>.

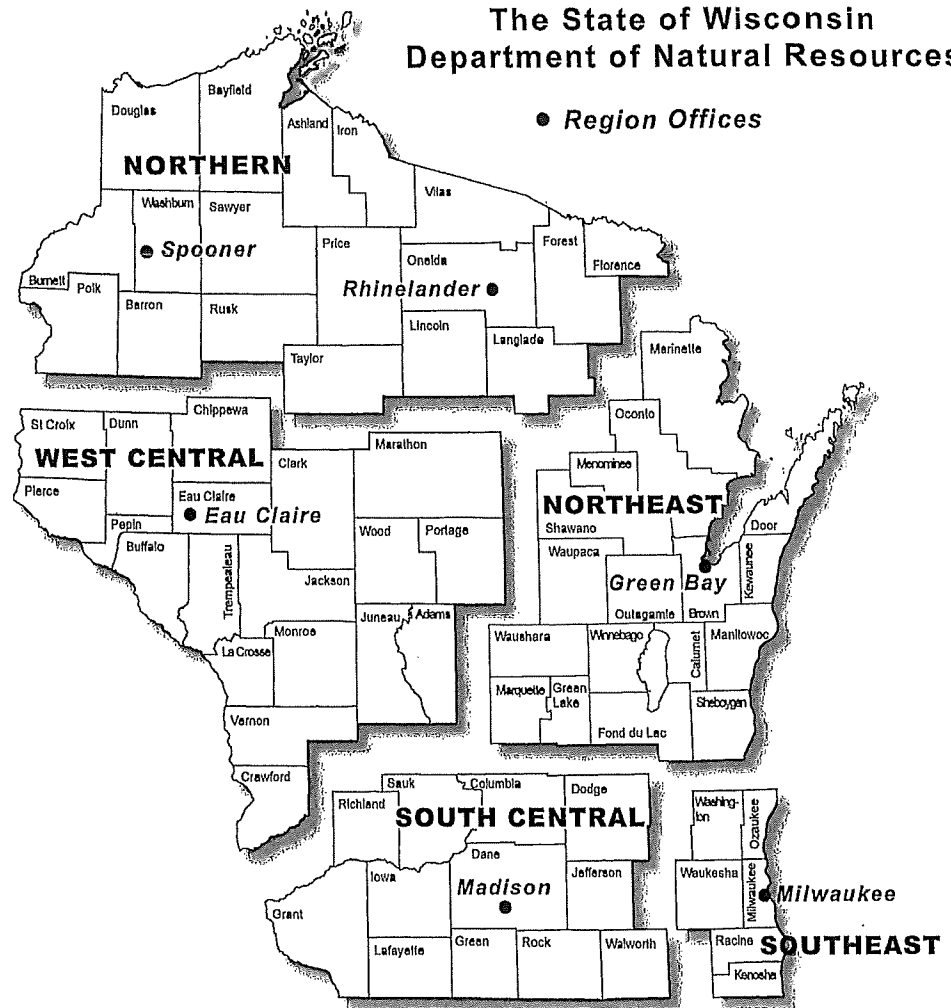
DNR NORTHERN REGION
 Attn: RR Program Assistant
 Department of Natural Resources
 223 E Steinfest Rd Antigo, WI 54409

DNR NORTHEAST REGION
 Attn: RR Program Assistant
 Department of Natural Resources
 2984 Shawano Avenue
 Green Bay WI 54313

DNR SOUTH CENTRAL REGION
 Attn: RR Program Assistant
 Department of Natural Resources
 3911 Fish Hatchery Road
 Fitchburg WI 53711

DNR SOUTHEAST REGION
 Attn: RR Program Assistant
 Milwaukee DNR Office
 1027 West St. Paul Ave
 Milwaukee WI 53233

DNR WEST CENTRAL REGION
 Attn: RR Program Assistant
 Department of Natural Resources
 1300 Clairemont Ave.
 Eau Claire WI 54702



Note: These are the Remediation and Redevelopment Program's designated regions. Other DNR program regional boundaries may be different.

DNR Use Only			
Date Received	Date Assigned	BRRTS Activity Code	BRRTS No. (if used)
DNR Reviewer		Comments	
Fee Enclosed? <input type="radio"/> Yes <input type="radio"/> No	Fee Amount \$	Date Additional Information Requested	Date Requested for DNR Response Letter
Date Approved	Final Determination		

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Pool Request for Proposals Process
MEETING DATE: May 12, 2026

BACKGROUND

The Council directed staff to put together an RFP to address the future of the Berlin Aquatic Center. The RFP notes that proposals are not required to, but may, continue the operation of the pool.

This version of the RFP has not been reviewed by the City Attorney. I would recommend sending the RFP to the attorney for review prior to posting. If significant changes or revisions are suggested/required the RFP would come back to the Council in June, if not if could be posted on June 1.

SUGGESTED MOTION

Motion to approve and post the Request for Proposals for The Future of the Berlin Aquatic Center – Pool Facility Reuse Proposal, pending review and approval by the City Attorney.

Request for Proposals (RFP)

City of Berlin

RFP No.: 01 Aquatic Center

Project Title: The Future of the Berlin Aquatic Center – Pool Facility Reuse Proposal

Issue Date: June 1, 2026

Non-Mandatory Pre-Proposal Meeting: July 21, 2026 at 11AM

Final Questions Due: July 27, 2026

Proposals Due: August 31, 2026

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 and organizations 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:

- Propose an 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, but may, continue the operation of the pool.

The City Council may award a proposal or not award a proposal 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 or an alternate use of the facility and/or property.

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 of facility.
- Minimize disruption and construction impacts to the neighborhood.
- 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. 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 (available upon request)
 - A4: Site map – preliminary/draft easement/lot division map
 - A5: Insurance & Bonding requirements

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

4. Scope of Work

Eligible concepts: Community recreation with aquatic remaining (e.g., revitalize pool, splash pad conversion, reduced-footprint pool, etc.); non-aquatic civic use (e.g., courts, skate/park amenities, dog park,); or other compatible public use(s); or use (aquatic or non-aquatic) and ownership by a non-profit organization; or use (aquatic or non-aquatic) 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 structure, and partnership structures (if applicable).
- 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 addressing all scope elements, 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/Organization background, licenses, key personnel resumes, relevant pool/park/civic project experience (last 10 years), references.
 3. **Technical Solution:** All Deliverables (listed in 4 above) with 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: \$1,000,000 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/Organizations 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.

Reuse (Concept-Level)

Item	Description	Unit Qty	Price
1	Concept design & report		
2	30% drawings & cost model		
3	Permitting path outline		
Total			\$

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 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: **June 1, 2026**
- Pre-Proposal Meeting/Site Visit: **[Date]**
- Questions Due: **July 27, 2026**
- Addendum (Final Q\&A): **August 3, 2026**
- Proposals Due: **August 31, 2026**
- Shortlist/Interviews (if any): **September 2026**
- Notice of Intent to Award: **October 13, 2026**
- Council/Board Approval (if required): **October 13, 2026**
- Notice to Proceed: **November 1, 2026**

Dates are approximate and subject to change.

12. Additional Requirements following initial review by City Council

- **Coordination:** Maintain operations of adjacent facilities; noise/dust/vibration controls; work hour restrictions.
 - **Utilities & Outages:** Coordinate shutdowns at least 30 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.
-

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/Organization: _____

Authorized Representative: _____

Title: _____

Date: _____

Email/Phone: _____