

**CITY OF BERLIN
COMMITTEE OF THE WHOLE MEETING
STAFF REPORT**

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: WisDOT STH 49 Project Coordination and Update
MEETING DATE: July 7, 2026

BACKGROUND

The WisDOT and KL Engineering has reached out regarding the 2030-2031 Highway 49 Project. Several coordination items have been brought forward for Council and staff consideration and discussion. Enclosed please see the “6210-00-10, STH 49 Berlin Coordination Items”. Staff will provide an update at the meeting, initial observations are noted below.

Construction: Due to the extent of the project, including utilities replacement, it is anticipated that the HWY 49 project will span over two construction seasons (both 2030 and 2031). At this time, the plan is to construct the north-south portion (Spring Street/Ripon Road/Church Street) in 2030 and the east-west portion (Broadway Street/Huron Street) in 2031. Additionally, the HWY 91 project is scheduled for the year prior, in 2029.

Detour: The posted detour will utilize State highways, so the detour starts/ends several miles outside of the City. It is anticipated that local traffic will utilize other routes, likely using the Ceresco Street bridge.

Mill Street: Staff will review and discuss further with the WisDOT.

Mascoutin Trail Driveway: It is not anticipated that the location of the driveway will need to change.

Wisconsin Street: Signals proposed at this intersection – parking will be impacted.

Pearl Street: Signals will be removed.

Capron Street intersection: The left turn lane needs to be widened and parking will be impacted.

Washington Turning movement: Staff is reviewing this movement and will discuss further with the WisDOT.

Terrace: Grass is preferred in the expanded terrace area.

Bump-outs: Staff is reviewing and will discuss further with the WisDOT.

Parking: Staff is reviewing and will discuss further with the WisDOT.

Access: Staff is reviewing and will discuss further with the WisDOT.

Driveways: Staff is reviewing and will discuss further with the WisDOT.

Utilities: Kunkel Engineering Group is preparing the utility plans.

Carriage Walks: Carriage walks will not be replaced as part of the project.

Crosswalk: Staff is reviewing and will discuss further with the WisDOT.

Lighting: °Decorative lighting should be replaced with the same style from Mound Street to Spring Street.
°Standard lighting should be replaced with standard lighting. °The Decorative lighting on the Fox River Bridge can remain as is.

Steam Pipes: The City does not have accurate maps of the steam system.

6210-00-01, STH 49 Berlin Coordination Items

Project ID: 6210-00-04

Hwy: STH 49

Limits: City of Berlin, Broadway Street and Ripon Road (South Street to S Washington Street)

County: Green Lake

The following are items needed to coordinate as we progress through the project design:

Construction: The project is currently scheduled to start construction in 2030. Due to the addition of replacing the City's utilities we anticipate this project to take two (2) construction seasons (2030 and 2031). The proposed plan is to complete the north-south portion (Spring Street/Ripon Road/Church Street) in 2030 and the east-west portion (Broadway Street/Huron Street) in 2031. It would be planned to open STH 49 to traffic during the 2030/2031 winter season.

Detour: we previously discussed the regional detour route (included with e-mail). We are planning to use this for both construction seasons. A local detour will not be signed as part of this project with the understanding that local traffic will take alternative routes, such as the Ceresco Street bridge.

Mill Street: During construction STH 49/Broadway Street will be closed to through traffic. Based on previous discussions, Mill Street is a one-way street which will be affected by the closure. Previously it was mentioned that temporary signing could be placed to provide wo-way passage during construction. Is that still the intent?

Mascoutin Trail Driveway: The trail will require curb ramps to meet ADA standards so some adjustments will need to be made. The main question is the driveway access to the parking area. We are assuming it will remain in the same location but let us know if any adjustments need to be made.

Wisconsin Street: it is proposed to place new signals at this intersection. Due to the signals and turn lanes some parking will need to be removed (the proposed parking is included with the e-mail).

Pearl Street: it is proposed to remove the existing signals at this intersection

Caprone Street intersection: at previous meetings there was concern about additional traffic at this intersection once the Wisconsin Street signals are in operation. We are currently not proposing any improvements at this intersection. The left turn lanes on STH 49/Huron Street are currently narrower than standard so will need to be widened to meet standards which will affect parking. Let us know of any concerns.

Washington Turning movement: the project will improve the eastbound to northbound movement at this intersection. However, what are the other turning movements needs at this intersection? For example, we noticed tire tracks on the curb in all quadrants so are there particular trucks that turn at each quadrant?

Terrace: due to the narrowing of the roadway west of the Fox River the terrace between the roadway and sidewalk will be wider. We are proposing this to be grass so let us know if there is another preference for the terrace.

Bump-outs: are there any specific locations that bump-outs should be evaluated? The location and width would depend on truck movements.

Parking: parking will be kept in existing locations but some parking will be removed based on proposed bump-outs and new signals and widened turn lanes. The proposed parking locations and removals are include in the e-mail. Review and let us know of any concerns.

Access: the access group at DOT has reviewed the roadway and recommendations are included in the e-mail. Please review and let us know of any questions or determination for access adjustment.

Driveways: similar to the access items above are there any driveways that you would like narrowed, removed or have the width adjusted. See plans for potential locations.

Utilities: we haven't received the draft utility plans for this project yet but anticipate them to be provided soon and will review and coordinate as needed to include them in the project.

Carriage Walks: similar to STH 91 any private carriage walks between the sidewalk and curb and gutter will be removed and not replaced as part of the project.

Crosswalks: the plans show proposed crosswalks and here's a few locations to highlight for your input/discussion:

- South Street: are the south curb ramps needed for any future sidewalk to the south? If not we could end the sidewalk on the north side of South Street with a crosswalk across STH 49.
- Ripon Road/Church Street: due to the close proximity of the intersections it is proposed to only have a crossing at Church Street.
- Junction/State/Union: we are proposing to remove the midblock crossing. The sidewalk along Junction is unique at this location so we'd like to discuss the pedestrians needs and crosswalk location at this intersection.
- Ceresco/Spring Street: the crosswalks are proposed to remain in the current locations.
- Fox Street: is this considered a side road or driveway? If it is a side road we will need to install detectable warning fields on each side for pedestrians. A mid-block crossing is not desirable so the crosswalk is proposed to be removed.
- Commercial Street: this currently has the overhead flashing lights. Should the flashing lights be replaced, removed or moved to a different location?

Please review and let us know how the city wants to proceed with any adjustments.

Lighting

- most of the lighting along Highway 49 will be impacted by the construction of the roadway and need to be replaced. We noticed there is decorative lighting from Mound Street to Spring Street. Should the decorative lighting be replaced with the same style?
- If the standard lighting outside of this area is impacted and needs to be replaced should that be replaced with standard lighting?
- There is decorative lighting on the Fox River bridge. This lighting will not be impacted by the project but if the decorative lighting along the project is changed will this lighting be changed also. If so, this would be a City cost.

Steam Pipes: It's our understanding there may be some old wooden culverts underground that were used for a steam system. Are you aware of these? Are there any maps or other info to show the locations?

PROJECT ID: 6210-00-74

COUNTY: GREEN LAKE

ORDER OF SHEETS

Section No.	Title
1	Typical Sections and Details
2	Estimate of Quantities
3	Miscellaneous Quantities
4	Right of Way Plat
5	Plan and Profile
6	Standard Detail Drawings
7	Sign Plates
8	Structure Plans
9	Computer Earthwork Data
9	Cross Sections

TOTAL SHEETS =



DESIGN DESIGNATION

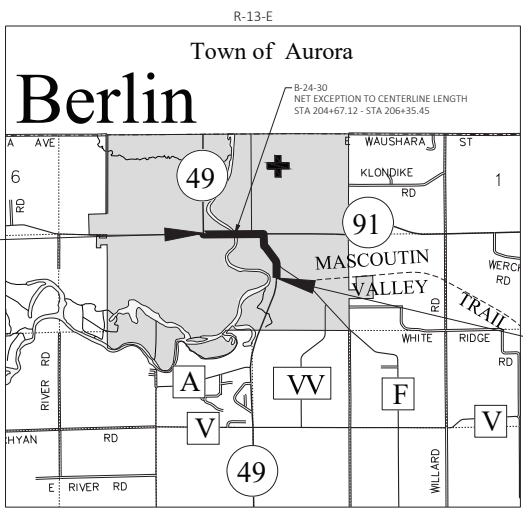
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A.A.D.T.	2049	=	12,000
D.H.V.		=	
D.D.		=	0.50
T		=	13.3%
DESIGN SPEED		=	30 - 40 MPH
ESALS		=	3,300,000

CONVENTIONAL SYMBOLS

PLAN	PROFILE
CORPORATE LIMITS	GRADE LINE
PROPERTY LINE	ORIGINAL GROUND
LOT LINE	MARSH OR ROCK PROFILE (To be noted as such)
LIMITED HIGHWAY EASEMENT	SPECIAL DITCH
EXISTING RIGHT OF WAY	GRADE ELEVATION
PROPOSED OR NEW R/W LINE	CULVERT (Profile View)
SLOPE INTERCEPT	UTILITIES
REFERENCE LINE	ELECTRIC
EXISTING CULVERT	FIBER OPTIC
PROPOSED CULVERT (Box or Pipe)	GAS
COMBUSTIBLE FLUIDS	SANITARY SEWER
	STORM SEWER
	TELEPHONE
	WATER
MARSH AREA	UTILITY PEDESTAL
	POWER POLE
WOODED OR SHRUB AREA	TELEPHONE POLE

STATE OF WISCONSIN
 DEPARTMENT OF TRANSPORTATION
 PLAN OF PROPOSED IMPROVEMENT
C BERLIN, BROADWAY ST AND RIPON RD
 SOUTH STREET TO S WASHINGTON STREET
 STH 49
 GREEN LAKE COUNTY

STATE PROJECT NUMBER 6210-00-74	STATE PROJECT NUMBER 6210-00-84
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SCALE 0 1 MI
 LAYOUT
 TOTAL NET LENGTH OF CENTERLINE = 1.170 MI

HORIZONTAL POSITIONS SHOWN ON THIS PLAN ARE WISCONSIN COORDINATE REFERENCE SYSTEM (WISCONS), GREEN LAKE COUNTY, NAD83 (2011), IN U.S. SURVEY FEET. POSITIONS SHOWN ARE GRID COORDINATES, GRID BEARINGS, AND GRID DISTANCES. GRID DISTANCES ARE THE SAME AS GROUND DISTANCES.
 ELEVATIONS ARE REFERENCED TO NAVD 88 (2012). GPS DERIVED ELEVATIONS ARE BASED ON GEOID 18

STATE PROJECT	FEDERAL PROJECT	
	PROJECT	CONTRACT
6210-00-74		

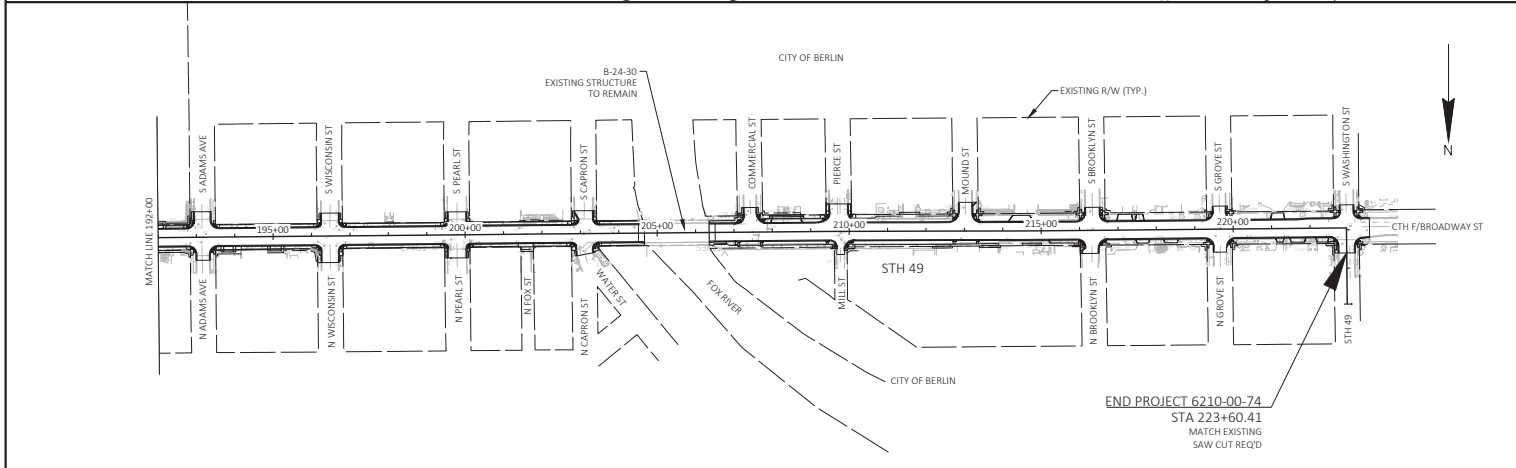
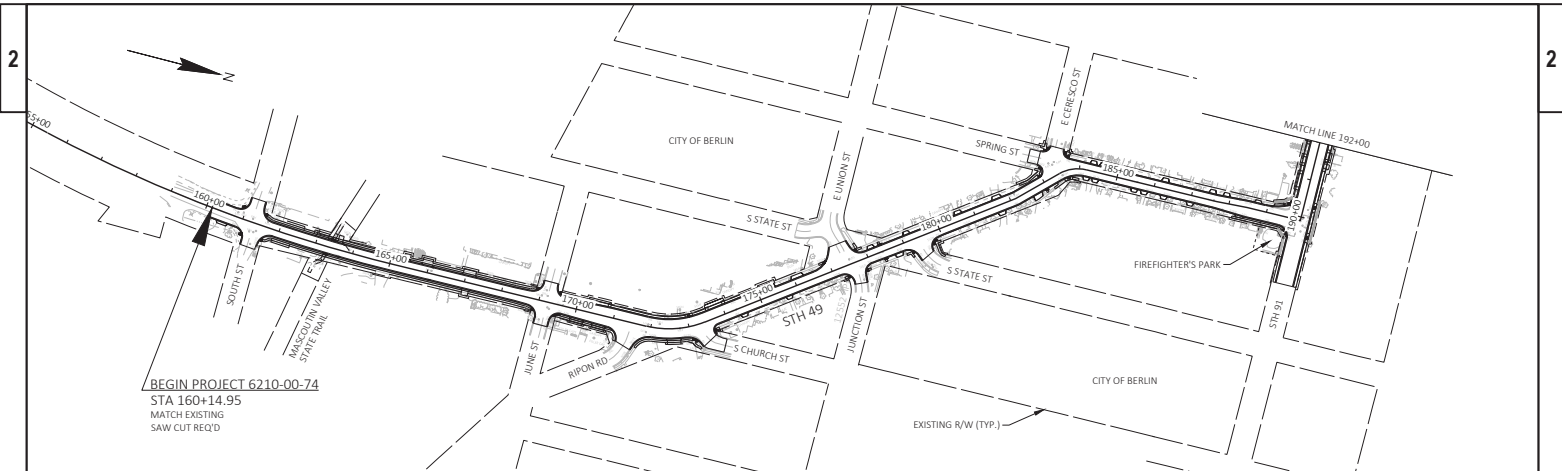
30% PLANS FOR REVIEW ONLY

ACCEPTED FOR
 CITY OF BERLIN
 Date _____
 (Signature and Title of Official)

ORIGINAL PLANS PREPARED BY
 DATE _____
 (Professional Engineer Signature)

STATE OF WISCONSIN
 DEPARTMENT OF TRANSPORTATION
 PREPARED BY
 Surveyor: WISDOT & AS ENGINEERING
 Designer: WISDOT & AS ENGINEERING
 Project Manager: WISDOT & AS ENGINEERING
 Regional Examiner: FRED SCHUMME
 Regional Supervisor: KEVIN KILBAMA

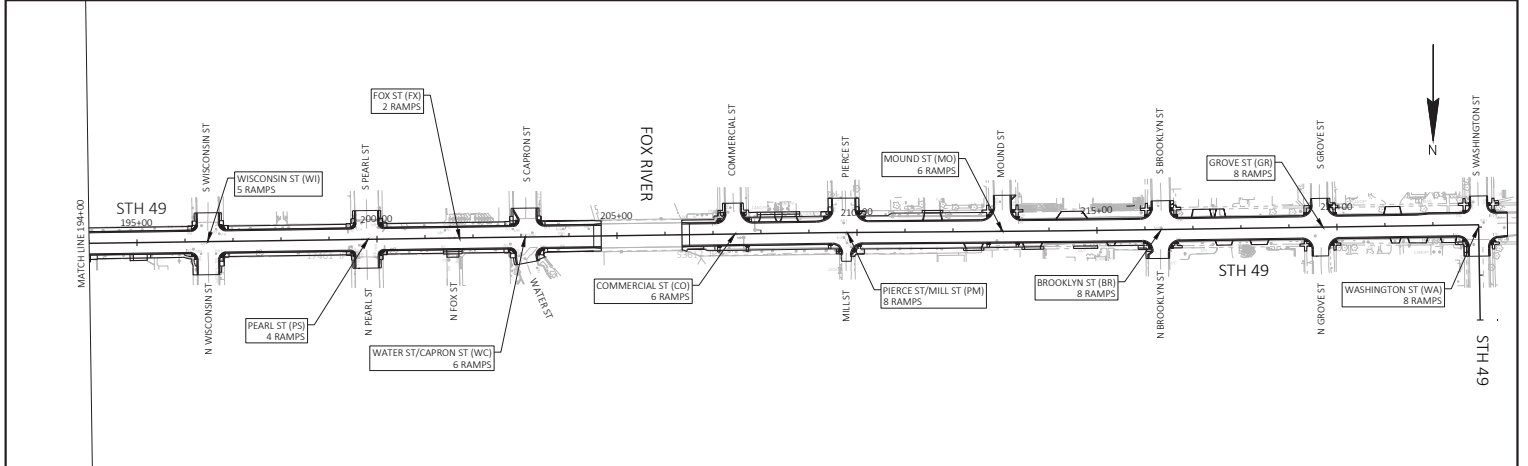
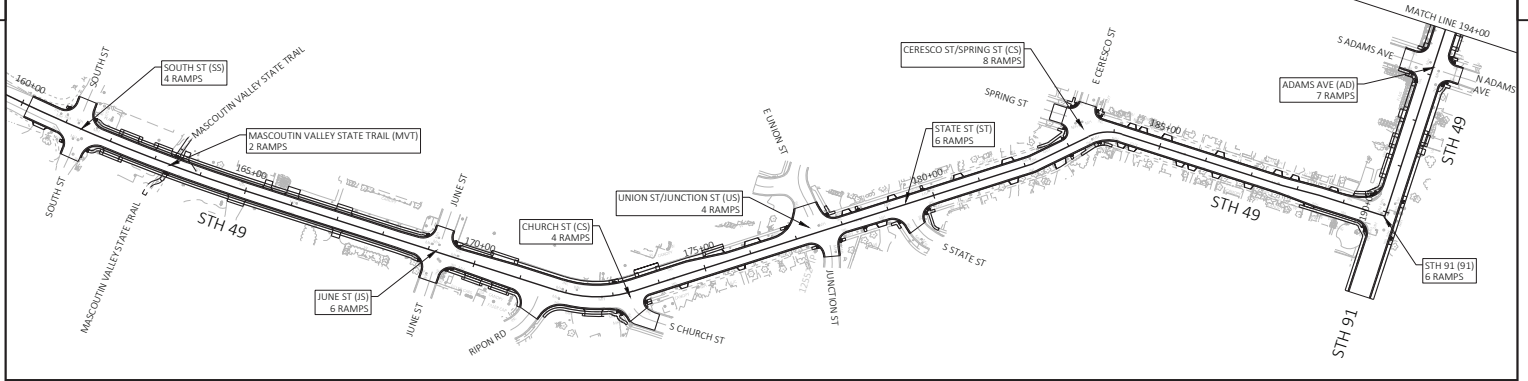
APPROVED FOR THE DEPARTMENT
 DATE _____
 (Signature)
 PRE 1



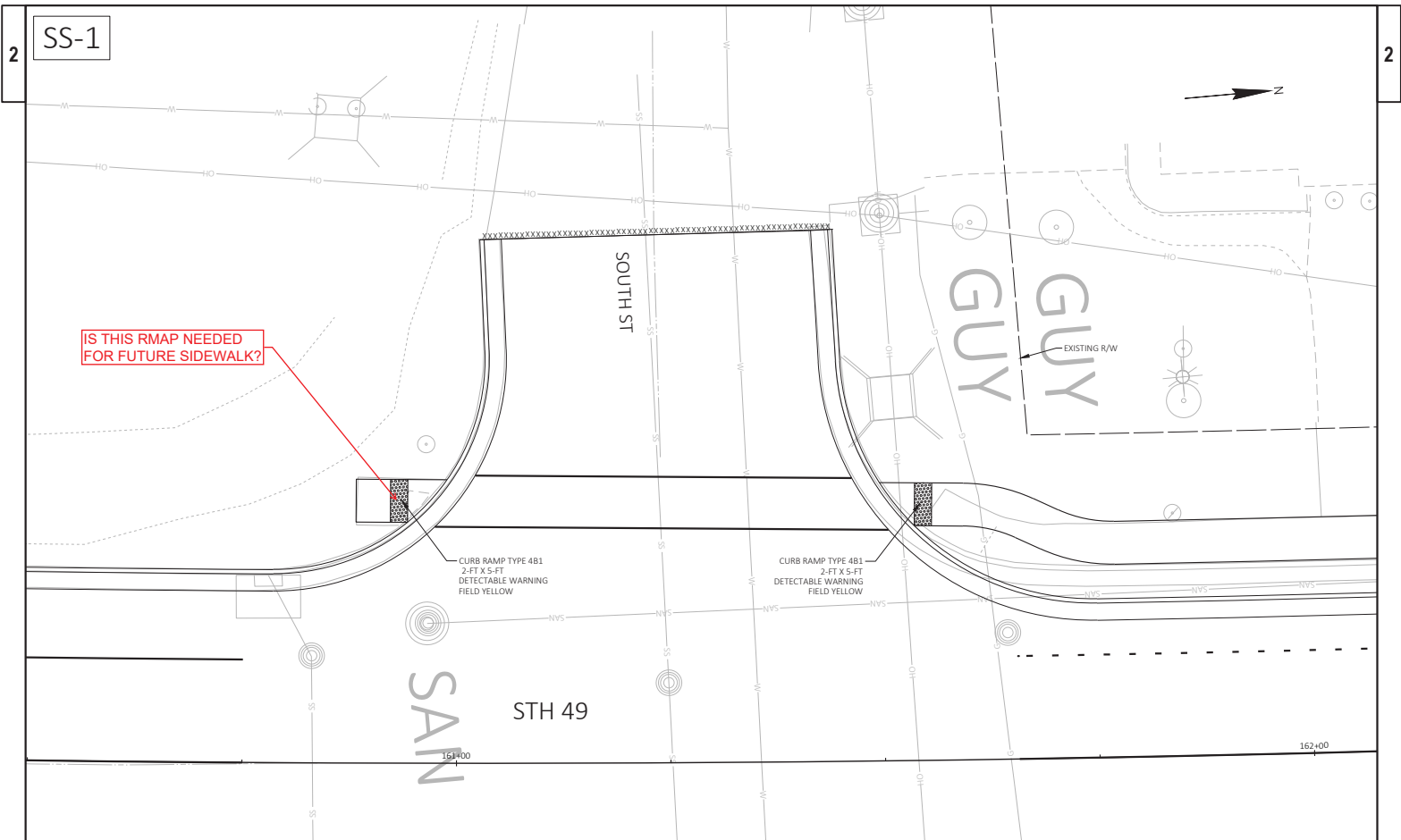
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CURB RAMP NOTES:
 THESE DETAILS SUPPLEMENT CURB RAMP STANDARD DETAIL DRAWINGS
 SIDEWALK CONSISTS OF CONCRETE SIDEWALK, 4-INCH OVER BASE AGGREGATE
 DENSE 3/4-INCH, 4-INCH.



PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	CURB RAMP DETAILS - OVERVIEW	SHEET PRE 18	E
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SS-1

2

2

IS THIS RMAP NEEDED FOR FUTURE SIDEWALK?

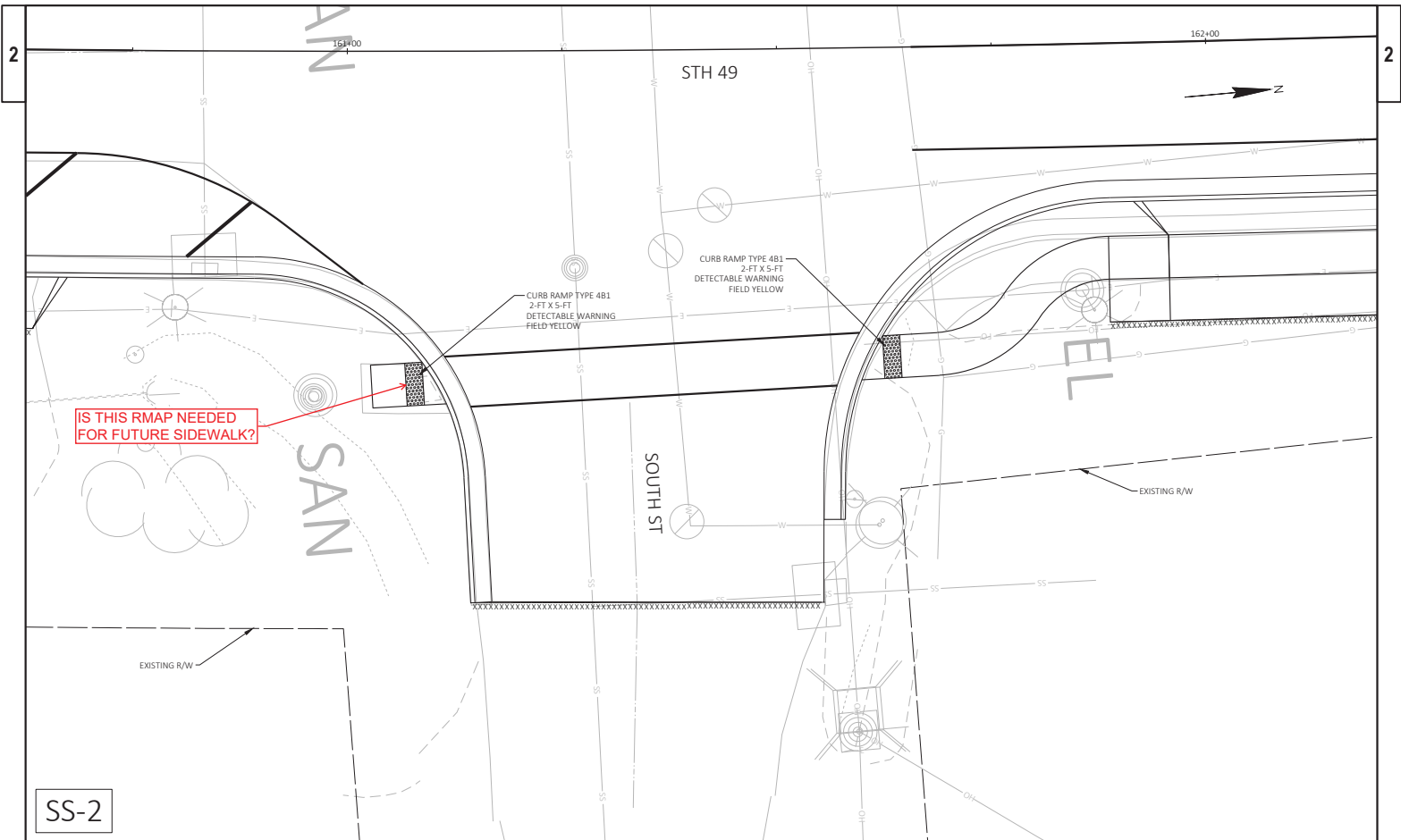
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2-FT X 5-FT
DETECTABLE WARNING
FIELD YELLOW

CURB RAMP TYPE 4B1
2-FT X 5-FT
DETECTABLE WARNING
FIELD YELLOW

EXISTING R/W

PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	CURB RAMP DETAILS - SOUTH ST (SS)	SHEET PRE 19	E
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SS-2

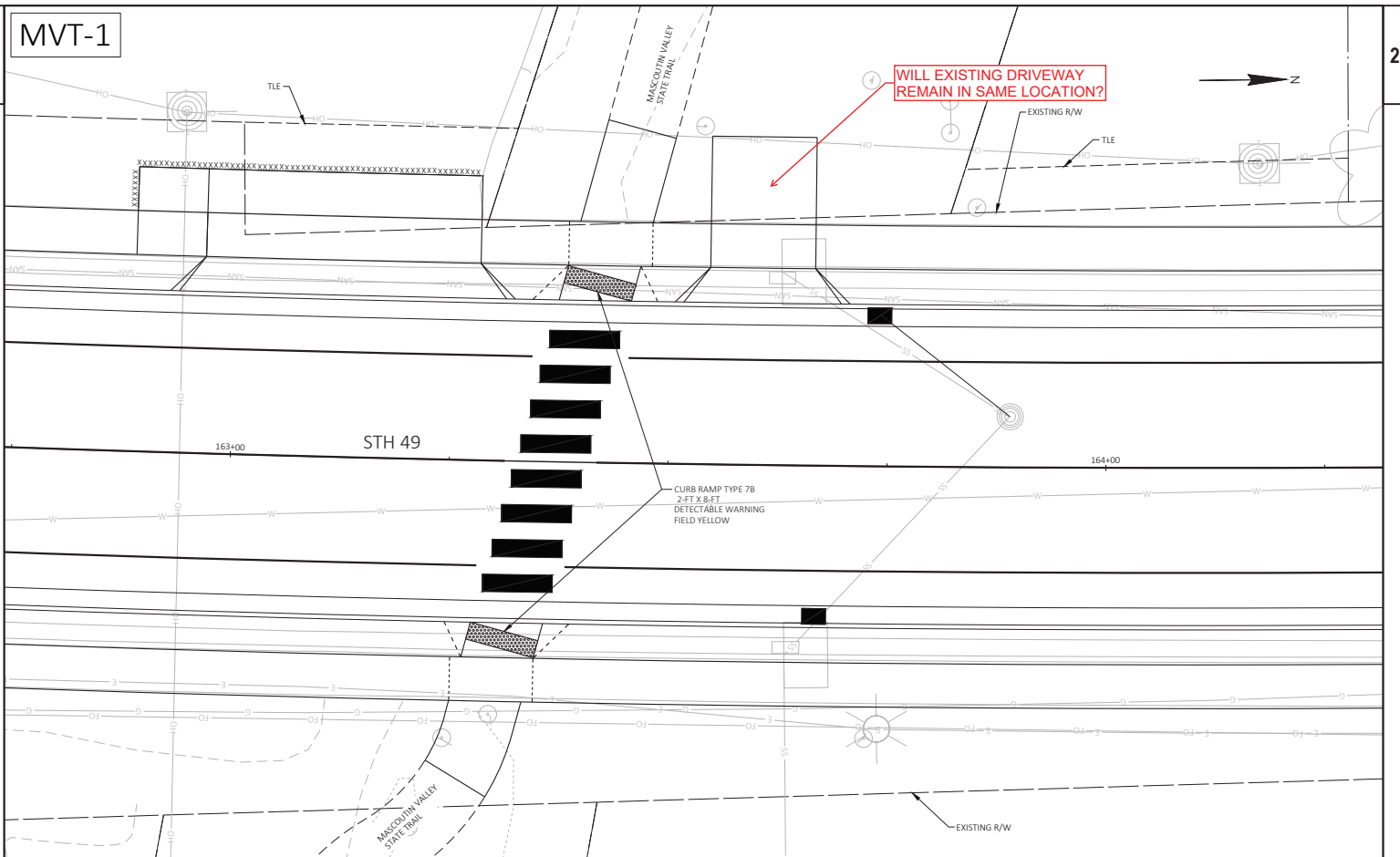
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 PLOT NAME:
 PLOT SCALE: 1 IN=30 FT
 WOOD/CADDS SHEET 42

MVT-1

2

2



PROJECT NO: 6210-00-74

HWY: STH 49

COUNTY: GREEN LAKE

CURB RAMP DETAILS - MASCOUTIN VALLEY STATE TRAIL (MVT)

SHEET PRE 21

E

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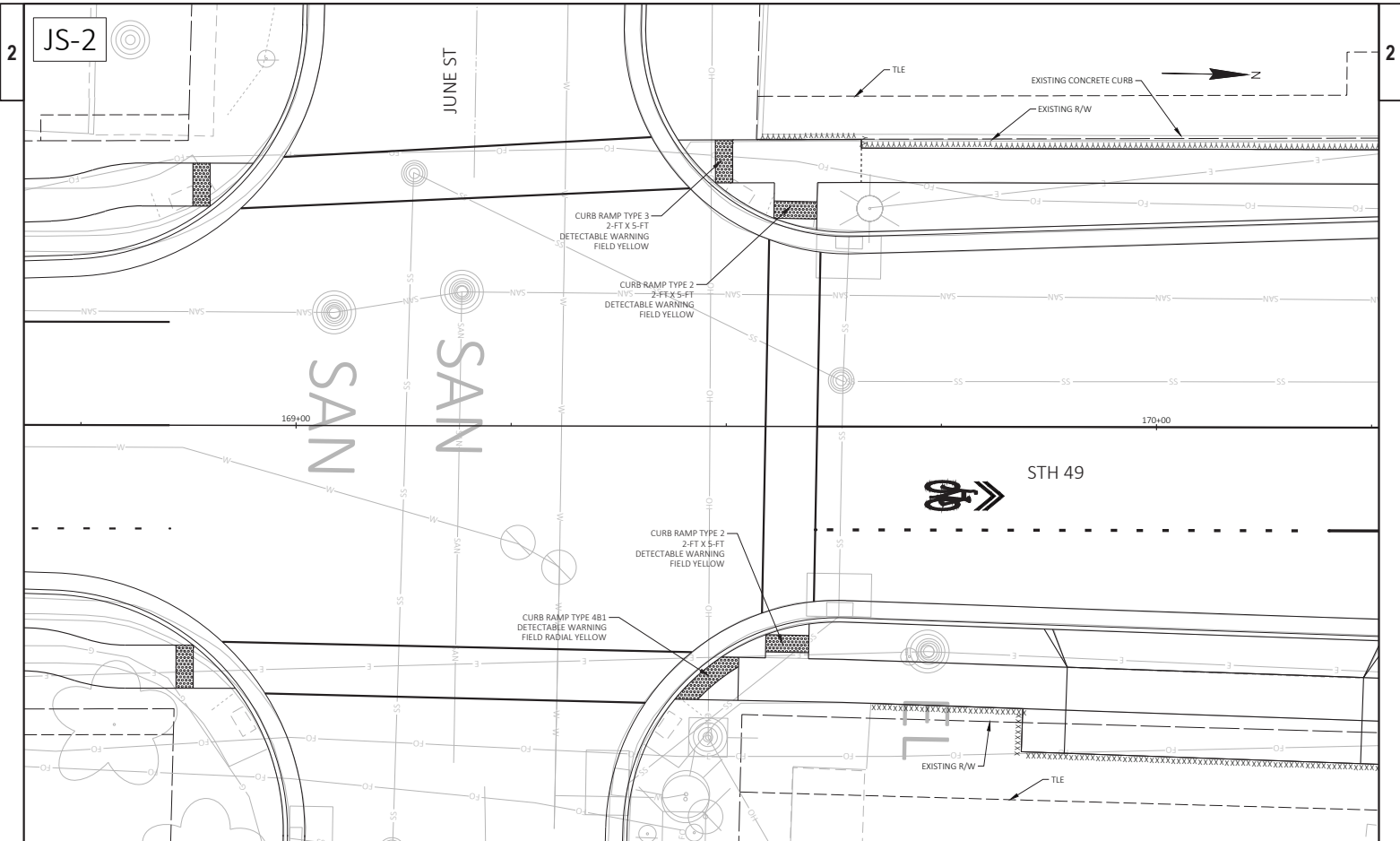
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PLOT BY: BRIAN ST. VINCENT

PLOT NAME:

PLOT SCALE: 1 IN=30 FT

WSDOT\CAD\DS SHEET 42



2

JS-2

2

JUNEST

SAN

STH 49

169+00

170+00

PROJECT NO: 6210-00-74

HWY: STH 49

COUNTY: GREEN LAKE

CURB RAMP DETAILS - JUNE ST (JS)

SHEET

PRE 24

E

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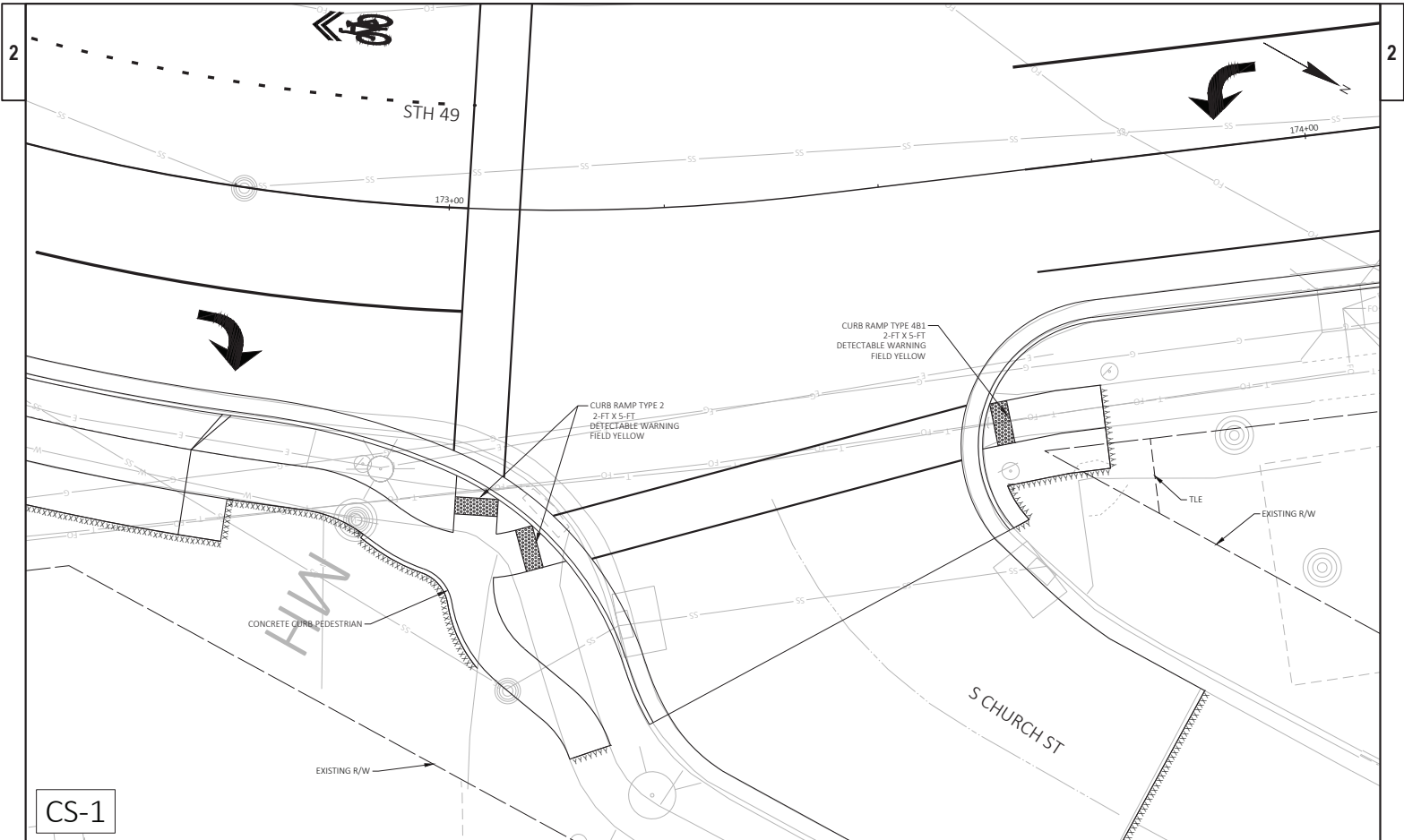
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PLOT NAME:

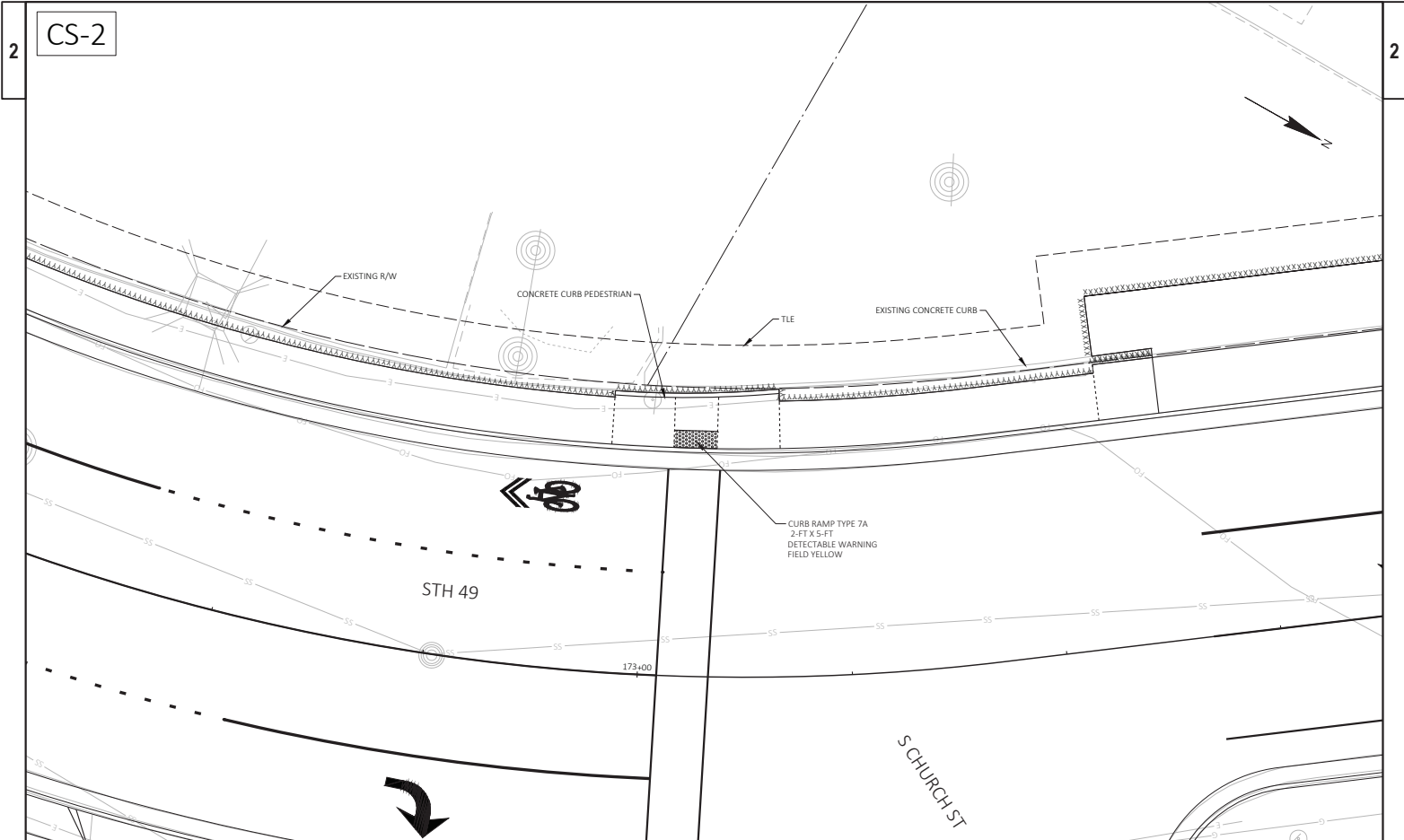
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WSDOT/CADDS SHEET 42



PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	CURB RAMP DETAILS - CHURCH ST (CS)	SHEET PRE 26	E
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CS-2

2

2

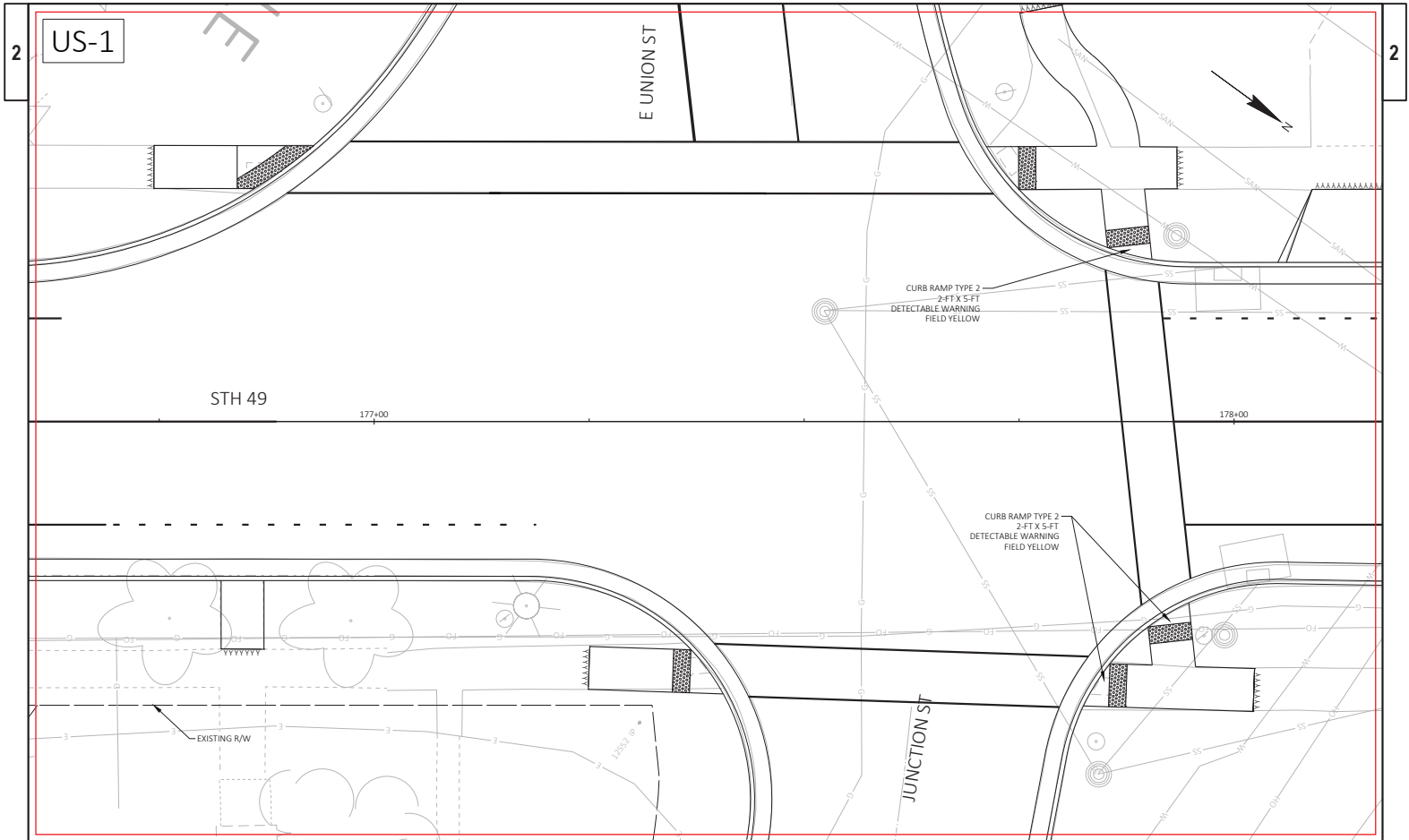
STH 49

S CHURCH ST

173+00

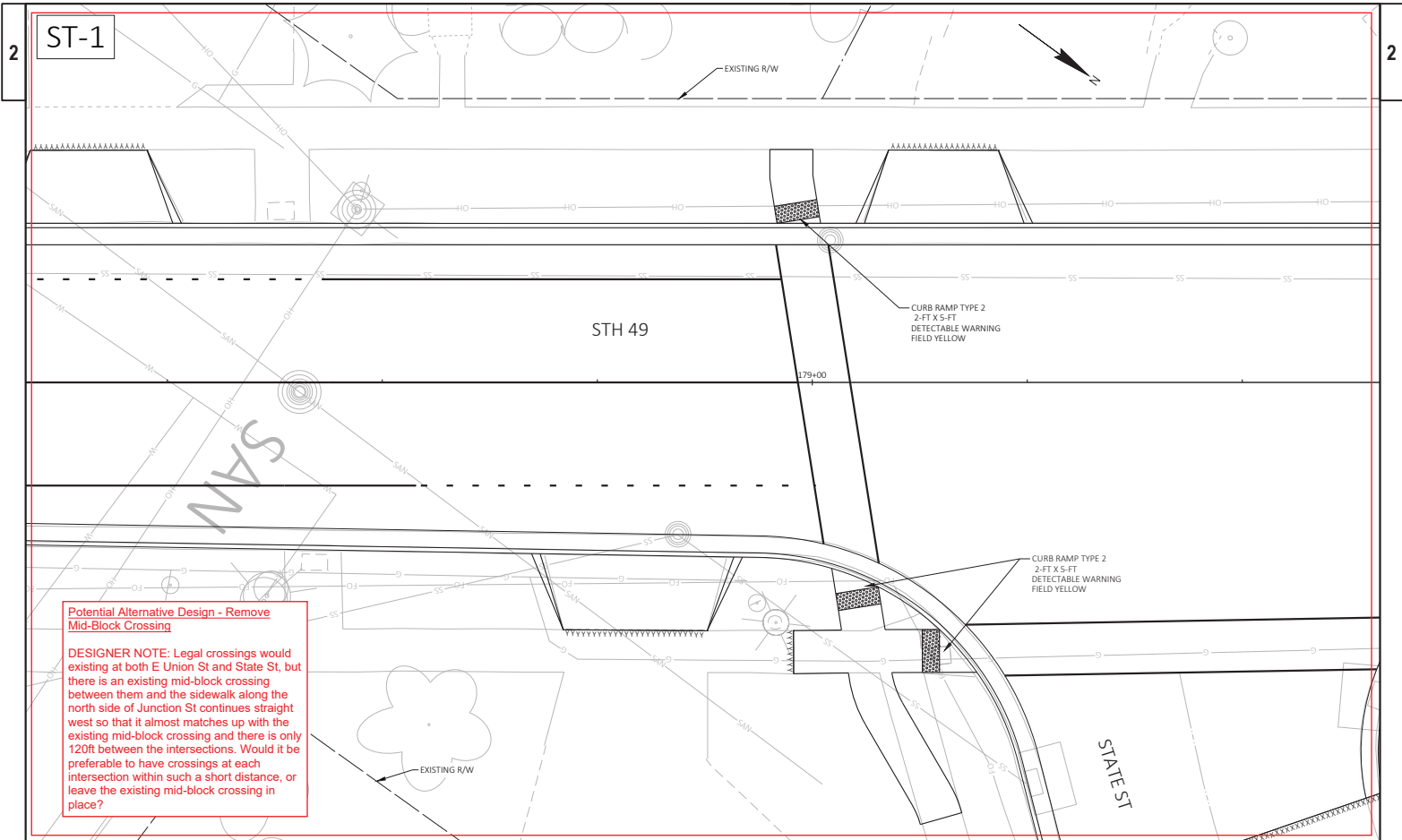
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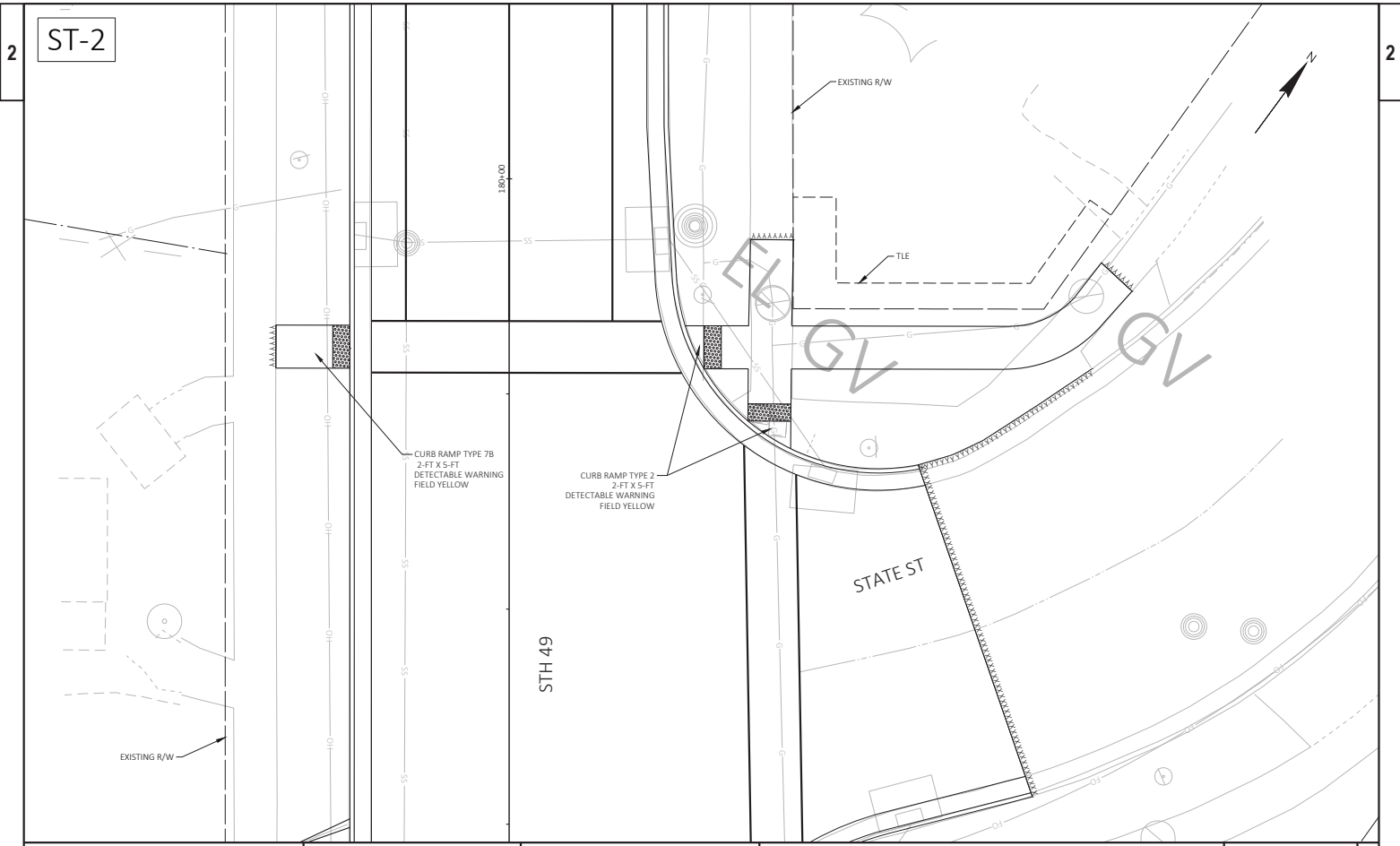
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PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	CURB RAMP DETAILS - UNION ST/JUNCTION ST (US)	SHEET PRE 29	E
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 PLOT BY : BRIAN ST. VINCENT
 PLOT NAME :
 PLOT SCALE : 1 IN=10 FT
 WSDOT\CAD\OS SHEET 42





ST-2

2

2

PROJECT NO: 6210-00-74

HWY: STH 49

COUNTY: GREEN LAKE

CURB RAMP DETAILS - STATE ST (ST)

SHEET PRE 32

E

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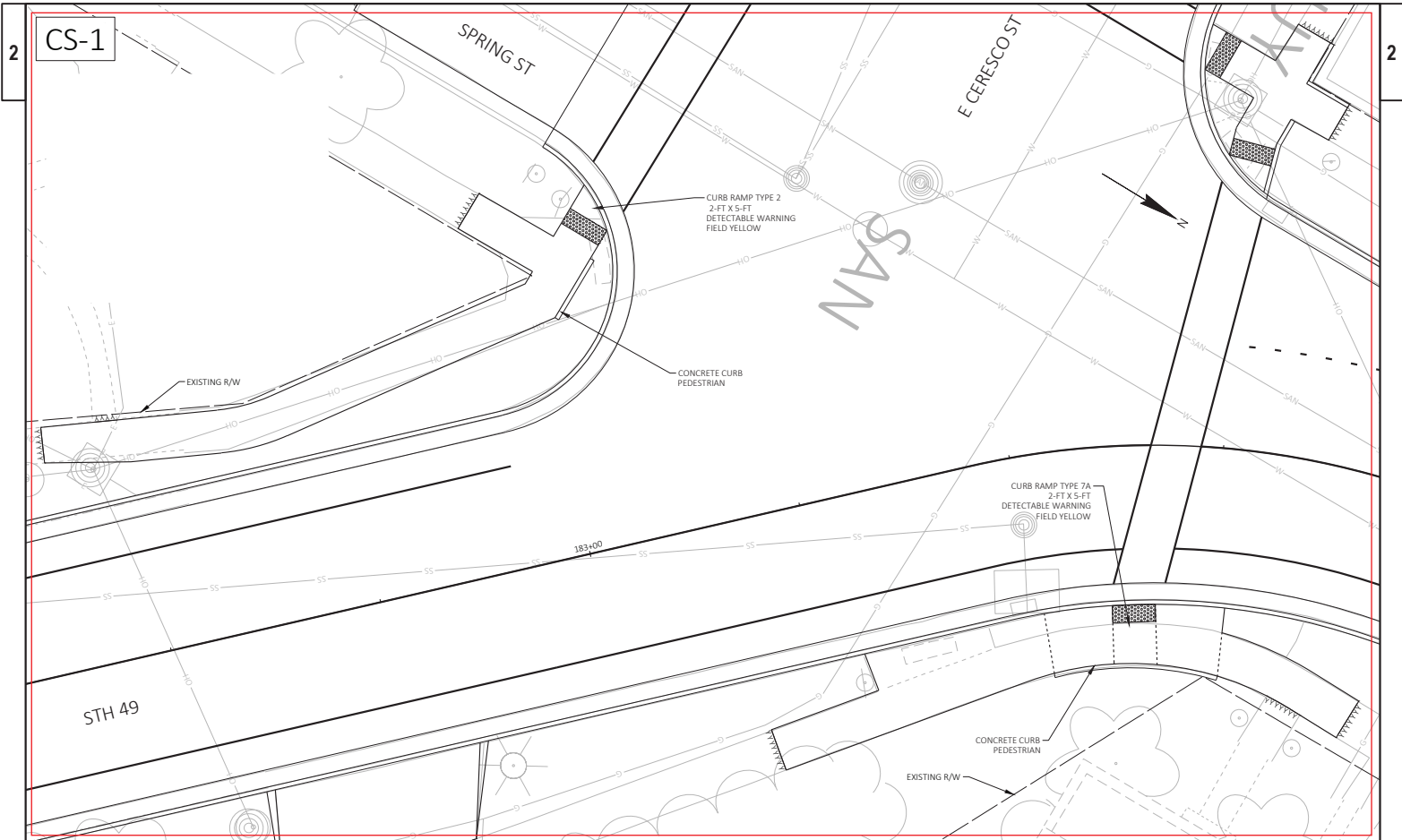
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PLOT BY: BRIAN ST. VINCENT

PLOT NAME:

PLOT SCALE: 1 IN=30 FT

WSDOT/CADDS SHEET 42



CS-1

2

2

SPRING ST

E CERESCO ST

SAN

CURB RAMP TYPE 2
2-FT X 5-FT
DETECTABLE WARNING
FIELD YELLOW

CONCRETE CURB
PEDESTRIAN

EXISTING R/W

CURB RAMP TYPE 7A
2-FT X 5-FT
DETECTABLE WARNING
FIELD YELLOW

STH 49

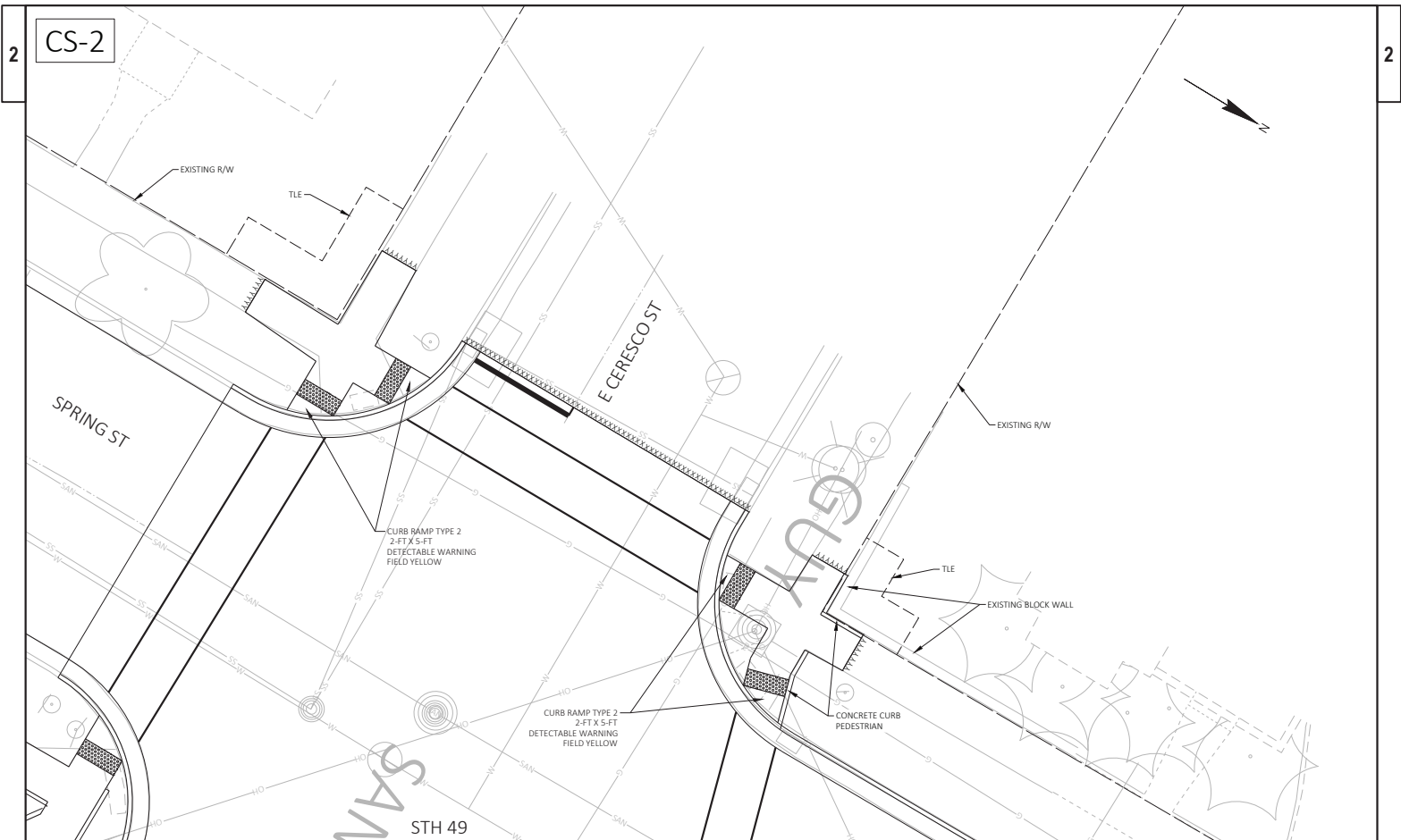
CONCRETE CURB
PEDESTRIAN

EXISTING R/W

183+00

PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	CURB RAMP DETAILS - CERESCO ST/SPRING ST (CS)	SHEET PRE 34	E
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CS-2

2

2

PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	CURB RAMP DETAILS - CERESCO ST/SPRING ST (CS)	SHEET PRE 35	E
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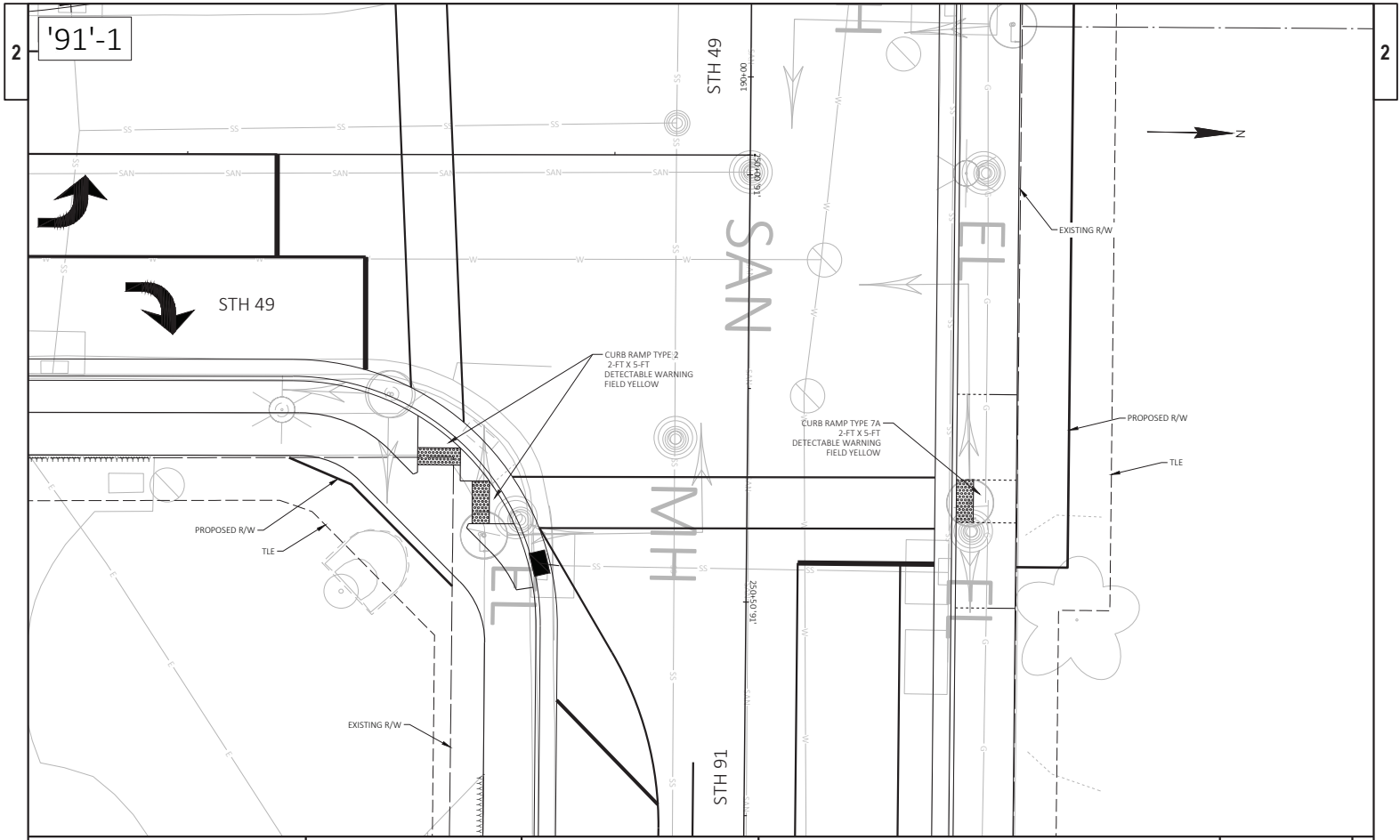
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PLOT BY: BRIAN ST. VINCENT

PLOT NAME:

PLOT SCALE: 1 IN=30 FT

WSDOT\CAD\DS SHEET 42



PROJECT NO: 6210-00-74

HWY: STH 49

COUNTY: GREEN LAKE

CURB RAMP DETAILS - STH 91 ('91')

SHEET PRE 36

E

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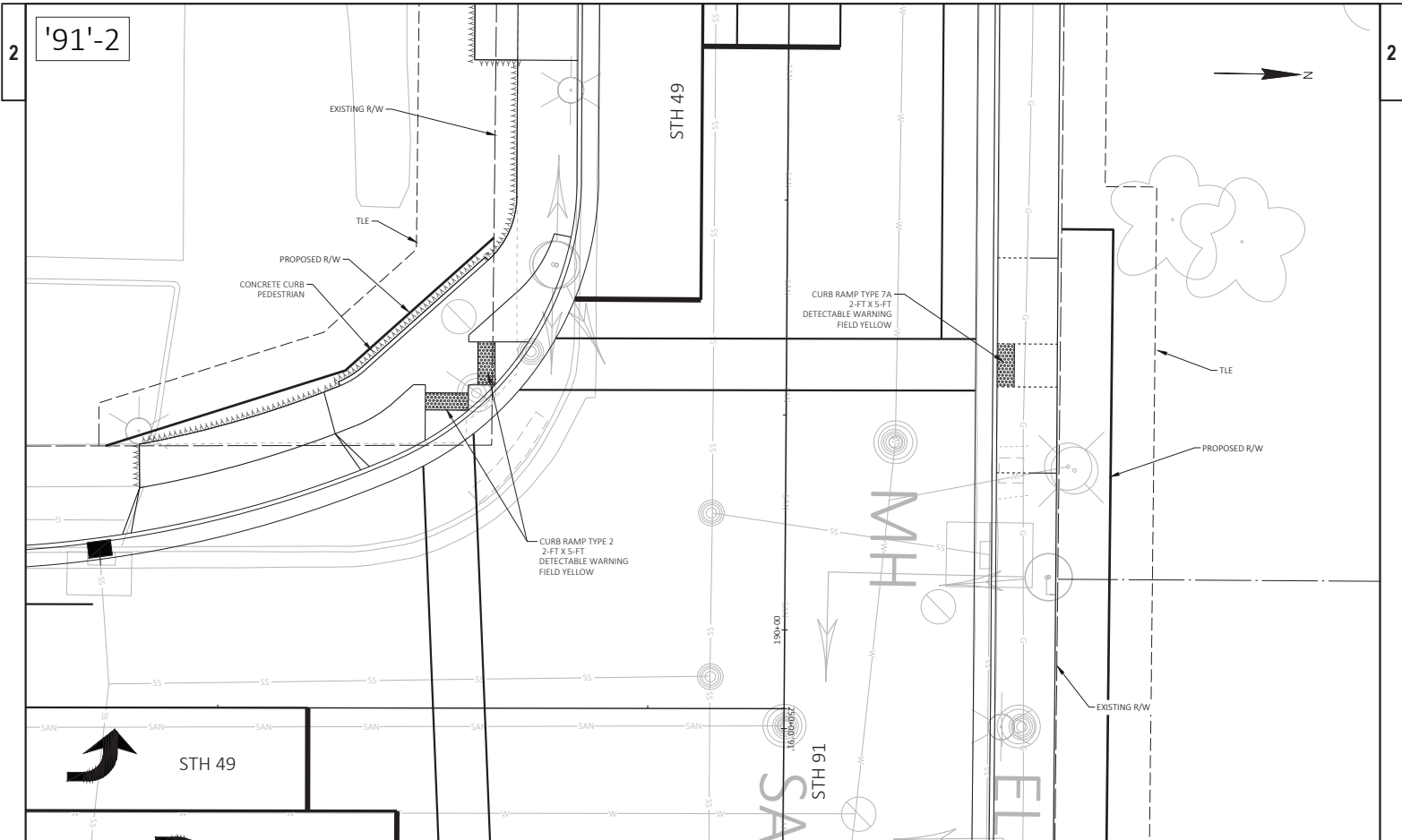
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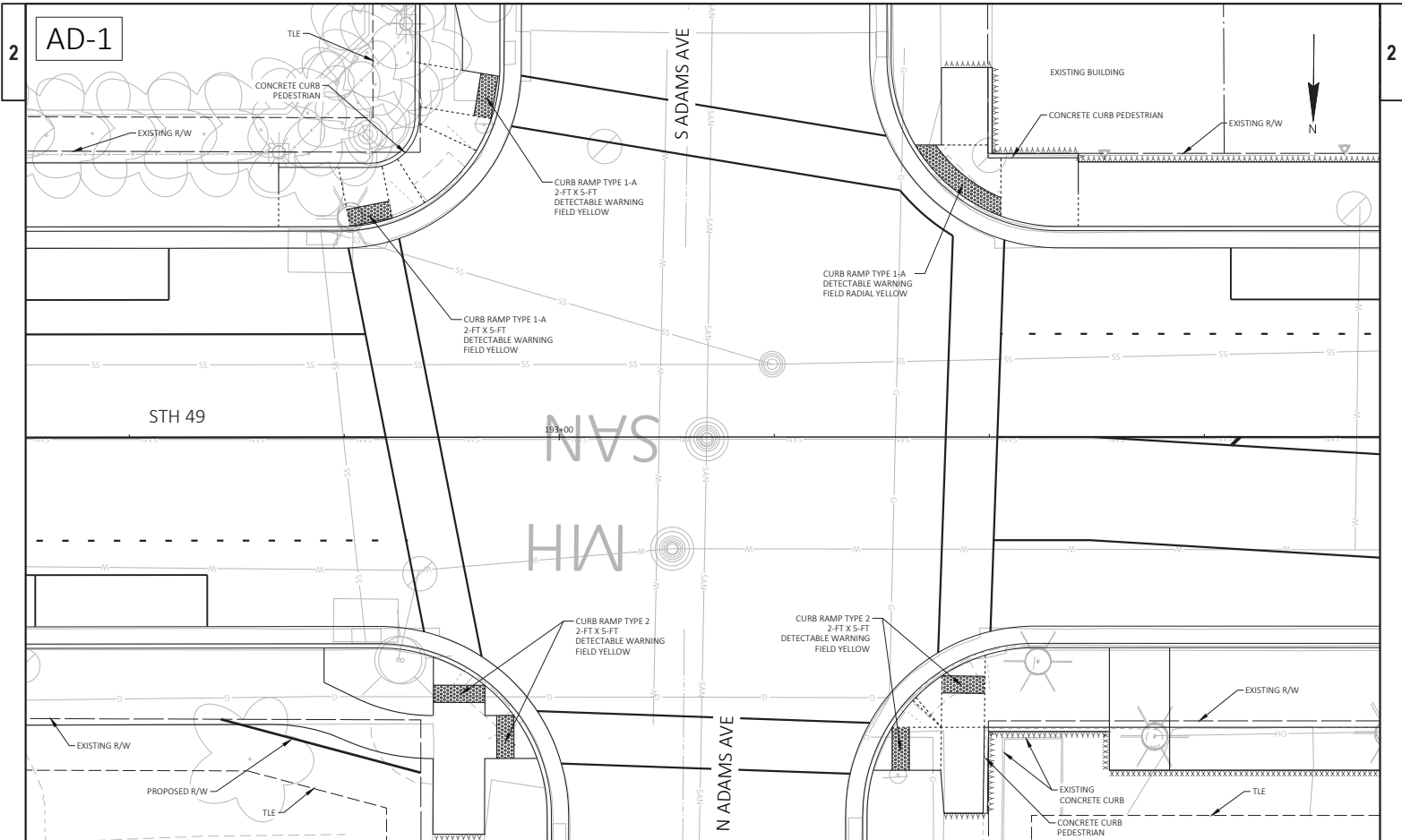
PLOT BY: BRIAN ST. VINCENT

PLOT NAME:

PLOT SCALE: 1 IN=30 FT

WDDOT\CAD\OS SHEET 42





AD-1

2

2

PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	CURB RAMP DETAILS - ADAMS AVE (AD)	SHEET PRE 38	E
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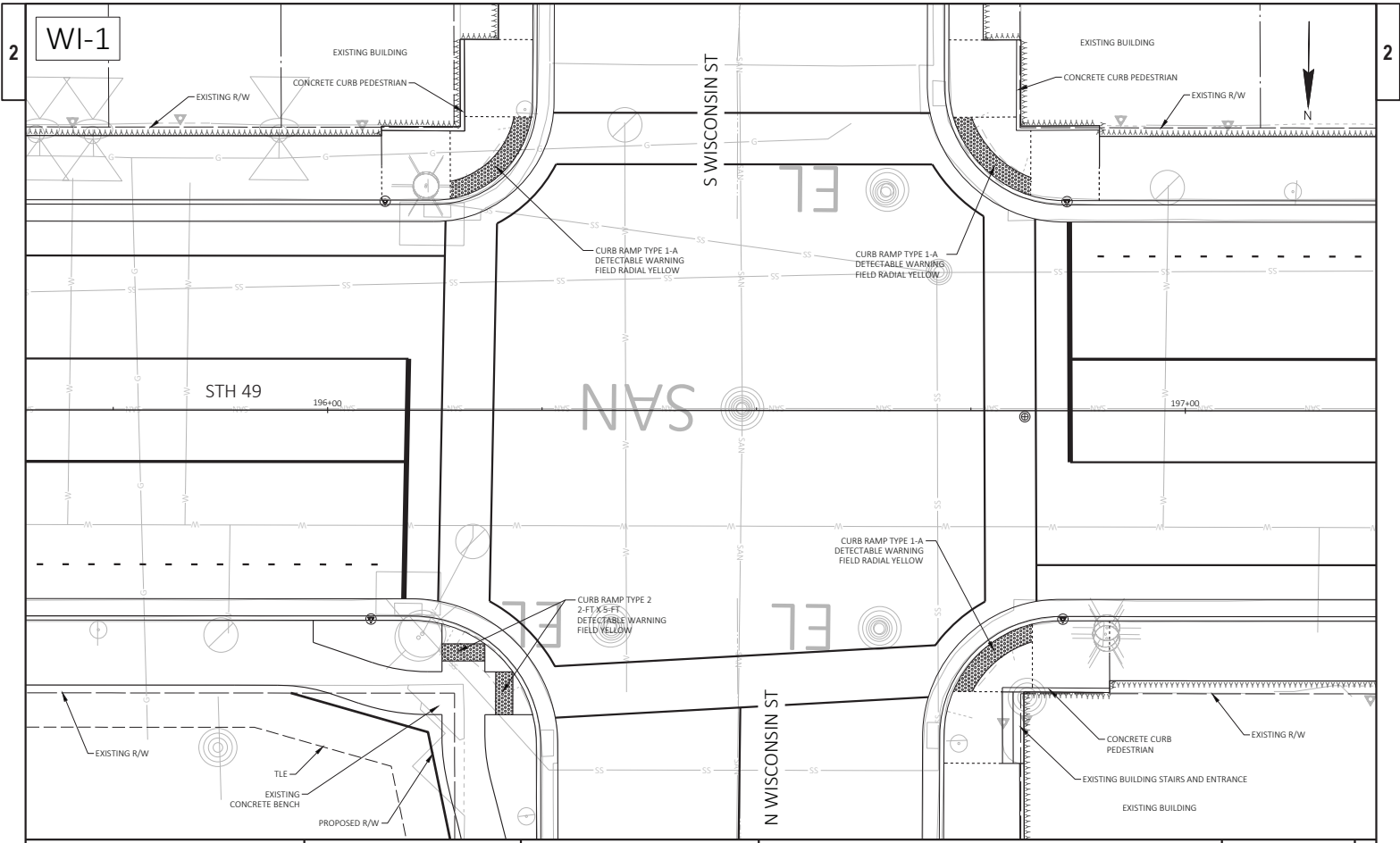
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PLOT BY: BRIAN ST. VINCENT

PLOT NAME:

PLOT SCALE: 1 IN=30 FT

WSDOT\CAD\DS SHEET 42



PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	CURB RAMP DETAILS - WISCONSIN ST (WI)	SHEET PRE 39	E
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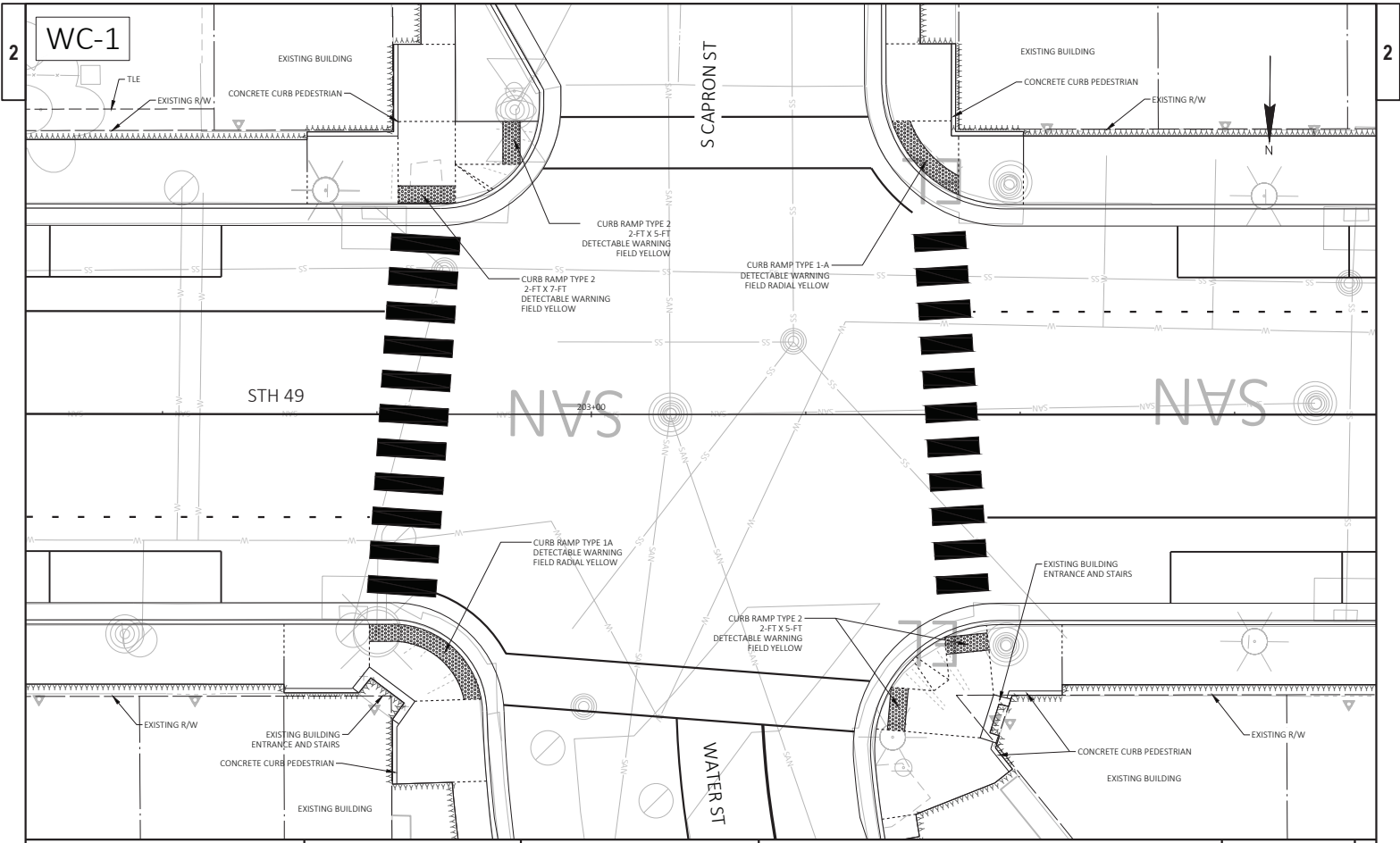
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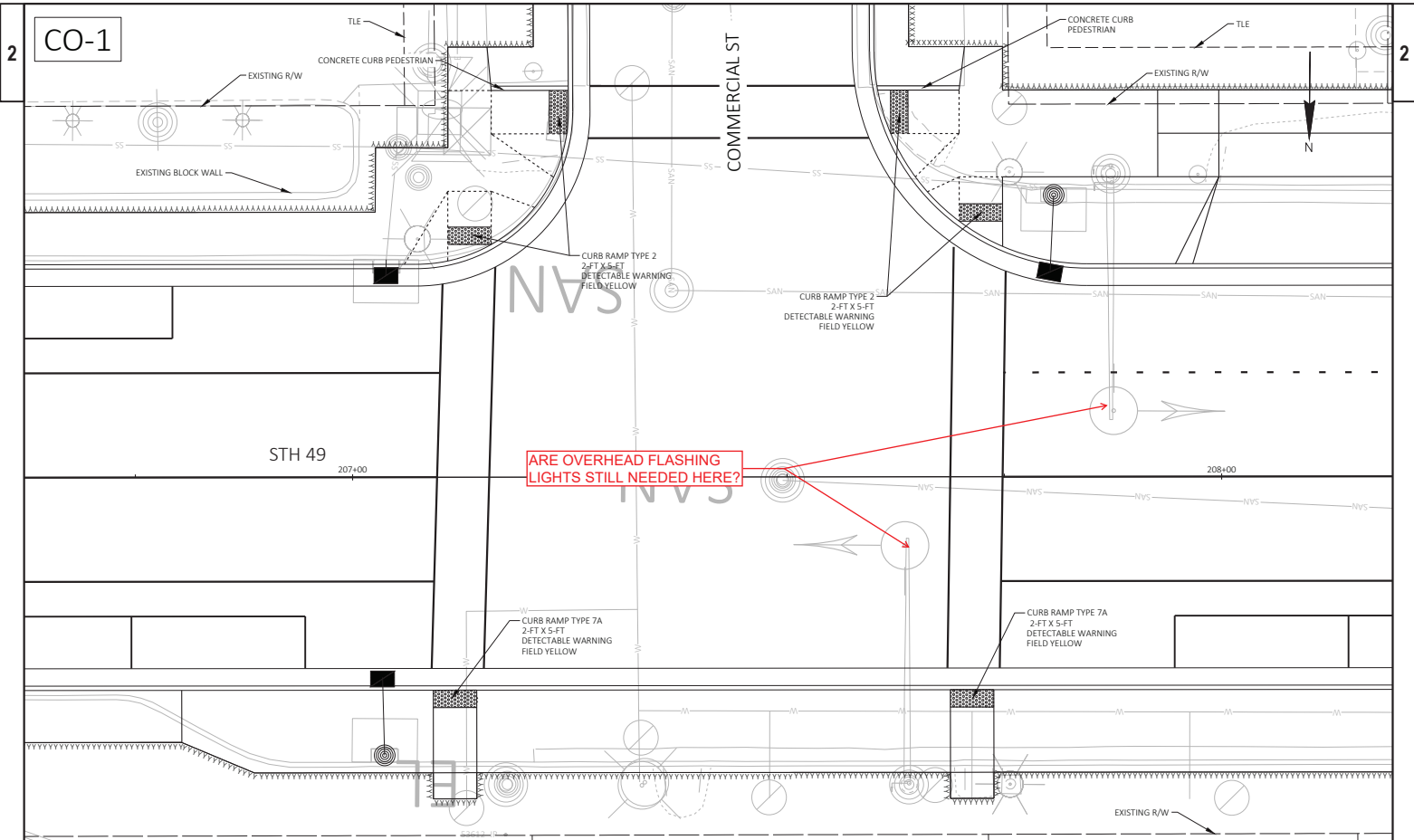
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WSDOT/CADDS SHEET 42



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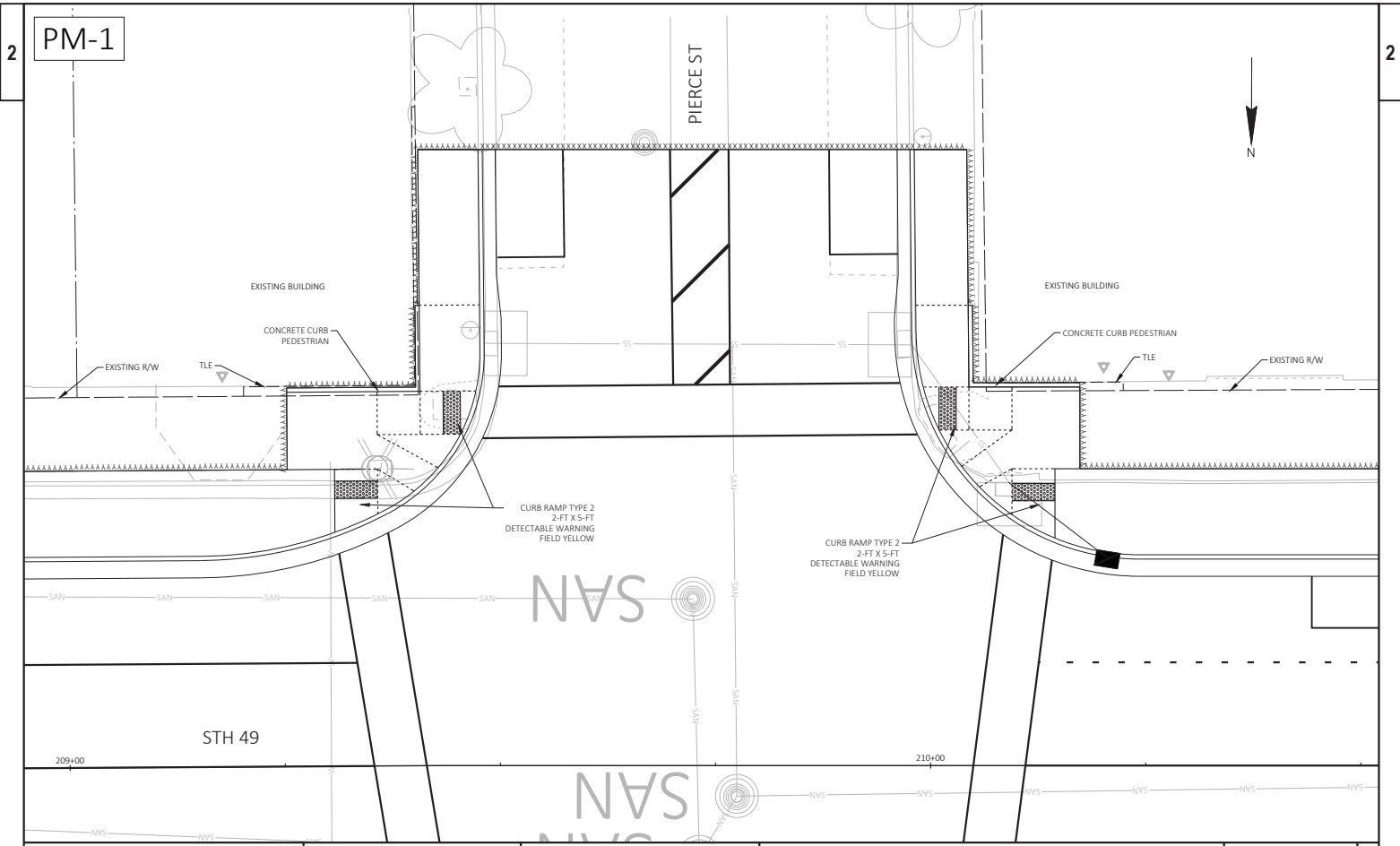


CO-1

STH 49

COMMERCIAL ST

ARE OVERHEAD FLASHING LIGHTS STILL NEEDED HERE?



PM-1

2

2

PIERCE ST



EXISTING BUILDING

EXISTING BUILDING

CONCRETE CURB PEDESTRIAN

CONCRETE CURB PEDESTRIAN

EXISTING R/W

TILE

TILE

EXISTING R/W

CURB RAMP TYPE 2
2-FT X 5-FT
DETECTABLE WARNING
FIELD YELLOW

CURB RAMP TYPE 2
2-FT X 5-FT
DETECTABLE WARNING
FIELD YELLOW

STH 49

209+00

210+00

PROJECT NO: 6210-00-74

HWY: STH 49

COUNTY: GREEN LAKE

CURB RAMP DETAILS - PIERCE ST/MILL ST (PM)

SHEET

PRE 44

E

FILE NAME: G:\W\DOT\NC\24091-062\STH 49 BERLIN 6210-00-04\CIVIL\305SHEETS\021301-CR.DWG
LAYOUT NAME: CR 15

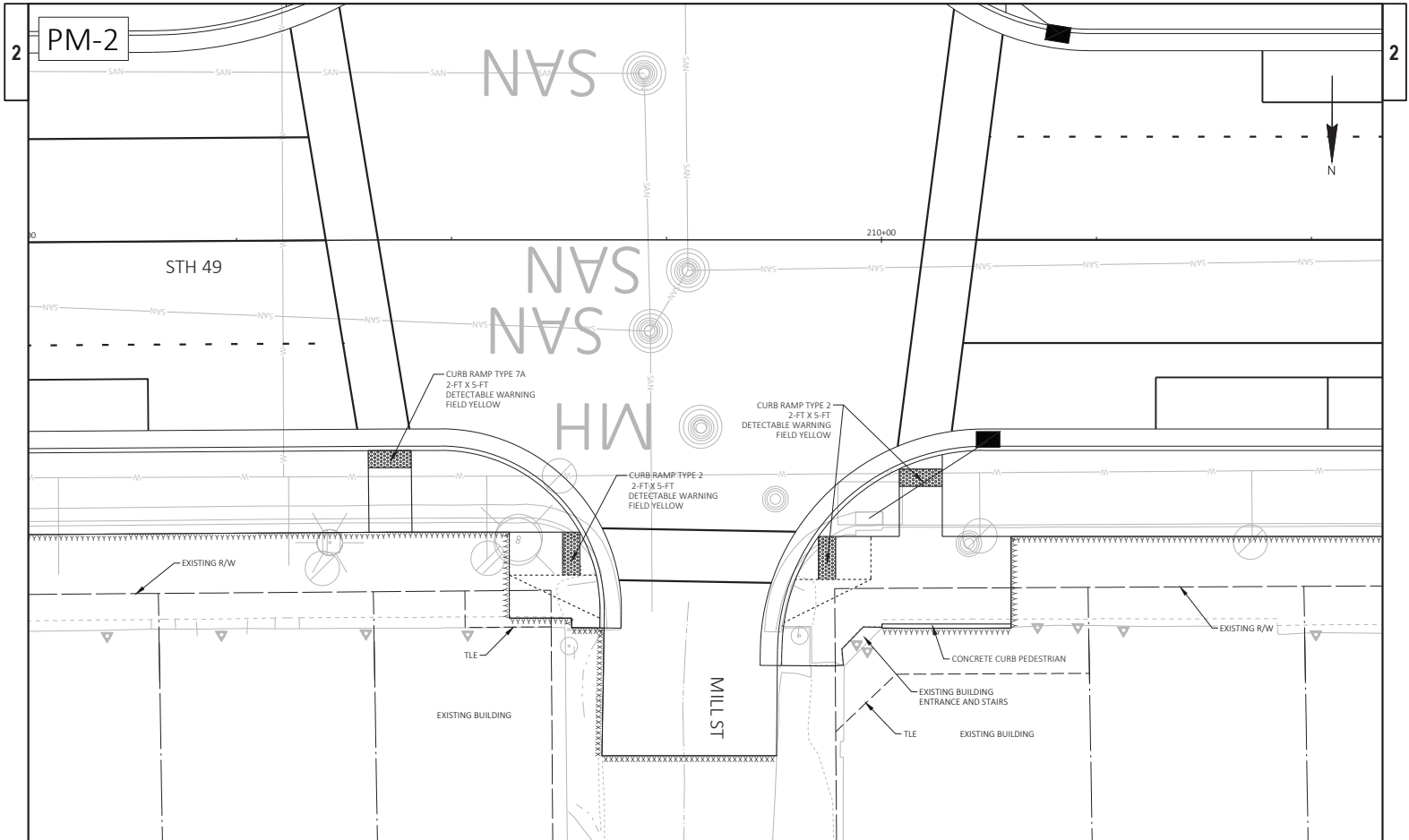
PLOT DATE: 2/13/2026 7:51 AM

PLOT BY: BRIAN ST. VINCENT

PLOT NAME:

PLOT SCALE: 1 IN=30 FT

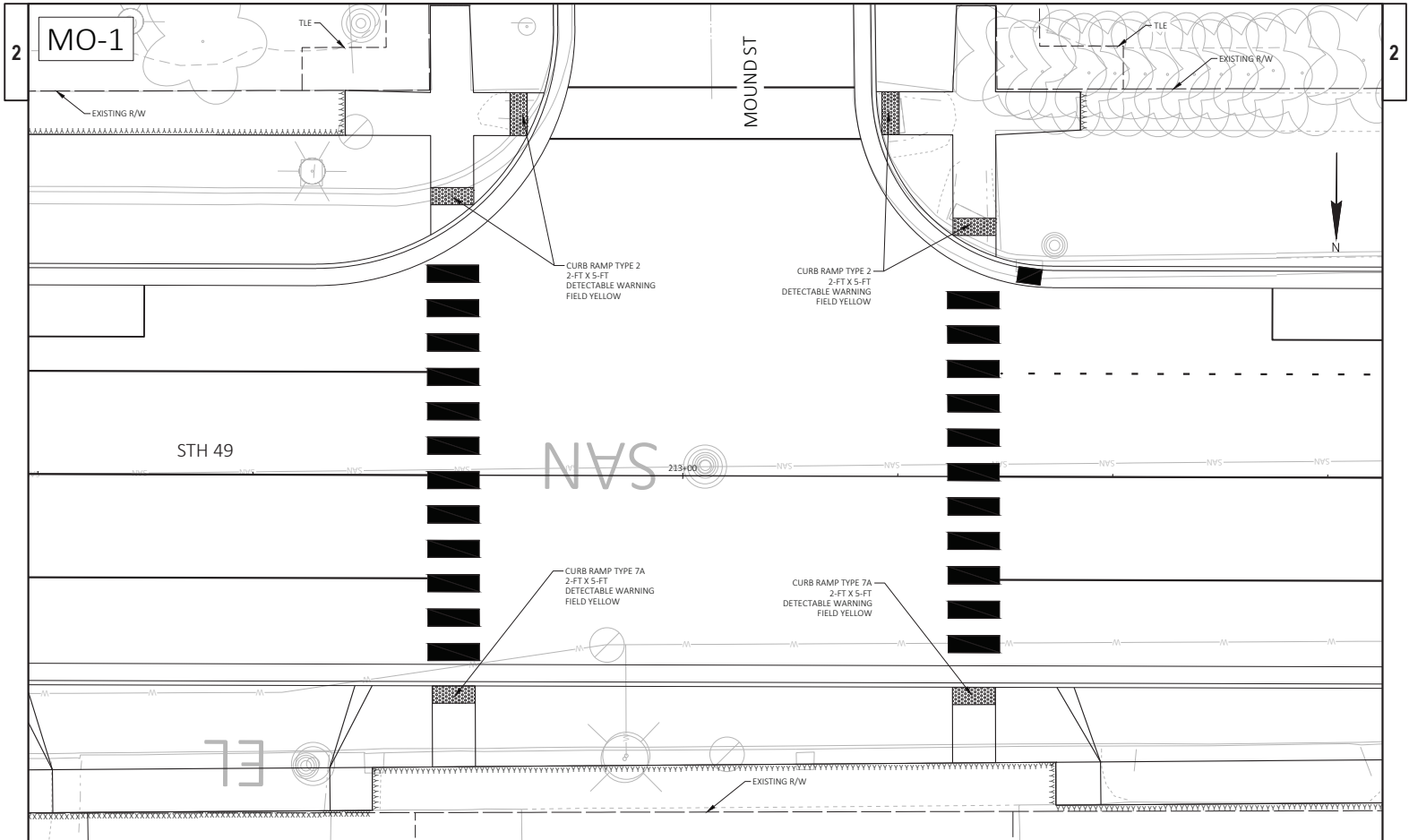
WSDOT/CADDS SHEET 42



PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	CURB RAMP DETAILS - PIERCE ST/MILL ST (PM)	SHEET	PRE 45	E
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FILE NAME: G:\WDOT\NC\24091-062\STH 49 BERLIN 6210-00-04\CIVIL\305SHEETS\021301-CK.DWG	PLOT DATE: 2/13/2026 7:51 AM	PLOT BY: BRIAN ST. VINCENT
LAYOUT NAME: CK 15-2	PLOT NAME:	PLOT SCALE: 1 IN=30 FT

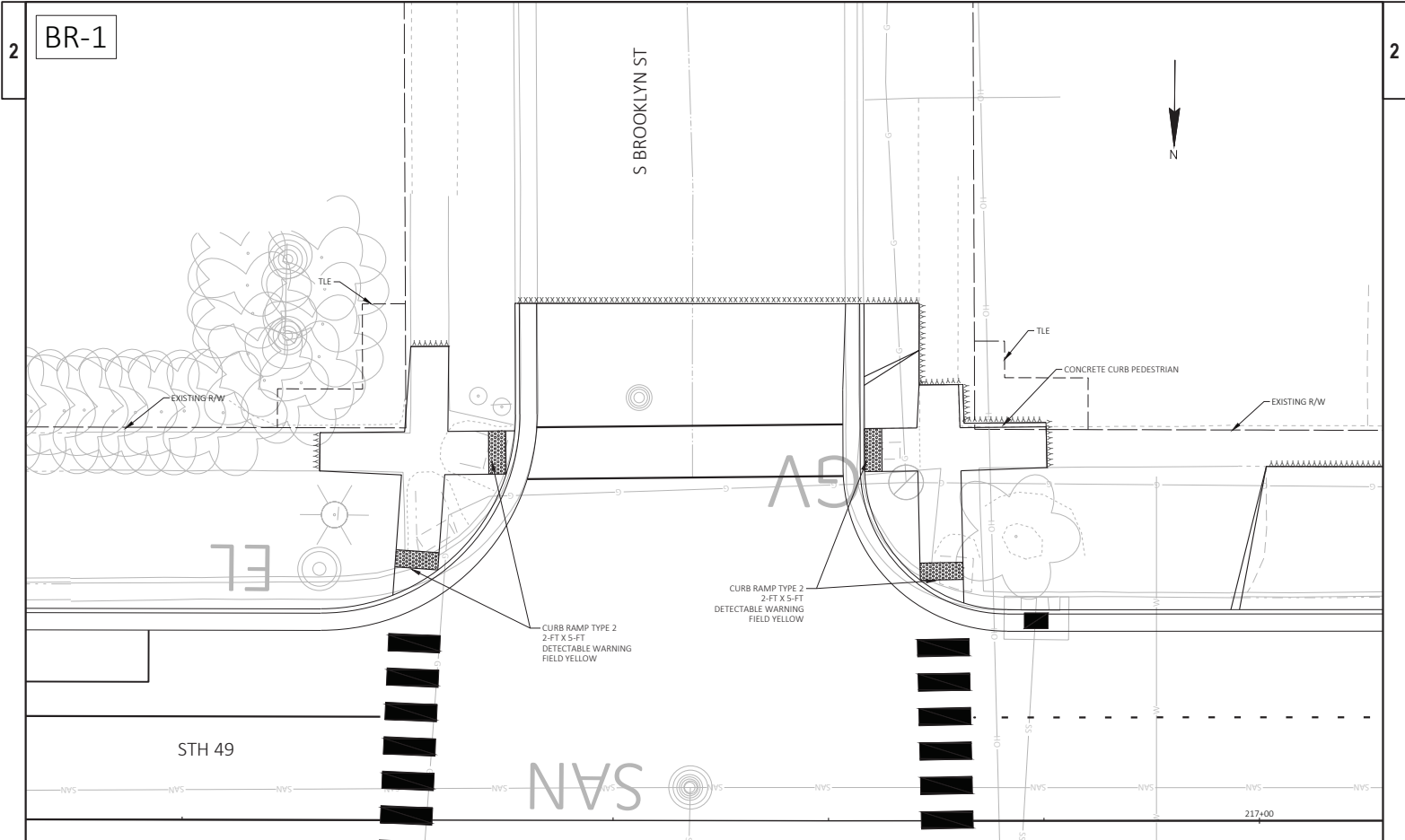
WSDOT/CADDS SHEET 42



PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	CURB RAMP DETAILS - MOUND ST (MO)	SHEET PRE 46	E
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FILE NAME: G:\W00T\NC\24091-062 (STH 49 BERLIN 6210-00-04)\CIVIL\305SHEETS\021301-CR.DWG PLOT DATE: 2/13/2026 7:51 AM PLOT BY: BRIAN ST. VINCENT PLOT NAME: PLOT SCALE: 1 IN=30 FT WEDOT/CADDS SHEET 42

LAYOUT NAME: CR 35



BR-1

S BROOKLYN ST

STH 49

SAN



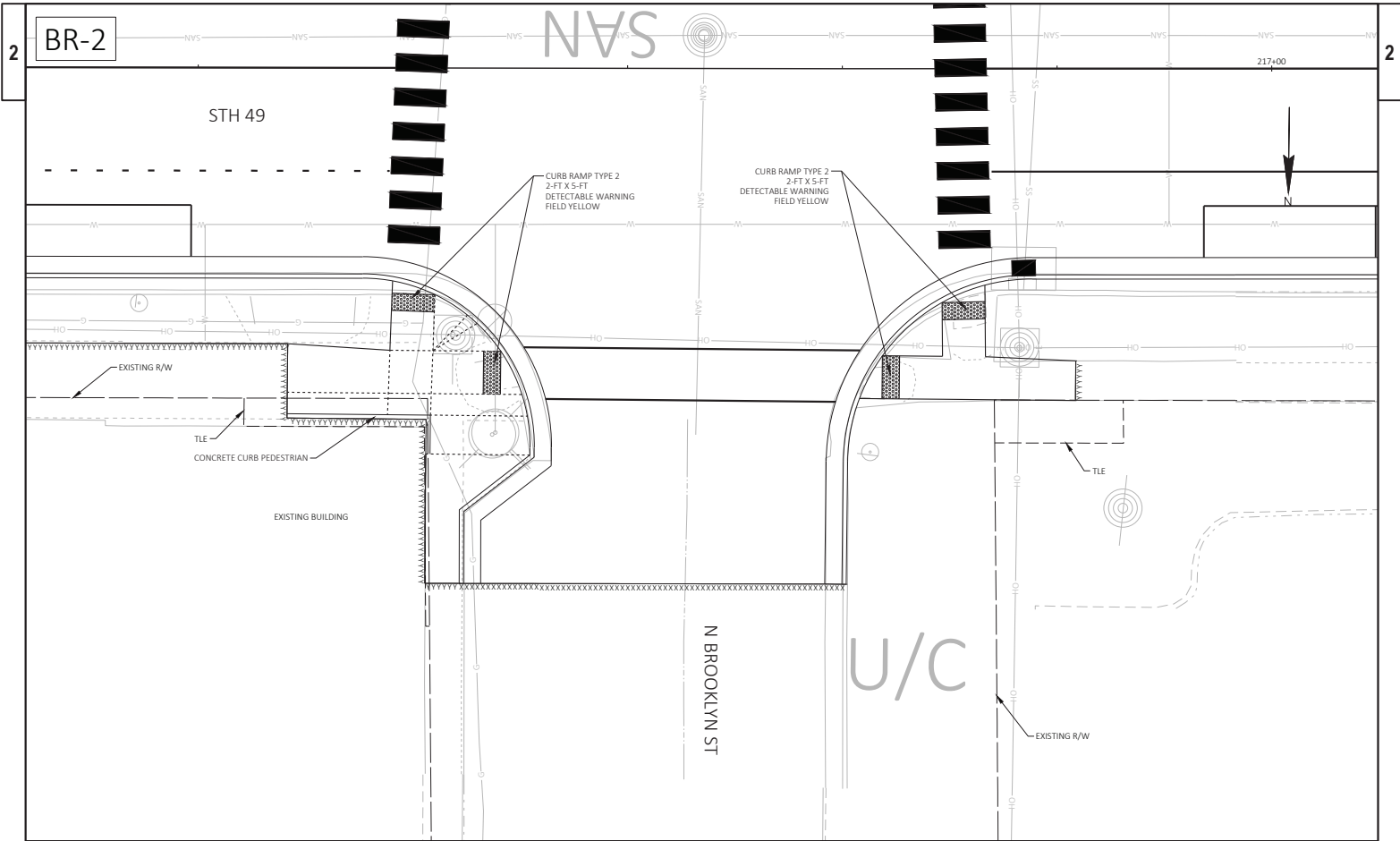
PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	CURB RAMP DETAILS - BROOKLYN ST (BR)	SHEET PRE 47	E
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FILE NAME: G:\W\DOT\NC\24091-062 (STH 49 BERLIN 6210-00-04)\CIVIL 30\SHEETS\021301-CR.DWG PLOT DATE: 2/13/2026 7:51 AM PLOT BY: BRIAN ST. VINCENT PLOT NAME: WEDOT\CAD\OS SHEET 42

LAYOUT NAME: CR 17

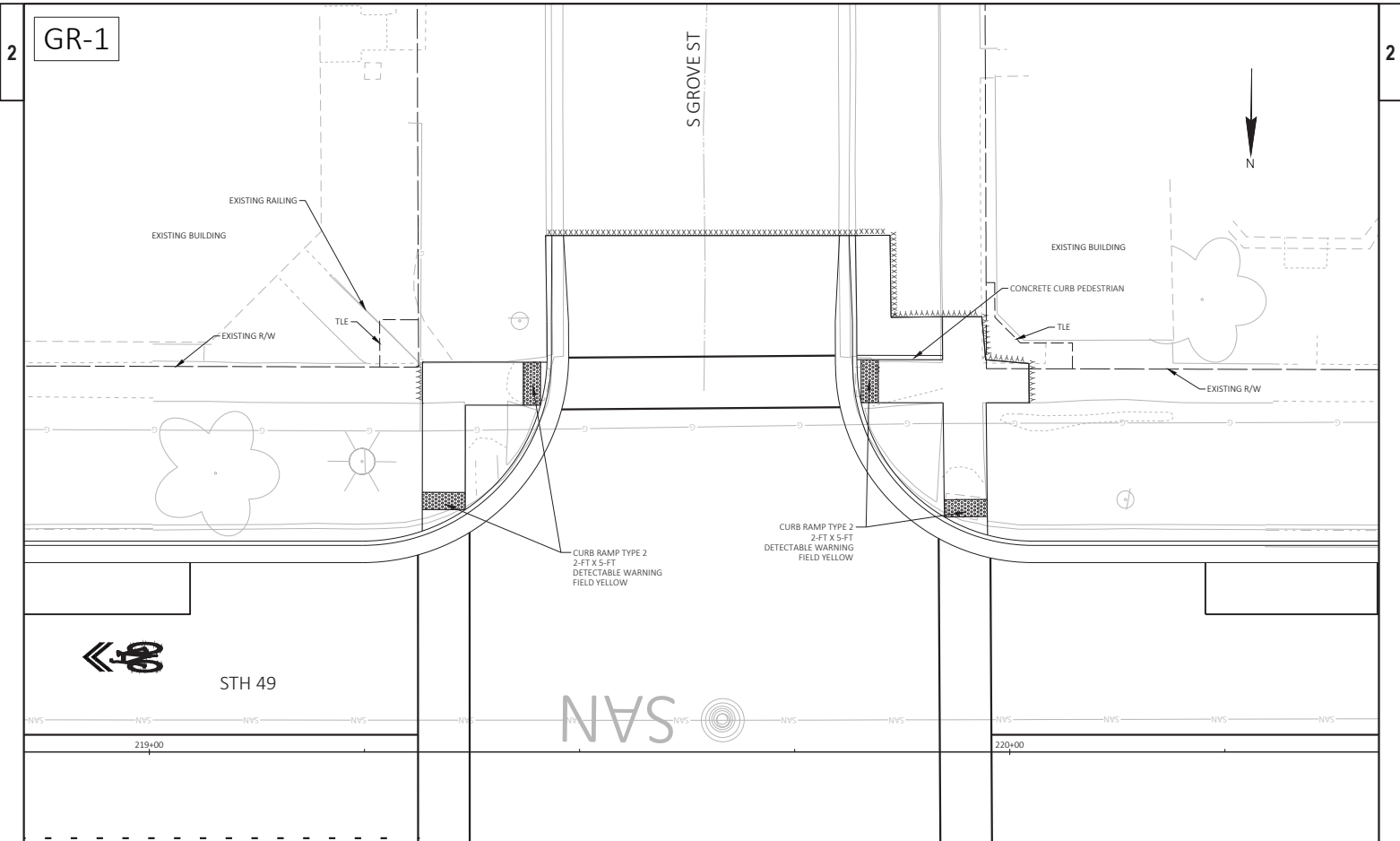
PLOT SCALE: 1 IN=30 FT

WEDOT\CAD\OS SHEET 42



PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	CURB RAMP DETAILS - BROOKLYN ST (BR)	SHEET PRE 48	E
------------------------	-------------	--------------------	--------------------------------------	--------------	---

FILE NAME: G:\WOOD\NC\24091-062 (STH 49 BERLIN 6210-00-04)\CIVIL 30\SHEETS\021301-CR.DWG PLOT DATE: 2/13/2026 7:51 AM PLOT BY: BRIAN ST. VINCENT PLOT NAME: PLOT SCALE: 1 IN=30 FT WOOD/CADOS SHEET 42



GR-1

S GROVE ST

EXISTING RAILING
EXISTING BUILDING
EXISTING R/W
TILE

EXISTING BUILDING
CONCRETE CURB PEDESTRIAN
TILE
EXISTING R/W

CURB RAMP TYPE 2
2-FT X 5-FT
DETECTABLE WARNING
FIELD YELLOW

CURB RAMP TYPE 2
2-FT X 5-FT
DETECTABLE WARNING
FIELD YELLOW

STH 49

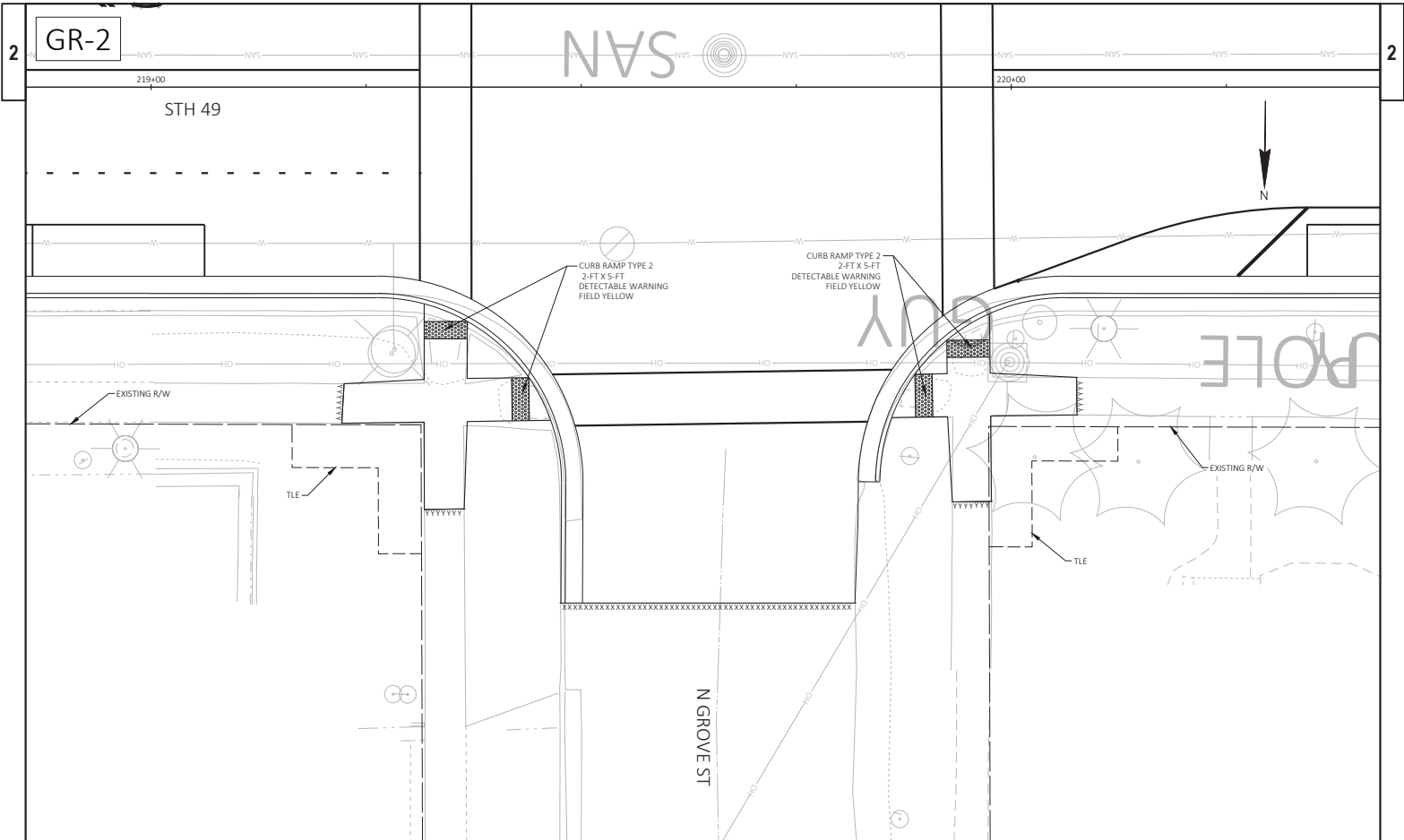
SAN

219+00

220+00

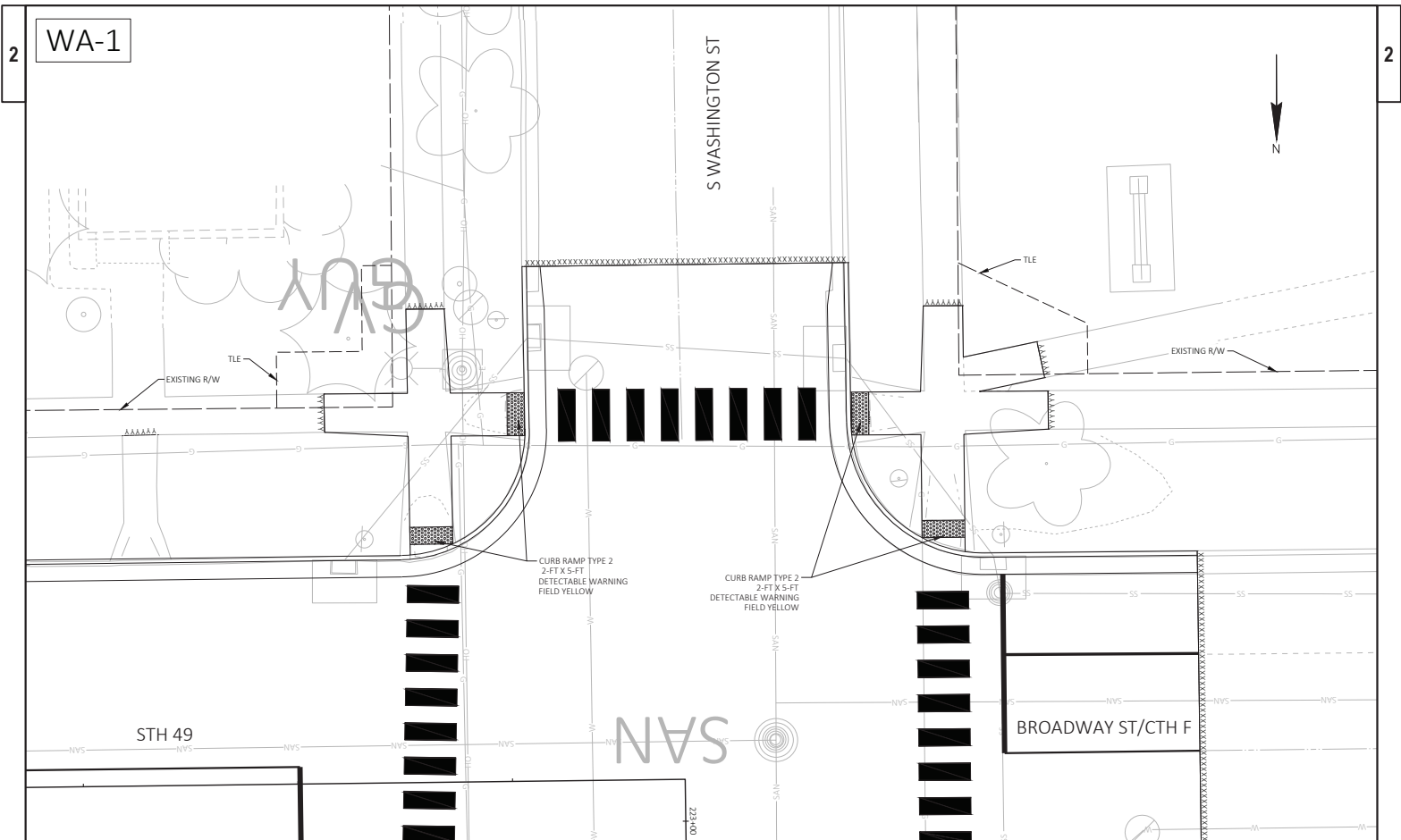
PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	CURB RAMP DETAILS - GROVE ST (GR)	SHEET PRE 49	E
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FILE NAME: G:\WOOD\NC\24091-062 (STH 49 BERLIN 6210-00-04)\CIVIL 30\SHEETS\021301-CK.DWG PLOT DATE: 2/13/2026 7:51 AM PLOT BY: BRIAN ST. VINCENT PLOT NAME: PLOT SCALE: 1 IN=30 FT WEDOT/CADOS SHEET 42



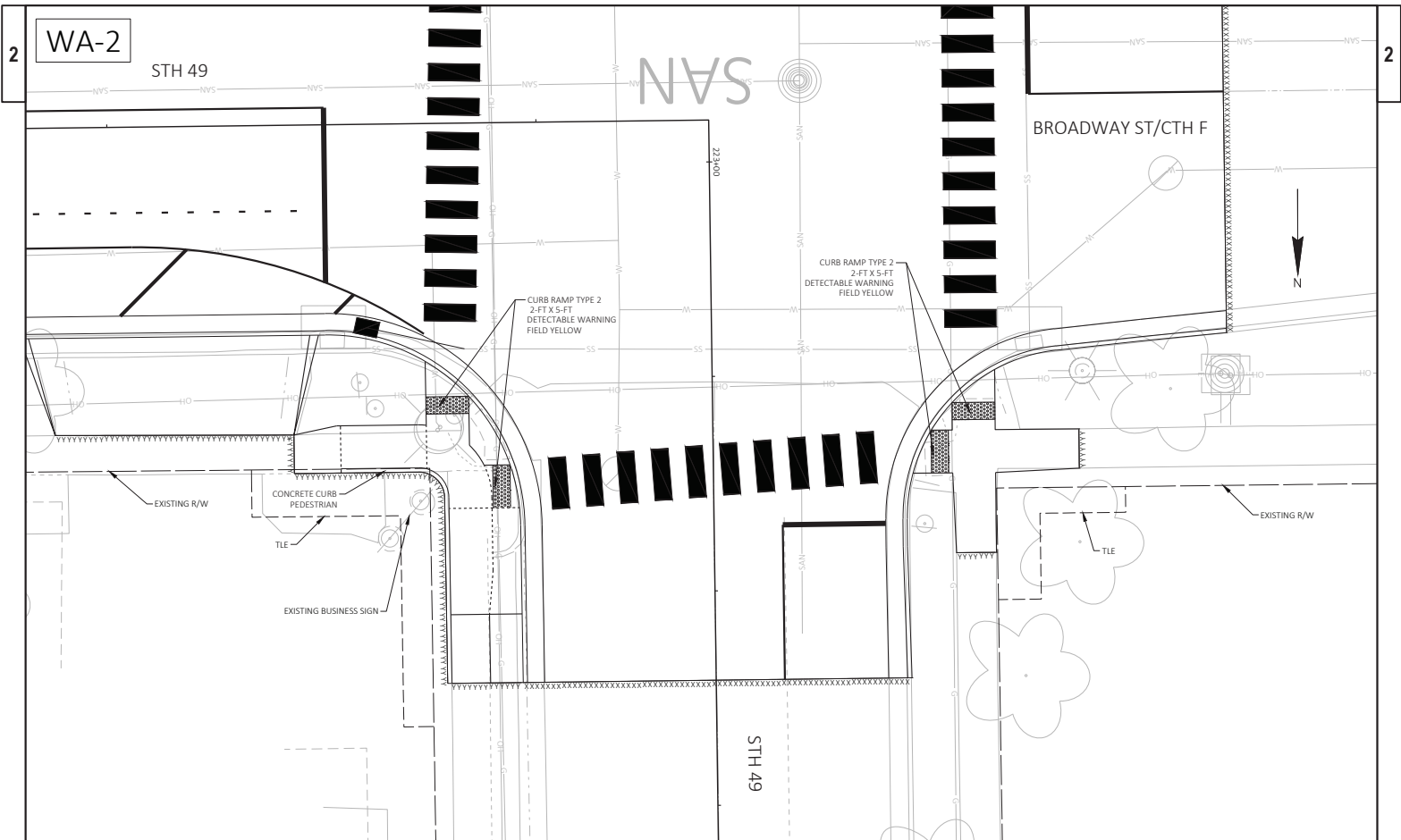
PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	CURB RAMP DETAILS - GROVE ST (GR)	SHEET PRE 50	E
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FILE NAME : G:\WOOD\NC\24091-062 (STH 49 BERLIN 6210-00-04)\CIVIL 30\SHEETS\021301-CR.DWG PLOT DATE : 2/13/2026 7:51 AM PLOT BY : BRIAN ST. VINCENT PLOT NAME : PLOT SCALE : 1 IN=30 FT WSDOT\CADDS SHEET 42



PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	CURB RAMP DETAILS - WASHINGTON ST (WA)	SHEET PRE 51	E
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FILE NAME: G:\W\DOT\NC\24091-062\STH 49 BERLIN 6210-00-04\CIVIL\309SHEETS\021301-CK.DWG
 PLOT DATE: 2/13/2026 7:51 AM
 PLOT BY: BRIAN ST. VINCENT
 PLOT NAME:
 PLOT SCALE: 1 IN=30 FT
 WSDOT\CAD\DS SHEET 42



WA-2

STH 49

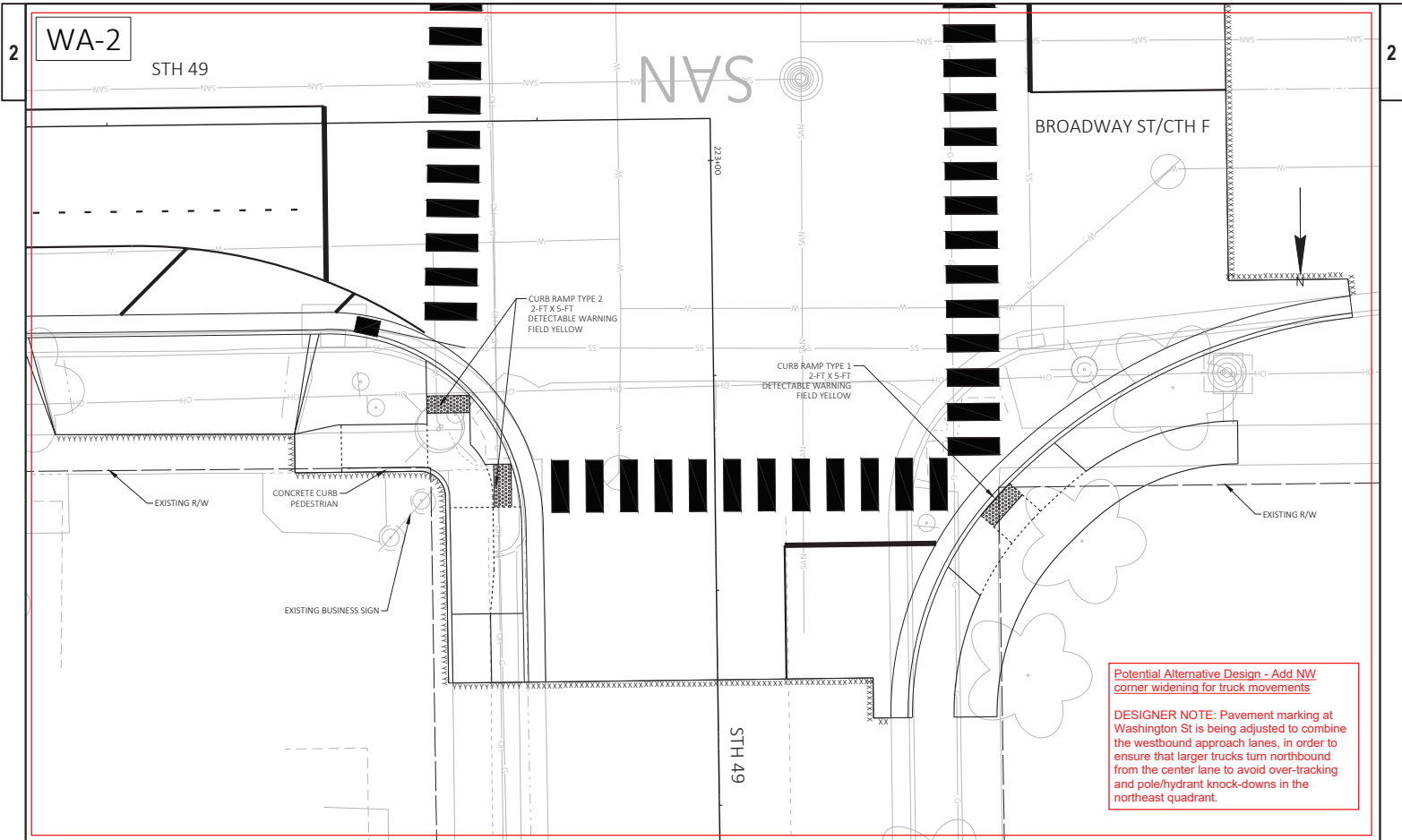
BROADWAY ST/CTH F

SAN

STH 49

PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	CURB RAMP DETAILS - WASHINGTON ST (WA)	SHEET PRE 52	E
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FILE NAME : G:\WOOD\NC\24091-062 (STH 49 BERLIN 6210-00-04)\CIVIL\305SHEETS\021301-CK.DWG
 LAYOUT NAME : CK 19-2
 PLOT DATE : 2/13/2026 7:51 AM
 PLOT BY : BRIAN ST. VINCENT
 PLOT NAME :
 PLOT SCALE : 1 IN=30 FT
 WSDOT/CADDS SHEET 42



PROJECT NO: 6210-00-74

HWY: STH 49

COUNTY: GREEN LAKE

CURB RAMP DETAILS - WASHINGTON ST (WA)

SHEET PRE 53

E

FILE NAME: G:\WOOD\NC\24091-062 (STH 49 BERLIN 6210-00-04)\CIVIL\305SHEETS\07HRD\21301-CR - 30 PCT ALTERNATIVES.DWG
LAYOUT NAME: 6

PLOT DATE: 2/9/2026 11:14 AM

PLOT BY: BRIAN ST. VINCENT

PLOT NAME:

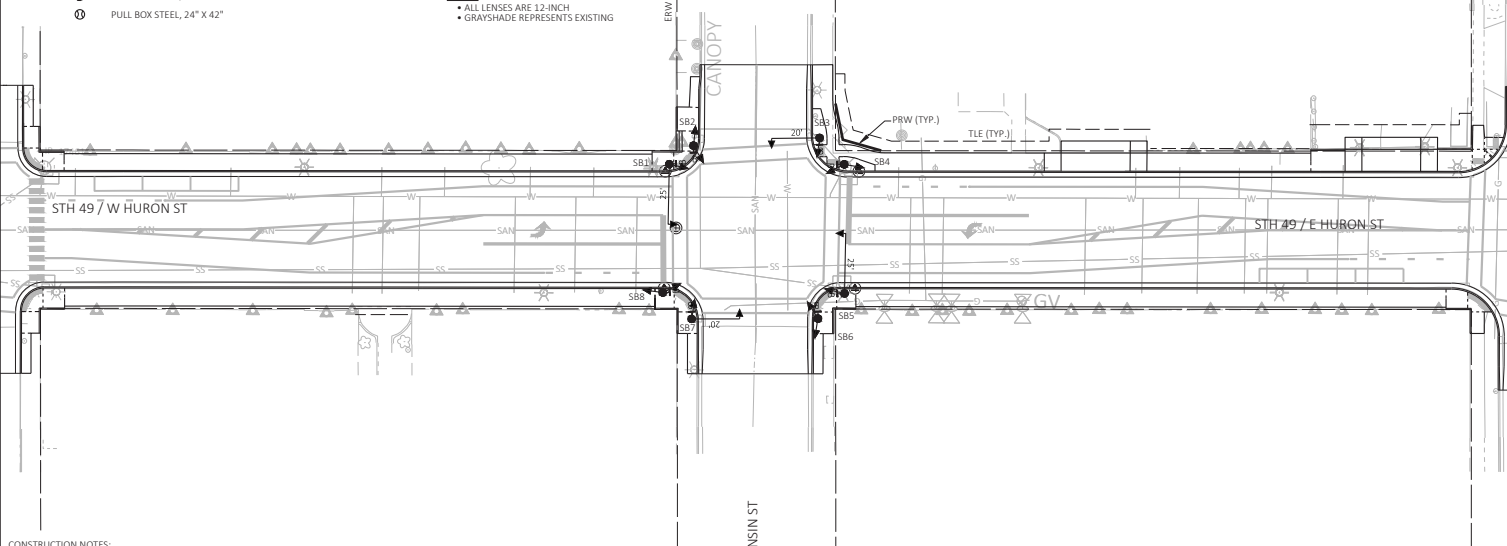
PLOT SCALE: 1 IN=30 FT

WSDOT/CADDS SHEET 42

LEGEND

- CONTROL CABINET (TYPE 9)
- NONMETALLIC CONDUIT 2", UNLESS OTHERWISE NOTED
- SIGNAL HEAD, TRAFFIC SIGNAL STANDARD, PEDESTAL BASE, TYPE 1 CONCRETE BASE
- SIGNAL HEAD - MAST ARM, TRANSFORMER BASE, TYPE 2 CONCRETE BASE
- SIGNAL HEAD - MONOTUBE ARM 15'-30", POLE TYPE 9, TYPE 10 CONCRETE BASE
- SIGNAL HEAD - MONOTUBE ARM 35'-55", POLE TYPE 9 SPECIAL, TYPE 10 SPECIAL CONCRETE BASE
- PEDESTRIAN HEAD WITH PUSH BUTTON
- LOOP DETECTOR IN 1" NONMETALLIC CONDUIT
- PULL BOX STEEL, 24" X 36"
- PULL BOX STEEL, 24" X 42"
- SIGNAL HEAD NUMBER
- RED CIRCULAR INDICATOR
- YELLOW CIRCULAR INDICATOR
- GREEN CIRCULAR INDICATOR
- RED ARROW
- YELLOW ARROW
- GREEN ARROW
- DON'T WALK INDICATOR 16" WALK INDICATOR 16"
- LANE DESIGNATION FOR INFO ONLY

NOTES:
 • ALL LENSES ARE 12-INCH
 • GRAYSHADE REPRESENTS EXISTING



CONSTRUCTION NOTES:

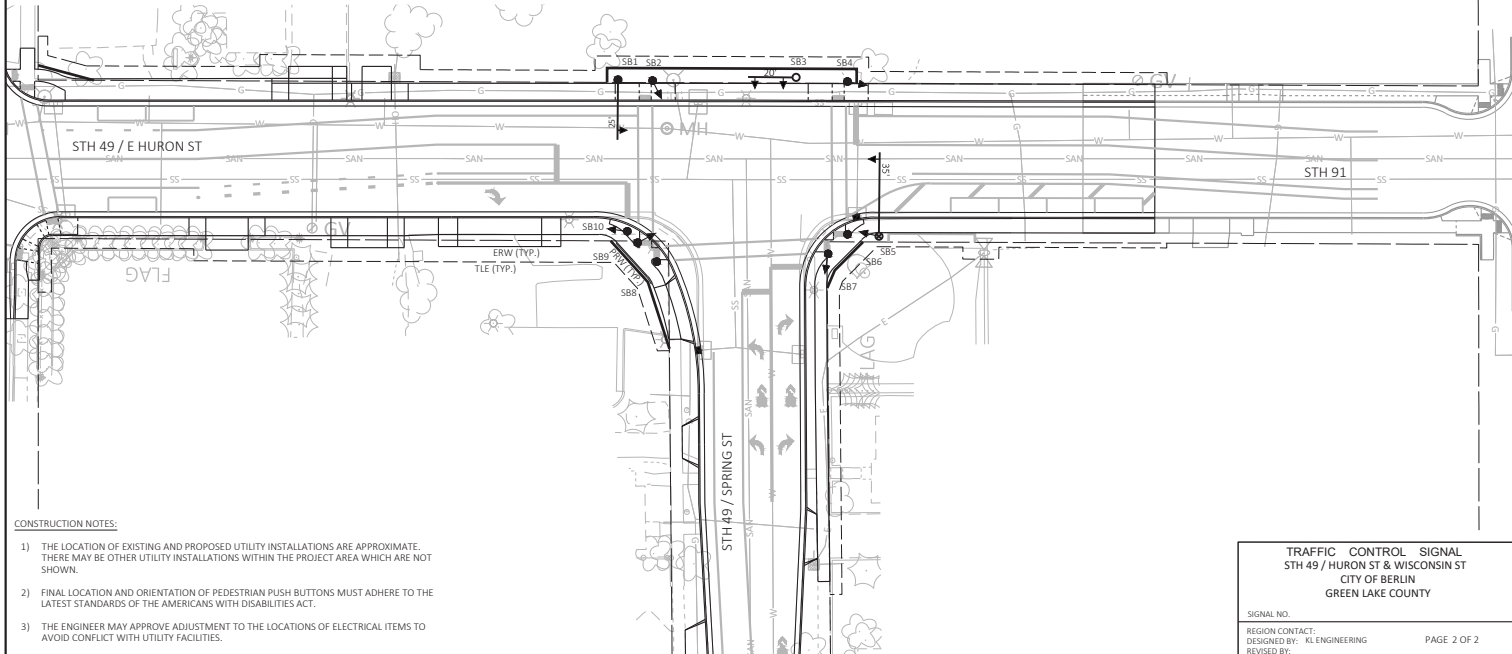
- 1) THE LOCATION OF EXISTING AND PROPOSED UTILITY INSTALLATIONS ARE APPROXIMATE. THERE MAY BE OTHER UTILITY INSTALLATIONS WITHIN THE PROJECT AREA WHICH ARE NOT SHOWN.
- 2) FINAL LOCATION AND ORIENTATION OF PEDESTRIAN PUSH BUTTONS MUST ADHERE TO THE LATEST STANDARDS OF THE AMERICANS WITH DISABILITIES ACT.
- 3) THE ENGINEER MAY APPROVE ADJUSTMENT TO THE LOCATIONS OF ELECTRICAL ITEMS TO AVOID CONFLICT WITH UTILITY FACILITIES.

TRAFFIC CONTROL SIGNAL	
STH 49 / HURON ST & WISCONSIN ST	
CITY OF BERLIN	
GREEN LAKE COUNTY	
SIGNAL NO.	PAGE 1 OF 2
REGION CONTACT:	DESIGNED BY: KL ENGINEERING
REVISED BY:	

LEGEND

- | | | | |
|--|--|--|---|
| | CONTROL CABINET (TYPE 9) | | SIGNAL HEAD NUMBER |
| | NONMETALLIC CONDUIT 2", UNLESS OTHERWISE NOTED | | RED CIRCULAR INDICATOR |
| | SIGNAL HEAD, TRAFFIC SIGNAL STANDARD, PEDESTAL BASE, TYPE 1 CONCRETE BASE | | YELLOW CIRCULAR INDICATOR |
| | SIGNAL HEAD - MAST ARM, TRANSFORMER BASE, TYPE 2 CONCRETE BASE | | GREEN CIRCULAR INDICATOR |
| | SIGNAL HEAD - MONOTUBE ARM 15'-30", POLE TYPE 9, TYPE 10 CONCRETE BASE | | RED ARROW |
| | SIGNAL HEAD - MONOTUBE ARM 35'-55", POLE TYPE 9 SPECIAL, TYPE 10 SPECIAL CONCRETE BASE | | YELLOW ARROW |
| | PEDESTRIAN HEAD WITH PUSH BUTTON | | GREEN ARROW |
| | LOOP DETECTOR IN 1" NONMETALLIC CONDUIT | | DON'T WALK INDICATOR 16" WALK INDICATOR 16" |
| | PULL BOX STEEL, 24" X 36" | | LANE DESIGNATION FOR INFO ONLY |
| | PULL BOX STEEL, 24" X 42" | | |

- NOTES:
- ALL LENSES ARE 12-INCH
 - GRAYSHADE REPRESENTS EXISTING



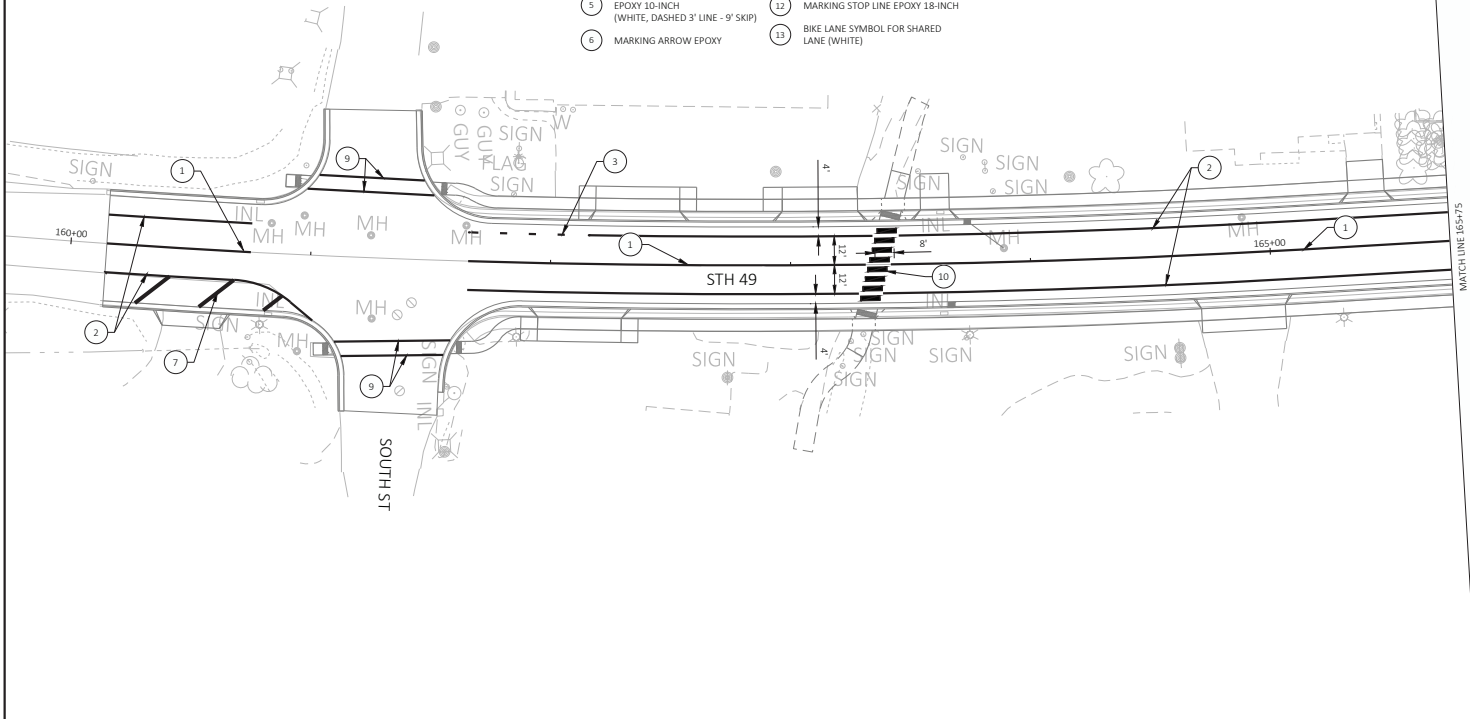
CONSTRUCTION NOTES:

- 1) THE LOCATION OF EXISTING AND PROPOSED UTILITY INSTALLATIONS ARE APPROXIMATE. THERE MAY BE OTHER UTILITY INSTALLATIONS WITHIN THE PROJECT AREA WHICH ARE NOT SHOWN.
- 2) FINAL LOCATION AND ORIENTATION OF PEDESTRIAN PUSH BUTTONS MUST ADHERE TO THE LATEST STANDARDS OF THE AMERICANS WITH DISABILITIES ACT.
- 3) THE ENGINEER MAY APPROVE ADJUSTMENT TO THE LOCATIONS OF ELECTRICAL ITEMS TO AVOID CONFLICT WITH UTILITY FACILITIES.

TRAFFIC CONTROL SIGNAL STH 49 / HURON ST & WISCONSIN ST CITY OF BERLIN GREEN LAKE COUNTY	
SIGNAL NO.	
REGION CONTACT: DESIGNED BY: KL ENGINEERING REVISED BY:	PAGE 2 OF 2

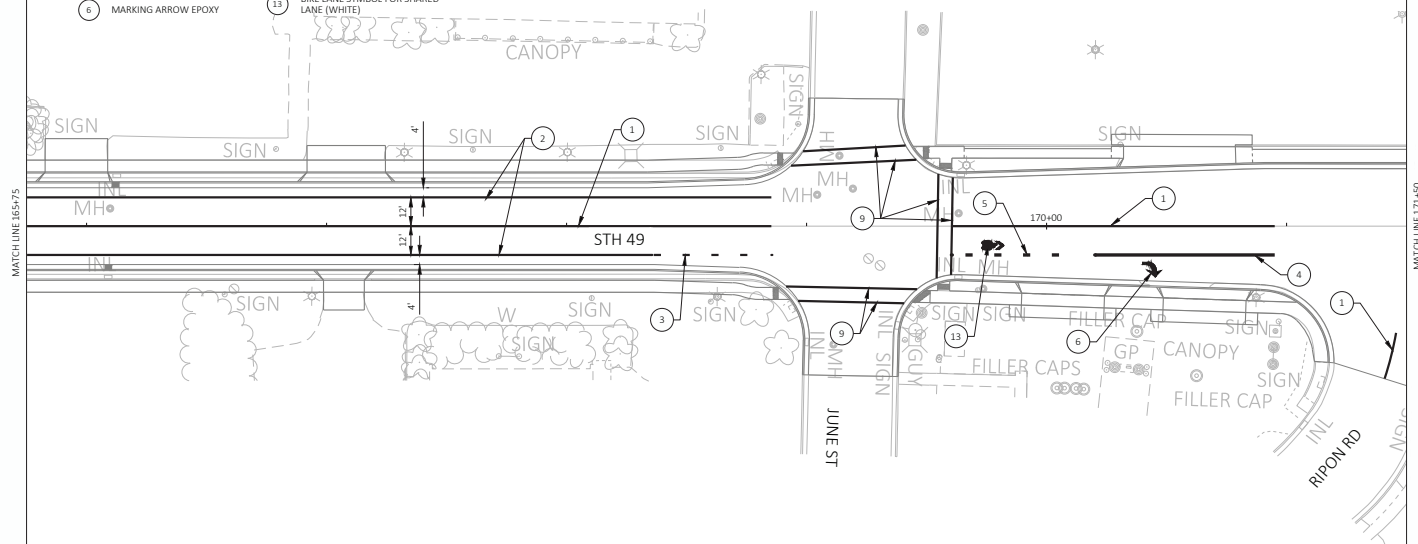
PAVEMENT MARKING LEGEND

- 1 MARKING LINE GROOVED WET REF EPOXY 6-INCH (YELLOW-DOUBLE)
- 2 MARKING LINE GROOVED WET REF EPOXY 6-INCH (WHITE)
- 3 MARKING LINE GROOVED WET REF EPOXY 6-INCH (WHITE, DASHED, 3' LINE - 9' SKIP)
- 4 MARKING LINE GROOVED WET REF EPOXY 10-INCH (WHITE)
- 5 MARKING LINE GROOVED WET REF EPOXY 10-INCH (WHITE, DASHED 3' LINE - 9' SKIP)
- 6 MARKING ARROW EPOXY
- 7 MARKING DIAGONAL EPOXY 12-INCH (WHITE)
- 8 MARKING DIAGONAL EPOXY 12-INCH (YELLOW)
- 9 MARKING CROSSWALK EPOXY TRANSVERSE LINE 6-INCH
- 10 MARKING CROSSWALK EPOXY BLOCK STYLE 24-INCH
- 11 MARKING PARKING STALL EPOXY
- 12 MARKING STOP LINE EPOXY 18-INCH
- 13 BIKE LANE SYMBOL FOR SHARED LANE (WHITE)



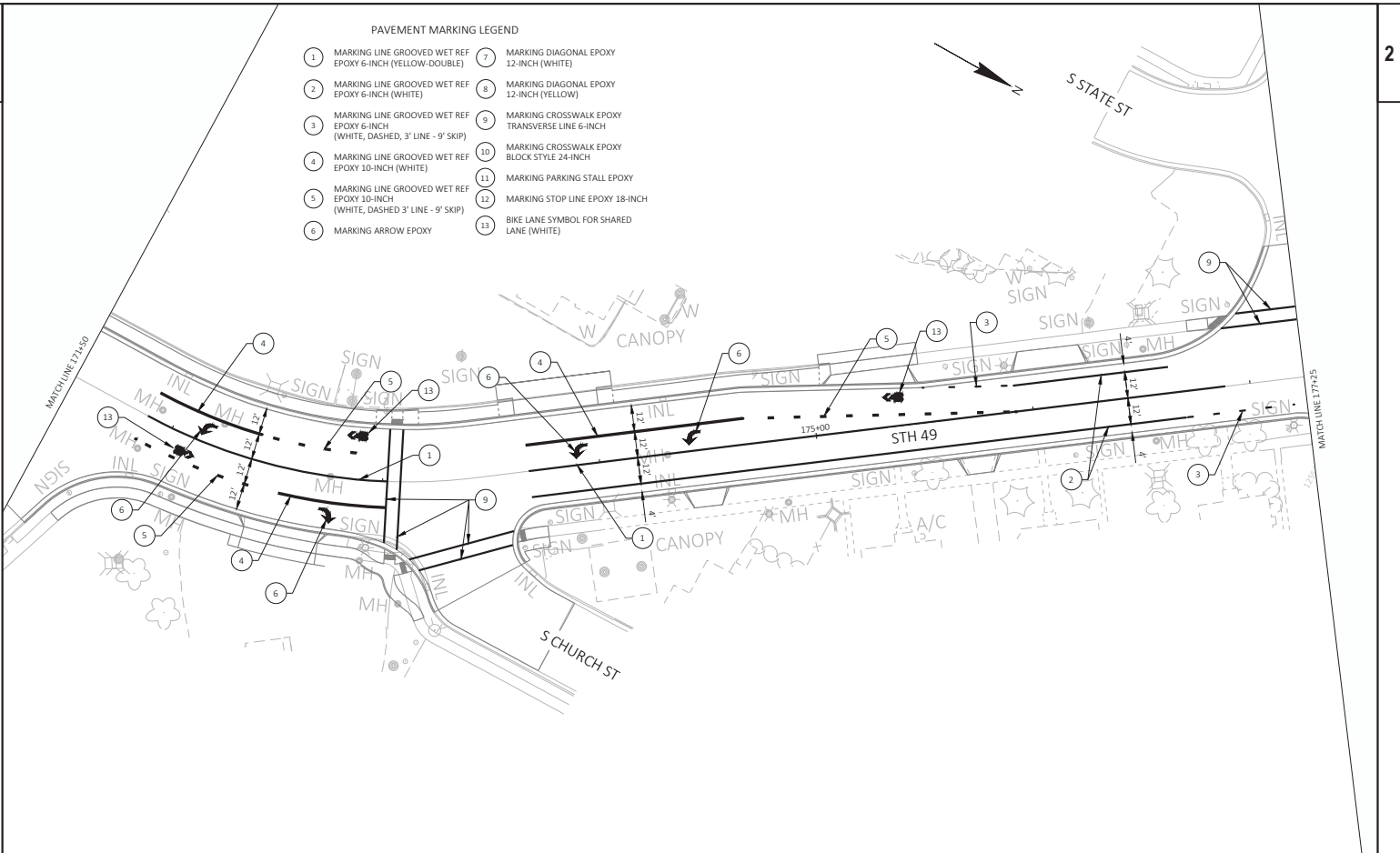
PAVEMENT MARKING LEGEND

- 1 MARKING LINE GROOVED WET REF EPOXY 6-INCH (YELLOW-DOUBLE)
- 2 MARKING LINE GROOVED WET REF EPOXY 6-INCH (WHITE)
- 3 MARKING LINE GROOVED WET REF EPOXY 6-INCH (WHITE, DASHED, 3' LINE - 9' SKIP)
- 4 MARKING LINE GROOVED WET REF EPOXY 10-INCH (WHITE)
- 5 MARKING LINE GROOVED WET REF EPOXY 10-INCH (WHITE, DASHED 3' LINE - 9' SKIP)
- 6 MARKING ARROW EPOXY
- 7 MARKING DIAGONAL EPOXY 12-INCH (WHITE)
- 8 MARKING DIAGONAL EPOXY 12-INCH (YELLOW)
- 9 MARKING CROSSWALK EPOXY TRANSVERSE LINE 6-INCH
- 10 MARKING CROSSWALK EPOXY BLOCK STYLE 24-INCH
- 11 MARKING PARKING STALL EPOXY
- 12 MARKING STOP LINE EPOXY 18-INCH
- 13 BIKE LANE SYMBOL FOR SHARED LANE (WHITE)



PAVEMENT MARKING LEGEND

- ① MARKING LINE GROOVED WET REF EPOXY 6-INCH (YELLOW-DOUBLE)
- ② MARKING LINE GROOVED WET REF EPOXY 6-INCH (WHITE)
- ③ MARKING LINE GROOVED WET REF EPOXY 6-INCH (WHITE, DASHED, 3' LINE - 9' SKIP)
- ④ MARKING LINE GROOVED WET REF EPOXY 10-INCH (WHITE)
- ⑤ MARKING LINE GROOVED WET REF EPOXY 10-INCH (WHITE, DASHED 3' LINE - 9' SKIP)
- ⑥ MARKING ARROW EPOXY
- ⑦ MARKING DIAGONAL EPOXY 12-INCH (WHITE)
- ⑧ MARKING DIAGONAL EPOXY 12-INCH (YELLOW)
- ⑨ MARKING CROSSWALK EPOXY TRANSVERSE LINE 6-INCH
- ⑩ MARKING CROSSWALK EPOXY BLOCK STYLE 24-INCH
- ⑪ MARKING PARKING STALL EPOXY
- ⑫ MARKING STOP LINE EPOXY 18-INCH
- ⑬ BIKE LANE SYMBOL FOR SHARED LANE (WHITE)



PROJECT NO: 6210-00-74

HWY: STH 49

COUNTY: GREEN LAKE

PAVEMENT MARKING

SHEET PRE 60

E

FILE NAME: G:\W00T\NC\24091-062\5TH 49 BERLIN 6210-00-04\CIVIL\303SHEETS\024501_PM.DWG
LAYOUT NAME: PM 03

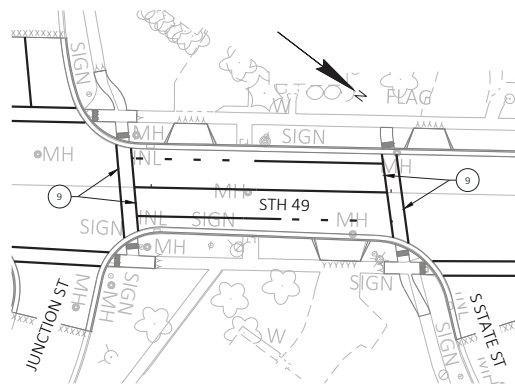
PLOT DATE: 2/13/2026 9:05 AM

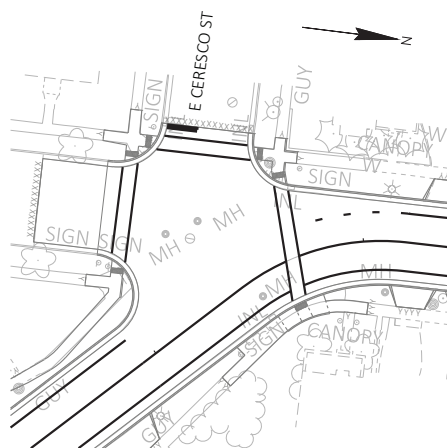
PLOT BY: BRIAN ST. VINCENT

PLOT NAME:

PLOT SCALE: 1 IN=40 FT

W00T\CAD\05 SHEET 42





PROJECT NO: 6210-00-74

HWY: STH 49

COUNTY: GREEN LAKE

PAVEMENT MARKING

SHEET

PRE 65

E

FILE NAME : G:\WOOD\NC\24091-062 (STH 49 BERLIN 6210-00-04)\CIVIL 3D\SHEETS\OTHER\024501_PM - 30 PCT ALTERNATIVES.DWG
LAYOUT NAME : 4

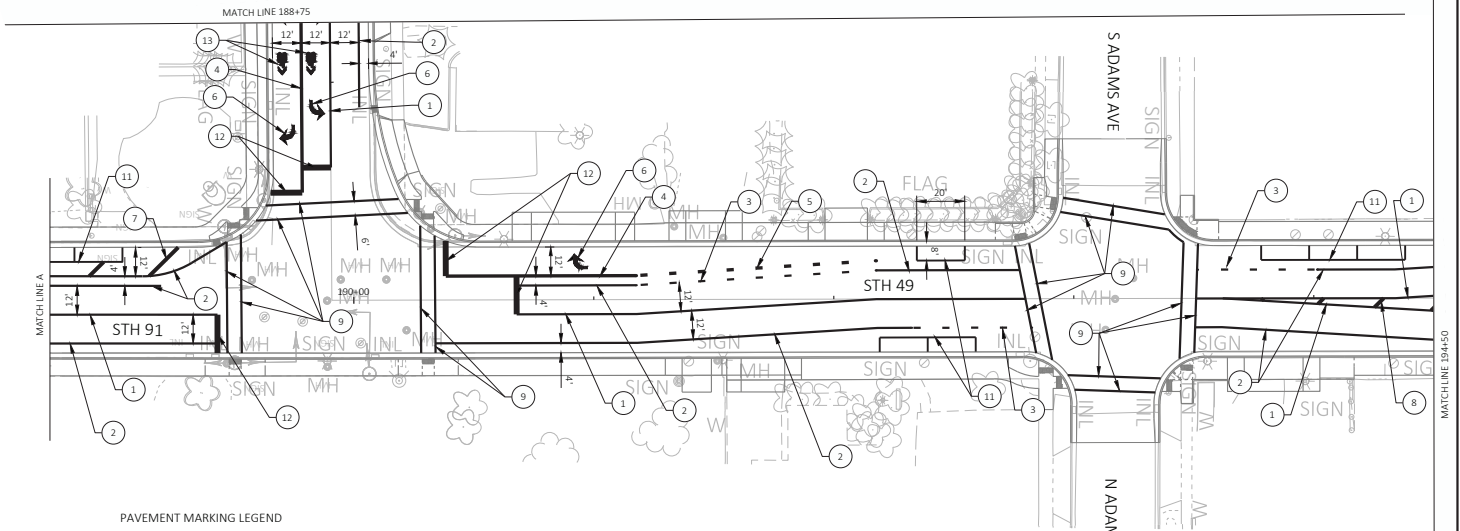
PLOT DATE : 2/9/2026 11:13 AM

PLOT BY : BRIAN ST. VINCENT

PLOT NAME :

PLOT SCALE : 1 IN=40 FT

WOOD/CADDS SHEET 42



PAVEMENT MARKING LEGEND

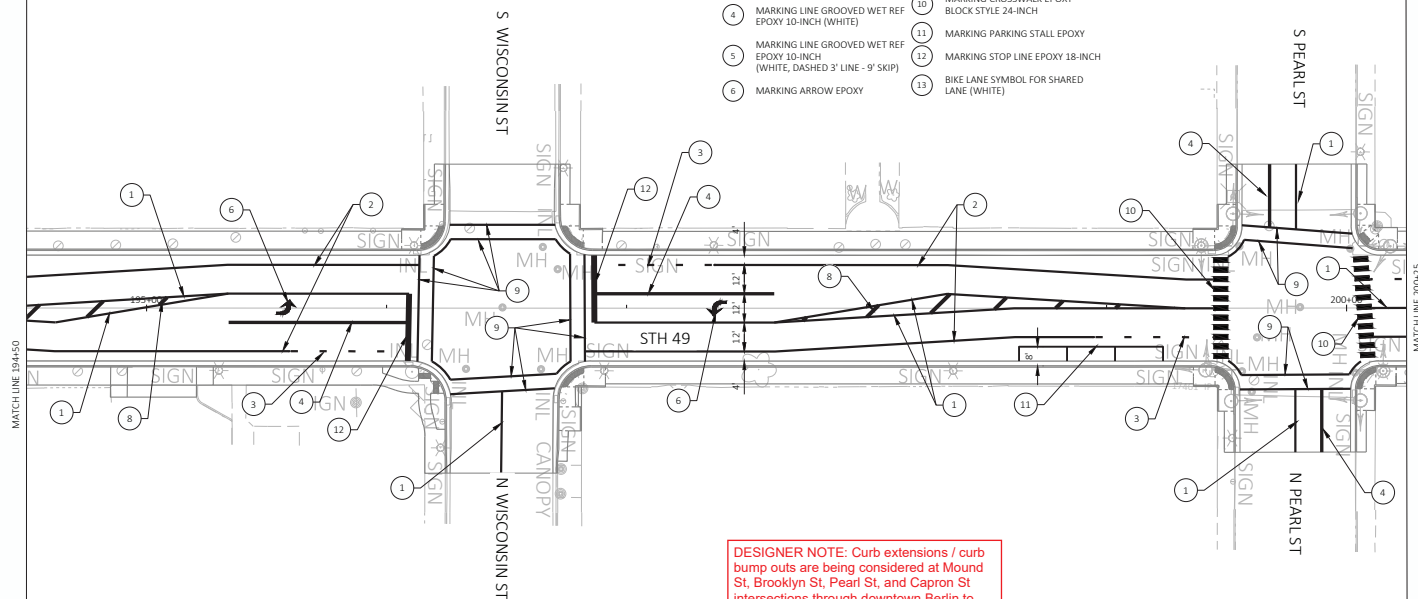
- ① MARKING LINE GROOVED WET REF EPOXY 6-INCH (YELLOW-DOUBLE)
- ② MARKING LINE GROOVED WET REF EPOXY 6-INCH (WHITE)
- ③ MARKING LINE GROOVED WET REF EPOXY 6-INCH (WHITE, DASHED, 3' LINE - 9' SKIP)
- ④ MARKING LINE GROOVED WET REF EPOXY 10-INCH (WHITE)
- ⑤ MARKING LINE GROOVED WET REF EPOXY 10-INCH (WHITE, DASHED 3' LINE - 9' SKIP)
- ⑥ MARKING ARROW EPOXY
- ⑦ MARKING DIAGONAL EPOXY 12-INCH (WHITE)
- ⑧ MARKING DIAGONAL EPOXY 12-INCH (YELLOW)
- ⑨ MARKING CROSSWALK EPOXY TRANSVERSE LINE 6-INCH
- ⑩ MARKING CROSSWALK EPOXY BLOCK STYLE 24-INCH
- ⑪ MARKING PARKING STALL EPOXY
- ⑫ MARKING STOP LINE EPOXY 18-INCH
- ⑬ BIKE LANE SYMBOL FOR SHARED LANE (WHITE)



PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	PAVEMENT MARKING
			SHEET PRE 66 E

PAVEMENT MARKING LEGEND

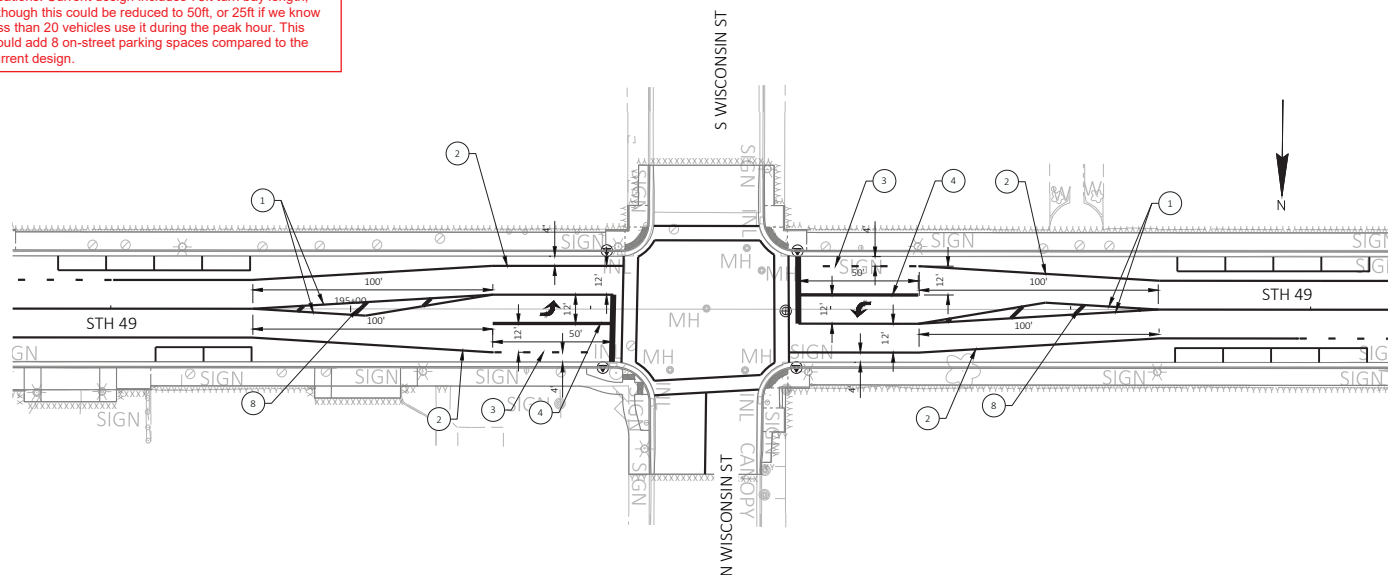
- | | |
|---|---|
| 1 MARKING LINE GROOVED WET REF
EPOXY 6-INCH (YELLOW-DOUBLE) | 7 MARKING DIAGONAL EPOXY
12-INCH (WHITE) |
| 2 MARKING LINE GROOVED WET REF
EPOXY 6-INCH (WHITE) | 8 MARKING DIAGONAL EPOXY
12-INCH (YELLOW) |
| 3 MARKING LINE GROOVED WET REF
EPOXY 6-INCH (WHITE, DASHED, 3' LINE - 9' SKIP) | 9 MARKING CROSSWALK EPOXY
TRANSVERSE LINE 6-INCH |
| 4 MARKING LINE GROOVED WET REF
EPOXY 10-INCH (WHITE) | 10 MARKING CROSSWALK EPOXY
BLOCK STYLE 24-INCH |
| 5 MARKING LINE GROOVED WET REF
EPOXY 10-INCH (WHITE, DASHED 3' LINE - 9' SKIP) | 11 MARKING PARKING STALL EPOXY |
| 6 MARKING ARROW EPOXY | 12 MARKING STOP LINE EPOXY 18-INCH |
| | 13 BIKE LANE SYMBOL FOR SHARED
LANE (WHITE) |



DESIGNER NOTE: Curb extensions / curb bump outs are being considered at Mound St, Brooklyn St, Pearl St, and Capron St intersections through downtown Berlin to improve safety and curb ramp design. Final locations are being coordinated with the City of Berlin.

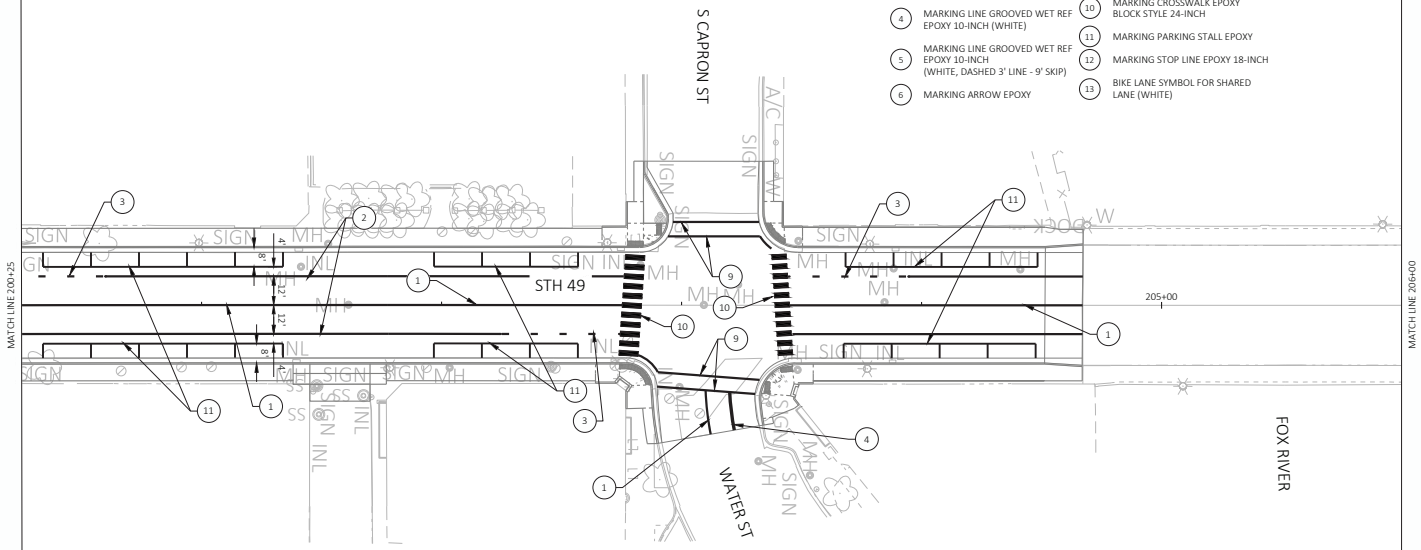
Potential Alternative Design - Minimal left turn lanes at Wisconsin St

DESIGNER NOTE: Potential pavement marking alternative shown to reduce left turn lane lengths and shifting taper locations. Current design includes 75ft turn bay length, although this could be reduced to 50ft, or 25ft if we know less than 20 vehicles use it during the peak hour. This would add 8 on-street parking spaces compared to the current design.



PAVEMENT MARKING LEGEND

- ① MARKING LINE GROOVED WET REF EPOXY 6-INCH (YELLOW-DOUBLE)
- ② MARKING LINE GROOVED WET REF EPOXY 6-INCH (WHITE)
- ③ MARKING LINE GROOVED WET REF EPOXY 5-INCH (WHITE, DASHED, 3' LINE - 9' SKIP)
- ④ MARKING LINE GROOVED WET REF EPOXY 10-INCH (WHITE)
- ⑤ MARKING LINE GROOVED WET REF EPOXY 10-INCH (WHITE, DASHED 3' LINE - 9' SKIP)
- ⑥ MARKING ARROW EPOXY
- ⑦ MARKING DIAGONAL EPOXY 12-INCH (WHITE)
- ⑧ MARKING DIAGONAL EPOXY 12-INCH (YELLOW)
- ⑨ MARKING CROSSWALK EPOXY TRANSVERSE LINE 6-INCH
- ⑩ MARKING CROSSWALK EPOXY BLOCK STYLE 24-INCH
- ⑪ MARKING PARKING STALL EPOXY
- ⑫ MARKING STOP LINE EPOXY 18-INCH
- ⑬ BIKE LANE SYMBOL FOR SHARED LANE (WHITE)



PROJECT NO: 6210-00-74

HWY: STH 49

COUNTY: GREEN LAKE

PAVEMENT MARKING

SHEET

PRE 69

E

FILE NAME : G:\WOOD\NC\24091-062 (STH 49 BERLIN 6210-00-04)\CIVIL\303SHEETS\024501_PM.DWG
LAYOUT NAME : PM 08

PLOT DATE : 2/13/2026 9:05 AM

PLOT BY : BRIAN ST. VINCENT

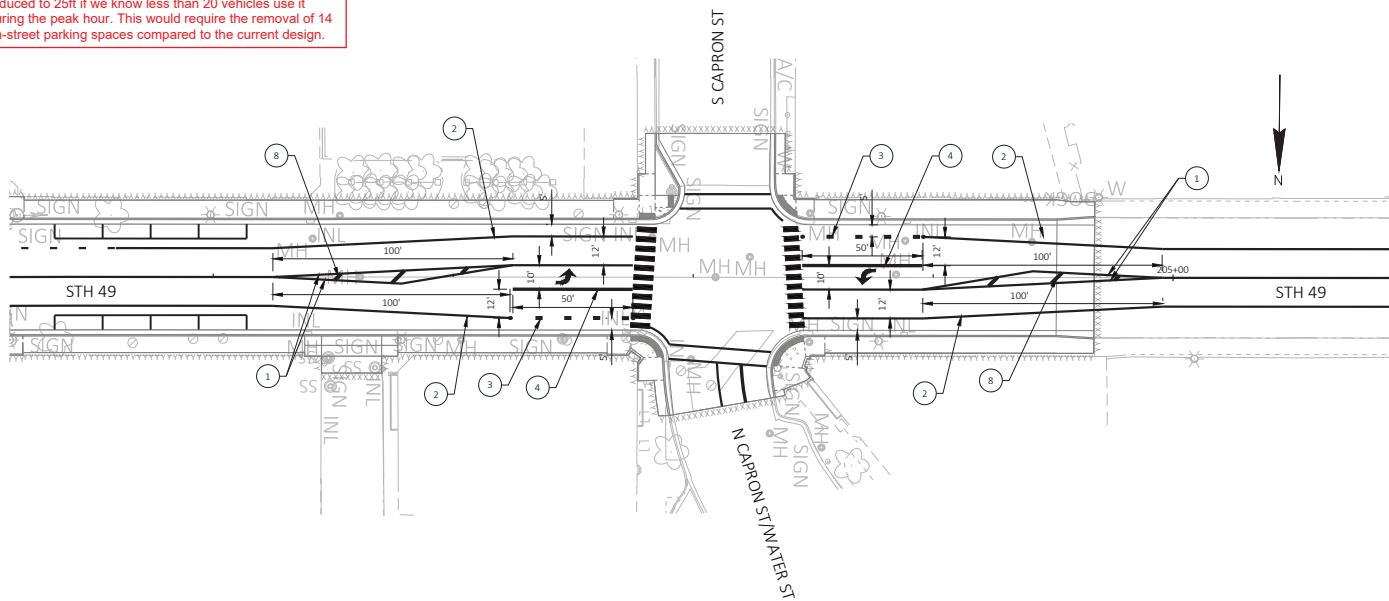
PLOT NAME :

PLOT SCALE : 1 IN=40 FT

WOOD/CAD/DOS SHEET 42

Potential Alternative Design - Keep left turn lanes at Capron St/Water St

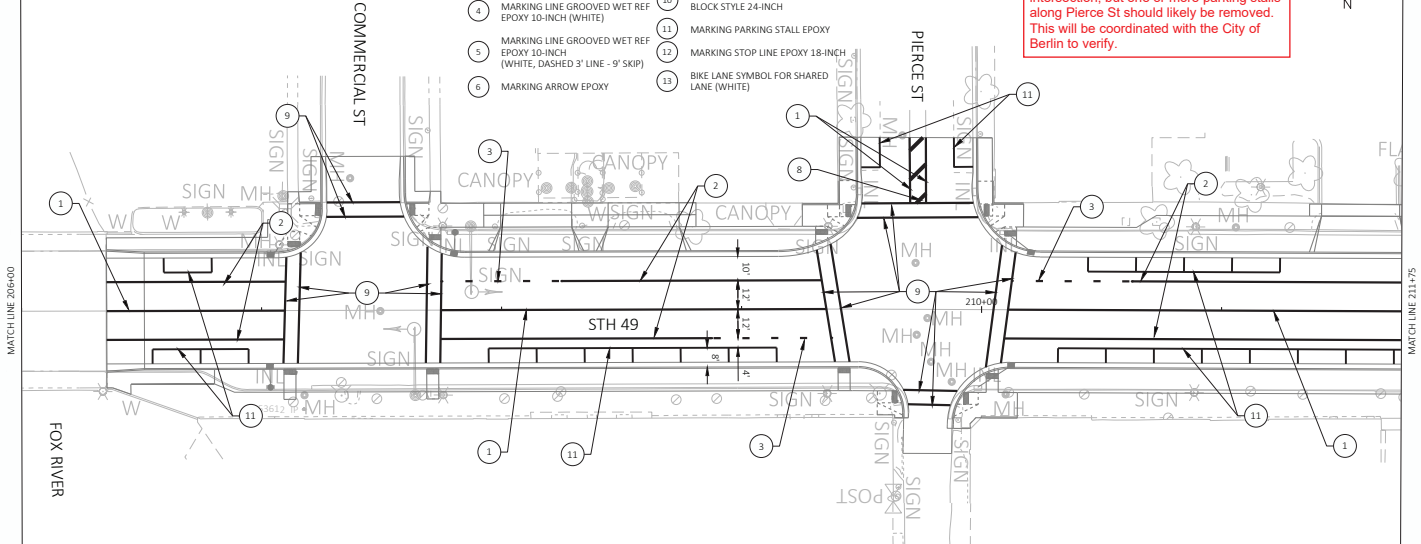
DESIGNER NOTE: Potential pavement marking alternative shown to keep existing turn lanes marked at Water St intersection. Current design standards would include a 10ft width and 50ft turn bay length, although this could be reduced to 25ft if we know less than 20 vehicles use it during the peak hour. This would require the removal of 14 on-street parking spaces compared to the current design.



PAVEMENT MARKING LEGEND

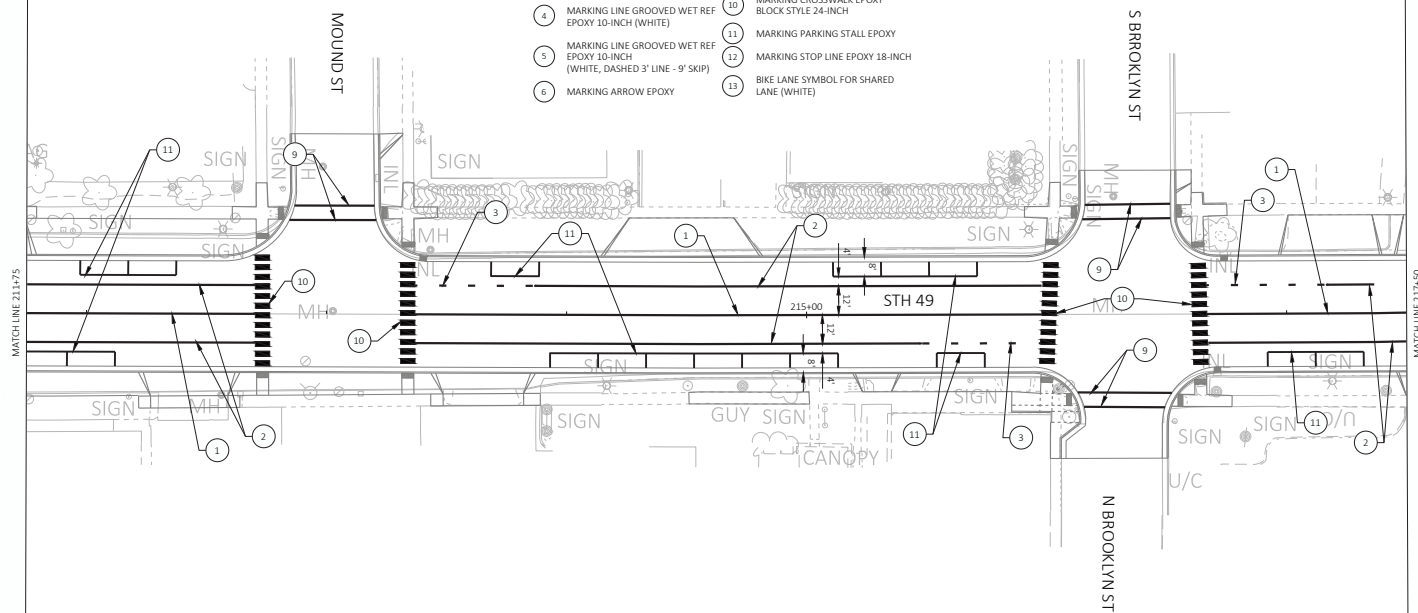
- 1 MARKING LINE GROOVED WET REF EPOXY 6-INCH (YELLOW-DOUBLE)
- 2 MARKING LINE GROOVED WET REF EPOXY 6-INCH (WHITE)
- 3 MARKING LINE GROOVED WET REF EPOXY 6-INCH (WHITE, DASHED, 3' LINE - 9' SKIP)
- 4 MARKING LINE GROOVED WET REF EPOXY 10-INCH (WHITE)
- 5 MARKING LINE GROOVED WET REF EPOXY 10-INCH (WHITE, DASHED 3' LINE - 9' SKIP)
- 6 MARKING ARROW EPOXY
- 7 MARKING DIAGONAL EPOXY 12-INCH (WHITE)
- 8 MARKING DIAGONAL EPOXY 12-INCH (YELLOW)
- 9 MARKING CROSSWALK EPOXY TRANSVERSE LINE 6-INCH
- 10 MARKING CROSSWALK EPOXY BLOCK STYLE 24-INCH
- 11 MARKING PARKING STALL EPOXY
- 12 MARKING STOP LINE EPOXY 18-INCH
- 13 BIKE LANE SYMBOL FOR SHARED LANE (WHITE)

DESIGNER NOTE: Pierce St is a local alternative truck route through the City of Berlin, and crosses the only other roadway bridge over the Fox River for several miles. Truck turning was checked at this intersection, but one or more parking stalls along Pierce St should likely be removed. This will be coordinated with the City of Berlin to verify.



PAVEMENT MARKING LEGEND

- ① MARKING LINE GROOVED WET REF EPOXY 6-INCH (YELLOW-DOUBLE)
- ② MARKING LINE GROOVED WET REF EPOXY 6-INCH (WHITE)
- ③ MARKING LINE GROOVED WET REF EPOXY 6-INCH (WHITE, DASHED, 3' LINE - 9' SKIP)
- ④ MARKING LINE GROOVED WET REF EPOXY 10-INCH (WHITE)
- ⑤ MARKING LINE GROOVED WET REF EPOXY 10-INCH (WHITE, DASHED 3' LINE - 9' SKIP)
- ⑥ MARKING ARROW EPOXY
- ⑦ MARKING DIAGONAL EPOXY 12-INCH (WHITE)
- ⑧ MARKING DIAGONAL EPOXY 12-INCH (YELLOW)
- ⑨ MARKING CROSSWALK EPOXY TRANSVERSE LINE 6-INCH
- ⑩ MARKING CROSSWALK EPOXY BLOCK STYLE 24-INCH
- ⑪ MARKING PARKING STALL EPOXY
- ⑫ MARKING STOP LINE EPOXY 18-INCH
- ⑬ BIKE LANE SYMBOL FOR SHARED LANE (WHITE)



PROJECT NO: 6210-00-74

HWY: STH 49

COUNTY: GREEN LAKE

PAVEMENT MARKING

SHEET PRE 72

E

FILE NAME: G:\WOOD\NC\24091-062 (STH 49 BERLIN 6210-00-04)\CIVIL 303SHEETS\024501_PM.DWG
LAYOUT NAME: PM 10

PLOT DATE: 2/13/2026 9:05 AM

PLOT BY: BRIAN ST. VINCENT

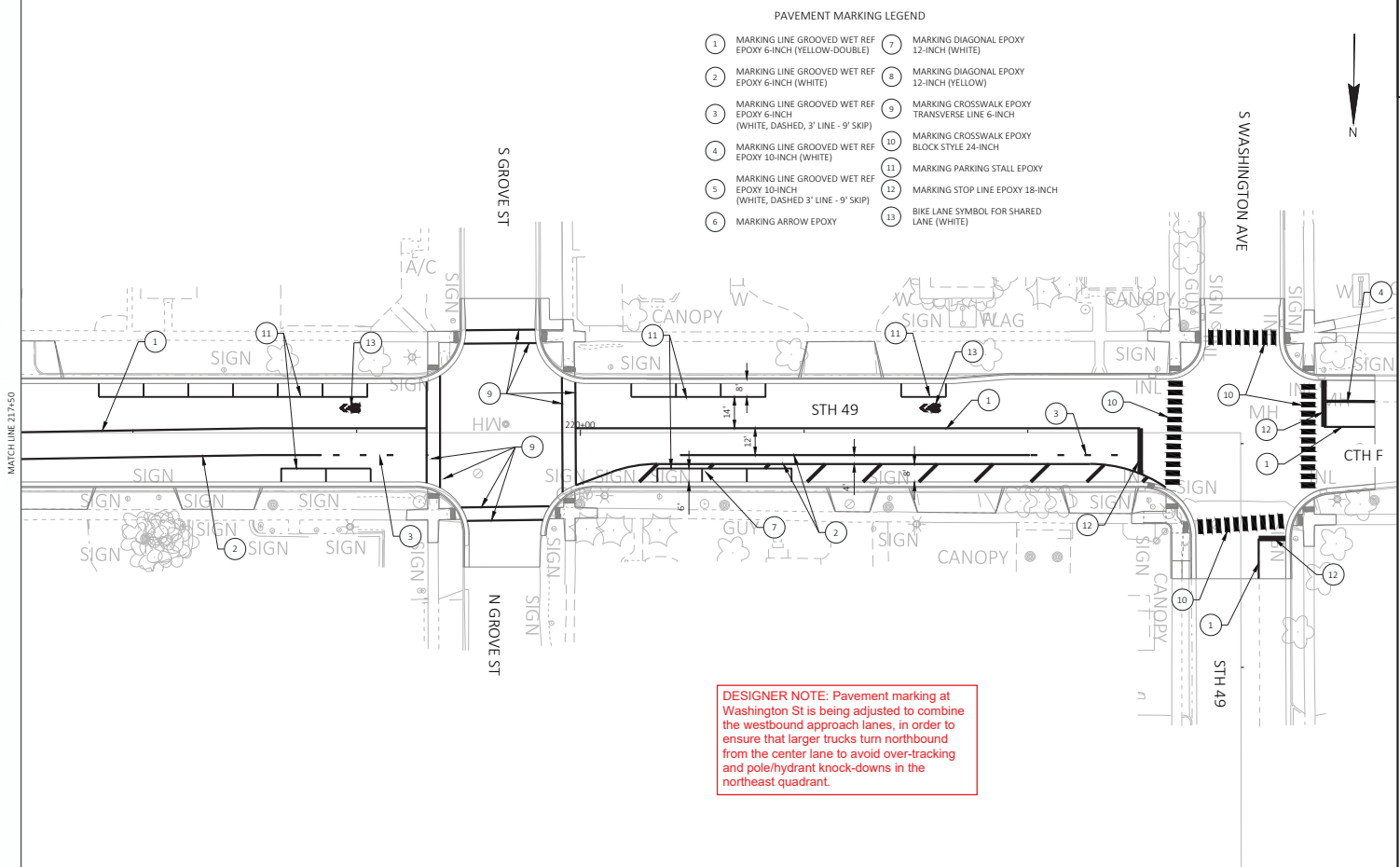
PLOT NAME:

PLOT SCALE: 1 IN=40 FT

WOOD/CADDS SHEET 42

PAVEMENT MARKING LEGEND

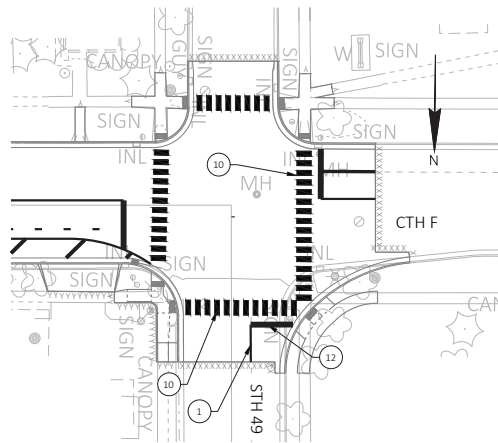
- 1 MARKING LINE GROOVED WET REF EPOXY 6-INCH (YELLOW-DOUBLE)
- 2 MARKING LINE GROOVED WET REF EPOXY 6-INCH (WHITE)
- 3 MARKING LINE GROOVED WET REF EPOXY 6-INCH (WHITE, DASHED, 3' LINE - 9' SKIP)
- 4 MARKING LINE GROOVED WET REF EPOXY 10-INCH (WHITE)
- 5 MARKING LINE GROOVED WET REF EPOXY 10-INCH (WHITE, DASHED 3' LINE - 9' SKIP)
- 6 MARKING ARROW EPOXY
- 7 MARKING DIAGONAL EPOXY 12-INCH (WHITE)
- 8 MARKING DIAGONAL EPOXY 12-INCH (YELLOW)
- 9 MARKING CROSSWALK EPOXY TRANSVERSE LINE 6-INCH
- 10 MARKING CROSSWALK EPOXY BLOCK STYLE 24-INCH
- 11 MARKING PARKING STALL EPOXY
- 12 MARKING STOP LINE EPOXY 18-INCH
- 13 BIKE LANE SYMBOL FOR SHARED LANE (WHITE)

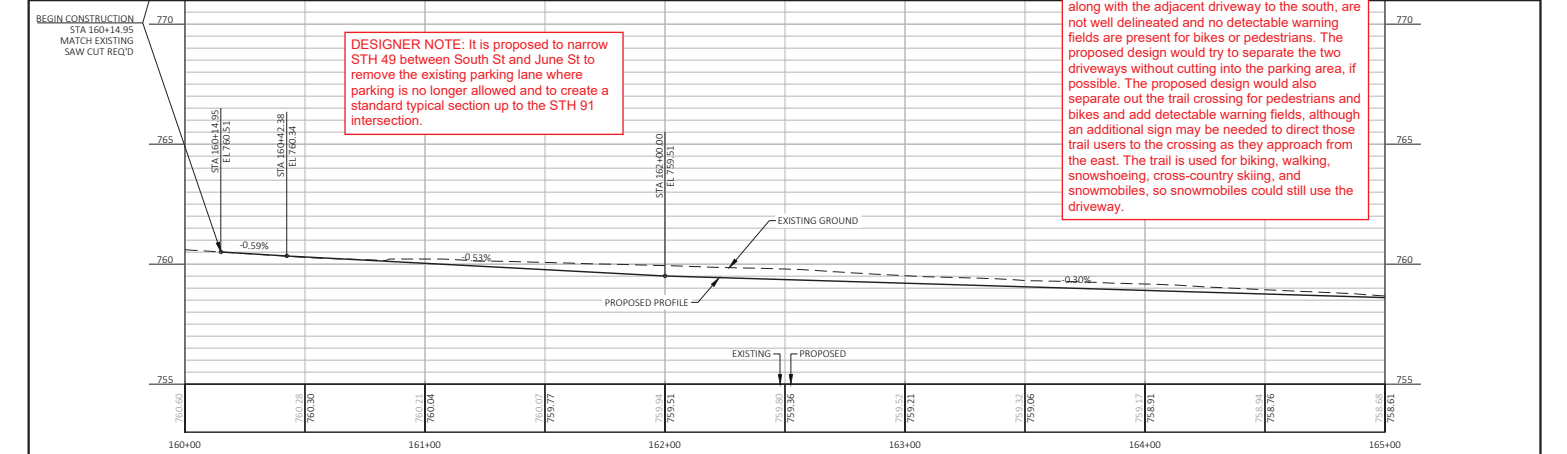
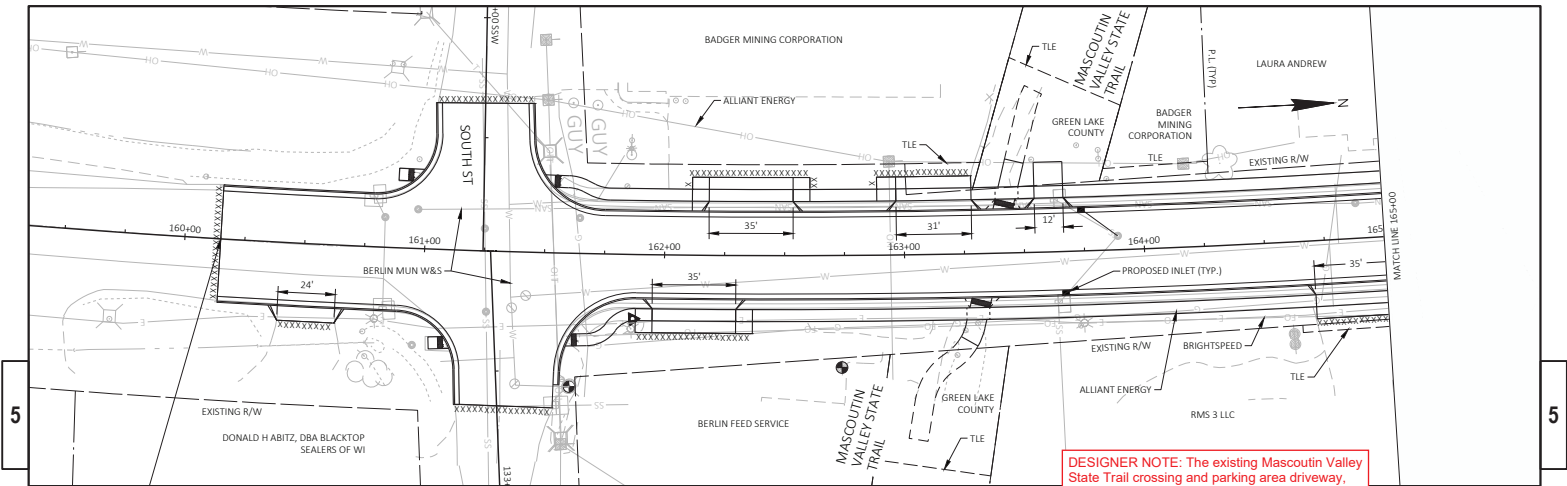


DESIGNER NOTE: Pavement marking at Washington St is being adjusted to combine the westbound approach lanes, in order to ensure that larger trucks turn northbound from the center lane to avoid over-tracking and pole/hydrant knock-downs in the northeast quadrant.

Potential Alternative Design - Add NW corner widening for truck movements

DESIGNER NOTE: Pavement marking at Washington St is being adjusted to combine the westbound approach lanes, in order to ensure that larger trucks turn northbound from the center lane to avoid over-tracking and pole/hydrant knock-downs in the northeast quadrant.





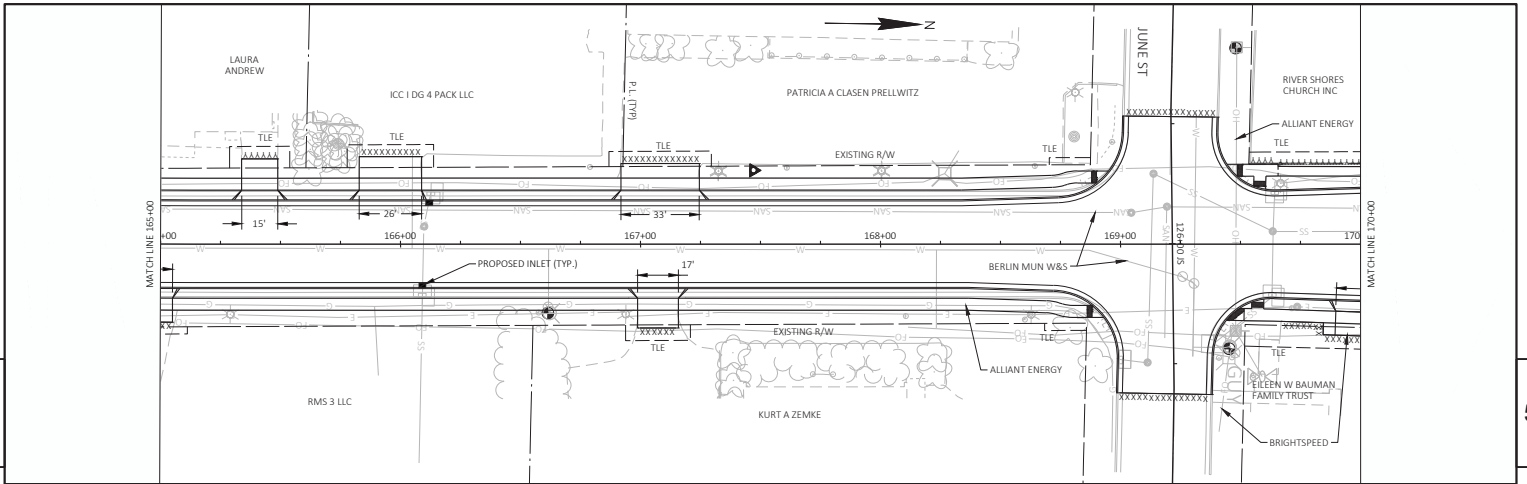
DESIGNER NOTE: It is proposed to narrow STH 49 between South St and June St to remove the existing parking lane where parking is no longer allowed and to create a standard typical section up to the STH 91 intersection.

DESIGNER NOTE: The existing Mascoutin Valley State Trail crossing and parking area driveway, along with the adjacent driveway to the south, are not well delineated and no detectable warning fields are present for bikes or pedestrians. The proposed design would try to separate the two driveways without cutting into the parking area, if possible. The proposed design would also separate out the trail crossing for pedestrians and bikes and add detectable warning fields, although an additional sign may be needed to direct those trail users to the crossing as they approach from the east. The trail is used for biking, walking, snowshoeing, cross-country skiing, and snowmobiles, so snowmobiles could still use the driveway.

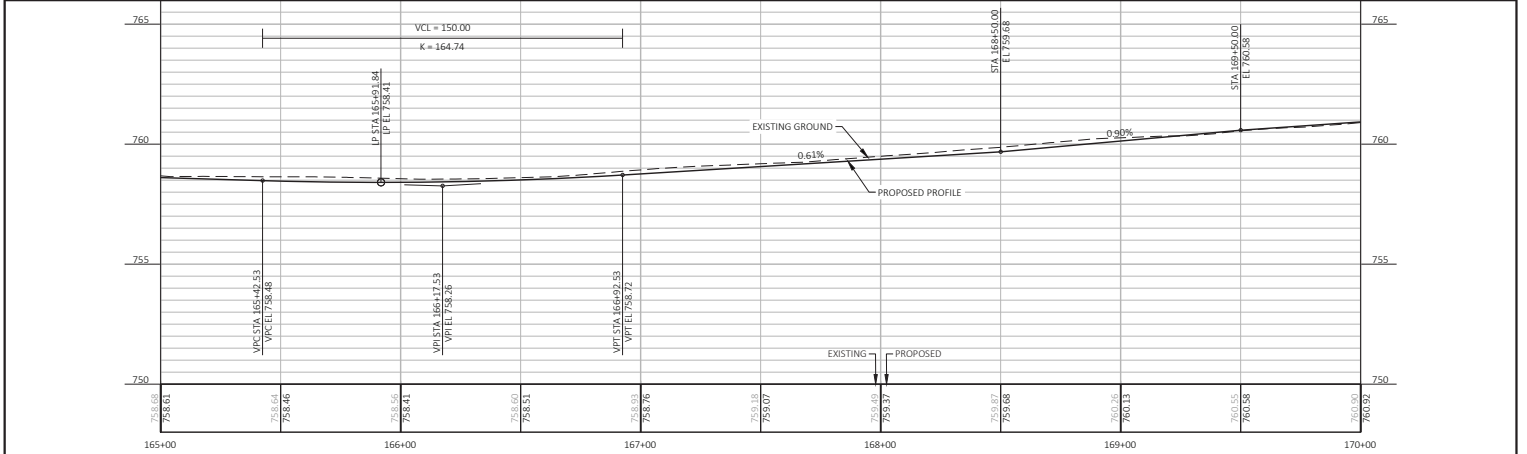
PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	PLAN AND PROFILE: STH 49	SHEET PRE 82 E
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FILE NAME: G:\W00T\NC\24091-062\STH 49 BERLIN 6210-00-04\CIVIL 303\SHEETS\060101-PP.DWG PLOT DATE: 2/13/2026 8:02 AM PLOT BY: BRIAN ST. VINCENT PLOT NAME: PLOT SCALE: 1 IN=40 FT WEDOT/CADOS SHEET 44

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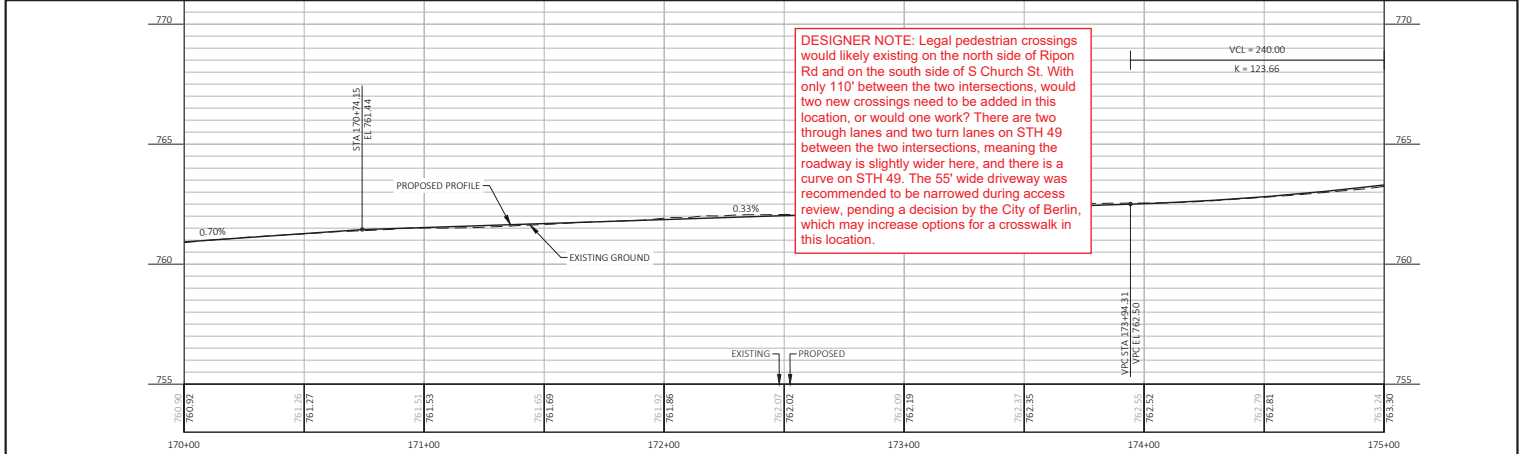
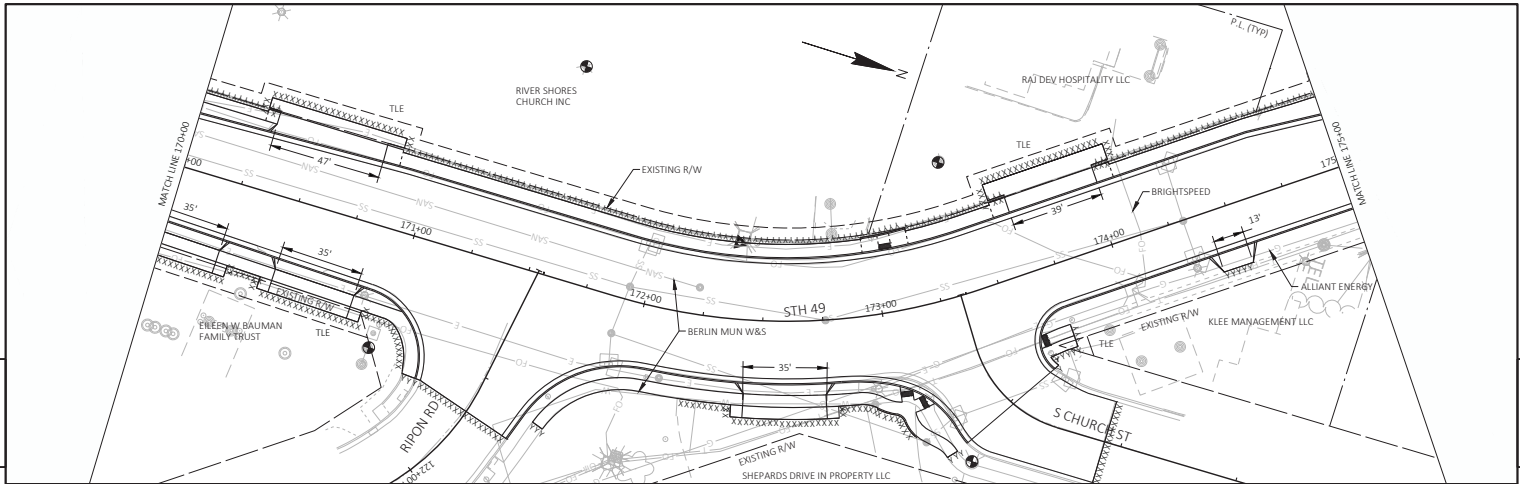


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PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	PLAN AND PROFILE: STH 49	SHEET PRE 84	E
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FILE NAME : G:\WOOD\NC\24091-062 (STH 49 BERLIN 6210-00-04)\CIVIL 303\SHEETS\500101-PP.DWG
 LAYOUT NAME : PP 02
 PLOT DATE : 2/13/2026 8:02 AM
 PLOT BY : BRIAN ST. VINCENT
 PLOT NAME :
 PLOT SCALE : 1 IN=40 FT
 WOOD/CAD/COS SHEET 44



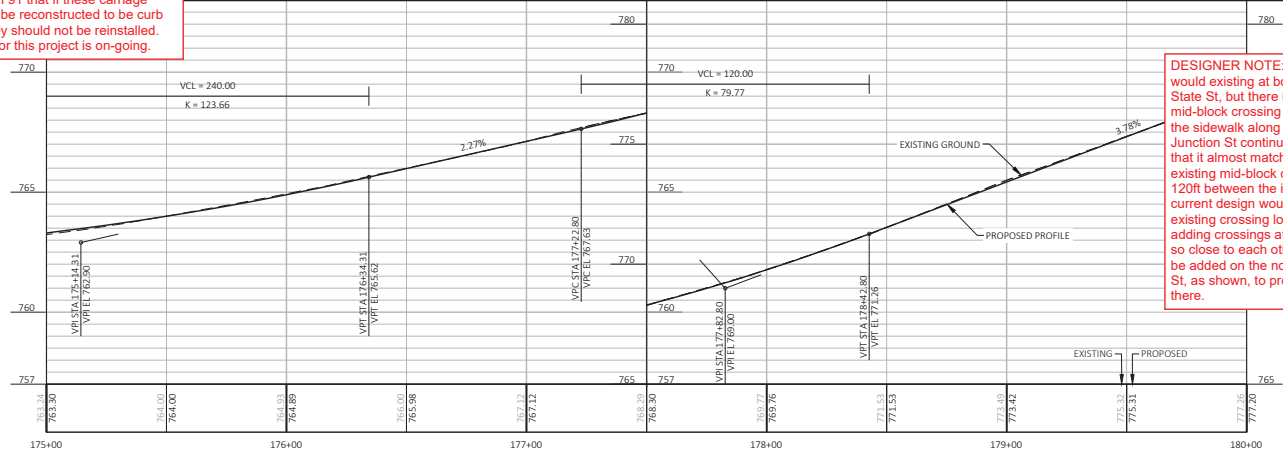
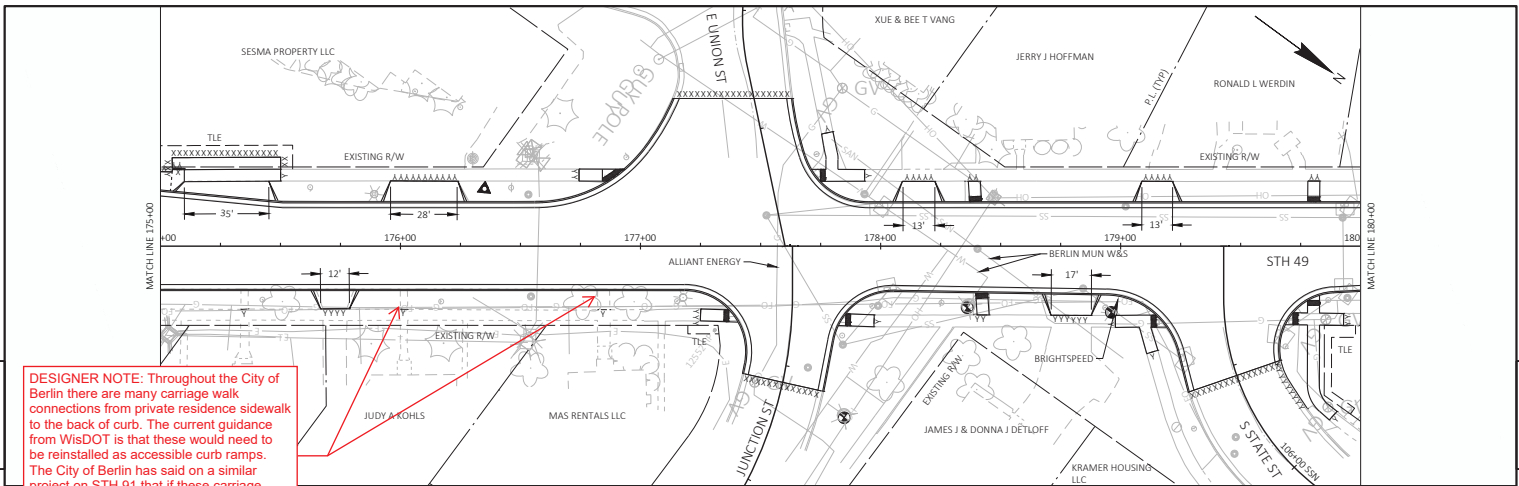
PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	PLAN AND PROFILE: STH 49	SHEET PRE 85 E
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DESIGNER NOTE: Throughout the City of Berlin there are many carriage walk connections from private residence sidewalk to the back of curb. The current guidance from WisDOT is that these would need to be reinstalled as accessible curb ramps. The City of Berlin has said on a similar project on STH 91 that if these carriage walks need to be reconstructed to be curb ramps that they should not be reinstalled. Coordination for this project is on-going.

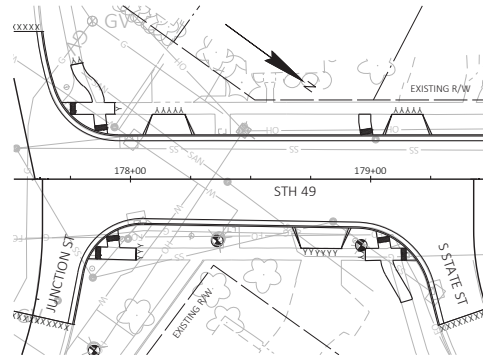
DESIGNER NOTE: Legal crossings would exist at both E Union St and State St, but there is an existing mid-block crossing between them and the sidewalk along the north side of Junction St continues straight west so that it almost matches up with the existing mid-block crossing. With only 120ft between the intersections, the current design would perpetuate the existing crossing location instead of adding crossings at both intersections so close to each other. A crossing could be added on the north side of S State St, as shown, to provide a crossing there.



PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	PLAN AND PROFILE: STH 49	SHEET PRE 87 E
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Potential Alternative Design - Remove Mid-Block Crossing

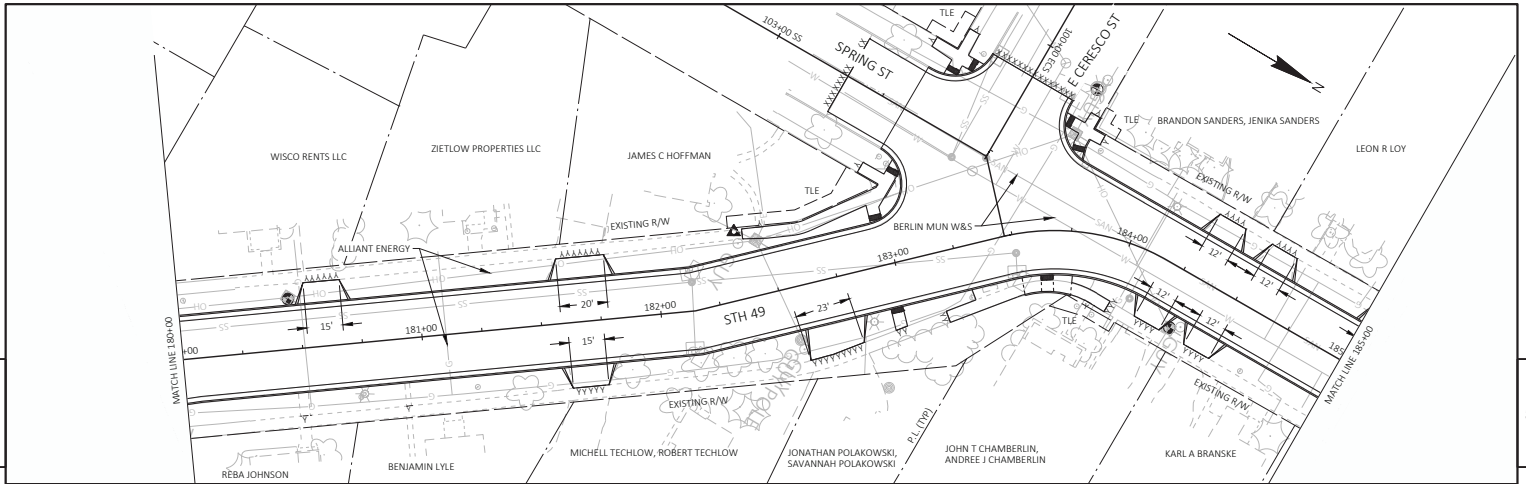
DESIGNER NOTE: Legal crossings would exist at both E Union St and State St, but there is an existing mid-block crossing between them and the sidewalk along the north side of Junction St continues straight west so that it almost matches up with the existing mid-block crossing and there is only 120ft between the intersections. Would it be preferable to have crossings at each intersection within such a short distance, or leave the existing mid-block crossing in place?



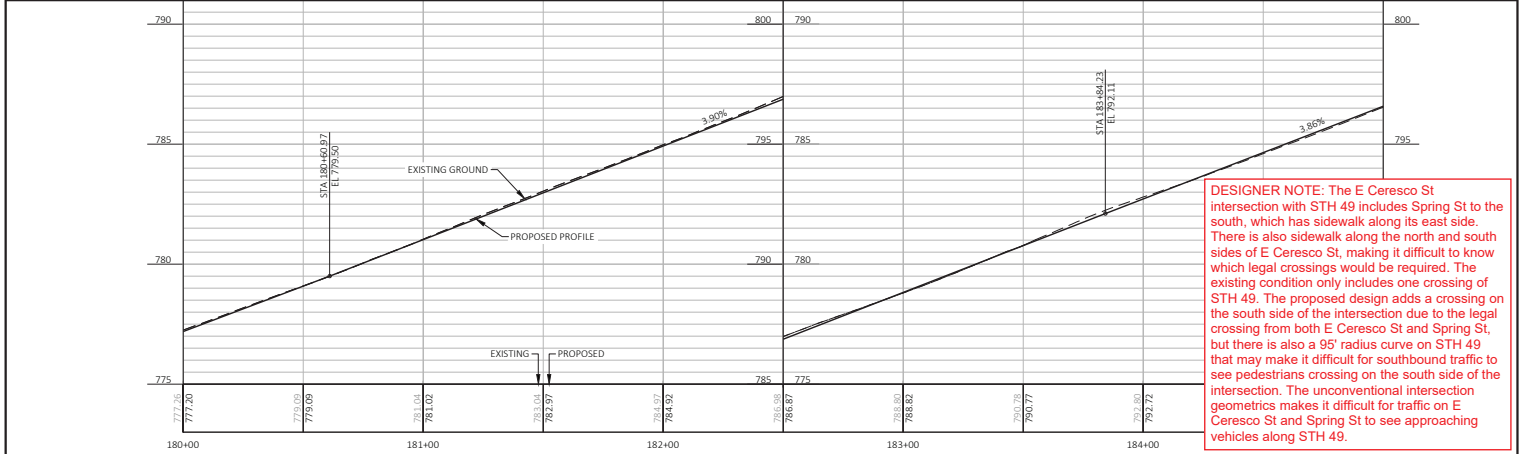
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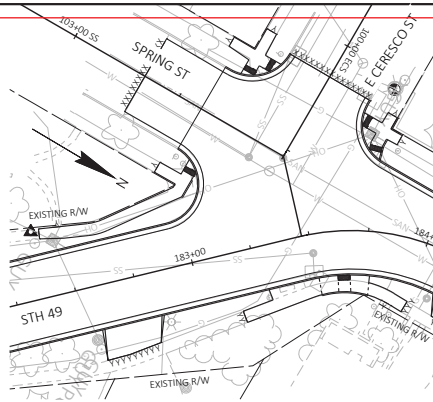


DESIGNER NOTE: The E Ceresco St intersection with STH 49 includes Spring St to the south, which has sidewalk along its east side. There is also sidewalk along the north and south sides of E Ceresco St, making it difficult to know which legal crossings would be required. The existing condition only includes one crossing of STH 49. The proposed design adds a crossing on the south side of the intersection due to the legal crossing from both E Ceresco St and Spring St, but there is also a 95' radius curve on STH 49 that may make it difficult for southbound traffic to see pedestrians crossing on the south side of the intersection. The unconventional intersection geometrics makes it difficult for traffic on E Ceresco St and Spring St to see approaching vehicles along STH 49.

PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	PLAN AND PROFILE: STH 49	SHEET PRE 89 E
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Potential Alternative Design - No additional crossing of STH 49

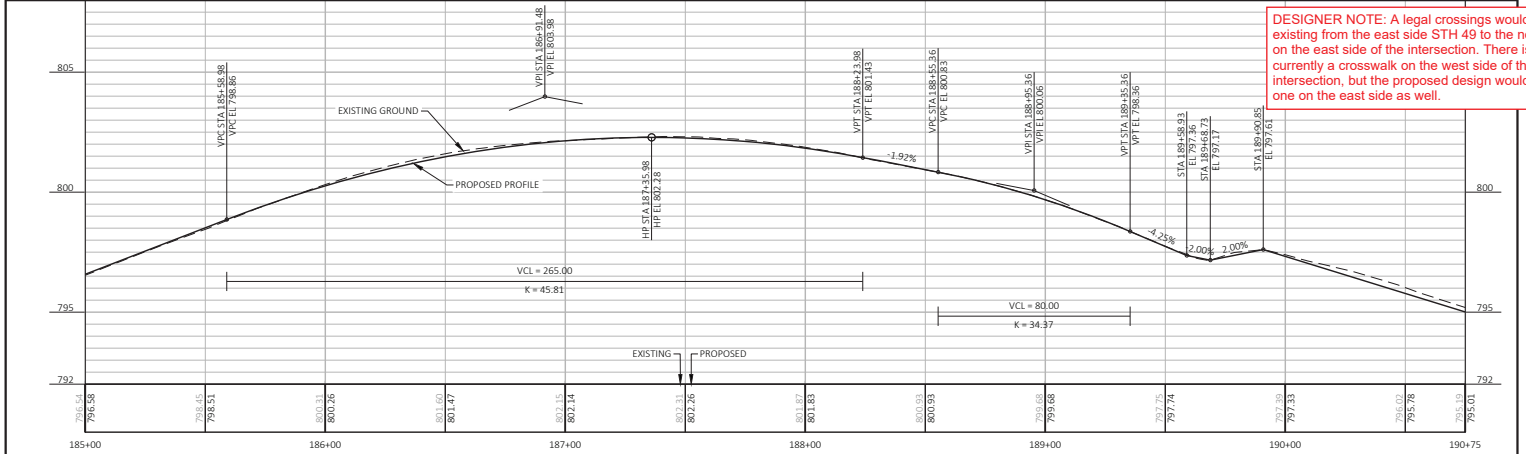
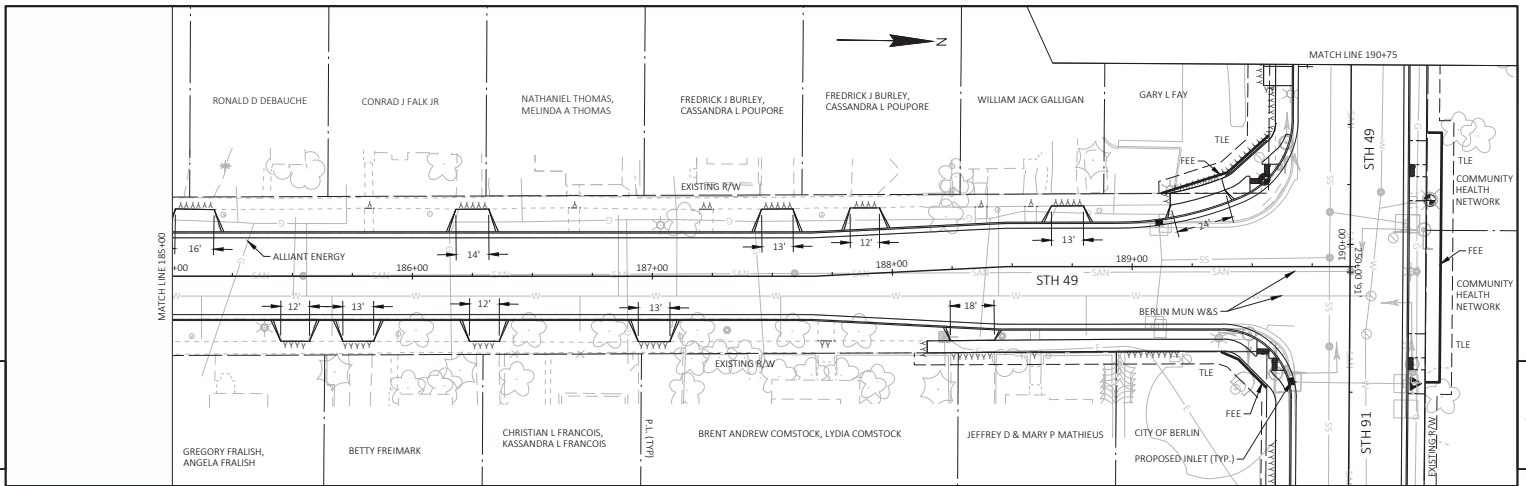
DESIGNER NOTE: The E Ceresco St intersection with STH 49 includes Spring St to the south, which has sidewalk along its east side. There is also sidewalk along the north and south sides of E Ceresco St, making it difficult to know which legal crossings would be required. The current design shows a new crossing on the southeast side of the intersection, but would it be preferable to not add a new crossing here? There is a fairly sharp horizontal curve on the north side of the intersection that could affect sight distance, but additional signing could be added.



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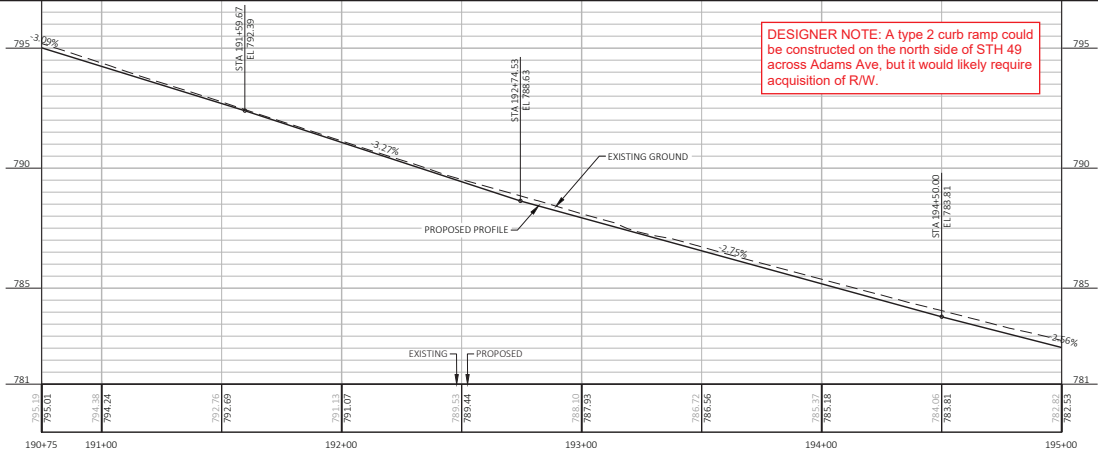
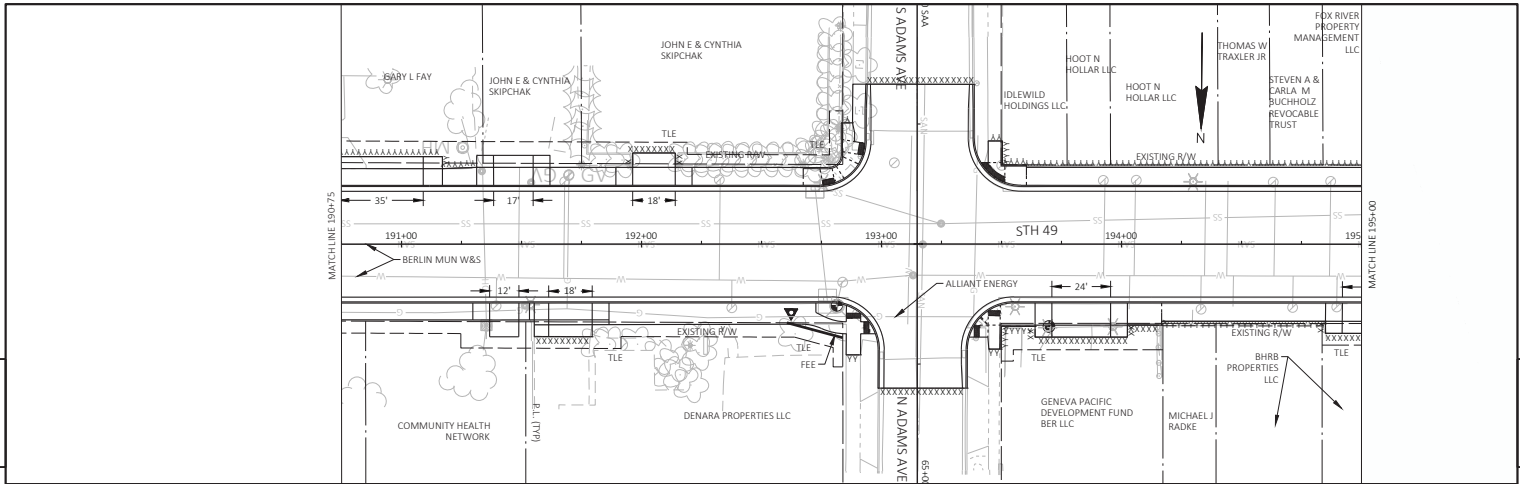
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DESIGNER NOTE: A legal crossings would existing from the east side STH 49 to the north, on the east side of the intersection. There is currently a crosswalk on the west side of the intersection, but the proposed design would add one on the east side as well.

PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	PLAN AND PROFILE: STH 49	SHEET PRE 91	E
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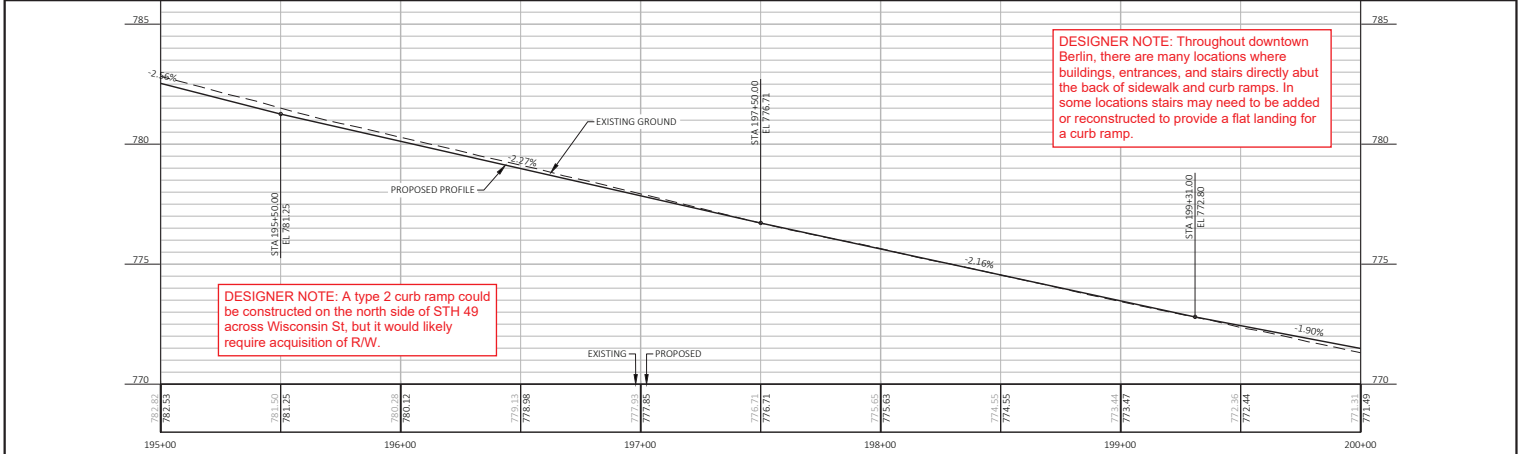
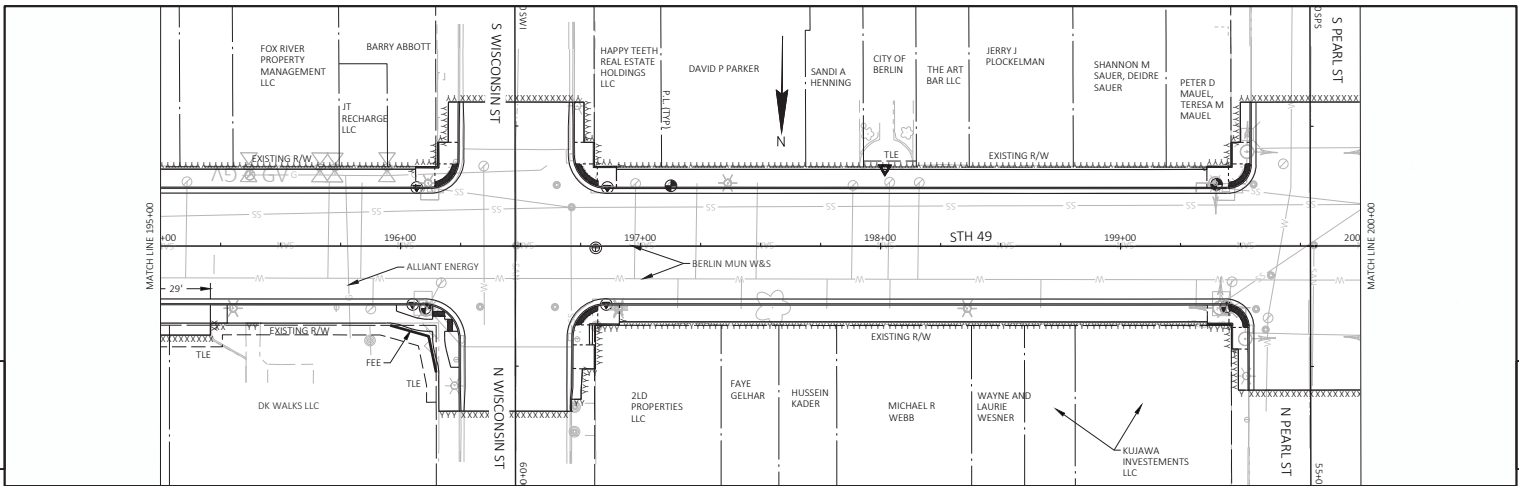


DESIGNER NOTE: A type 2 curb ramp could be constructed on the north side of STH 49 across Adams Ave, but it would likely require acquisition of R/W.

PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	PLAN AND PROFILE: STH 49	SHEET PRE 92 E
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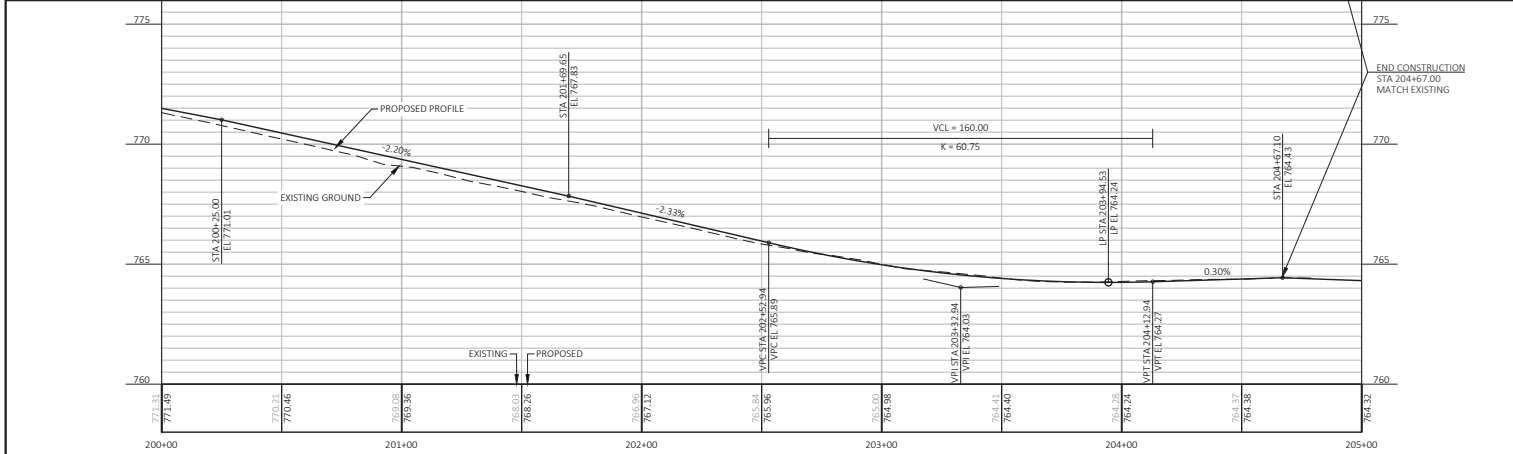
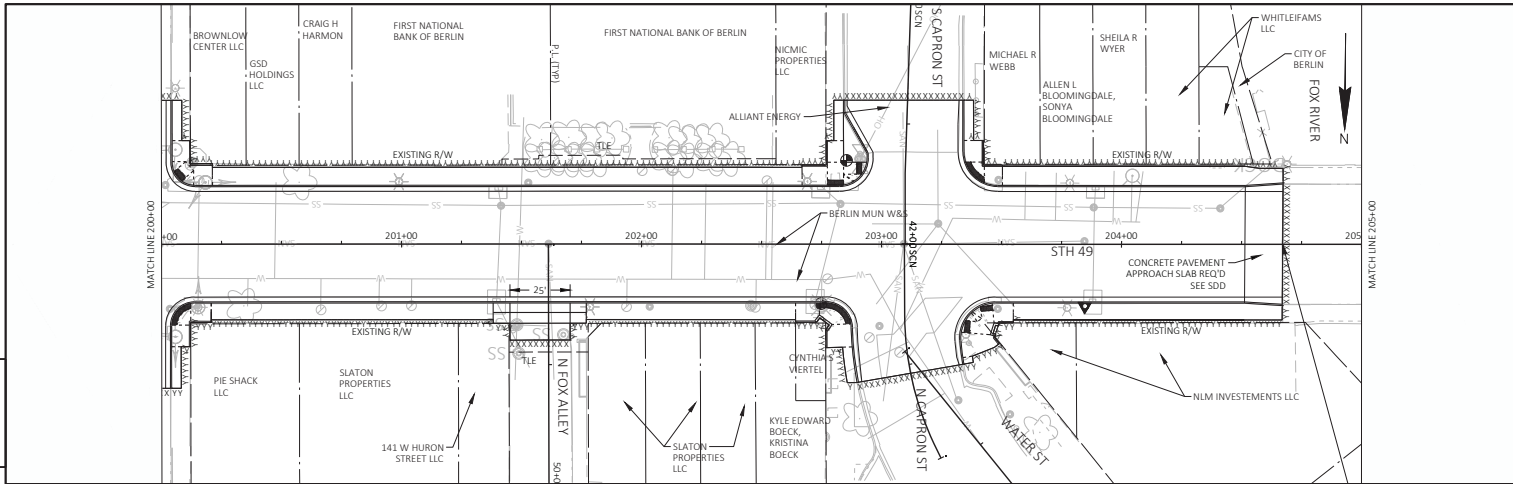
DESIGNER NOTE: A type 2 curb ramp can be constructed on the north side of STH 49 across Wisconsin St, but it would likely require acquisition of R/W.

DESIGNER NOTE: Throughout downtown Berlin, there are many locations where buildings, entrances, and stairs directly abut the back of sidewalk and curb ramps. In some locations stairs may need to be added or reconstructed to provide a flat landing for a curb ramp.

PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	PLAN AND PROFILE: STH 49	SHEET PRE 93 E
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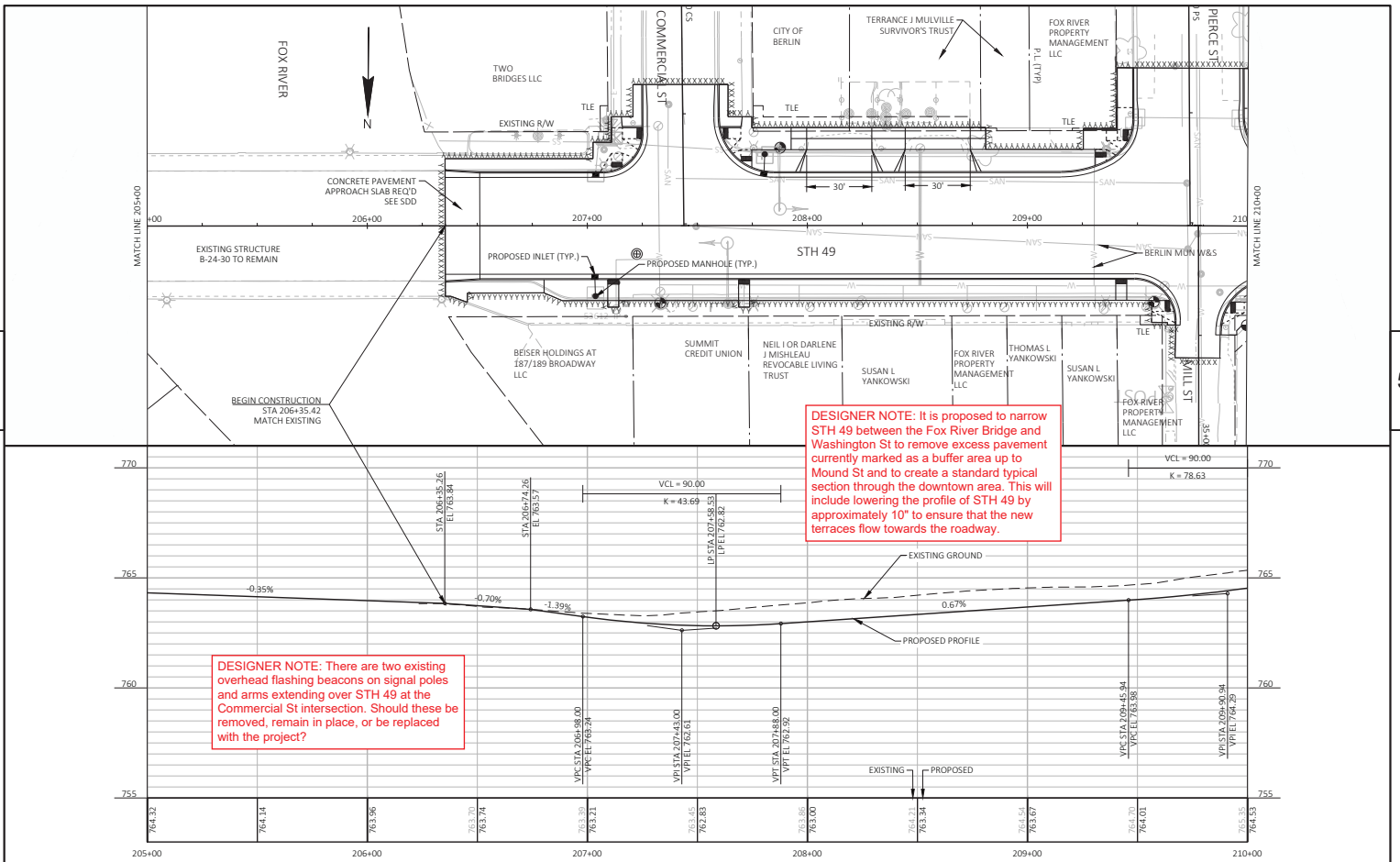


PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	PLAN AND PROFILE: STH 49	SHEET PRE 94 E
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FILE NAME: G:\W00T\NC\24091-062\STH 49 BERLIN 6210-00-04\CIVIL\303SHEETS\060101-PP.DWG PLOT DATE: 2/13/2026 8:02 AM PLOT BY: BRIAN ST. VINCENT PLOT NAME: PLOT SCALE: 1 IN=40 FT WSDOT\CAD\SS SHEET 44 LAYOUT NAME: PP 09

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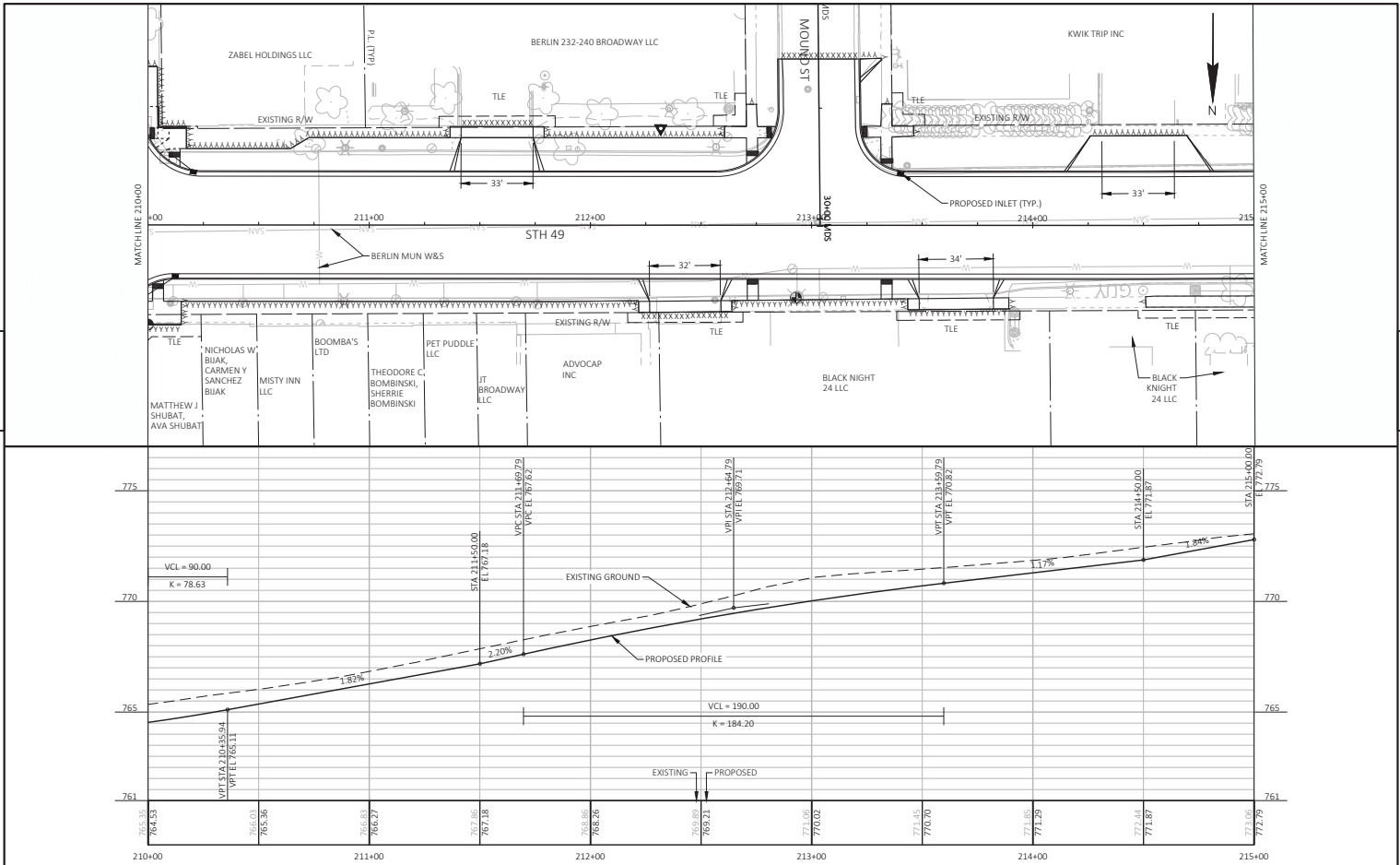
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DESIGNER NOTE: There are two existing overhead flashing beacons on signal poles and arms extending over STH 49 at the Commercial St intersection. Should these be removed, remain in place, or be replaced with the project?

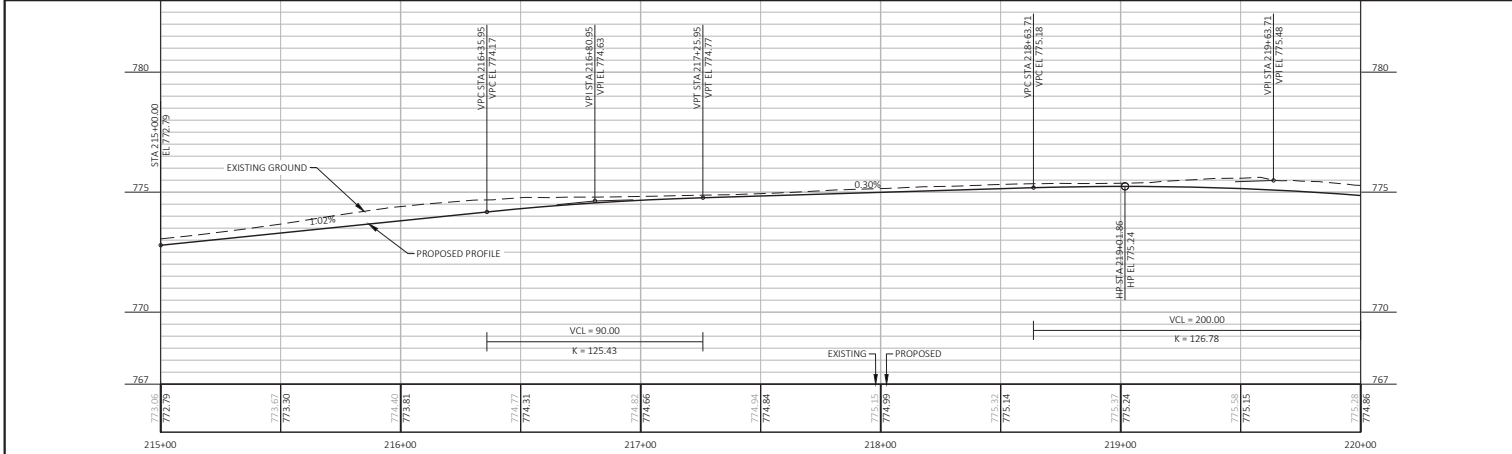
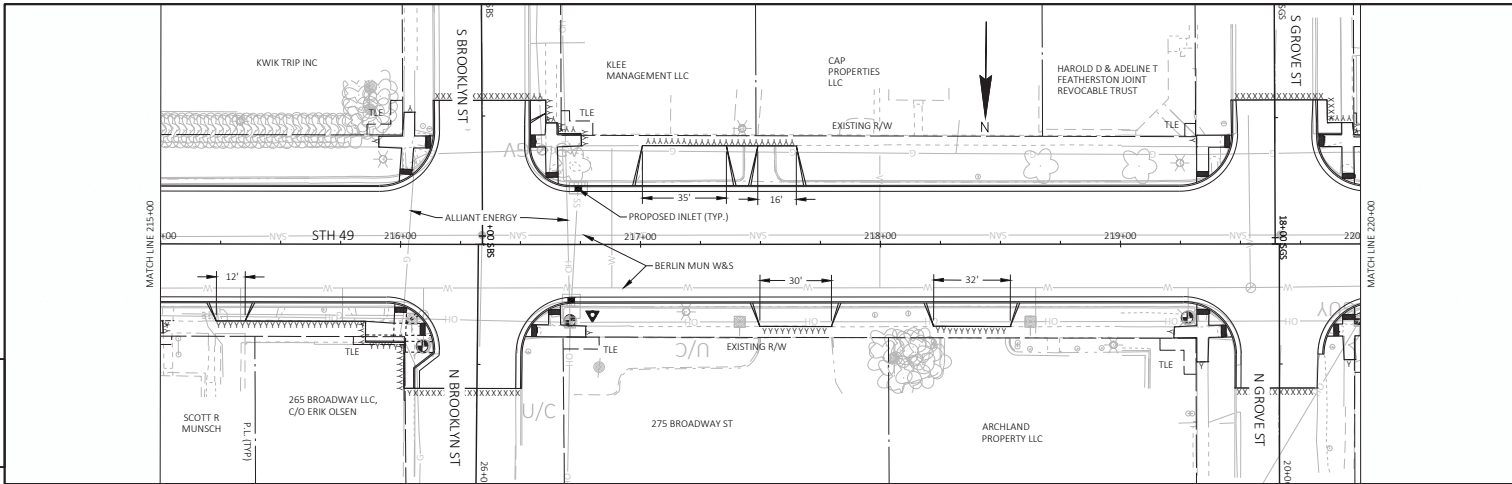
DESIGNER NOTE: It is proposed to narrow STH 49 between the Fox River Bridge and Washington St to remove excess pavement currently marked as a buffer area up to Mound St and to create a standard typical section through the downtown area. This will include lowering the profile of STH 49 by approximately 10" to ensure that the new terraces flow towards the roadway.

PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	PLAN AND PROFILE: STH 49	SHEET PRE 95 E
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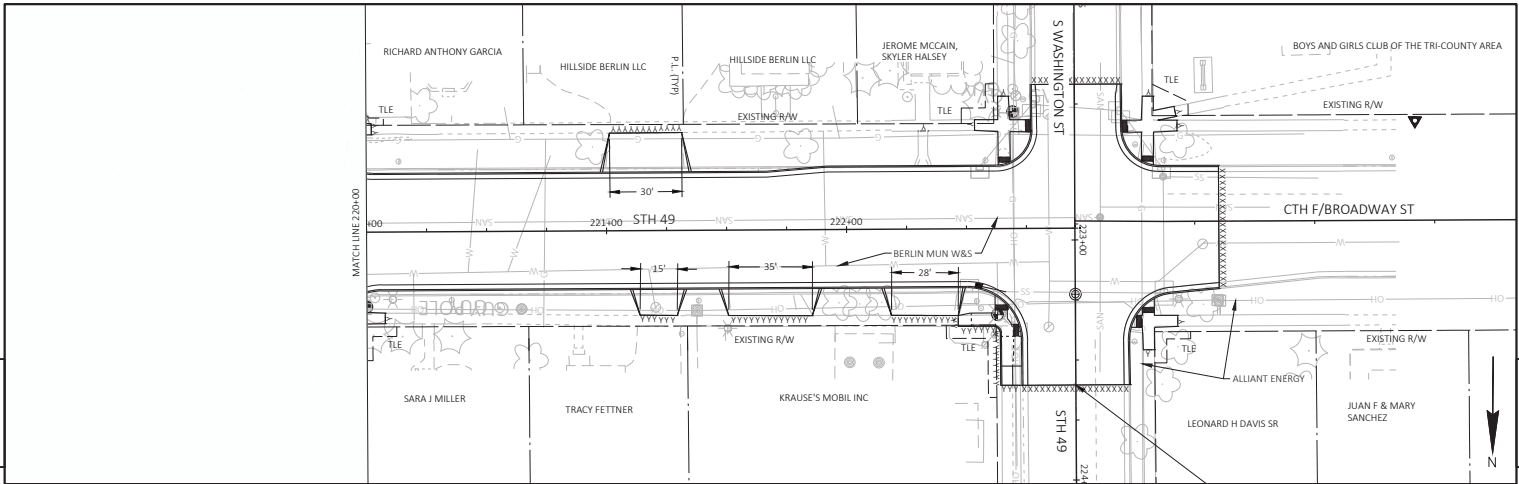
PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	PLAN AND PROFILE: STH 49	SHEET PRE 96 E
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FILE NAME: G:\WOOD\NC\24091-062 (STH 49 BERLIN 6210-00-04)\CIVIL\305SHEETS\060101-PP.DWG PLOT DATE: 2/13/2026 8:02 AM PLOT BY: BRIAN ST. VINCENT PLOT NAME: PLOT SCALE: 1 IN=40 FT WOOD/CADOS SHEET 44

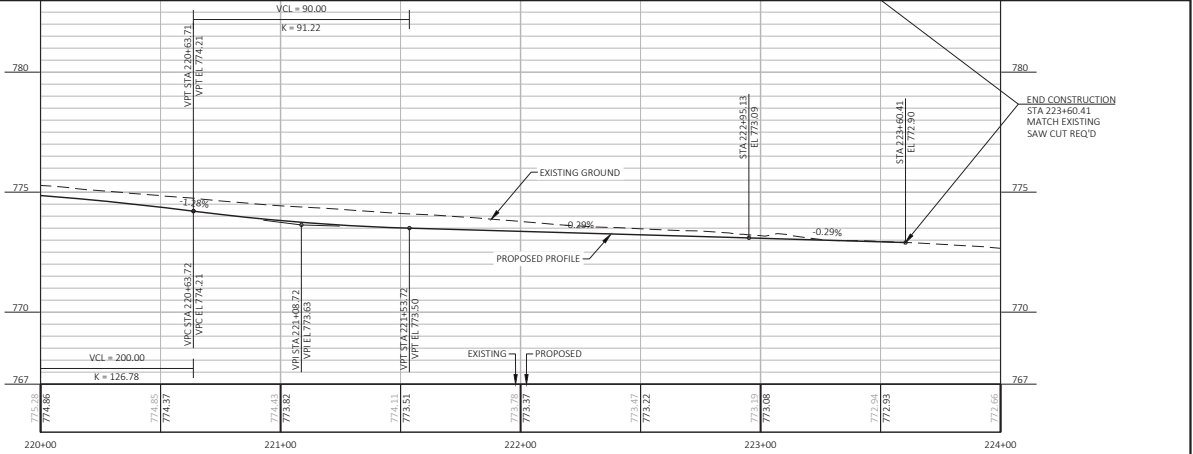


PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	PLAN AND PROFILE: STH 49	SHEET PRE 97 E
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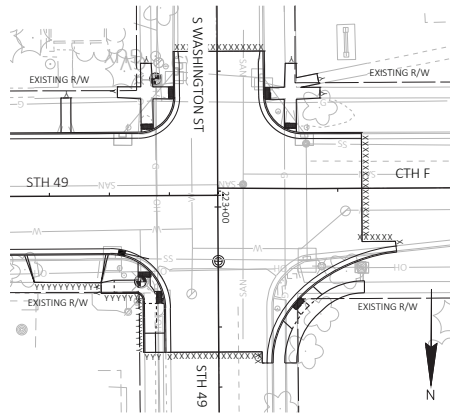
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PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	PLAN AND PROFILE: STH 49	SHEET PRE 98 E
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Potential Alternative Design - Add NW corner widening for truck movements

DESIGNER NOTE: Pavement marking at Washington St is being adjusted to combine the westbound approach lanes, in order to ensure that larger trucks turn northbound from the center lane to avoid over-tracking and pole/hydrant knock-downs in the northeast quadrant.

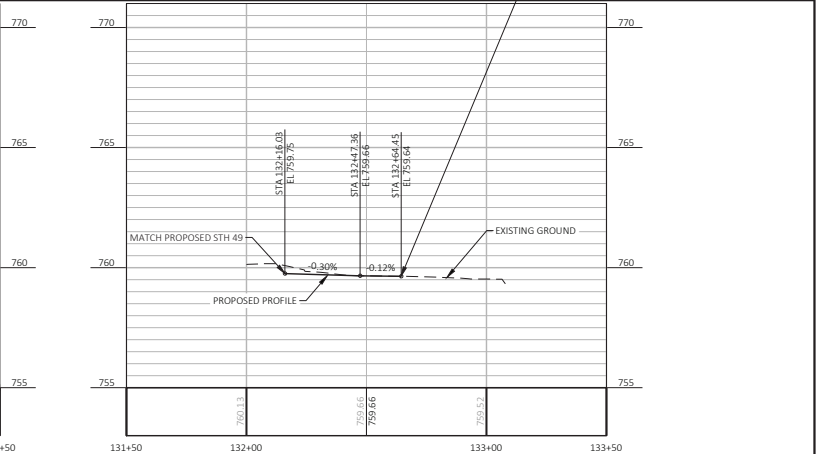
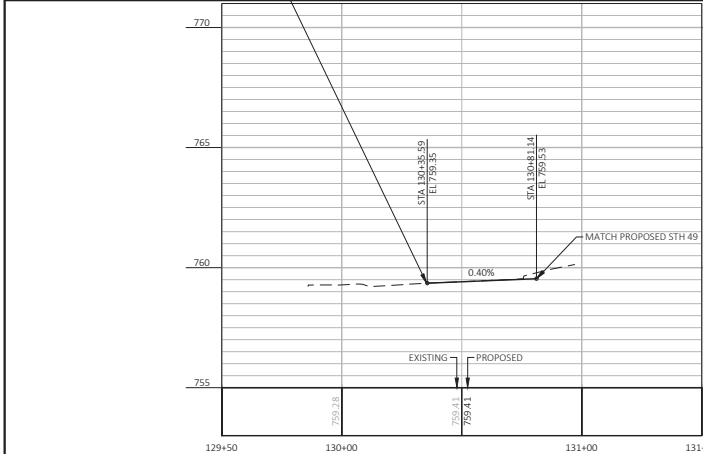
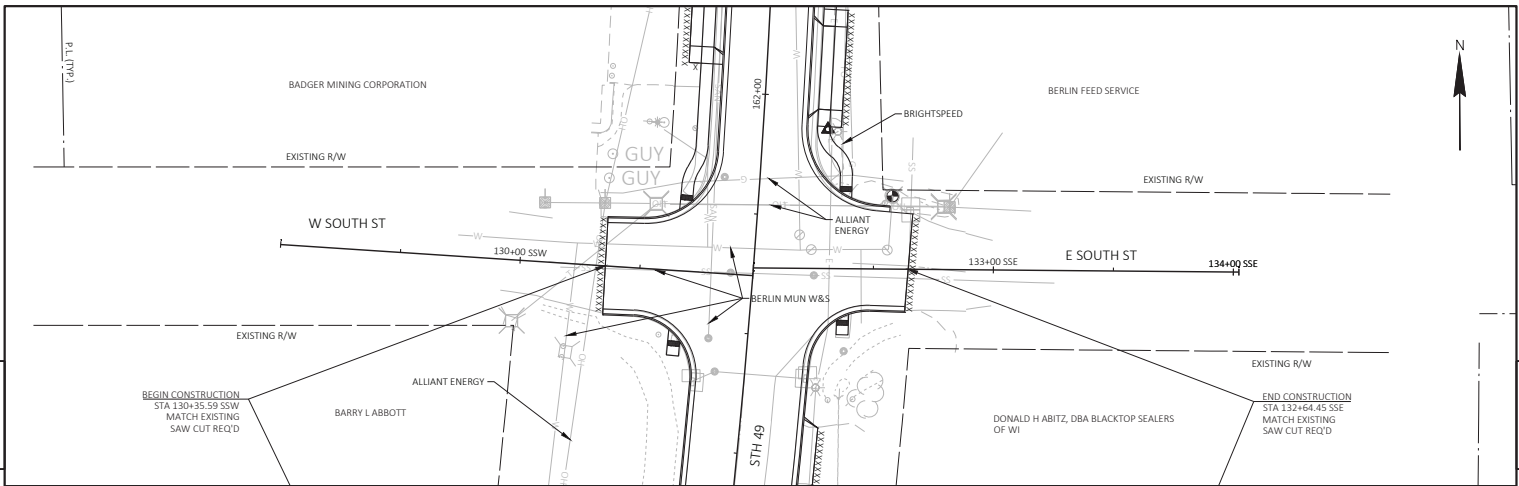


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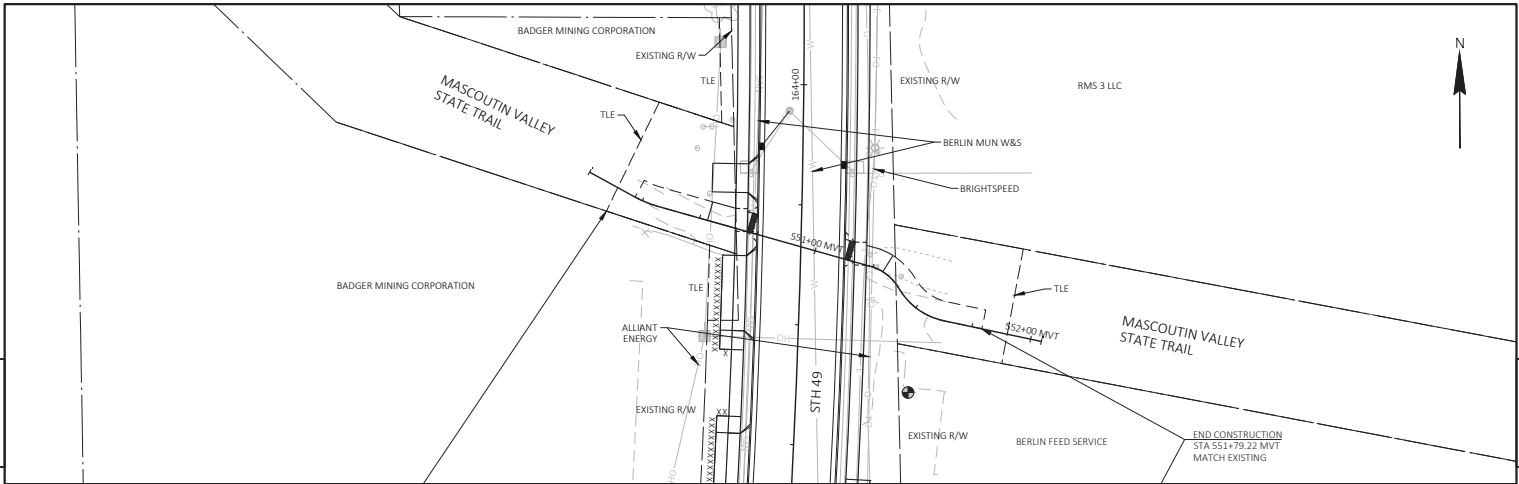


PROJECT NO: 6210-00-74 HWY: STH 49 COUNTY: GREEN LAKE PLAN AND PROFILE: SIDEROADS - SOUTH ST SHEET PRE 100 E

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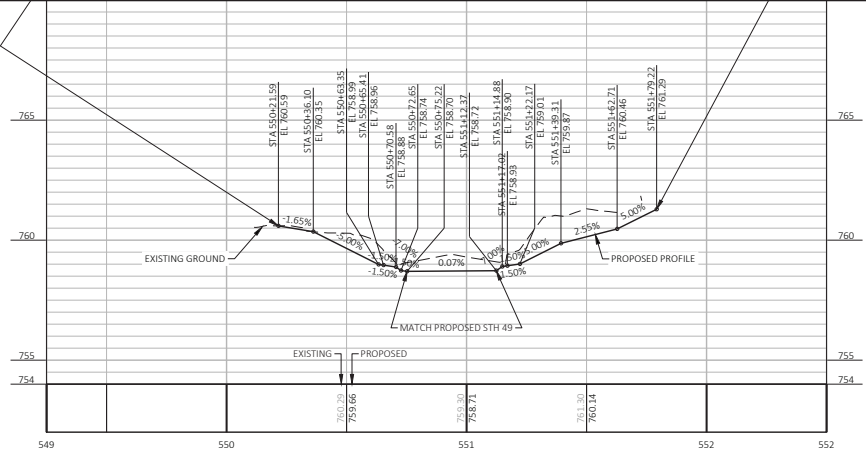
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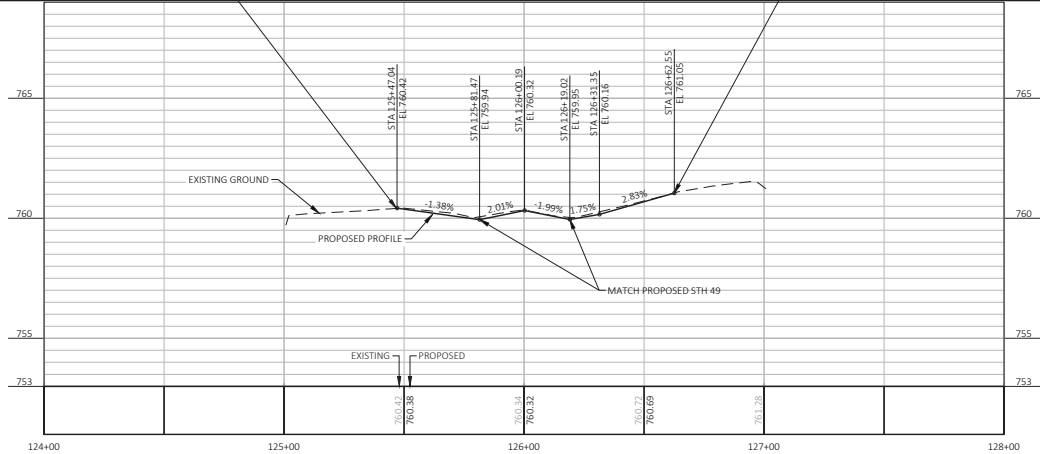
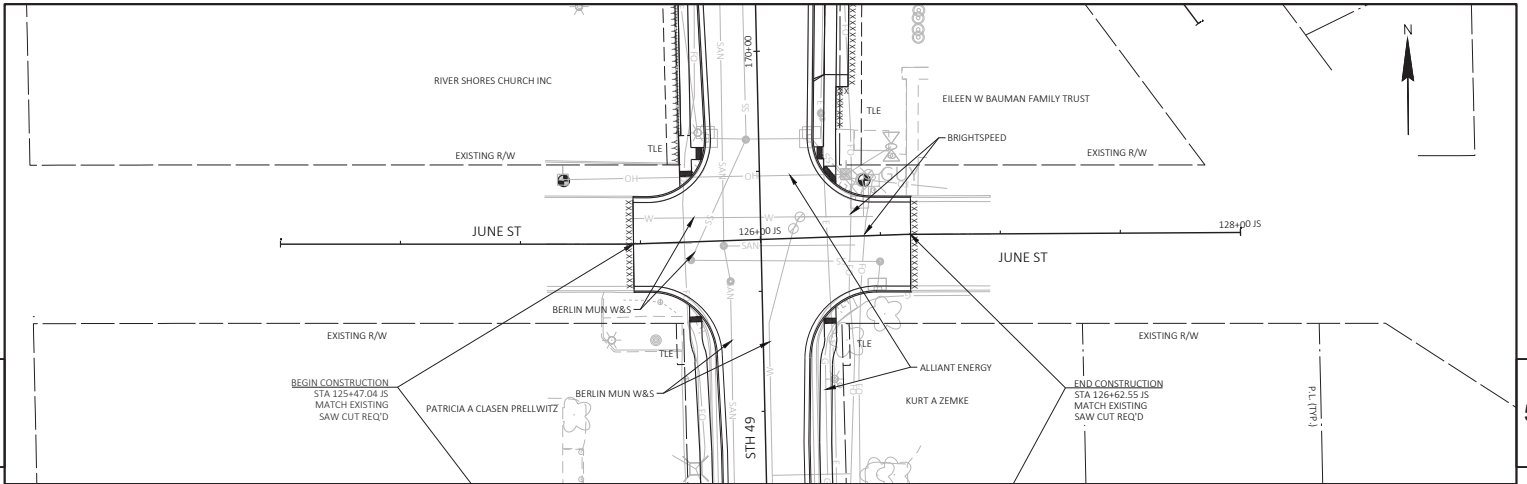
BEGIN CONSTRUCTION
STA 550+21.59 MVT
MATCH EXISTING

END CONSTRUCTION
STA 551+79.22 MVT
MATCH EXISTING



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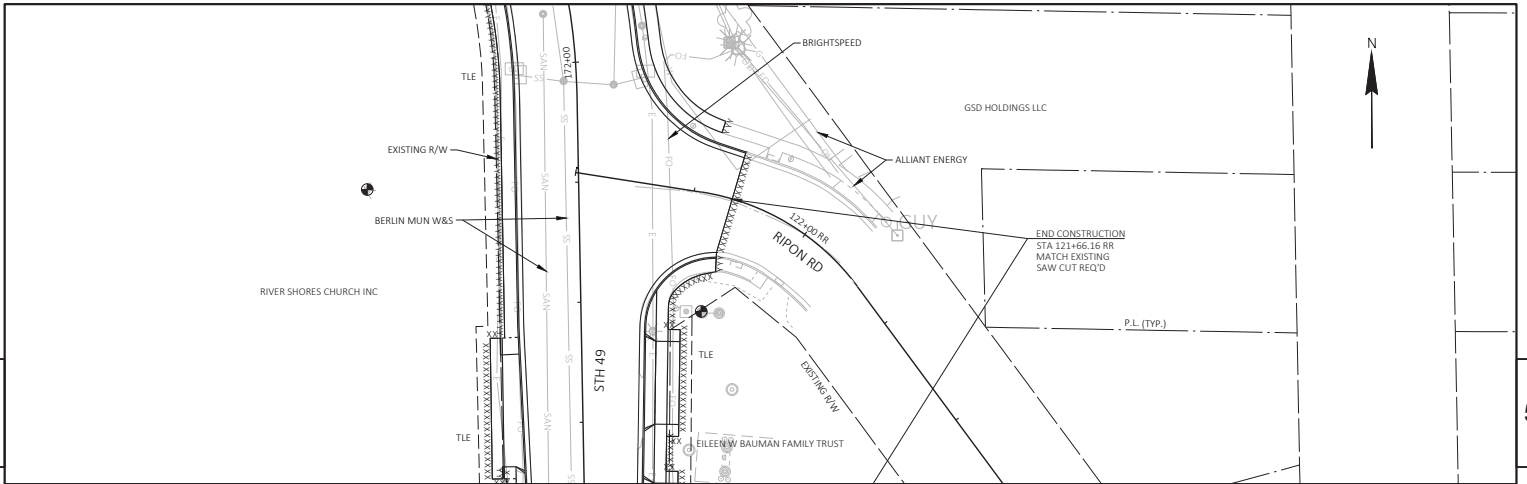
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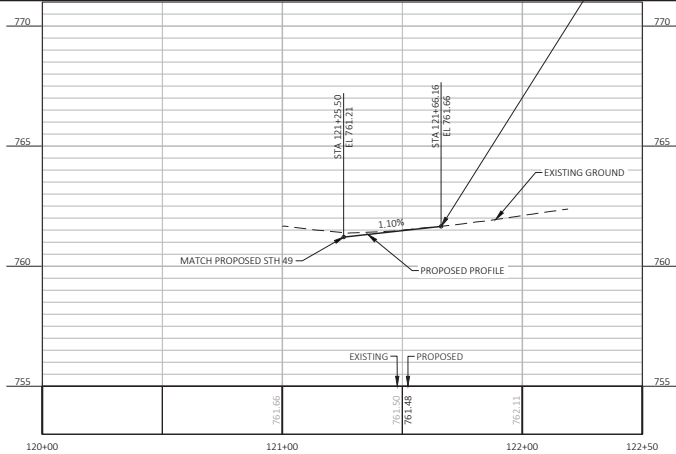
PROJECT NO: 6210-00-74 HWY: STH 49 COUNTY: GREEN LAKE PLAN AND PROFILE: SIDEROADS - JUNE ST SHEET PRE 102 E

FILE NAME: G:\WOOD\NC\24091-062\STH 49 BERLIN 6210-00-04\CIVIL\303SHEETS\050102_PP_SIDEROADS.DWG PLOT DATE: 2/13/2026 8:05 AM PLOT BY: BRIAN ST. VINCENT PLOT NAME: PLOT SCALE: 1 IN=40 FT WOOD/CADDS SHEET 44

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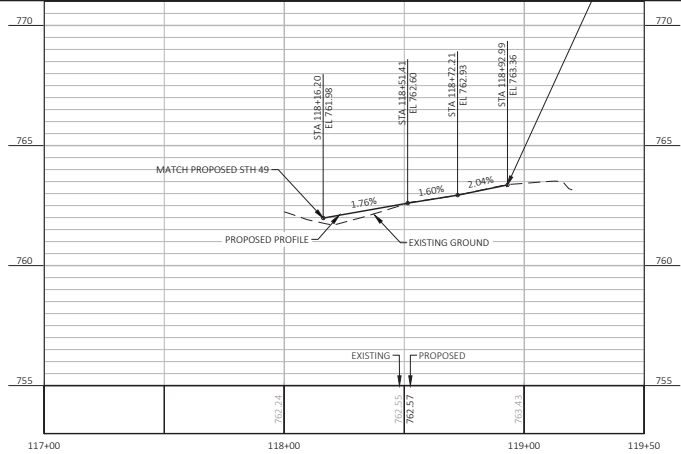
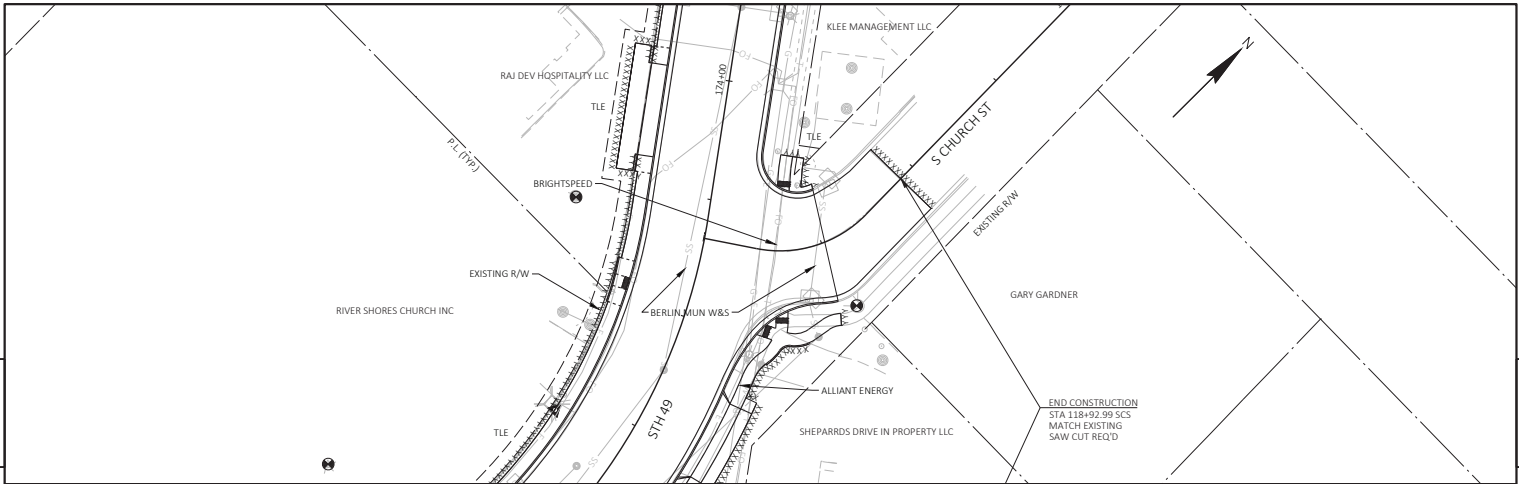


PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	PLAN AND PROFILE: SIDEROADS - RIPON RD	SHEET PRE 103	E
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FILE NAME : G:\WOOD\NC\24091-062\STH 49 BERLIN 6210-00-04\CIVIL\303SHEETS\050102_PP_SIDEROADS.DWG PLOT DATE : 2/13/2026 8:05 AM PLOT BY : BRIAN ST. VINCENT PLOT NAME : PLOT SCALE : 1 IN=40 FT WOOD/CADDS SHEET 44

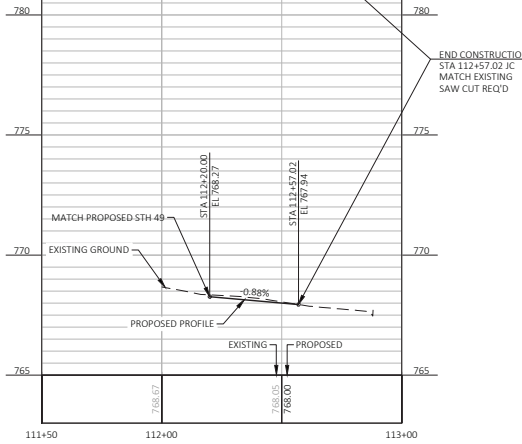
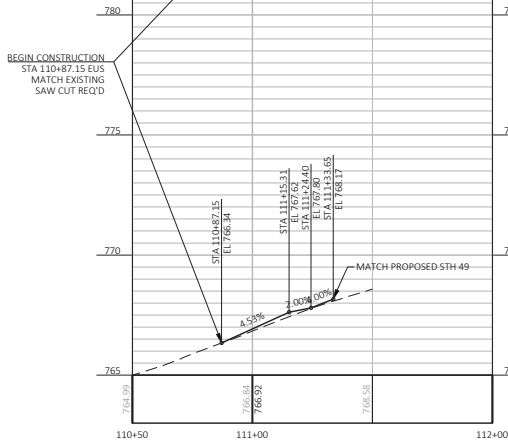
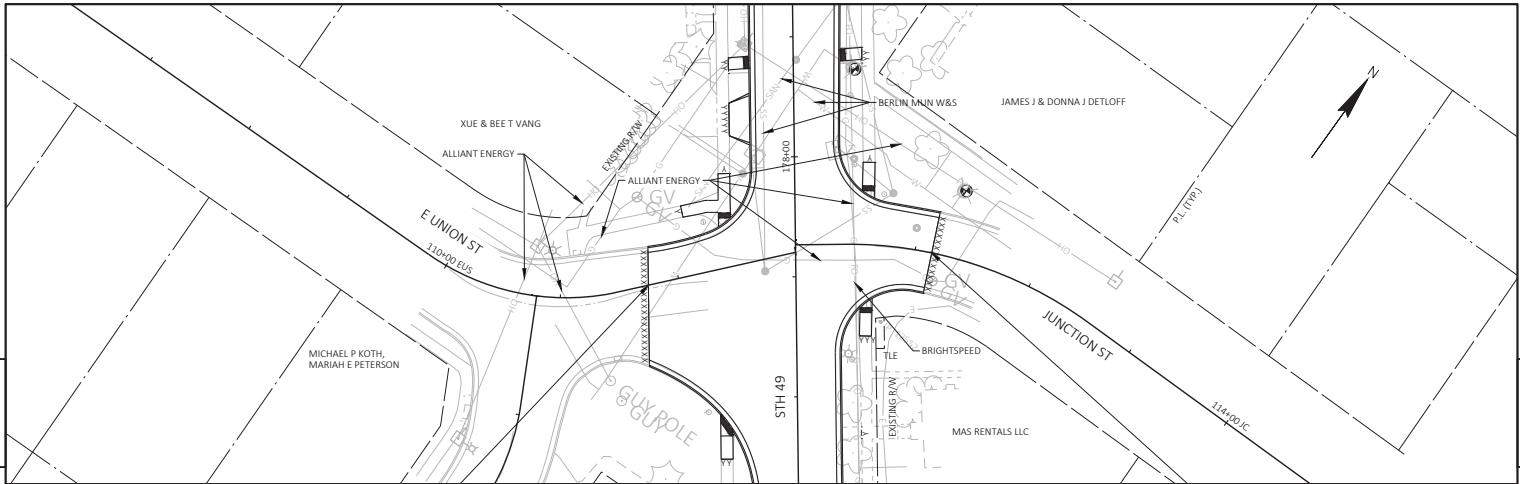
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PROJECT NO: 6210-00-74 HWY: STH 49 COUNTY: GREEN LAKE PLAN AND PROFILE: SIDEROADS - S CHURCH ST SHEET PRE 104 E

FILE NAME: G:\WOOD\NC\24091-062\STH 49 BERLIN 6210-00-04\CIVIL\303SHEETS\050102_PP_SIDEROADS.DWG PLOT DATE: 2/13/2026 8:05 AM PLOT BY: BRIAN ST. VINCENT PLOT NAME: PLOT SCALE: 1 IN=40 FT WOOD/CADDS SHEET 44



PROJECT NO: 6210-00-74

HWY: STH 49

COUNTY: GREEN LAKE

PLAN AND PROFILE: SIDEROADS - E UNION ST/JUNCTION ST

SHEET PRE 105

E

FILE NAME: G:\W\DOT\NC\24091-062\5TH 49 BERLIN 6210-00-04\CIVIL\305SHEETS\050102_PP_SIDEROADS.DWG
LAYOUT NAME: PP 39.05

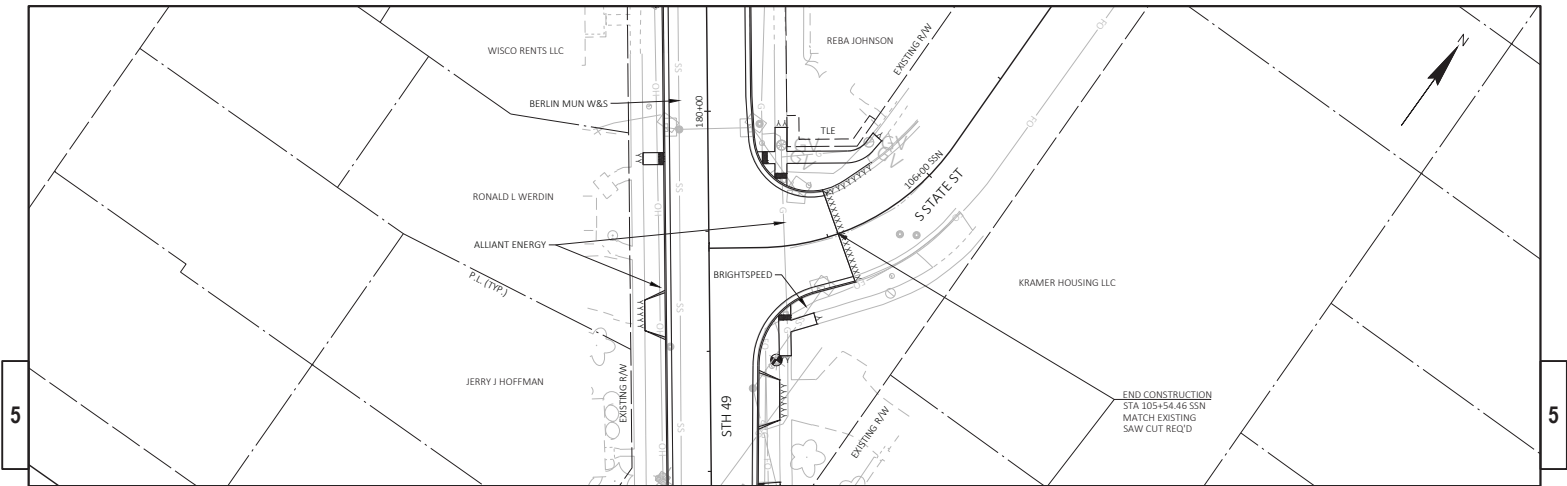
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PLOT BY: BRIAN ST. VINCENT

PLOT NAME:

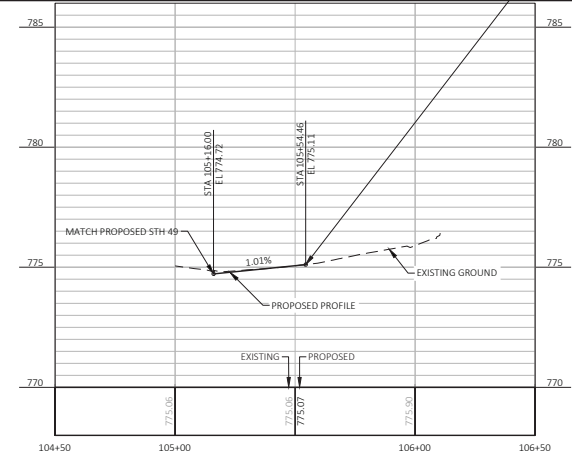
PLOT SCALE: 1 IN=40 FT

WSDOT\CAD\OS SHEET 44



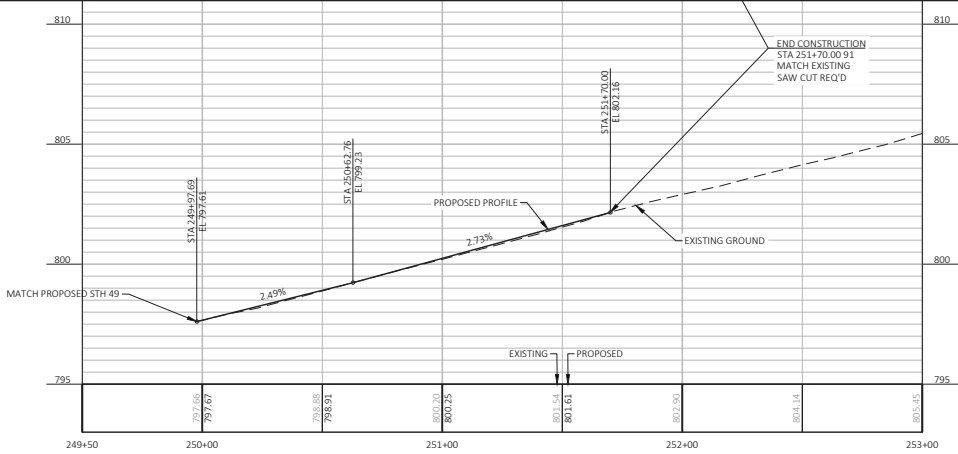
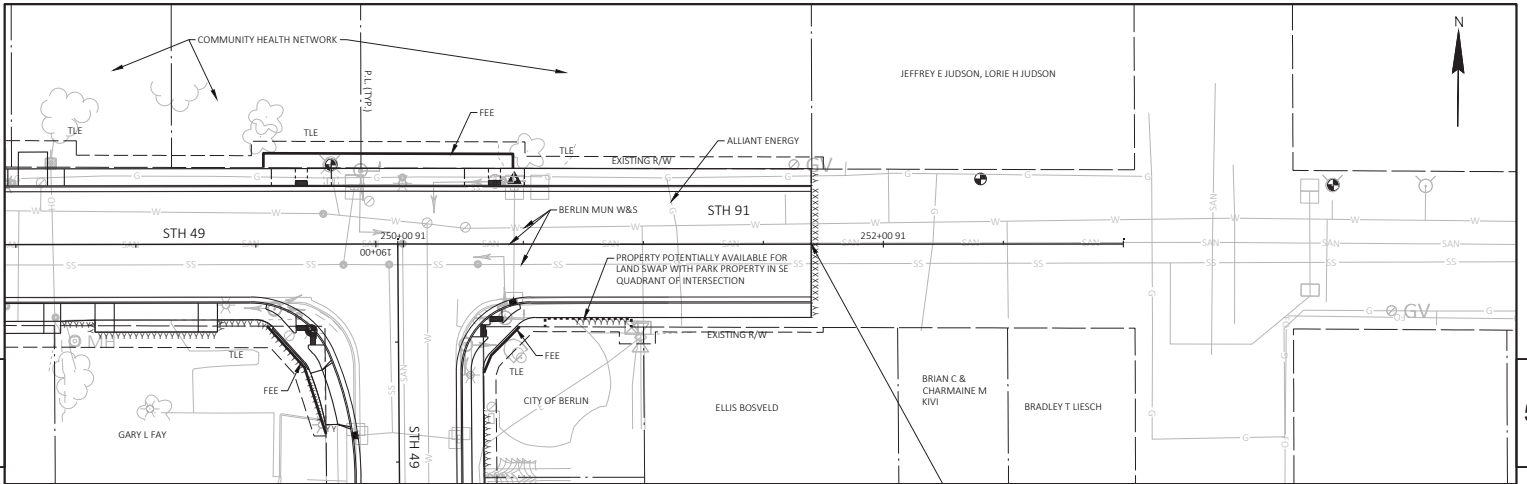
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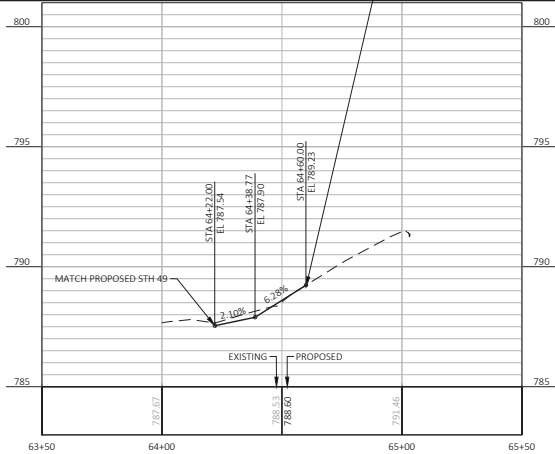
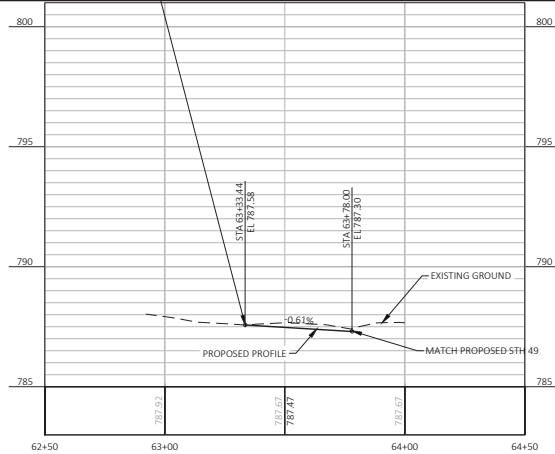
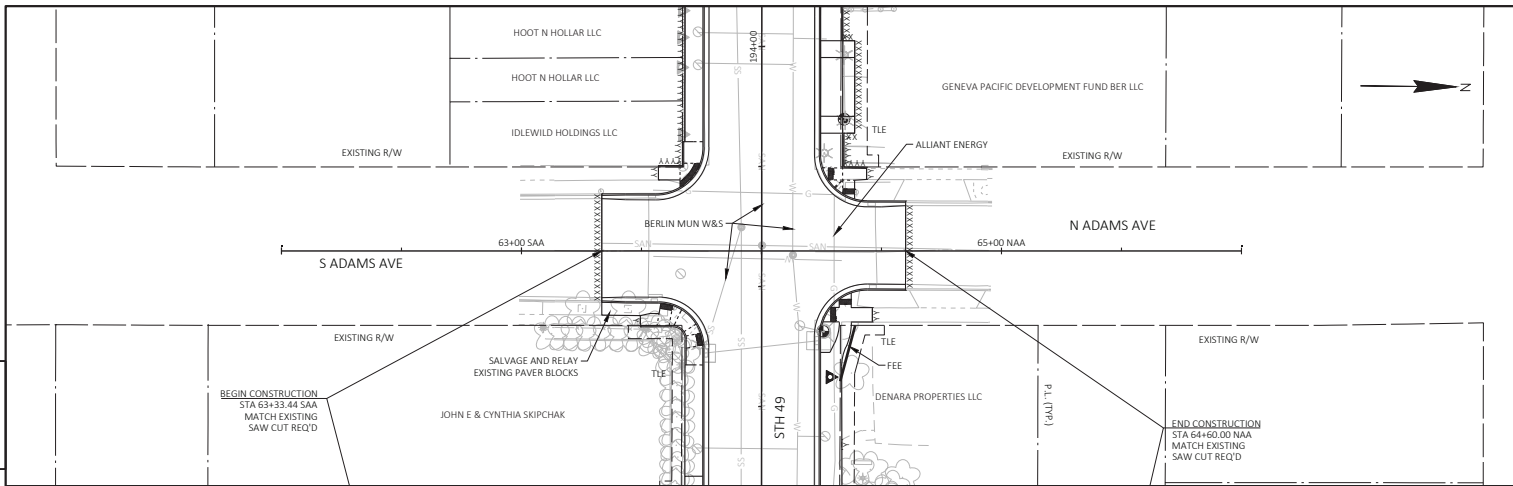


PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	PLAN AND PROFILE: SIDEROADS - STH 91	SHEET PRE 108	E
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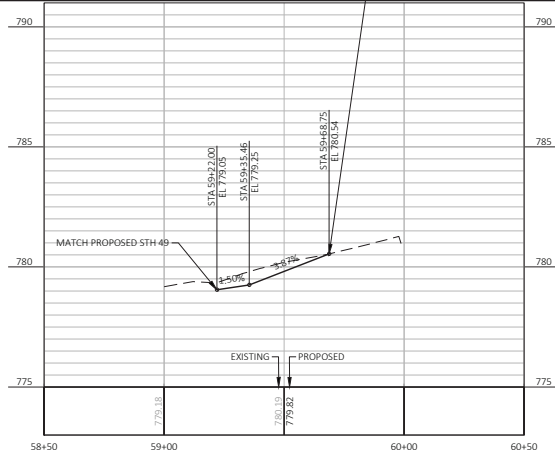
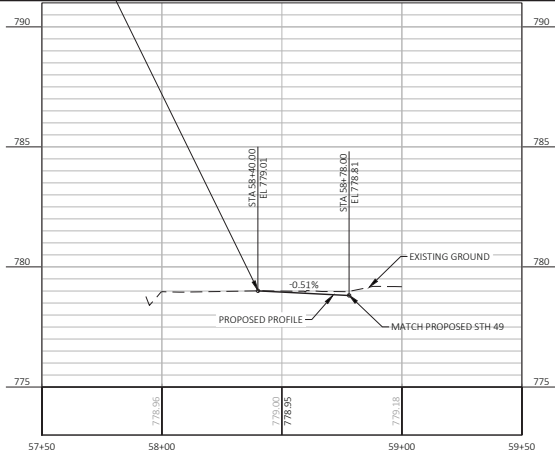
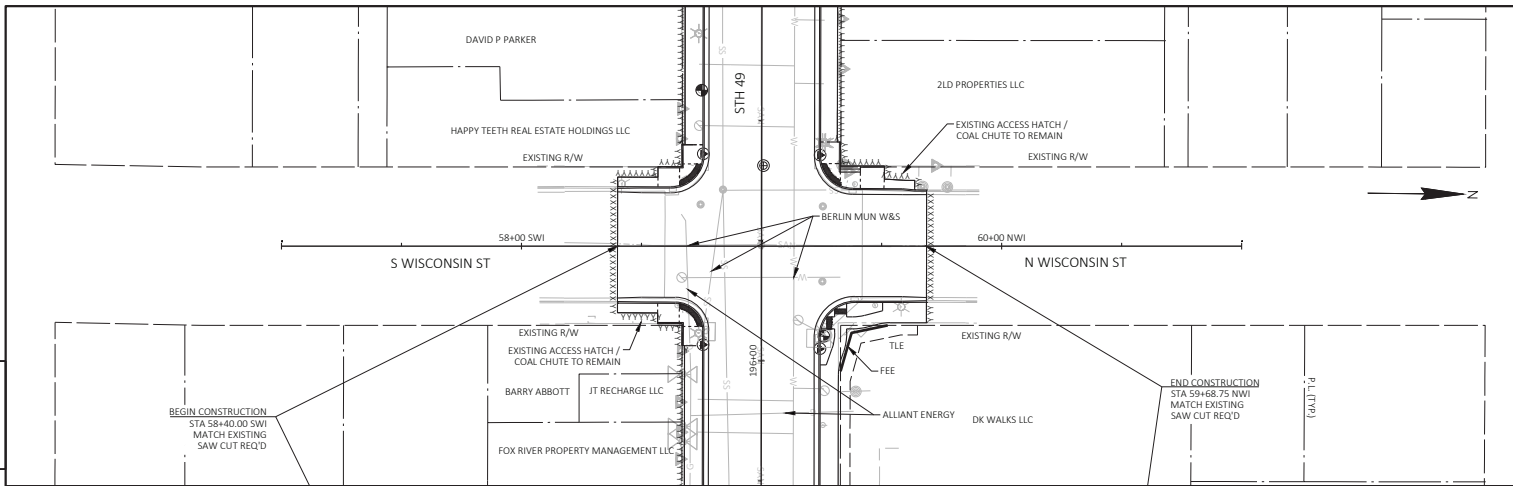


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PROJECT NO: 6210-00-74

HWY: STH 49

COUNTY: GREEN LAKE

PLAN AND PROFILE: SIDEROADS - WISCONSIN ST

SHEET PRE 110

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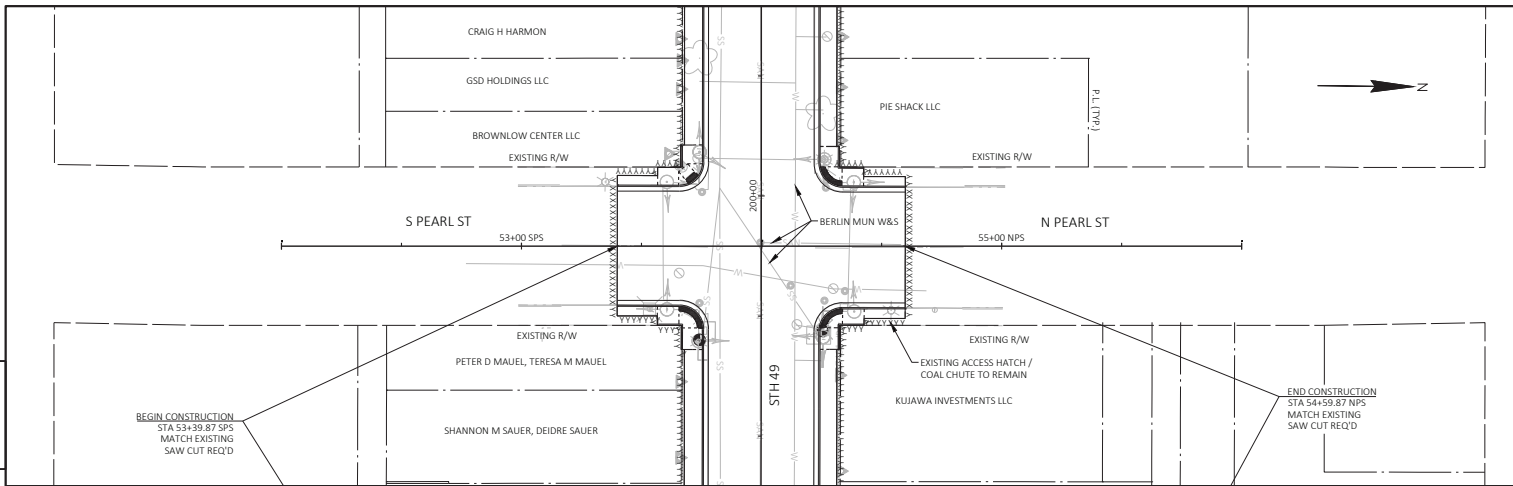
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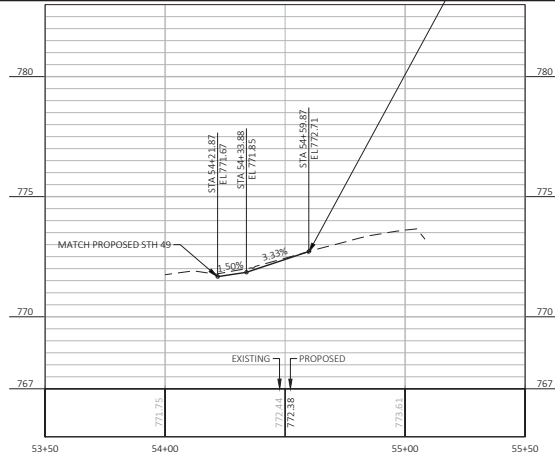
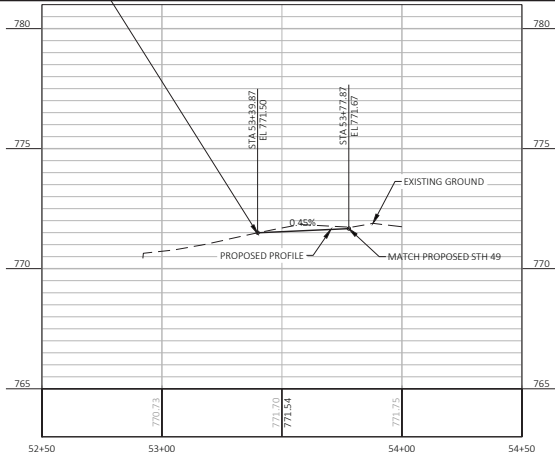
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WSDOT\CADDS SHEET 44



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END CONSTRUCTION
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 SAW CUT REQ'D



PROJECT NO: 6210-00-74

HWY: STH 49

COUNTY: GREEN LAKE

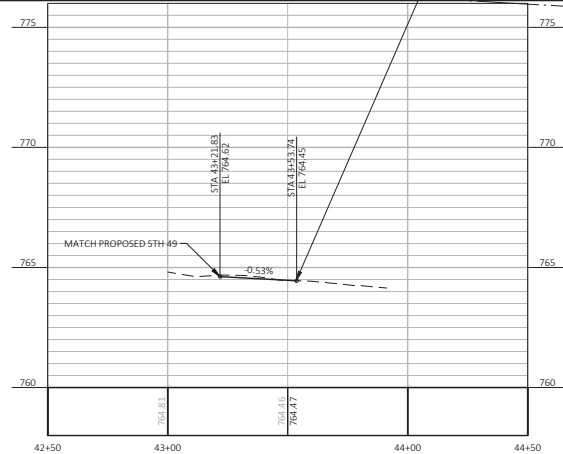
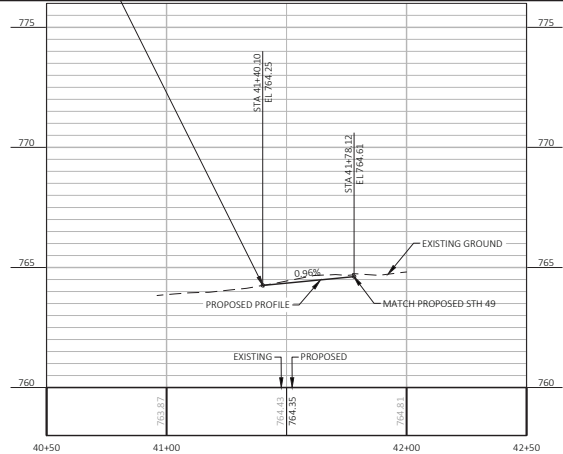
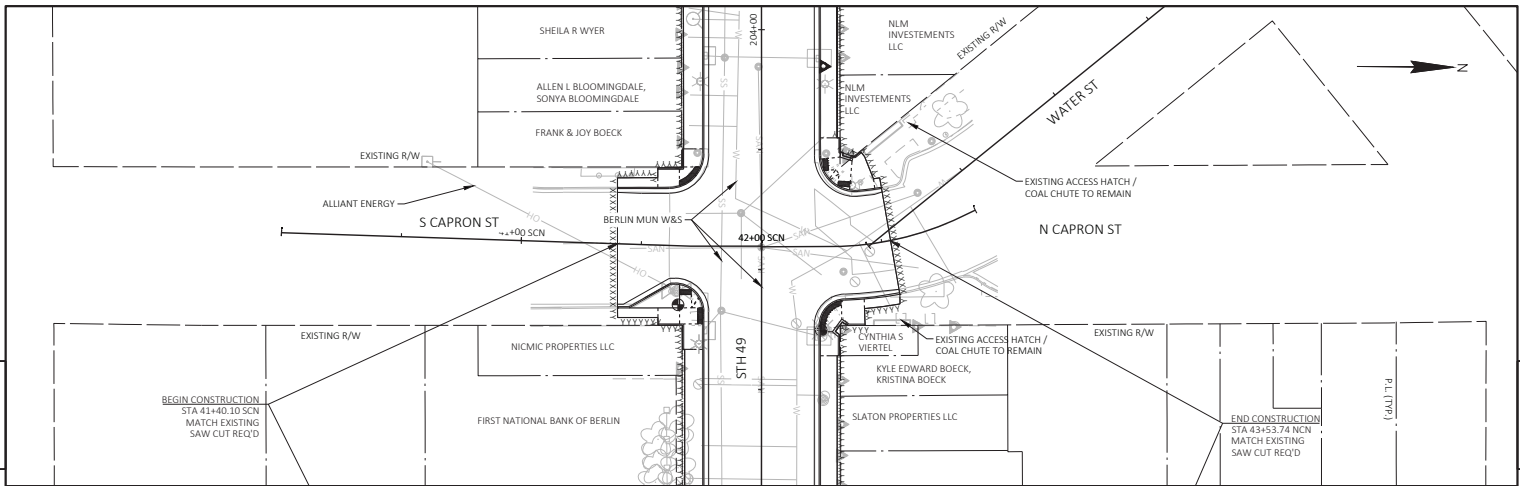
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SHEET PRE 111

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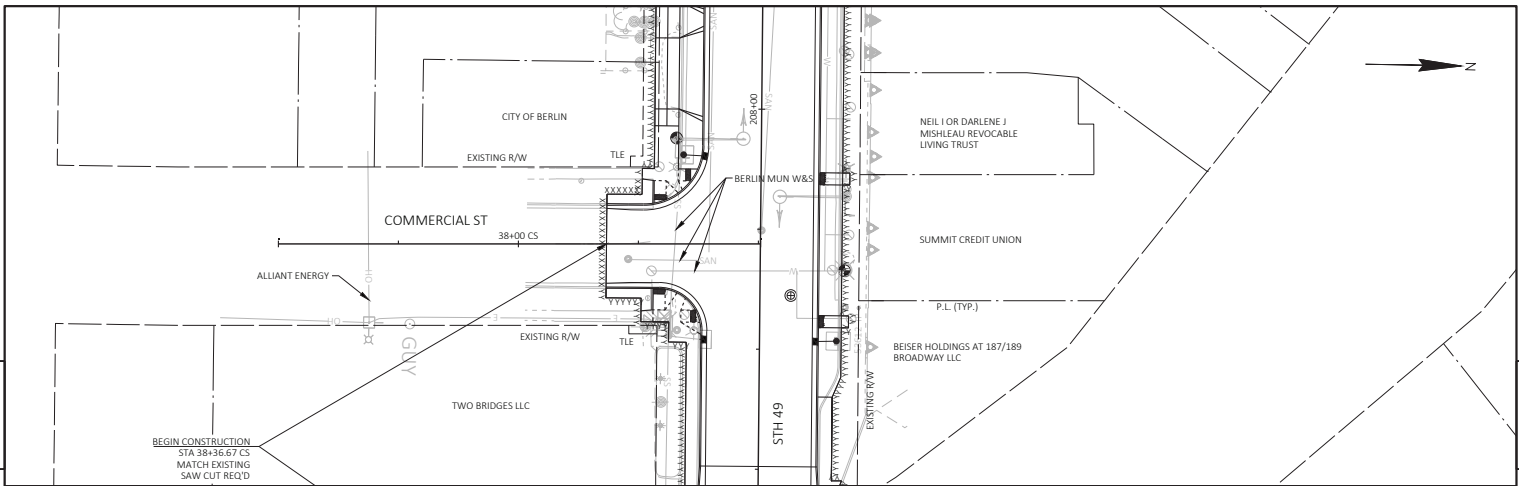


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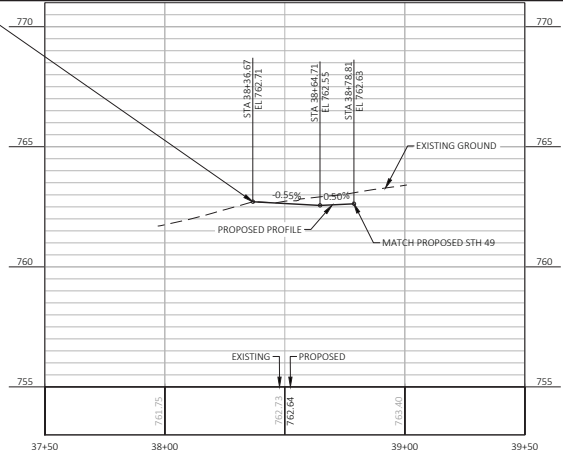
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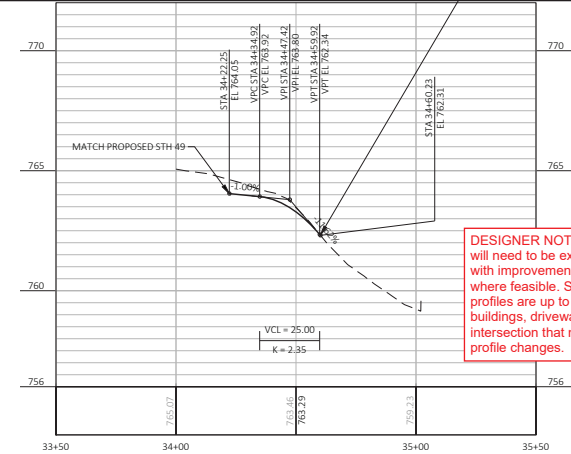
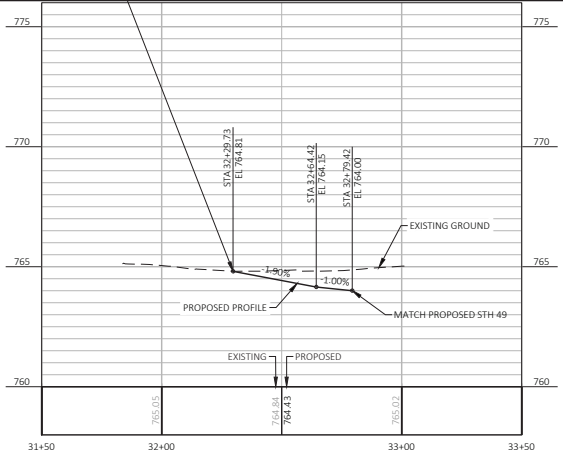
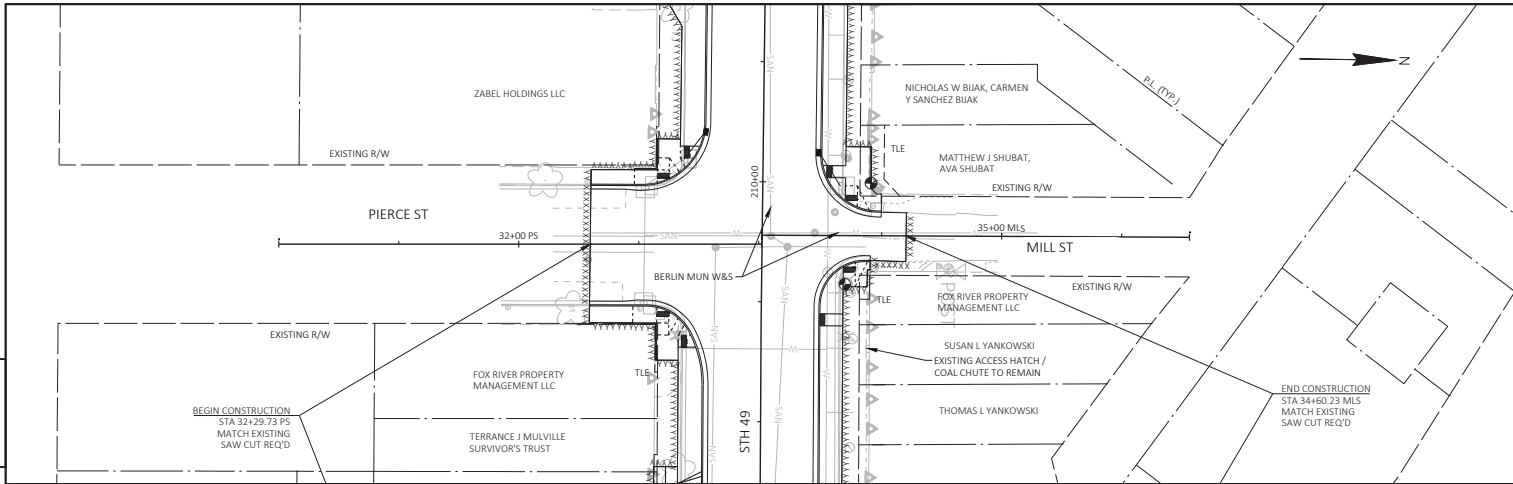


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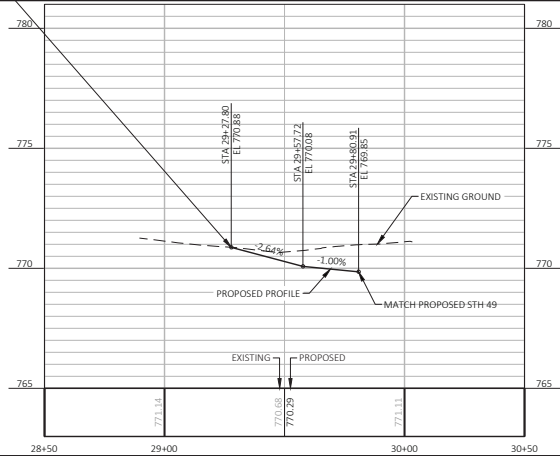
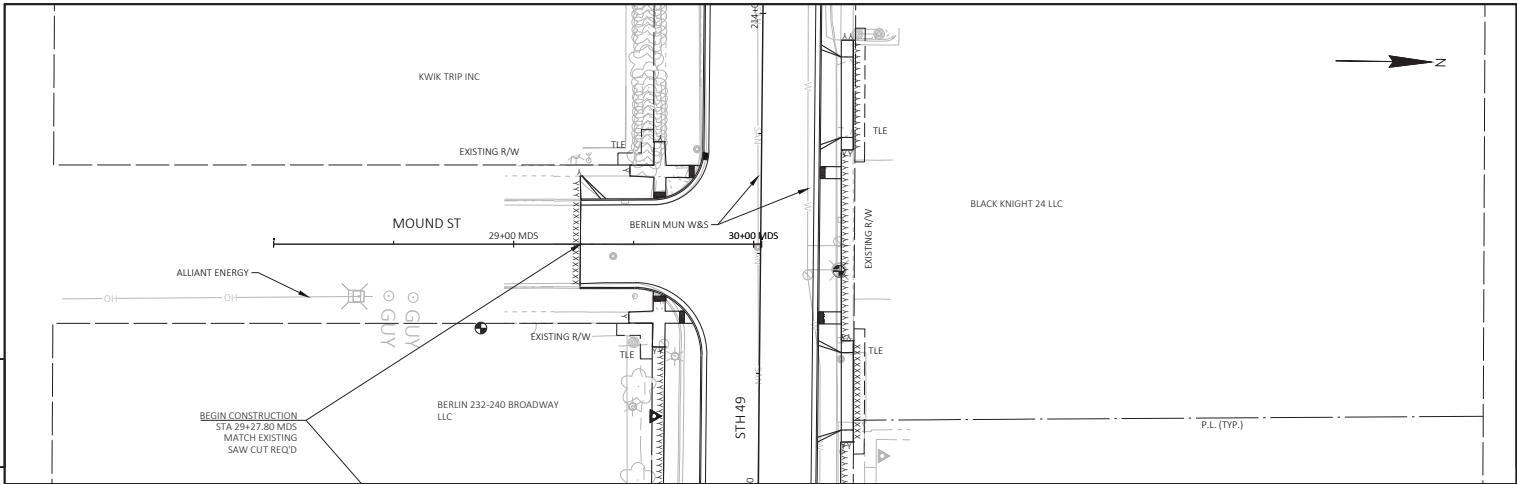
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DESIGNER NOTE: Some side road profiles will need to be extended or match existing with improvements for crosswalks included where feasible. Some existing side road profiles are up to 11.6% and some have buildings, driveways, or sidewalk close to the intersection that may be affected by vertical profile changes.

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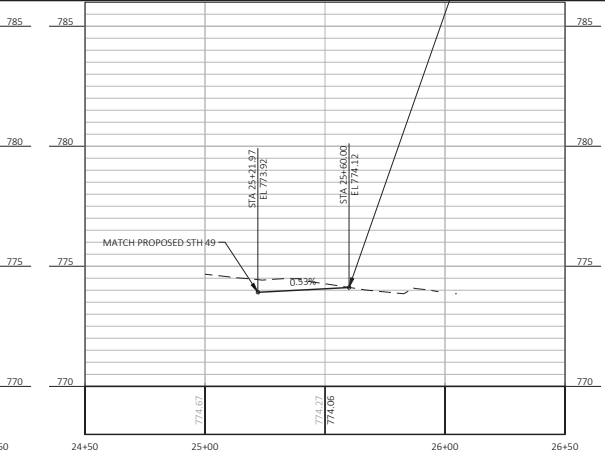
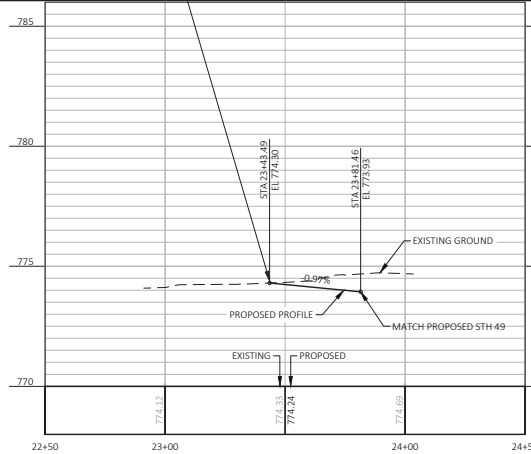
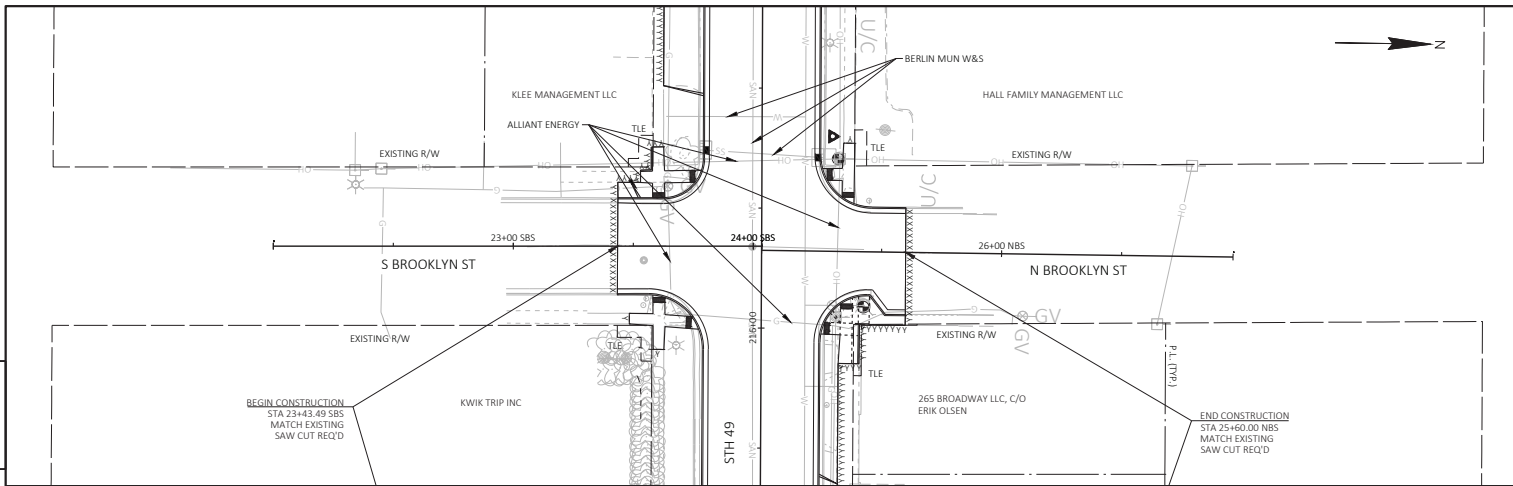


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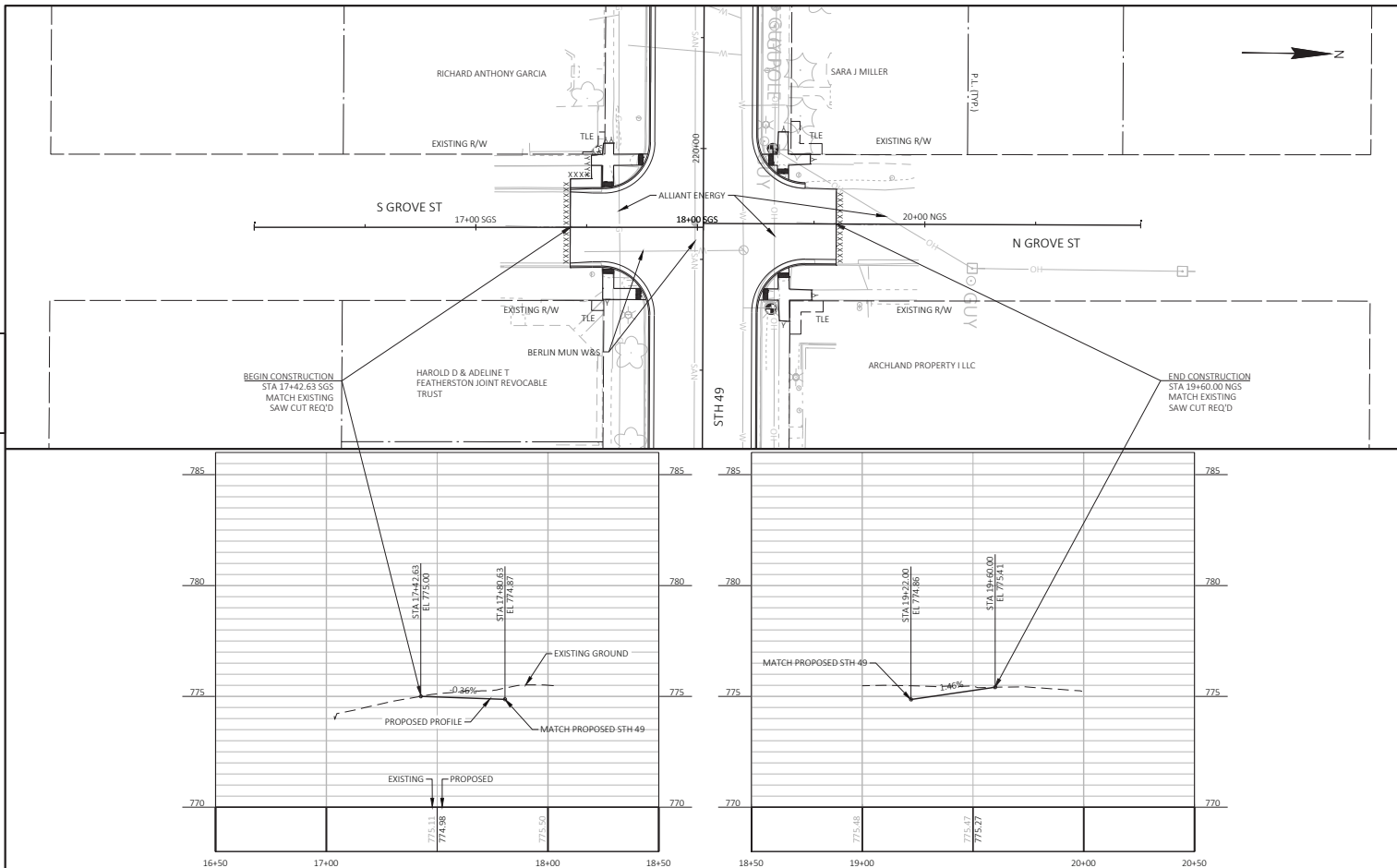
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PROJECT NO: 6210-00-74

HWY: STH 49

COUNTY: GREEN LAKE

PLAN AND PROFILE: SIDEROADS - GROVE ST

SHEET PRE 117

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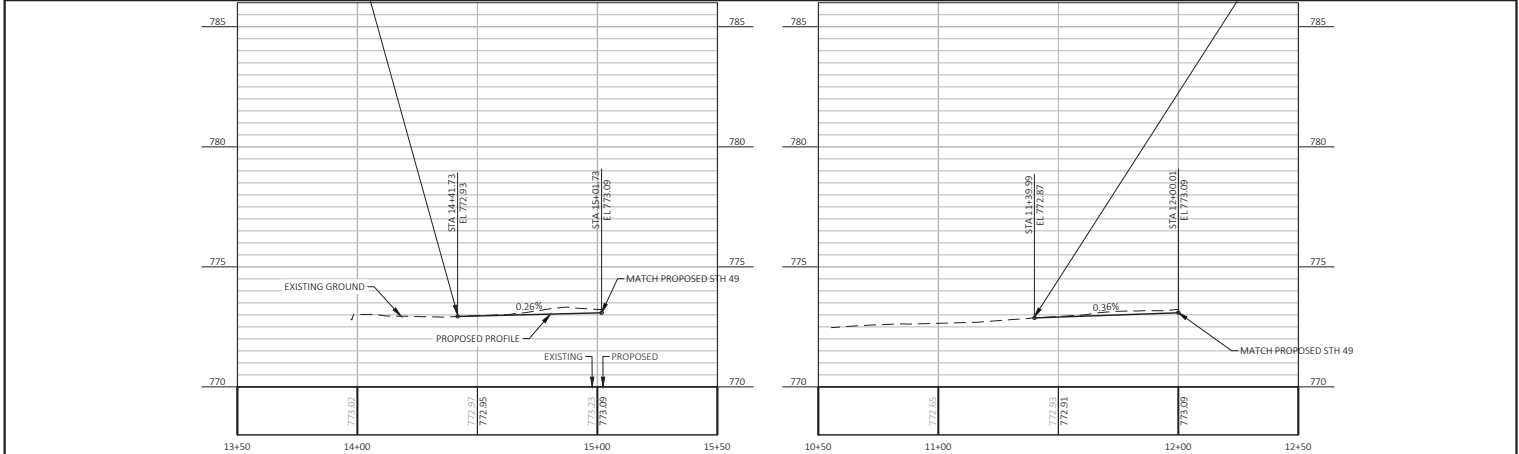
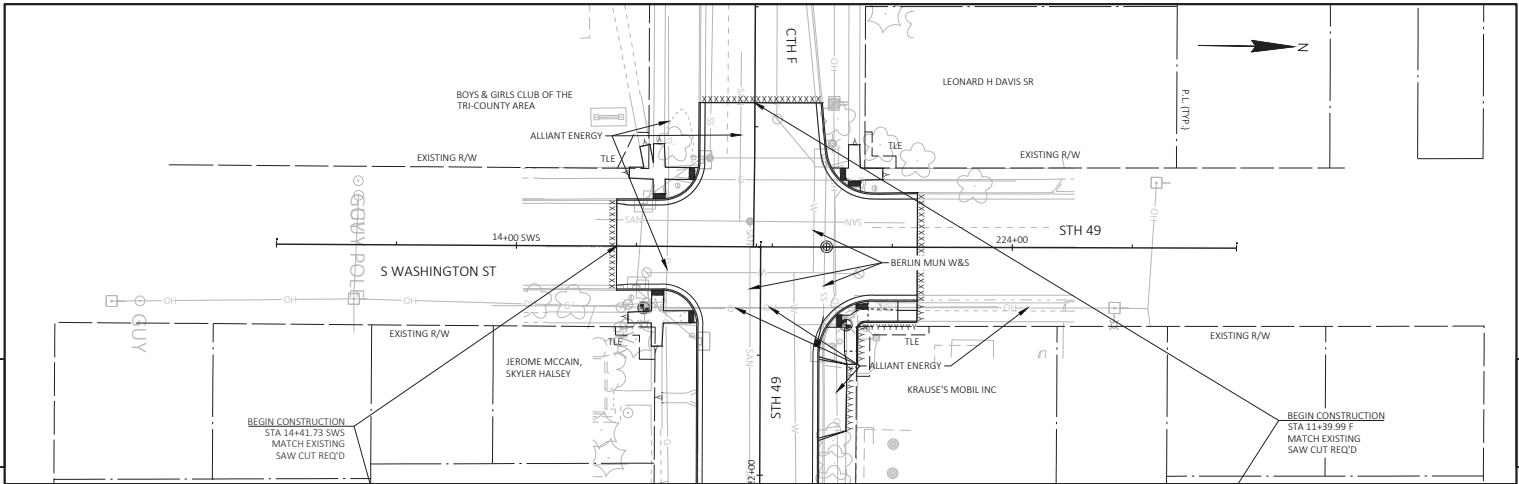
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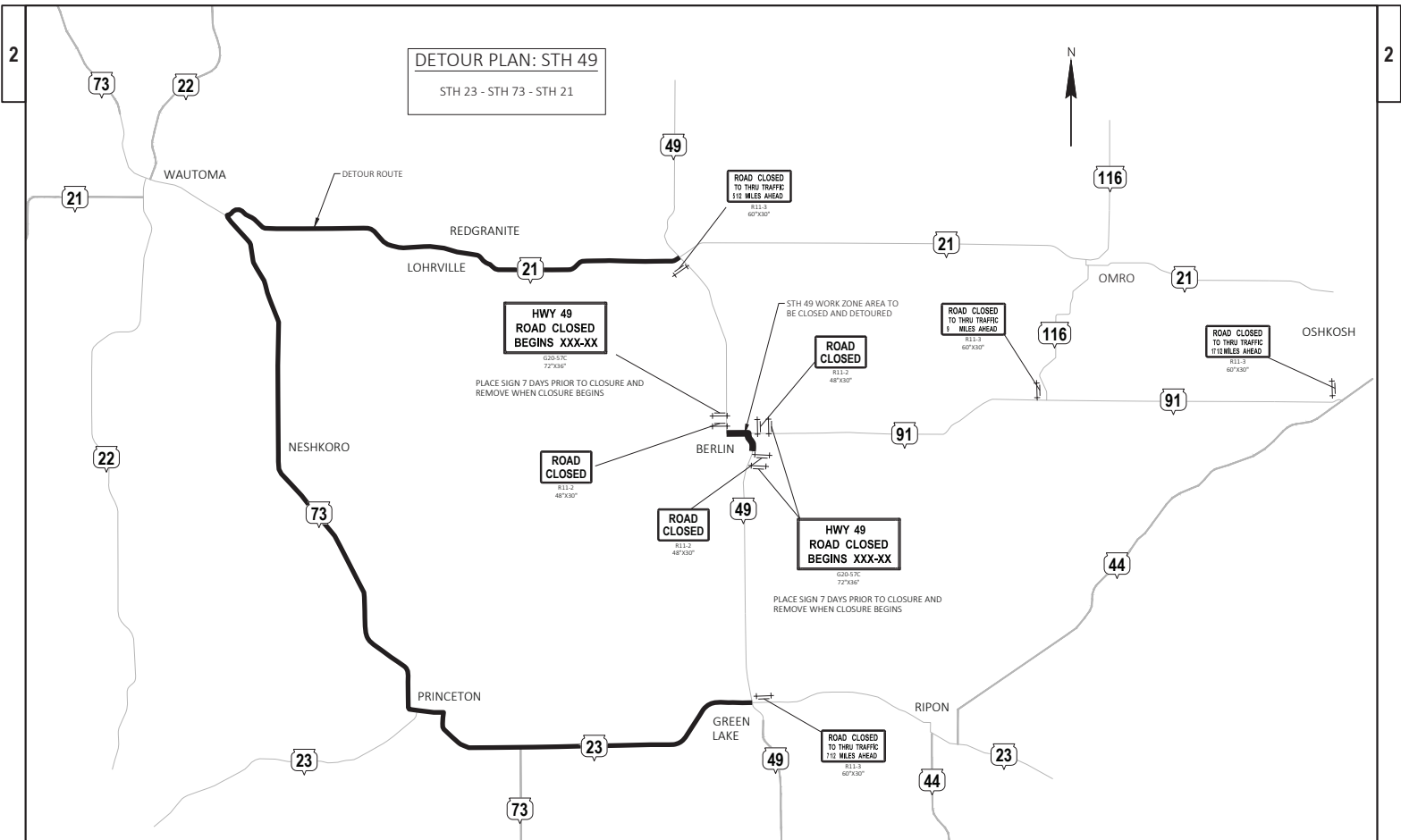
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PROJECT NO: 6210-00-74	HWY: STH 49	COUNTY: GREEN LAKE	PLAN AND PROFILE: SIDEROADS - CTH F/S WASHINGTON ST	SHEET PRE 118	E
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DETOUR PLAN: STH 49
 STH 23 - STH 73 - STH 21

**HWY 49
 ROAD CLOSED
 BEGINS XXX-XX**
 620.57C
 72°X30"

PLACE SIGN 7 DAYS PRIOR TO CLOSURE AND
 REMOVE WHEN CLOSURE BEGINS

ROAD CLOSED
 R12.2
 48°X30"

**HWY 49
 ROAD CLOSED
 BEGINS XXX-XX**
 630.57C
 72°X30"

PLACE SIGN 7 DAYS PRIOR TO CLOSURE AND
 REMOVE WHEN CLOSURE BEGINS

ROAD CLOSED
 R11.2
 48°X30"

ROAD CLOSED
 R11.2
 48°X30"

**ROAD CLOSED
 TO THRU TRAFFIC
 1/2 MILES AHEAD**
 R11.3
 60°X30"

**ROAD CLOSED
 TO THRU TRAFFIC
 1/2 MILES AHEAD**
 R12.3
 60°X30"

**ROAD CLOSED
 TO THRU TRAFFIC
 1/2 MILES AHEAD**
 R11.3
 60°X30"

**CITY OF BERLIN
COMMITTEE OF THE WHOLE
STAFF REPORT**

TO: Police & Fire Commission and Sewer and Water Commission
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Residency Requirements of Commission Members
MEETING DATE: July 7, 2026

BACKGROUND

The question of which commissions, boards and committees in the City require members to be residents of the City was discussed at the April and May Committee of the Whole meetings.

A memo from the City Attorney which reviews the State Statutes and the City's municipal code to determine which committees, boards and commissions allow members that are not residents of the City is attached.

The City's current municipal code, with some exceptions, does not allow for non-residents to serve on committees, boards and commissions of the City. Therefore, should the Council wish to change this for any committee, board or commission, Section 2-327 below would need to be amended. For some committees, an additional specific ordinance would also require amendment (as noted in the Attorney's memo).

Sec. 2-327. - Residency required for service; exemption.

Except as otherwise specifically authorized by any ordinance hereunder, no person not a resident of and not residing in the city shall be appointed in a voting capacity to any city board or commission, except that the library board, pursuant to state law, may have up to two members who reside in towns adjacent to the city. Any board or commission member who moves from the city shall immediately be removed from such board or commission.

The Common Council asked for a recommendation from the Police & Fire Commission and the Sewer & Water Commission as to whether or not residency should be required of their members. Both Commissions recommended that residency continue to be a requirement for membership/appointment to the Commission. The Sewer & Water Commission noted that the water and sewer utilities serve only properties within the City and those that live here and are subject to the rules and costs of the system should make decisions regarding the system, requiring residency to serve on the Commission. The Police & Fire Commission noted that there has not been a history of difficulty finding individuals willing to serve on the Commission and that the Police serve only the City (other than in situations of mutual aid) and Fire serves other communities through contracts.

Municipal LAW

& LITIGATION GROUP

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DONALD S. MOLTER, JR. (Retired)
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HAILEY R. LIPINSKI
SAVANNAH H. ZUZICK

STEPHEN J. CENTINARIO, JR.

March 20, 2026

Jessi Balcom, City Administrator
City of Berlin
108 N. Capron Street
P. O. Box 272
Berlin, WI 549223

**Re: Residence Requirements for Committees, Boards and Commissions
Legal Review**

Dear Ms. Balcom:

I received your request to outline which boards and commissions have state law residency requirements and which have local ordinance requirements. I have had an opportunity to carefully consider this matter.

Based upon my review, I note the following issues and my comments, questions, concerns and recommendations in this regard:

1. **Question:** by what criteria would we use for eligibility, if not business/property ownership?

Response: Instead of using language that permits only business owners to be eligible for Boards/Committees/Commissions, I recommend using more expansive language such as the definition used in Wis. Stat. § 62.23(1)(a) that identifies citizen members as “persons of recognized experience and qualifications.” Thus, more “citizens” may qualify for these Boards/Committees/Commissions.

2. Below I have identified the City’s Boards, Committees, and Commissions along with the applicable State and City residency requirements.

Board/Committee	State Law Residency Requirement	City Code Residency Requirement
City Council	Wis. Stat. § 62.09(2)(a) : No person shall be elected by the people to a city office who is not at the time of election a citizen of the United States and of this state, and an elector	City Code § 2-6(a) : No person shall be elected by the people to a city office who is not, at the time of his election, a citizen of the

MUNICIPAL LAW & LITIGATION GROUP, S.C.

Jessi Balcom
 March 20, 2026
 Page 2

	of the city, and in case of an aldermanic district office, of the aldermanic district, and actually residing therein.	United States and this state, and an elector of the city, and in case of a ward office, of the ward, and actually residing in such ward.
Board of Appeals	No	City Code § 2-327 : Except as otherwise specifically authorized by any ordinance hereunder, no person not a resident of and not residing in the city shall be appointed in a voting capacity to any city board or commission... Any board or commission member who moves from the city shall immediately be removed from such board or commission.
Board of Review	Wis. Stat. § 70.46(1) : The board of review may by ordinance in lieu of the foregoing consist of any number of town, city or village residents.	See City Code § 2-327 :
Library Board	Wis. Stat. § 43.54(1)(a) : Members shall be residents of the municipality, except that not more than 2 members may be residents of other municipalities.	City Code § 2-327 : The library board, pursuant to state law, may have up to two members who reside in towns adjacent to the city.
Oakwood Cemetery Board	No.	City Code § 2-401 : All appointees shall be residents of the city.
Committee on Aging	No.	City Code § 2-536 : The committee on aging shall consist of seven persons, five of which shall be residents of the city. The remaining two members may be nonresidents if such persons are actively employed in the city in a managerial position in the field of aging.
Community Development Authority	No.	See City Code § 2-327 :
Parks and Recreation Commission	No.	See City Code § 2-327 :
Plan Commission	Wis. Stat. § 62.23(1)(a) :	City Code § 2-506 :

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Jessi Balcom
March 20, 2026
Page 3

	The commission shall always have at least 3 citizen members who are not city officials. Citizen members shall be persons of recognized experience and qualifications.	The plan commission shall consist of seven voting members...four of which are citizens of the city.
Police and Fire Commission	Wis. Stat. § 62.13(1) : Each city shall have a board of police and fire commissioners consisting of 5 citizens, 3 of whom shall constitute a quorum.	City Code § 2-481 : Shall consist of five citizens who are residents of the city, three of whom shall constitute a quorum.
Travel and Tourism Commission	No.	See City Code § 2-327 :
Sewer and Water Commission	No.	See City Code § 2-327 :

If you should have any questions or concerns regarding these matters, please do not hesitate to contact me.

Yours very truly,

MUNICIPAL LAW & LITIGATION GROUP, S.C.

Eric J. Larson

Eric J. Larson

EJL/SHZ/jd
cc: Brittani Majeskie, Deputy Clerk

**CITY OF BERLIN
COMMITTEE OF THE WHOLE MEEETING
STAFF REPORT**

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Strategic Plan
MEETING DATE: July 7, 2026

BACKGROUND

The Council, community and staff has been working with Cory of CP2 consulting on the Berlin Strategic Plan over the past year.

Attached please find the Strategic Plan Summary Report.

Pages 15 and 16 note targets for the goals set by Council. We will now start working on filling these in and making strides towards them.

SUGGESTED MOTION

Motion to recommend to the Common Council adoption of the Strategic Plan Summary Report.



City of
Berlin
Wisconsin

**STRATEGIC
PLAN
SUMMARY REPORT**



April 2026

Dear Mayor Burgess and Administrator Balcom,

I am pleased to present the 2026-2029 Strategic Plan and Summary Report to the City of Berlin. This plan embodies the organization's goals, commitment to measurable outcomes, and dedication to delivering high-quality services to the community. While maintaining our focus on core public services, the Strategic Plan places special emphasis on key organizational objectives and provides a framework for proactive decision-making.

Arriving at the updated Vision, Mission, and organizational goals required months of diligent work, including gathering data from the community, interviewing stakeholders, and distilling the wealth of information collected. It has been an honor to support Berlin in this significant endeavor. I would like to extend my sincere gratitude to the Board and staff members who contributed their time and effort to this process.

Yours Truly,

Cory Poris Plasch
President / CEO
CP2 Consulting

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Executive Summary

Beginning in March of 2025, the City of Berlin engaged in a strategic planning process. The process generated strategic goals covering 2026-2029.

The plan consists of four strategic goals, identified as the issues of greatest importance to the City over the next four years. Each goal has an associated outcome, key outcome indicator, and performance target. These were determined through a facilitated process including board and staff and incorporating stakeholder feedback from focus groups and an internal stakeholder survey.

As part of the strategic planning process, the Vision and Mission were evaluated. The City chose to update their Vision and Mission. A cross-functional team of staff helped to further develop the Strategic Plan by identifying initiatives to achieve the Strategic Goals. This team will continue to work to develop and implement project plans for each initiative and create a communication plan to ensure that staff understand the overall goals, as well as being able to meaningfully incorporate action steps to achieve those goals into their overall responsibilities.



Vision and Mission

VISION STATEMENT

Berlin successfully balances a rural, small town feel with abundant opportunities for growth and community connections.

MISSION STATEMENT

Berlin values the past while purposefully planning for the future, delivering safe, reliable, and professional services that improve the quality of life for the community.



The Strategic Planning Process

The Strategic Planning Process seeks to answer five questions:

1. Where are we right now? (Plan Development)
2. Where do we want to be? (Plan Development)
3. How do we get there from here? (Plan Implementation)
4. How will we know when we get there? (Plan Implementation)
5. Are there changes in the future external environment that we need to consider?

DEVELOPMENT

Where are we now?

Scan the Environment
Conduct Internal and External Analysis
(SWOT)
Develop a Strategic Profile
Identify Strategic Challenges

Where are we going?

Define Our Mission
Articulate Core Values
Set a Vision
Identify Key Intended Outcomes

IMPLEMENTATION

How will we get there?

Develop Initiatives
Define Performance Measures
Set Targets and Thresholds
Spread Throughout Organization

How will we know?

Create Detailed Action Plans
Establish Accountability:
Who, What, When
Identify Success Indicators

Assessing the Current Environment

The Strategic Planning Process began with a meeting between the consultant and Berlin staff. The meeting included a review of strategic planning principles, a discussion of organizational value proposition, the status of vision and mission statements, and a tutorial on preparing an Environmental Scan. The session concluded with a timeline for the planning process, assignments for preparation of the Environmental Scan, and a process for conducting the stakeholder outreach.



Stakeholder Engagement

To answer the question **“Where are we now?”**, the Strategic Planning Process began with gaining an understanding of the operating environment. This is the first activity in developing a Strategic Plan as internal and external forces, dynamics, and constraints must be considered to arrive at the most effective strategy.

ASSESSING THE ENVIRONMENT INCLUDED:

- A community survey
- Focus groups
- Environmental Scan

As environmental factors change over time, they need to be evaluated and incorporated into the strategic thinking and planning process using current data. As a result, the focus groups were limited in scope and consisted of businesses, nonprofits, residents, students, and employees of the City. Each focus group discussed what participants saw as strengths of Berlin along with opportunities for change.

The results of these efforts were presented to the Berlin Board at the first Strategic Planning Session on August 5, 2025. They are summarized below along with links to the complete results.



Environmental Scan

The City of Berlin drafted an Environmental Scan providing a comprehensive overview of the community's demographic trends, financial position, municipal operations, and strategic considerations for long-term planning. The City benefits from a strong sense of community, active local events, and a full range of municipal services. The scan highlights key challenges, including limited revenue growth tied to low net new construction, infrastructure maintenance needs, workforce recruitment and retention pressures, and rising employee benefit costs. Overall, the document positions Berlin to use data-driven insights to guide strategic priorities, ensuring sustainable service delivery and community vitality through 2030 and beyond.

STATISTICS TO CONSIDER

- 2025 total City budget expenditures: \$6,666,834
- General property tax levy: \$2,434,092
- Median household income: \$49,637
- Population under age 18: 22.4%; age 65+: 16.9%
- Racial composition: ~89.8% White, 13.1% Hispanic/Latino, growing diversity
- City governed by Mayor and Common Council, with professional administration managing operations
- Full-service municipal structure including police, fire (paid-on-call), EMS, public works, utilities, library, and senior center
- Active community engagement through year-round events (farmers market, festivals, parades, car shows)
- Strong park and recreation presence supported by multiple public facilities
- Significant city-owned property portfolio supporting operations and development

External Stakeholder (Community) Survey Results

An External Stakeholder (Community) Survey was conducted from June 20 to July 25, 2025. External Stakeholders refer to individuals or groups who are outside the organization but are affected by the actions of the organization and the quality of life in the community. These include, but are not limited to, businesses, neighborhoods, residents of all ages, historically excluded populations, special interest groups, educational facilities including K-12 schools and higher education, and other taxing jurisdictions.

KEY TAKEAWAYS:

- The survey had 299 responses, with 85% indicating they are a resident of Berlin.
- When asked what they liked best about living in Berlin, the top three answers were: grew up here and/or have family in the area (55%), parks and recreation areas (32%), and peaceful community (28%).
- Respondents ranked the following as Essential for quality of life in Berlin: public safety (81%), schools (69%), affordability/cost of living (64%), local stores and shopping (52%).
- A majority of respondents were very satisfied or satisfied with the following services / features in Berlin: parks and park facilities (80%), fire and emergency medical response (65%), quality of life (59%), police (57%).
- When asked the most important things for a strong and healthy community, the top four responses were: high-quality schools (60%), a sense of safety and security (46%), employment opportunities (39%) and high-quality City services (28%).
- Respondents ranked the following as Essential to the future of Berlin: a safe community (84%), a good place to raise a family (79%), high-quality schools (74%), affordable City services (68%).
- A majority of respondents marked Yes to the following statements/questions:
 - "I would support up to \$50-100 in additional property taxes per year on an average home to fund pool repairs and ongoing maintenance." (Yes, 57%)
 - "Would you be willing to pay an additional \$20 per vehicle, per year to fund road repairs?" (Yes, 52%)
- A majority of respondents strongly or somewhat agreed with the following statements:
 - "A high-quality school system is an important factor in the success of the community." (89%)
 - "The City should invest in projects and programs that enhance the quality of life for all community members." (84%)
 - "The City should invest in creating jobs and growing local businesses." (84%)

Focus Group Results

As part of the City's strategic planning process, focus groups were conducted on August 19, 2025. The four Focus Groups included: employees; residents; businesses; nonprofits and community faith leaders.

A Focus Group is a small-group discussion, guided by a trained facilitator, used to gather in-depth information about a community's thoughts and opinions about a designated topic. The interaction enables participants to ask questions of each other, as well as to re-evaluate and reconsider their own understandings of their specific experiences. The facilitator's role is to gather information in an impartial and confidential manner, manage the pace of the discussion, and ensure that everyone has a chance to participate. The process included a set of questions and follow-up discussion within the small group.

KEY TAKEAWAYS:

- Berlin has a small-town feel while maintaining convenient access to the amenities of nearby larger communities.
- The City's sense of community is strong, with residents consistently describing it as welcoming, supportive, and rooted in tradition.
- Parks, the library, and community events are highly valued and contribute to the quality of life.
- At the same time, participants noted that Berlin lacks a clear identity and would benefit from stronger direction and a shared vision for the future.
- Economic development emerged as a top priority, including attracting businesses, expanding industry, and creating jobs to attract and retain residents.
- The appearance of downtown and other areas of the community was an area of concern, including vacant buildings, property maintenance, and the need for more consistent code enforcement and beautification efforts. Residents also noted visible deterioration of streets and infrastructure.
- Housing availability and quality were consistently cited as barriers to growth and support of workforce needs.

Focus Group Results, cont.

- Residents noted declining retail and service options, especially the absence of a grocery store.
- Several groups discussed the perceived erosion of trust between the City, residents, and businesses, and expressed a desire for improved transparency, communication, and engagement.
- Participants would like to see expanded amenities and recreation options for youth and families.
- Finally, the City's natural assets, especially the river, are seen as underutilized and present an opportunity to enhance recreation, tourism, and community connection.



Understanding the Environment

An integral part of the Strategic Planning Process is a SWOT Analysis, which stands for strengths, weaknesses, opportunities, and threats. It provides a situational overview of the environment in which strategic planning takes place and allows a systematic examination of factors impacting the community. **Strengths and Weaknesses** examine the internal operating environment, while **Opportunities and Threats** evaluate the external operating environment.

To provide ample opportunity for reflection, a SWOT survey was distributed to the Board Members and staff prior to the Strategic Planning session. During the Strategic Planning Retreat, the SWOT data was reviewed to determine key themes and strategic issues.



SWOT Analysis

STRENGTHS

- Dedicated staff
- Caring elected officials
- Great location
- Great public parks
- Outside community support

WEAKNESSES

- Weak financial position
- Staffing issues
- Outdated codes/red tape
- Aging facilities
- Lack of cohesion between council / community / staff

OPPORTUNITIES

- Growth: housing, economics, activities
- Promote: bedroom community, location
- Attract: families, businesses, events
- Automated services: campground, parks and shelter, website

THREATS

- Distrust
- Economics / finances
- Lack of growth
- Lack of support / involvement
- Loss: grocery store, industry, downtown

Strategic Issues

- Updated codes
- Staff capacity- workforce
- \$
- Civic engagement/pipeline
- Lack of business cohesiveness
- Retirements- workforce
- Community fatigue/need for change/education
- Aging facilities
- Growth needed
- Need for increased local biz
- Need for common identity/vision
- Different housing mix
- Roads
- Infrastructure
- Lack of future planning

SWOT Analysis (cont.)

The Strengths and Opportunities groups combined to discuss how internal strength coupled with external opportunities could be enablers of success.

The Weaknesses and Threats groups combined to discuss how internal weaknesses coupled with external threats could be challenges to success.

Finally, the groups combined, and all participants reviewed the key themes. A list of strategic issues was determined, and included economic development, partnerships, staffing, infrastructure, water, diverse revenue streams needed, public safety, technology, commercial development and housing.

The most important organizational priorities were finalized taking into account information gathered throughout the process, including the Environmental Scan.

Through this analysis, four Strategic Goals were identified: Investment in Community, Reliable Infrastructure, Engaged Community, and Workplace of Excellence.

Participants then were divided into cross-functional groups. They determined desired Outcomes (what success looks like), Key Outcome Indicators (how to measure progress toward success), and Performance Targets (a measurable goal achieved by a defined date) for each Strategic Goal.



Targets by Strategic Goal

GOAL Investment in Community	
OUTCOME	TARGET
Increased Development	<ul style="list-style-type: none"> • __ # of development agreements approved within TIDs by __ (date) • # of new build construction permits increased by __ # by __ (date) <p><i>KOI: # of new build permits, # of development agreements approved within TID 17</i></p>
Diversified funding	<ul style="list-style-type: none"> • Increase the number of grants applied for by __ % by __ (date) <p><i>KOI: Grants</i></p>
Revitalized downtown	<ul style="list-style-type: none"> • # of building permits for improvements increased by __ % by __ (date) • Support creation of BID / Chamber / Friends <p><i>KOI: # building permits</i></p>
GOAL Reliable Infrastructure	
OUTCOME	TARGET
Improved and repaired streets	<ul style="list-style-type: none"> • ≥\$1M invested in streets annually <p><i>KOI: \$ invested</i></p>
Upgraded water and sewer	<ul style="list-style-type: none"> • ≥\$1.2M invested in water and sewer annually <p><i>KOI: \$ invested</i></p>
Diversified project funding	<ul style="list-style-type: none"> • Increase grants applied for by __ % by __ (date) <p><i>KOI: # grants applied for</i></p>

Targets by Strategic Goal (Cont'd)

GOAL Engaged Community	
OUTCOME	TARGET
Vision for Berlin understood	<ul style="list-style-type: none"> • Comp plan visioning done by 12/26 <i>KOI: Visioning complete</i>
Well informed community	<ul style="list-style-type: none"> • Produce at least one piece of educational content monthly • Increase engagement by __ % by __ (date) • Create testimonial campaign by __ (date) <i>KOI: # educational topics addressed; engagement</i>
Sustainable pipeline for public service	<ul style="list-style-type: none"> • Information packet explaining commitment for committees and boards available by __ (date) • Interest list compiled for each committee and board completed annually <i>KOI: Information packet available; interest list compiled</i>

GOAL Workplace of Excellence	
OUTCOME	TARGET
Reduce vacancy time	<ul style="list-style-type: none"> • Time to fill decreased by __ % by __ (date) <i>KOI: Time to fill</i>
Increased retention	<ul style="list-style-type: none"> • Increase retention rates by __ % by __ (date) <i>KOI: Retention rates</i>
Improved processes	<ul style="list-style-type: none"> • __ # of processes evaluated annually <i>KOI: # of processes evaluated</i>
Increased organizational resilience	<ul style="list-style-type: none"> • Evaluate __ % of SOPs for accuracy annually • Cross-train __ % of identified critical roles by __ (date) <i>KOI: # of SOPs evaluated; % of roles cross-trained</i>

Strategic Plan Implementation

Implementation is the final step in the Strategic Planning Process and consists of staff developing Initiatives to support the Strategic Goals determined during the Strategic Planning Process.

The following Initiatives will be reported on regularly, showing the measurable progress the City of Berlin is making towards their Strategic Goals and associated Performance Targets.

Goal: Investment in Community

- Downtown Revitalization & Placemaking Program
- Strategic Economic Development & Business Attraction
- Diversified Funding & Investment Strategy
- Community-Driven Development & Housing Investment

Goal: Reliable Infrastructure

- Street Rehabilitation & Maintenance Program
- Water & Sewer System Modernization
- Diversified Infrastructure Funding Strategy
- Integrated Capital Planning & Project Coordination

Goal: Engaged Community

- Civic Talent Pipeline & Volunteer-to-Leadership Pathway
- Modernize Citywide Communications
- Build Strong Neighborhood and Community Partnerships
- Promote Transparency & Open Government

Goal: Workplace of Excellence

- Build a High-Performance, People-Centered Culture
- Strengthen Talent Development & Workplace Capacity
- Foster an Innovative, Empowered, and Efficient Work Environment
- Prioritize Employee Well-Being, Satisfaction, and Support

Strategic Planning Session Participants

The strategic plan was developed with the hard work and dedication of many individuals. The Berlin Board and Staff led the way, taking time out of their schedules to commit to long-term thinking. They defined a direction and a set of outcomes that are important to the community stakeholders with whom they partner and serve.

City Council & Staff

Catrina Burgess

Mayor

Terry Przybyl

Aldersperson (Wards 1 & 7)

Victoria Hill

**Aldersperson & Council
President (Ward 2)**

Kristina Boeck

Aldersperson (Ward 3)

Samantha Stobbe

Aldersperson (Ward 4)

Joshua Nigbor

Aldersperson (Ward 5)

Melissa Sorenson

Aldersperson (Ward 6)

Jessi Balcom

City Administrator & Clerk-Treasurer

Chief Doug Dewhurst

Fire Chief

Chief Brian Pulvermacher

Police Chief

Brian Malnory

Utility Superintendent

Scott Zabel

Streets Superintendent

Tim Ludolph

Zoning Administrator

Evan Vandenlangenberg

EMS Director

Chris Kalupa

Library Director

Debra Thiel

Deputy Clerk-Treasurer

Consultant

Cory Poris Plasch, President, CP2 Consulting



**CITY OF BERLIN
COMMITTEE OF THE WHOLE MEETING
STAFF REPORT**

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Employee Handbook Amendment – Compensation & Work Schedule
MEETING DATE: July 7, 2026

BACKGROUND

Attached please find the Compensation & Work Schedule section of the Employee Handbook. Staff is recommending updating the Pay Schedule section to reflect current practices.

A few additional facts about pay:

- ~~Step increases may be provided pursuant to a step increase policy established and amended from time to time by the Common Council. Employees should consult with their supervisors for more details.~~
- No deductions shall be made from employee wages without the employee's written authorization except those deductions required by law, court, or contract. The City may not deduct any amount from a paycheck due to faulty workmanship or lost or stolen property unless the employee has first authorized it in writing, or the damage or loss is due to the employee's negligence or criminal acts as determined by a court or by a representative appointed by the employee.
- ~~If a paycheck is lost by an employee, or stolen, notify the Payroll Clerk immediately. The stop payment bank charge will be assumed by the employee.~~

The first bullet point – the City is not currently utilizing a step increase system, so this language could be removed to reduce confusion.

The third bullet point – the City does not issue paper payroll checks; payroll is done through direct deposit. This language is no longer relevant.

SUGGESTED MOTION

Motion to direct staff to make the suggested revisions to the Compensation & Work Schedule section of the Employee Handbook and bring the amended Handbook to Council for approval.

COMPENSATION & WORK SCHEDULE

OUTSIDE EMPLOYMENT: Because of the City of Berlin's obligations to its citizens, the City must be aware of any concurrent employment each employee may have to determine whether or not it presents a potential conflict.

Serving on any public or government board or commission qualifies as employment for purposes of this policy, regardless of whether such service is compensated.

Before beginning or continuing outside employment, employees are required to obtain written approval of their supervisor and the City Administrator. Employees must submit written documentation to their immediate supervisor and the City Administrator detailing the involvement with the other employer. This documentation should also include a statement of understanding that any duties of outside employment will not conflict with or occur during employment hours with the City of Berlin. Failing to obtain prior approval as described may result in disciplinary action, up to and including termination. Employees who are on leave of absence, including FMLA leave or Workers' Compensation leave are prohibited from having outside employment during their leave, unless otherwise allowed by law.

ATTENDANCE & PUNCTUALITY: Every employee is expected to attend work regularly and report to work on time. If an employee is unable to report to work on time for any reason, that employee must telephone his or her supervisor as far in advance as possible. If an employee does not call in an absence in advance, it will be considered unexcused. Unsatisfactory attendance, including reporting late or quitting early, may result in disciplinary action, up to and including discharge.

BREAKS: Any employee working 6 hours or longer in any day is permitted one half hour for lunch, unless the employee's immediate supervisor specifically authorizes more time. Typically supervisors grant 1 hour for full time employees, and 1/2 hour for part time employees, but that again is up to the discretion of the supervisor, depending on the needs of the department. Times during which lunch is to be taken shall be scheduled with the employee's immediate supervisor in advance for regular full-time employees, otherwise lunch times shall be decided on a daily basis according to the needs of the department. Each employee must be conscientious about returning from lunch on time, out of consideration for fellow employees who may not be able to leave for their lunches until that employee's return, notwithstanding the City of Berlin's general policy on tardiness. Skipping lunch hours to make up time for tardiness, out-of-the-work appointments or leaving early is not permitted.

Coffee breaks, time for snacks, or visiting do not count as meal periods but as rest periods. There is no legal requirement in Wisconsin that an employee be given a rest period, however employees' immediate supervisors are authorized to provide rest periods for their employees, in their discretion. Therefore, for those employees who are not provided rest periods, any excessive activities that would otherwise constitute a rest period may be required to be made up by the employee under the direction of the employee's immediate supervisor, or may be cause for disciplinary action. If granted, a rest period should not exceed ten (10) minutes at any one time; and when it is granted, it should be near the middle of the first and/or second half of the workday. The rest period shall include any time taken in preparation for the rest period and in going to and

from a specific rest period area. During breaks, employees shall be subject to the discretion of the employee's immediate supervisor as to the location of, and limitation of the employee's conduct, during breaks. Employees must also be aware of and abide by the City's smoking policies and prohibitions, as contained in this Handbook or otherwise established by the employee's supervisor, as well as state laws relating to smoking in certain public places. If for any reason an employee that normally is granted rest periods does not receive a rest period on a particular day, or an employee does not use a rest period granted, it does not accrue to be granted at some later time or date, unless expressly authorized by the employee's supervisor. This means that, unless expressly authorized by the employee's supervisor, the employee cannot combine two rest periods nor can a rest period be used to leave work early or to extend the length of a lunch period or vacation leave. Unless expressly authorized by the employee's supervisor, an employee cannot take a rest period in shorter increments i.e. two five (5) minute "smoke" breaks. Rest periods will not be granted to any employee who abuses the privilege.

GENERAL PAY INFORMATION: Certain mandatory deductions from paychecks will be made in accordance with federal and state laws. In addition, the City of Berlin makes available certain voluntary deductions as part of the City's benefits program. If an employee elects supplemental coverage under one of the City's benefits plans, which requires employee contributions, the employee's share of the cost will be deducted from his or her check each pay period. If the employee is not receiving a payroll check due to illness, injury, or leave of absence, he or she will be required to pay the monthly cost directly to the City.

OVERTIME: Because of the nature of work, employees may be asked to work overtime on weekends or holidays or additional hours during the regular workday and are expected to comply with such requests. Overtime compensation is paid to all non-exempt employees at one and one-half times their straight time rate for all hours worked in excess of 40 hours per week.

If an employee is non-exempt, that employee must receive authorization from his or her supervisor before working overtime. After an employee has worked overtime, he or she must enter it on a timesheet for the pay period it is accrued.

Overtime pay is based on actual hours worked. Time taken for lunch or dinner is not included as time worked for purposes of computing overtime. Time off on holidays, sick leave, vacation leave, personal leave, training seminars or any leave of absence will not be factored in as hours worked when calculating overtime.

COMPENSATORY TIME:

Exempt Employees: Employees exempt from the provisions of the Fair Labor Standards Act are charged with fulfilling their duties and responsibilities and meeting their goals without regard to the number of hours per day or per week and receive no overtime pay. Exempt employees may request of the employer compensatory time off (which could be less than an hour for hour basis) on applicable forms prepared by City Administrator. Approval or denial of such request is at the discretion of the employee's immediate supervisor. For the purposes of requesting compensatory time off, exempt employees will be required to record compensatory time logged and taken on their respective time report. The employer is not obligated to grant compensatory time off and compensatory time is not paid out at the time of separation from employment, for

any reason.

Non-Exempt Employees: As an alternative to getting paid monetarily for overtime as described above, each non-exempt employee may, in the discretion of the employee's Department Head, be paid for overtime in the form of compensatory time off, at the rate of one and one-half times their straight time rate. The maximum amount of compensatory time off that can be accrued shall be forty (40) hours per calendar year. Accrued but unused compensatory time off shall not be carried over from year to year and shall be paid in cash at the end of each calendar year. An employee who has accrued compensatory time and requests use of the time shall be permitted to use the time off within a reasonable period after making the request, if the time off will not unduly disrupt the operations of the employee's department.

Compensatory hours accrued under the provisions of this agreement shall be paid out upon termination of an employee's employment with the City of Berlin for any reason.

PAY SCHEDULE: All employees of the City of Berlin shall receive such salaries as may be established from time to time by the Common Council or the appropriate board or commission.

Employees will be paid bi-weekly on Fridays. The 14-day pay period begins on Sunday and ends on Saturday. If the regular payday falls on a holiday, payday will be the last regular workday before the holiday. Picking up of payroll checks early is not permitted, except under permission from the City Clerk.

A few additional facts about pay:

- ~~Step increases may be provided pursuant to a step increase policy established and amended from time to time by the Common Council. Employees should consult with their supervisors for more details.~~
- No deductions shall be made from employee wages without the employee's written authorization except those deductions required by law, court, or contract. The City may not deduct any amount from a paycheck due to faulty workmanship or lost or stolen property unless the employee has first authorized it in writing, or the damage or loss is due to the employee's negligence or criminal acts as determined by a court or by a representative appointed by the employee.
- ~~If a paycheck is lost by an employee, or stolen, notify the Payroll Clerk immediately. The stop payment bank charge will be assumed by the employee.~~

PERFORMANCE REVIEWS AND SALARY INCREASES: Supervisors and employees are strongly encouraged to discuss job performance and goals informally any time. Formal performance reviews will be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These formal reviews will be conducted annually or as deemed necessary by the supervisor. Salary and wage increases are based on those reviews (unless salaries or wages are otherwise predetermined by Common Council). However, an employee receiving a performance appraisal will not necessarily receive a salary or wage increase.

TIME RECORDS: All employees must keep accurate time records by completing

timesheets. Tampering with, falsifying or altering time cards will result in disciplinary action, up to and including discharge. Failing to record work time or proper recording of benefit usage on timecards may also result in disciplinary action. For payroll purposes, time is rounded to the nearest quarter of an hour.

WORK HOURS: The City of Berlin follows a work schedule of 40 hours per week. The normal workweek is Monday through Friday, but may fluctuate by season or by department. Normal hours differ by department. Each employee's supervisor may establish alternative hours as needed. Also, some department employees may also be subject to mandatory call-in duty outside of employee's normally scheduled duties. If such mandatory call-in hours result in overtime hours for the employee, the employee shall be paid in accordance with the overtime policy described in this Handbook.

From: SLFRF@treasury.gov
To: [City Administrator](#)
Subject: Acknowledgement of Receipt of Closeout Report from the U.S. Department of the Treasury, State and Local Fiscal Recovery Funds (SLFRF)
Date: Tuesday, June 30, 2026 4:10:20 PM

City Of Berlin, WI

SLFRF Submission Number: SLT-0534

6/23/2026

Dear SLFRF Recipient:

Treasury has received City Of Berlin, WI's closeout confirmation and final Project and Expenditure Report.

Treasury has now begun a closeout review of City Of Berlin, WI's SLFRF award. Treasury may send instructions to revise and resubmit the final Project and Expenditure Report or may send an Information Document Request (IDR) for the recipient to provide further clarity. If needed, Treasury may request verification of award closeout information from recipients.

Upon completion of closeout actions and resolution of any outstanding matters regarding the SLFRF award, Treasury will send an acknowledgement of program closeout. The acknowledgement of program closeout will inform each recipient that its award has been closed out and no further action is required other than its compliance with certain terms and conditions of the SLFRF award that extend beyond the closeout period.

If you have questions or need additional information, please send us an email via SLFRF@Treasury.gov.

Thank you,

State and Local Fiscal Recovery Funds
U.S. Department of the Treasury
SLFRF@Treasury.gov

Federal Financial Report

1. Federal Agency and Organizational Element to Which Report is Submitted Department of the Treasury		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) RCP-033897		
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: Berlin, City of Street1: PO BOX 272 Street2: City: BERLIN County: State: WI:Wisconsin Province: Country: USA: United States ZIP /Postal Code:54923				
4a. DUNS Number 080486178	4b. EIN 396005398	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) RCP-033897		
6. Report Type Annual	7. Basis of Accounting	8. Project/Grant Period From: 05/18/2021 To: 12/31/2026	9. Reporting Period End Date 03/31/2026	
10. Transactions				Cumulative
Federal Cash:				
a. Cash Receipts				\$563,640.17
b. Cash disbursements				\$563,640.17
c. Cash on hand (line a minus b)				\$0.00
Federal Expenditures and Unobligated Balance:				
d. Total federal funds authorized				\$563,640.17
e. Federal share of expenditures				\$563,640.17
f. Federal share of unliquidated obligations				\$0.00
g. Total federal share (sum of lines e and f)				\$563,640.17
h. Unobligated balance of federal funds (line d minus g)				\$0.00
Recipient Share:				
i. Total recipient share required				Not Applicable
j. Recipient share of expenditures				Not Applicable

k. Remaining recipient share to be provided (line i minus j)						Not Applicable	
Program Income:							
l. Total Federal program income earned						\$0.00	
m. Program income expended in accordance with the deduction alternative						Not Applicable	
n. Program income expended in accordance with the addition alternative						\$0.00	
o. Unexpended program income (line l minus line m or line n)						\$0.00	
11. Indirect Expense							
a. Type	b. Rate	Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	
Not required at this time							