

COMMON COUNCIL MEETING AGENDA
WEDNESDAY AUGUST 12, 2026 AT 7PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE
CITY MEETINGS CAN BE WATCHED LIVE OR RECORDED
ON THE CITY OF BERLIN YOUTUBE PAGE @CITYOFBERLIN5623

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

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

5. Waive the reading of ordinances and resolutions.
6. Accept and place on file reports from the City Clerk, Treasurer (June Bank Statements and Reconciliations), and Building Inspector. Approve payment of bills
7. Approve minutes from the 7.14.2026 Common Council Meeting.
8. Approve the recommendation of the Committee of the Whole to direct the Oakwood Cemetery Board and staff to complete and submit an application to ArbNet to create a level 1 arboretum within Oakwood Cemetery and to approve the Arboretum brochure.
9. Approve the recommendation of the Committee of the Whole to move forward with a raze and remove order at 127 W Berlin Street while the current ownership is being determined.
10. Approve the recommendation of the Committee of the Whole to adopt Ordinance # 08-26 amending Chapter 52- Planning, formally adopting the document entitled "City of Berlin Comprehensive Plan 2026".
11. Approve the recommendation of the Committee of the Whole to approve Resolution #26-07 to Accept the Bequest of the Fortnum Property (Parcel 206000680000) to the City of Berlin.
12. Approve the recommendation of the Plan Commission to adopt Ordinance # 09-26 amending the Zoning Code related to Regulation of Certain Types of Indoor and Outdoor Sports and Recreation in M-1 and M-2 Zoning Districts.

END OF CONSENT AGENDA

13. Senior Center Transportation Program and Meals on Wheels/Congregate meal site update.
RECOMMENDATION: Listen to presentation and update from Ryan Bamberg, Aging/ADRC Unit Manager with Green Lake County regarding the Senior Center's participation in Green Lake County's programs. Discussion and action as appropriate.

14. October 1, 2026 – September 30, 2027, Employee Health Insurance and Employee Dental Insurance Renewal – provider determination and plan selection. RECOMMENDATION: Approve the proposal of Health Partners for employee health insurance (employer, City of Berlin, provided), to include the Broad, Focused and Select Medical Plan Groups with the Plan Design of PPO \$3500/\$7000/100%. Employer cost share of 90% of Focused Medical Plan and employee share of 10% of Focused Medical Plan; employer cost share of 90% of Focused Medical Plan to be contributed toward Broad Medical Plan with employee share of 10% of Focused Medical Plan plus (buy up cost) additional costs of the Broad Medical Plan to be paid by employee; employer cost share of 90% of Select Medical Plan and employee share of 10% of Select Medical Plan (buy down option).
15. Special Event - Flannel Revival at Grizzly's Diner and Tavern from 6-9PM on August 14, 2026. Request for temporary extension of premises of Alcohol Beverage License at 186 Broadway Street to include fenced in outdoor area; Outdoor Activity Areas for Alcohol Beverage Licensed Establishment permit to allow live entertainment and serving of alcohol beverages; and Special Events on Street, Highways, and Municipal Parking Lots to allow use of City owned lots at 119 Commercial Street and 114 Pierce Street (Parcels 206015740000, 20615730000 and 206015720000) for parking. RECOMMENDATION: Review request and permit applications, discussion and action as appropriate.
16. Special Event – Jerry Unger Band at Grizzly's Diner and Tavern from 6-9PM on September 6, 2026. Request for temporary extension of premises of Alcohol Beverage License at 186 Broadway Street to include fenced in outdoor area; Outdoor Activity Areas for Alcohol Beverage Licensed Establishment permit to allow live entertainment and serving of alcohol beverages; and Special Events on Street, Highways, and Municipal Parking Lots to allow use of City owned lots at 119 Commercial Street and 114 Pierce Street (Parcels 206015740000, 20615730000 and 206015720000) for parking. RECOMMENDATION: Review request and permit applications, discussion and action as appropriate.
17. Accept Resignation of Parks and Recreation Commission Member. RECOMMENDATION: Accept the resignation of Pat Hanrahan from the Parks and Recreation Commission.
18. Discussion and Action on the Planning and Development Director position and contracting for zoning administrator position and duties. RECOMMENDATION: Issuance of RFP for a contracted position to perform responsibilities associated with zoning administrator, planning and development director and flood plain management duties.
19. Old Business (To be used to request items of old business be put on a future agenda for further discussion or action; or used to make a motion for reconsideration of an item from the current meeting or immediately previous meeting; or to make a motion to take items off the table which were laid on the table only during the current meeting.)
20. New Business (To be used to request items of new business be put on a future agenda)
21. Adjourn.

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

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

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

COMMON COUNCIL MEETING MINUTES
JULY 14, 2026 AT 7PM

1. Call to order/Roll Call – *Mayor Burgess called the meeting to order at 7:00PM. Alderpersons Cauley, Hill, Klawitter, Przybyl, and Stobbe were present. Alderperson Sorenson was excused. Staff present were Jessi Balcom, City Administrator; Brittani Majeskie, Deputy Clerk-Treasurer; Scott Zabel, Street Superintendent; Susan Kiener, Berlin Senior Center & Recreation Facilities Director; and Tim Ludolph, Planning and Development Director. Also present was David Minch, Government Audit Shareholder of KerberRose.*
2. Seat Virtual Attendees – *None.*
3. Pledge of Allegiance
4. General Public Comments – *None.*

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

5. Waive the reading of ordinances and resolutions.
6. Accept and place on file reports from the City Clerk, Treasurer (May Bank Statements and Reconciliations), and Building Inspector.
7. Approve payment of bills.
8. Approve minutes from the 6.9.2026 Common Council Meeting, 6.9.2026 Special Common Council Meeting, and 6.9.2026 Closed Session minutes.
9. Approve the recommendation of the Committee of the Whole to approve the renewal of League of Wisconsin Municipalities Mutual Insurance for all coverages (liability, property, crime, auto, workers' compensation, cyber liability, etc.) including cyber security coverage of \$1M (\$2500 deductible), and adding agreed value to 4 EMS vehicles.
10. Approve the recommendation of the Committee of the Whole to approve the Capital Equipment bids for Capital Borrowing Projects (Library Elevator (\$189,900), Public Works Dump Truck (\$188,970), Loader Mounted 2 Stage Snowblower (\$229,850) and Mower for the Oakwood Cemetery(\$6,675)).
11. Approve the recommendation of the Committee of the Whole to adopt the Summary Report of the Strategic Plan.
12. Approve the recommendation of the Committee of the Whole to approve the amended Employee Handbook section and adopt the July 14, 2026 version of the Employee Handbook.

13. Approve the recommendation of the Plan Commission to adopt Ordinance # 07-26 An Ordinance Rezoning a Parcel of Land from A-1 Agricultural District to R-1 Residential District City of Berlin. Rezone 381 NW Cumberland Street Parcel #206-01666-0200 COM 516' W OF THE SE COR OF SEC 4: RUN N 200'; W 100'; S 200'; E 100' TO BEG, City of Berlin, Green Lake County from A-1 to R-1.
14. Approve the recommendation of the Committee of the Whole to discontinue the observance of No Mow May in the City of Berlin. Rescind the suspension of Ordinance 78-4 Length of lawn and grasses from May 1-May 30 annually made by the Common Council in May 2025.

END OF CONSENT AGENDA

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

15. 2025 Audit Presentation and Acceptance – *David Minch, Government Audit Shareholder of KerberRose, presented the City of Berlin 2025 audit containing the Annual Financial Report and Management Communication Letter. Minch explained this is the first year KerberRose worked with the City and overall the audit went well. There were a few prior period adjustments made due to the software conversion and change in auditors. Minch highlighted items from the Annual Financial Report. On the Independent Auditor's Report he noted the financial statements referred to presented fairly, which is the highest level of assurance that can be provided by auditors. Minch also reviewed the Balance Sheet of Governmental Funds of the City, pointing out the balance for all governmental funds ended 2025 at about \$9.6 million. The general fund, also known as the main operating fund, ended the year with a fund balance of about \$3.79 million which is an increase from the prior year. Minch also noted the operating reserves made up the largest unassigned fund balance which are the reserves that build up over time as cash flows throughout the year. Minch compared the unassigned fund balance of \$3.7 million to the about \$5.6 million in current year expenditures and calculated that the unassigned fund balance is approximately 65% of expenditures, which is a very strong financial position, allowing the City to take advantage of any repairs, maintenance, or unbudgeted items that come up. Next Minch reviewed the Statement of Revenues, Expenditures, and Changes in Fund Balance. The general fund balance increased the Fund Balance by about \$245,000 whereas the total for all the governmental funds increased by about \$85,000 which includes all the TIDs and special revenue funds. Minch stated there were many positive aspects when looking at the operating results for 2025. Next Minch reviewed the Statement of Revenues, Expenses, and Change in Net Position for the Proprietary Funds consisting of the water and sewer utilities, noting they had a good year. Water had an operating income of about \$173,000 with a total change in position being about \$189,000, meaning the rates customers are charged is generating enough profit to fund the operations of the water utility. The sewer utility had an operating loss of about \$35,000, which was not too significant, but is something to pay attention to, is not regulated by the public service commission, and the Council has the authority to recommend rate increases. A loss that small could indicate more repairs or additional supplies were purchased. The overall change in the sewer utility was about \$101,000, largely driven by the interest income earned on the cash held in that fund. Next Minch discussed the Footnotes to the Financial Statements stating they were the notes derived from information provided by Balcom and staff. Minch*

pointed out that Wisconsin municipalities are authorized to incur up to 5% in general obligation outstanding debt of equalized valuation set forth by the Department of Revenue. That calculation means the City could have up to \$23.6 million in general obligation outstanding debt. On December 31, 2025 the total City debt was about \$5.1 million, therefore the City debt load is relatively low compared to the total authorized amount the City could incur which is a positive aspect for the City. Next Minch reviewed the Schedule of Budgetary Comparison which is the Budget and Actual General Fund, noting it is a useful tool showing what the City planned for, adjusted for, and the actual results. The original budget has a decrease in fund balance of about \$487,000 and after budget amendments were made, projected to have a decrease of about \$88,000. He noted a positive fund balance increase of about \$245,000. Minch stated he thought conservative budgeting was taking place, and that some items were budgeted for in the general fund belonged in other funds, causing some activity to be moved. Minch added that it was a positive that the financial results for the general fund began with a projected decrease, but ended with a very significant increase in fund balance. Last Minch reviewed the Management Communication Letter, noting it is standard communication issued at the conclusion of all audits, summarizing what KerberRose did as part of the audit. Minch explained some weaknesses discovered during the audit. There were a number of journal entries needed to get the beginning fund balance in line with where it should be and to get things into the correct fund. He explained a significant deficiency, although very common, is the City had the audit company create the annual financial report, and explained that although the auditors assisted with it, it is the Council's responsibility for the fair presentation of the annual report. Another significant deficiency was in the segregation of duties. Minch explained this is common in governments with limited staff, and reminded the Council and staff to ask diligent questions when approving disbursements and approving receipts. Minch discussed recommendations such as consolidating some bank accounts and getting the accounting software properly set up with the third-party company to simplify the monthly financial reporting. There were no questions for Minch. Mayor Burgess expressed happiness the audit was completed timely. Minch stated Balcom and her team were very responsive during the process. Alderperson Hill stated the audit process was a positive, commended the City Administrator and Council for putting in the work to reduce the budget and make it work, and was proud of the City for making it happen. City Administrator Balcom stated the audit process was pleasant, and she felt much more supported this year. She is looking forward to help from KerberRose and the third-party software company to get the accounting software to work better. Minch added that he believes once the software is set up correctly and with some training the City will be able to see where things are at on a monthly basis. Mayor Burgess gave recognition to the office staff that helped in getting the audit complete. Alderperson Stobbe made a motion to approve the 2025 audit of the City's finances, with a second by Alderperson Przybyl. Voice vote carried.

16. Cigarette, Tobacco, and Electronic Vaping Device Retail License Request for Wal-Mart Stores East DBA Wal-Mart #1727 (861 County Road F, Berlin WI) – Discussion confirming there is no quota on this type of license and the business does not have to be planning to sell in order to have the license. Alderperson Stobbe made a motion to grant the Cigarette, Tobacco, and Electronic Vaping Device Retail License application for Wal-Mart Stores East DBA Wal-Mart #1727, with a second by Alderperson Przybyl. Voice vote carried.

17. Special Event Permit Request for Kingdom of Wonders Circus (free community event) July 21-23, 2026 (set up July 20) in Riverside Park – Scott Zabel, Street Superintendent, explained that it has been several years since Berlin has had a circus in town and Kingdom of Wonders is offering a free circus. If approved, the circus would be set up on July 20. The circus would be

July 21 through July 23 at 6:00PM each night, lasting about 100 minutes, without any animals or clowns. Zabel confirmed the location of the circus would be at Riverside park near Klein field and the boat launch. Discussion on whether the circus would be a nuisance to campers and that it could be however, it also could be free entertainment. Discussion on circus employee housing. Zabel understood they would house themselves on location and he would coordinate with the police department to allow overnight parking in the park. Alderperson Stobbe asked if a special license was needed to sell anything, and City Administrator Balcom stated the City does not require it. Alderperson Hill asked if it was known if background checks were completed on circus employees, and Mayor Burgess noted that was not on the Special Events Permit checklist. Discussion on the size of the event. Zabel confirmed the circus needed an area of 125' by 125'. Discussion that the circus is in multiple communities in Wisconsin. Zabel stated during set-up he and Andrew Dewitt, park staff, will be present and make sure there is plenty of sanitation. Alderperson Hill stated it was a great idea to bring another form of entertainment to Berlin, see how the community likes it, and consider bringing it back year after year, adding she would feel safer knowing they had background checks. Alderperson Hill made a motion to allow the special event permit for the Kingdom of Wonders Circus on July 21-23 at Riverside Park, with a second by Alderperson Cauley. Voice vote carried. Mayor Burgess asked if this went to the Park and Recreation Commission and City Administrator Balcom said it did not because there were no animals involved.

18. Real Estate Services Contract with CORRE Inc for WIS 91 (WIS 49 South to Berlin, Green Lake County) road project – City Administrator Balcom explained the contract had some changes since last presented to Council and has been sent to Corre, Inc. She asked if Council would be comfortable with approving the contract if Corre had any additional changes as long as the City Attorney approved them. If so, add that to the motion. If not, the item would be brought back to the Council. Alderperson Hill made a motion to approve the agreement with Corre, Inc at a cost not to exceed \$63,900 plus \$4,300 per parcel for parcels requiring appraisal and appraisal review for real estate acquisition services for the WIS 91, WIS 49 South to Berlin, Green Lake County Road project, terms as set out in the Proposal submitted by Corre, Inc on May 28, 2026. This approval is contingent upon the approval of the contractor and agreement by the Wisconsin Department of Transportation and the attorney's approval, with a second by Alderperson Stobbe. Voice vote carried.

19. Transportation Program and Meals on Wheels delivery update – Susan Kiener, Berlin Senior Center & Recreation Facilities Director explained she attended an ADRC meeting at Green Lake County where she learned about empty miles, explaining there must always be a passenger in the vehicle when using grant funds and driver wages should not come out of the transportation grant for the meals on wheels delivery nor for assisting in the kitchen for the meals on wheels packaging. Therefore, the City needed to find an alternate funding source for these tasks as they were not in the budget. She explained she has been working with Ryan Bamberg, the Green Lake County aging ADRP unit manager and a plan has been put into place that as of August 1, all meals on wheels will be delivered by volunteers through Green Lake County, and the kitchen assistance, being the responsibility of Green Lake County as the meal site manager, will now be done by volunteers. Next, she reviewed the Senior Center transportation activity stating that for the past year and a half, there has been an average of 4 rides per week. Therefore, all parties agree the funds would be better utilized at the county level and the remaining transportation grant funds would be transferred back to Green Lake County. She confirmed seniors would still have access to the same transportation program, but would call Green Lake County instead of the Senior Center. Kiener confirmed meals on wheels would still be delivered, now by volunteers

through the county nutrition program, and the kitchen assistance would be available, but would now be volunteers. She also confirmed current City drivers were invited to drive for Green Lake County and could receive payment from Green Lake County. Kiener stated these changes have been and will continue to be communicated to the Seniors. Discussion around Green Lake driving perimeter and fees. Local rides will be \$5 with the County whereas they used to be \$2 with the City. Rides within the County, including Ripon, will be \$20. Rides outside the County will be \$40 whereas they used to be \$55 with the City. Balcom explained the 2023 Chrysler van currently used was purchased with an 80/20 grant, the City paying 20% and the DOT paying 80%. Rather than go through the process of paying the State back for the van, staff asked the DOT if the current van could be transferred to the cab company to be used for the City program. Initial conversations with the DOT say this is acceptable and paperwork was received to begin the process. Ryan from Green Lake County would be willing meet with the Council to present an update on the changes. Alderperson Hill asked how the loss of the grant affects Kiener. Kiener explained the grant money pays for driver wages, fuel, vehicle maintenance and insurance, and some of her pay. City Administrator Balcom said she wasn't sure how much of her pay should have come from grant funds and she would need to run all the numbers because all the drivers and other expenses would be removed too. Alderperson Hill made a motion to direct staff to work with the County to ensure that the Transportation grant is turned back over to the county and the Senior Center ride program ends August 1, 2026, and to work with the WisDOT to determine the best use of the 2023 van and awarded grant funds, with a second by Alderperson Przybyl. Voice vote carried.

20. Raze and Remove Order for 127 W Berlin Street (Parcel No. 206-00542-0000) - Tim Ludolph, Planning and Development Director, explained this address is following a similar process to the home on South Wisconsin Street. The building inspectors completed an inspection and found the property to be in a condition where a raze and remove order is appropriate. He stated the property has had some recurring issues, however not to the current scale, and was asking for permission to initiate the process outlined by the City Attorney and authorize the follow-up steps, hoping there would be an outcome that is better than the worst-case scenario. Next Mayor Burgess reviewed background provided on the staff report. Alderperson Klawitter asked if the home was owner occupied and if they lived there now. Mayor Burgess confirmed it was owner occupied but they have since relocated as of the date in June (the date the County Health Department placarded the building as being unsafe for human habitation). Mayor Burgess asked if there were photos. Ludolph stated there were none that illustrate the current conditions, but they could be provided at a future date. City Administrator Balcom noted staff was told there is a possibility that the home may be for sale, however Ludolph has not been able to confirm that after trying several times to contact the homeowner. Discussion that if someone purchased the home, it would be less expensive for the City as the new owner would take responsibility for the property. It was noted the inspector said it was unreasonable to repair the building. Discussion the Council has not been notified of concerns at the property prior to this raze and remove order. Discussion on the history of ownership and address history of the property owners. Discussion on raze and repair or raze and remove. Ludolph confirmed he is looking for the Council approval to proceed with the raze order procedure that is outlined by the City Attorney. Mayor Burgess stated she thinks it is important the Council has all information available, including the property history, any measures that have been taken or requested that haven't been met, although she agrees the property is in serious need of repair. Further discussion that the Council wants to see a history of contacts made, the complaints made, any history of citations and fines, and any letters sent. City Administrator Balcom suggested beginning a title search to identify the responsible owners and serve papers properly.

Alderson Hill requests staff to present history for review by Council with raze orders. Alderson Cauley asked if the taxes were current on the property and it was confirmed they were not. Further discussion about property ownership from 2023 through the present. Alderson Przybyl asked Ludolph to clarify who has been contacted over the years, whether it was the same people or the same entities that changed names. Alderson Stobbe asked Ludolph to clarify whether someone is currently living at the property when raze orders are brought to the Council. City Administrator Balcom confirmed it was stated the property was placarded. Confirmation that when a placard goes up, occupants are given a week to move. Alderson Klawitter asked if there were minors in the house. Ludolph stated he did not have that information, but information from the county suggests the property had been vacated and there is a relocation plan. Klawitter asked if Ludolph had contact with the owner via email or phone and Mayor Burgess responded that due to severity, contact was made with the Police and Health Departments. Alderson Stobbe questioned why the Health Department has been to two houses in the past two months without the concerns coming to Council prior to that, adding the Council has two raze and removes that could have been dealt with before getting to this, stating she didn't know how the health inspectors get called. She added raze and repairs and raze and removes are expensive. Mayor Burgess asked this matter be brought back next month, with history on the property and photos. Ludolph confirmed there were photos. City Administrator Balcom explained the report from the Health Department was marked confidential. Mayor Burgess directed staff to request records from the Health Department. Alderson Przybyl requested to find out how contact was made initially. Discussion on the procedures or steps when complaints of this nature are made. Mayor Burgess noted Police Department records are separate from other City records, and it would be nice to see one file, requesting this be brought back next month. City Administrator Balcom clarified a conversation with the City Attorney took place regarding the pictures and he advised not to include them as it was someone's home. Alderson Stobbe suggested having pictures available at the meeting, not necessarily be put in the packet.

21. Old Business – *Alderson Hill asked if the Closed Session Common Council minutes needed to be approved. It was confirmed they were part of the consent agenda, item 8. There was no further old business.*

22. New Business – *None.*

23. Adjourn – *Alderson Hill made a motion to adjourn at 8:05PM, with a second by Alderson Stobbe. Voice vote carried.*

*Minutes Respectfully Submitted by
Brittani Majeskie, Deputy Clerk-Treasurer*



Fortifi Bank

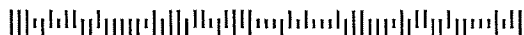
FINANCIAL SERVICES STATEMENT

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

855.876.1500
www.FortifiBank.com

(OK) Deposits 2,251,100.92 ✓
(Check) Debits 2,556,272.98 ✓

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



Statement Date: 06/30/2026

Account No.:

XXX028 Page: 1

NOW ACCOUNT SUMMARY

Type: REG Status: Active

Category	Number	Amount
Balance Forward From 05/29/26		1,025,867.74 ✓
Deposits	5	89,546.82+
Debits	90	173,789.13
Automatic Withdrawals	34	2,382,483.65
Automatic Deposits	9	2,163,579.11+
Miscellaneous Fees	3	75.00 ✓
Interest Added This Statement		120.78+ ✓
Ending Balance On 06/30/26		722,766.67 ✓
Annual Percentage Yield Earned	0.15 %	
Interest Paid This Year	1,167.91	
Interest Paid Last Year	1,015.12	
Average Balance (Ledger)	918,446.39+	

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

ALL CREDIT ACTIVITY

Date	Type	Amount	Date	Type	Amount	Date	Type	Amount
06/01/26	Deposit	43,214.94	06/12/26	Deposit	4,810.24	06/30/26	Deposit	33,002.17
06/04/26	Deposit	4,840.23	06/18/26	Deposit	3,679.24			

Date	Description	Amount
06/10/26	WIRE TRANSFER FROM RWB USB MASTER OPERATING <i>Archie's Loan</i>	2,027,555.80 *
06/11/26	MAY CC PAYMENTS-INTERNET TRANSFER FROM CHK 7239 TOCHK 0028	1,789.81 *
	4537537	
06/16/26	STATE OF WISCONS WI PS ACH <i>Wheel Tax</i>	10,163.00 *
06/18/26	PALMETTO GBA HCCLAIMPMT <i>EMS</i>	525.68 *
06/18/26	STATE OF WISCONS WI PS ACH <i>Grand Revenue</i>	10,923.00 *
06/18/26	STATE OF WISCONS WI PS ACH - <i>Fire Dues - Fire Protection Services</i>	20,266.74 *
06/22/26	JUNE PAYROLL BENEFITS-INTERNET TRANSFER FROM CHK 0044 TO CHK	20,462.47 *
	0028 8912262	
06/22/26	JUNE PAYROLL BENEFITS-INTERNET TRANSFER FROM CHK 0562 TO CHK	70,850.61 *
	0028 7260262	
06/26/26	36 TREAS 310 MISC PAY - <i>UPC</i>	1,042.00 *
06/30/26	INTEREST PAID	120.78 ✓

Continued

1/4/1



Fortifi Bank

FINANCIAL SERVICES STATEMENT

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

855.876.1500
www.FortifiBank.com

Statement Date: 06/30/2026

Account No.:

XXX028 Page: 2

ELECTRONIC DEBITS

Date	Description	Amount
06/01/26	CITY OF BERLIN 26ERHSAPAY <i>HSA Payments ER</i>	3,781.25
06/02/26	CITY OF BERLIN RET HEALTH	649.00
06/03/26	FLEETCOR FUNDING BT0602	5,497.54
06/03/26	WI DEPT REVENUE TAXPAYMNT <i>WDR</i>	59.53
06/03/26	WI DEPT REVENUE TAXPAYMNT <i>WDR</i>	57.19
06/05/26	CITY OF BERLIN GC #12	61,627.73
06/05/26	IRS USATAXPYMT <i>IRS Tax Payments</i>	39,246.24
06/05/26	WI DEPT REVENUE TAXPAYMNT <i>WI Tax Payroll</i>	6,809.17
06/05/26	CITY OF BERLIN HSA PAYROL <i>HSA Payments</i>	4,187.77
06/05/26	NORTH SHORE BANK CITY OF BE	250.00
06/08/26	ELAN FINANCIAL AUTOPAY	4,866.59
06/08/26	EMPOWER EMPPOWER <i>Empower Payments</i>	1,991.69
06/09/26	JUNE HEALTH BENEFITS-INTERNET TRANSFER FROM CHK 0028 TO CHK 5639 3616818	35,577.98
06/10/26	WIRE TRANSFER FEE FROM RWB USB MASTER OPERATING	35.00
06/11/26	\$2 MILLION BORROWING FOR 2026-2028-INTERNET TRANSFER FROM CHK 0028 TO CHK 5998 3087783	2,027,520.80
06/18/26	CITY OF BERLIN GC #13	65,981.98
06/18/26	IRS USATAXPYMT <i>IRS Tax Payments</i>	40,902.56
06/18/26	CITY OF BERLIN HSA PAYROL <i>HSA Payments</i>	4,187.77
06/22/26	WI DEPT REVENUE TAXPAYMNT <i>WI Tax Payroll</i>	7,135.68
06/22/26	NORTH SHORE BANK CITY OF BE	250.00
06/24/26	ALLIANT - WPL PAYMENT	5,106.28
06/24/26	ALLIANT - WPL PAYMENT	1,575.94
06/24/26	ALLIANT - WPL PAYMENT	904.56
06/24/26	ALLIANT - WPL PAYMENT	797.41
06/24/26	ALLIANT - WPL PAYMENT	583.07
06/24/26	ALLIANT - WPL PAYMENT	361.50
06/24/26	ALLIANT - WPL PAYMENT	203.64
06/24/26	ALLIANT - WPL PAYMENT	184.50
06/24/26	ALLIANT - WPL PAYMENT	48.35
06/24/26	ALLIANT - WPL PAYMENT	26.88
06/24/26	ALLIANT - WPL PAYMENT	26.12
06/24/26	ALLIANT - WPL PAYMENT	23.32
06/25/26	ALLIANT - WPL PAYMENT	651.78
06/25/26	ALLIANT - WPL PAYMENT	212.10
06/30/26	EMPLOYEE TRUST FU WRS REMIT	61,197.73
06/30/26	ACH ORIGINATION FEE	10.00
06/30/26	POSITIVE PAY	30.00

Alliant 10,705.45

Continued

1/4/2

Statement Date: 06/30/2026

Account No.: XXX028 Page: 3

CHECKS AND OTHER DEBITS

* Indicates a gap in the check numbers

Date	Check #	Amount	Date	Check #	Amount	Date	Check #	Amount
06/23/26	43287	230.87	06/09/26	71929	617.92	06/18/26	71959	21.00
06/16/26	71799*	50.00	06/05/26	71930	946.86	06/15/26	71960	111.23
06/03/26	71881*	100.00	06/05/26	71931	573.49	06/16/26	71961	5,327.00
06/02/26	71893*	169.98	06/03/26	71932	175.00	06/16/26	71962	34,592.85
06/22/26	71900*	300.00	06/02/26	71933	3,032.00	06/29/26	71963	57.34
06/05/26	71902*	570.00	06/04/26	71934	185.00	06/16/26	71964	869.99
06/15/26	71903	700.00	06/04/26	71935	1,500.00	06/23/26	71965	1,893.50
06/17/26	71904	405.00	06/10/26	71936	4,810.00	06/22/26	71966	906.92
06/29/26	71905	403.00	06/04/26	71937	64.28	06/18/26	71967	575.00
06/01/26	71908*	317.00	06/08/26	71938	7,500.00	06/16/26	71968	80.74
06/08/26	71909	75.00	06/09/26	71939	100.00	06/16/26	71969	2,058.33
06/10/26	71910	100.00	06/16/26	71940	16.71	06/23/26	71970	2,829.00
06/09/26	71911	100.00	06/16/26	71941	201.00	06/16/26	71971	674.48
06/26/26	71912	28.00	06/18/26	71942	10,718.25	06/16/26	71973*	302.00
06/02/26	71913	5,567.60	06/23/26	71943	392.00	06/16/26	71974	118.64
06/02/26	71914	651.25	06/22/26	71944	8,806.02	06/17/26	71975	27.00
06/04/26	71915	100.00	06/16/26	71945	55.48	06/16/26	71976	100.00
06/08/26	71916	1,391.25	06/16/26	71946	29.95	06/17/26	71977	770.16
06/18/26	71917	100.00	06/16/26	71947	50.00	06/16/26	71978	20.96
06/02/26	71918	1,725.00	06/16/26	71948	16.50	06/23/26	71980*	6,325.72
06/03/26	71919	128.70	06/22/26	71949	100.00	06/24/26	71984*	555.00
06/08/26	71920	330.38	06/18/26	71950	5,000.00	06/29/26	71985	128.70
06/09/26	71921	165.00	06/24/26	71951	100.00	06/30/26	71986	735.00
06/11/26	71922	284.95	06/16/26	71952	470.00	06/29/26	71987	110.39
06/05/26	71923	4,943.00	06/16/26	71953	24,638.35	06/26/26	71988	80.29
06/02/26	71924	111.23	06/23/26	71954	1,604.95	06/30/26	71989	80.86
06/03/26	71925	100.00	06/18/26	71955	16,874.70	06/30/26	71990	300.89
06/04/26	71926	388.80	06/22/26	71956	479.97	06/26/26	71992*	475.00
06/15/26	71927	176.25	06/25/26	71957	3,000.00	06/29/26	71994*	175.00
06/09/26	71928	344.36	06/18/26	71958	1,169.45	06/29/26	71995	201.64

DAILY BALANCE SUMMARY

Beginning Ledger Balance on 05/29/26 was 1,025,867.74

Date	Balance	Date	Balance	Date	Balance
06/01/26	1,064,984.43	06/10/26	2,899,958.93	06/22/26	780,252.05
06/02/26	1,053,078.37	06/11/26	873,942.99	06/23/26	766,976.01
06/03/26	1,046,960.41	06/12/26	878,753.23	06/24/26	756,479.44
06/04/26	1,049,562.56	06/15/26	877,765.75	06/25/26	752,615.56
06/05/26	930,408.30	06/16/26	818,255.77	06/26/26	753,074.27
06/08/26	914,253.39	06/17/26	817,053.61	06/29/26	751,998.20
06/09/26	877,348.13	06/18/26	706,917.56	06/30/26	722,766.67

Continued

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

855.876.1500
www.FortifiBank.com

Statement Date: 06/30/2026

Account No.:

XXX028 Page: 4

This Statement Cycle Reflects 32 Days

The Interest Earned And The Annual Percentage Yield Earned
Are Based On The Period 05/30/2026 Through 06/30/2026

June 2026

Closing Balance from Previous Statement.....	5/29/2026	1,025,727.74
12 Deposits and Other Additions Totaling.....		2,161,812.85
242 Checks and Other Withdrawls Totaling.....		649,584.92
12 Adjustments Totaling.....		-1,971,785.70
21 Voids Totaling.....		156,550.92
Service Charge.....	6/30/2026	75.00
Interest Earned.....	6/30/2026	120.78
Closing Balance for this Statement.....	6/30/2026	722,766.67
Difference.....		0.00

Cash Balance from General Ledger.....	6/30/2026	4,755,658.87
Open Activity from Bank Register.....		4,032,937.98
Adjustment for Service Charges and Interest.....		45.78
General Ledger Reconciliation to Statement.....		722,766.67

Date	Check	Tc	Void Description	Amount
✓ 1/21/2026	0000000	[1228] Nighbor, Mary R	GC #5	140.00
✓ 1/21/2026	0000000	[ALLNT] Alliant Energy/WPL	Autopay Bills	15,775.87
✓ 1/21/2026	0000001	[CLO] Chier Law Office LLC	January 2025	4,367.37
✓ 1/21/2026	0000002	[CLO] Chier Law Office LLC	Chier Law Bi Weekly Payment	4,367.38
✓ 1/21/2026	0000003	[Christianson, Doug] Christianson, Doug	Chier Law Bi Weekly Payment	476.97
✓ 1/21/2026	0000004	[ELAN] ELAN Credit Card	Retiree Health Payment	8,109.47
✓ 1/21/2026	0000005	[Empower] Empower Payments	January 2025	5,610.00
✓ 1/21/2026	0000006	[FleetCor] FleetCor	December ELan, Paid in January	2,955.89
✓ 1/21/2026	0000007	[HSA] HSA Payments	Invoices 010625, 011725, 013125	11,242.47
✓ 1/21/2026	0000008	[HSA Payments ER] HSA Payments ER	Dececeember 2024 paid in January 2025	3,781.25
✓ 1/21/2026	0000009	[IRS] IRS Tax Payments	Invoices 010325, 011725, 013125	77,591.50
✓ 1/21/2026	0070034	[1222] Jenkinson, Eve M	January 2025 Employer HSA	471.44
✓ 1/21/2026	0070307	[CONSOL] Convergent Solutions	Invoices 010325, 011725	79.45
✓ 1/21/2026	0070311	[EMC INS] EMC Insurance, Inc.	GC payroll #17	6,219.00
✓ 1/21/2026	0070478	[Christianson, Doug] Christianson, Doug	Worker's Comp & General Liability for	464.86
✓ 1/21/2026	0070563	[01-00002113-02-8] OBRIST, LISA	July 2024	6.00
✓ 1/21/2026	0070682	[PIONEER] PIONEER MANUFACTURIN	Retiree Health Payment	732.08
✓ 1/21/2026	0070731	[PIONEER] PIONEER MANUFACTURIN	Witness Fees	3,306.00
✓ 1/21/2026	0071378	[MSA] MSA	Ballfield Supplies	2,563.95
✓ 1/21/2026	0071565	[WLS] Winnefox Library System	Dugout Benches	1,289.97
✓ 1/26/2026	0070351	[Berlin Lanes LLC] Berlin Lanes LLC	Donation by Randy Thom paid for this	7,000.00
Total Voids:				156,550.92

Date	Reference	Deposit Description	Amount
✓ 5/29/2026	0000201	GF 05-29-2026	43,214.94
✓ 6/04/2026	0000202		4,840.23
✓ 6/10/2026			2,027,555.80
✓ 6/11/2026			1,789.81
✓ 6/12/2026	0000203	06-12-26	4,810.24
✓ 6/16/2026		GC Deposit	10,163.00
✓ 6/18/2026			525.68
✓ 6/18/2026			10,923.00
✓ 6/18/2026			20,266.74
✓ 6/18/2026	0000204	GC 06/18/2026	3,679.24

City of Berlin WI

Reconciliation - 100 Fortifi GC

Date	Reference	Deposit Description	Amount
✓ 6/26/2026			1,042.00
✓ 6/30/2026	0000205	GC Deposit 6/30/2026	33,002.17
Total Deposits:			2,161,812.85

Date	Check	To	Check Description	Amount
✓ 8/16/2024	0070034	[1222] Jenkinson, Eve M	GC payroll #17	471.44
✓ 12/06/2024	0070307	[CONSOL] Convergent Solutions	reset Mayor'd Password	79.45
✓ 12/06/2024	0070311	[EMC INS] EMC Insurance, Inc.	Worker's Comp & General Liability for July 2024	6,219.00
✓ 12/19/2024	0070351	[Berlin Lanes LLC] Berlin Lanes LLC	TID FIP Grant	7,000.00
✓ 1/31/2025	0070478	[Christianson, Doug] Christianson, Doug	Retiree Health Payment	464.86
✓ 2/21/2025	0070563	[01-00002113-02-8] OBRIST, LISA	Witness Fees	6.00
✓ 2/28/2025	0000000	[1228] Nighbor, Mary R	GC #5	140.00
✓ 4/11/2025	0070682	[PIONEER] PIONEER MANUFACTURING CO	Ballfield Supplies	732.08
✓ 4/16/2025	0070731	[PIONEER] PIONEER MANUFACTURING CO	Dugout Benches	3,306.00
✓ 4/25/2025	0000000	[ALLNT] Alliant Energy/WPL	Donation by Randy Thorn paid for this Autopay Bills January 2025	15,775.87
✓ 4/25/2025	0000001	[CLO] Chier Law Office LLC	Chier Law Bi Weekly Payment	4,367.37
✓ 4/25/2025	0000002	[CLO] Chier Law Office LLC	Chier Law Bi Weekly Payment	4,367.38
✓ 4/25/2025	0000003	[Christianson, Doug] Christianson, Doug	Retiree Health Payment January 2025	476.97
✓ 4/25/2025	0000004	[ELAN] ELAN Credit Card	December ELan, Paid in January	8,109.47
✓ 4/25/2025	0000005	[Empower] Empower Payments	Invoices 010625, 011725, 013125	5,610.00
✓ 4/25/2025	0000006	[FleetCor] FleetCor	Dececeember 2024 paid in January 2025	2,955.89
✓ 4/25/2025	0000007	[HSA] HSA Payments	Invoices 010325, 011725, 013125	11,242.47
✓ 4/25/2025	0000008	[HSA Payments ER] HSA Payments ER	January 2025 Employer HSA	3,781.25
✓ 4/25/2025	0000009	[IRS] IRS Tax Payments	Invoices 010325, 011725	77,591.50
✓ 11/06/2025	0071378	[MSA] MSA	Comp Plan	2,563.95
✓ 1/20/2026	0071565	[WLS] Winnefox Library System	2 Sticky Printers Oct & Nov Unique Management Services	1,289.97
✓ 4/13/2026	0071799	[WI SUG] Wisconsin Spillman User Group	Annual Membership Fee	50.00
✓ 5/14/2026	0071881	[01-00001087-05-6] FAITH COMMUNITY CHURCH	Easter Egg Dash Refund for Shelter House	100.00
✓ 5/14/2026	0071893	[CHCOMM - POOL] Charter Communication	Pool 5/13-6/12/2026	169.98
✓ 5/18/2026	0071900	[Christopher Grall] Christopher Grall	C SLP program	300.00
✓ 5/18/2026	0071902	[01-00002113-02-8] OBRIST, LISA	Cleaning Services	570.00
✓ 5/18/2026	0071904	[Jane Kelly] Jane Kelly	A SLP program	405.00
✓ 5/18/2026	0071905	[Science Heroes] Science Heroes	C SLP program	403.00
✓ 5/18/2026	0071908	[FWC] Fish Window Cleaning	Spring Contract	317.00
✓ 5/18/2026	0071908	[Wisconsin Department of Natural Resources] Wisconsin Department of Natural Reso	General Liability Clarification Request for Fortnum Property WAM Grant	700.00
✓ 5/22/2026	0000000	[1289] Klawitter, Tracy	GC #11	230.87
✓ 5/28/2026	0071909	[1231] Saylor, Dylan M	Mileage reimbursement for Highway Drug Training	75.00
✓ 5/28/2026	0071910	[Tanya Brandt] Tanya Brandt	Deposit Shelter Reimbursement	100.00
✓ 5/28/2026	0071911	[Shannon Congdon] Shannon Congdon	Deposit shelter reimbursement	100.00
✓ 5/28/2026	0071912	[1264] Majeskie, Brittani K	Mileage - TTech Training for Tax Recelpting 2026	28.00
✓ 5/28/2026	0071913	[MSA] MSA	Comp Plan May 26	5,567.60
✓ 5/28/2026	0071914	[CLO] Chier Law Office LLC	Invoices 14778, 14793	651.25
✓ 5/28/2026	0071915	[Micky Miller] Micky Miller	Shelter Deposit Reimbursement	100.00
✓ 5/28/2026	0071916	[ALCIVIA] Alcivia	Fieldmaster	1,391.25
✓ 5/28/2026	0071917	[Paige McDowell] Paige McDowell	Shelter Deposit Reimbursement	100.00

City of Berlin WI

Reconciliation - 100 Fortifi GC

Date	Check	To	Check Description	Amount
✓ 5/28/2026	0071918	[1063] Durtschi, Emmett B	50% Reimbursement for Sidewalk Replacement	1,725.00
✓ 5/28/2026	0071919	[DTN] DTN, LLC	Weather Service	128.70
✓ 5/28/2026	0071920	[MODRENT] MODERN RENTALS, INC	Invoices 342641, 343019, 343082	330.38
✓ 5/28/2026	0071921	[WISCONSIN DNR] WISCONSIN DNR	SW Woodburning Site - License	165.00
✓ 5/28/2026	0071922	[PAUL QUINN] RD QUINN PLUMBING	Install new heater	284.95
✓ 5/28/2026	0071923	[Correct Digital Displays] Correct Digital Displays, Inc.	Downpayment on Scoreboard (reimbursed by Fortifi)	4,943.00
✓ 5/28/2026	0071924	[WI SCTF] WI SCTF	Garnishment - Child Support Dylan Saylor - Payroll Date 05/20/2026	111.23
✓ 5/28/2026	0071925	[MPIC] Municipal Property Insurance Company	Policy Number 48-10739-26-0001	100.00
✓ 5/28/2026	0071926	[CIN] CINTAS	Cleaning - mats, ecl.	388.80
✓ 5/28/2026	0071927	[MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC.	Assistance with Bank Recon	176.25
✓ 5/28/2026	0071928	[BJN] BERLIN JOURNAL	Invoices 042426, BER349793, BER349794	344.36
✓ 5/28/2026	0071929	[AFlags] All Flags, LLC	US Outdoor Flags	617.92
✓ 5/28/2026	0071930	[BRIGHT] Brightspeed	service 5-9/6-8 2026	946.86
✓ 5/28/2026	0071931	[FirstNet] AT & T Mobility	First Net - May	573.49
✓ 5/28/2026	0071932	[OEC] OTIS ELEVATOR COMPANY	Service Contract	175.00
✓ 5/28/2026	0071933	[VES] VIKING ELECTRIC SUPPLY	VB courts lighting	3,032.00
✓ 5/28/2026	0071934	[PACKERLAND PORTABLES] PACKERLAND PORTABLES	Porta Potties	185.00
✓ 5/28/2026	0071935	[BAIRD & CO., ROBERT W.] BAIRD & CO., ROBERT W.	2025 Dissemination Agent continuing Disclosure Annual Filing Fees - 2025	1,500.00
✓ 5/28/2026	0071936	[KOPPLIN & KINAS CO., INC.] KOPPLIN & KINAS CO., INC.	Snowhauling	4,810.00
✓ 5/28/2026	0071937	[Jill Bartol] Jill Bartol	Appeals Recording Appearance Fee - \$50 Mileage - \$14.28	64.28
✓ 5/28/2026	0071938	[BAIRD & CO., ROBERT W.] BAIRD & CO., ROBERT W.	Capital Improvement Plan 2025	7,500.00
✓ 6/01/2026		[HSA Payments ER] HSA Payments ER		3,781.25
✓ 6/02/2026		[Christianson, Doug] Christianson, Doug		649.00
✓ 6/03/2026		[WIDOR] Wisconsin Department of Revenue		59.53
✓ 6/03/2026		[WIDOR] Wisconsin Department of Revenue		57.19
✓ 6/03/2026		[FleetCor] FleetCor		5,497.54
✓ 6/04/2026	0071939	[Victor Torres] Victor Torres	Refund Shelter Deposit 5/30/2026	100.00
✓ 6/05/2026		[WI Tax] WI Tax Payroll		6,809.17
✓ 6/05/2026		[IRS] IRS Tax Payments		39,246.24
✓ 6/05/2026		[North Shore] North Shore Payments		250.00
✓ 6/05/2026		[HSA] HSA Payments		4,187.77
✓ 6/05/2026	EFT		Pay period ending 5/30/2026	61,627.73
✓ 6/08/2026		[Empower] Empower Payments		1,991.69
✓ 6/08/2026		[ELAN-AUTOPAY] ELAN CREDIT CARDS		4,866.59
✓ 6/10/2026	0071940	[Drexel Building Supplys] Drexel Building Supplys	Street Operating Supplies	16.71
✓ 6/10/2026	0071941	[MODERN OVERHEAD DOOR CORP] MODERN OVERHEAD DOOR CORP	Service door, replaced rollers, oiled door	201.00
✓ 6/10/2026	0071942	[Corp net] Corporate Network Solutions, Inc	Invoices 82912, 83135, 83149, 83203	10,718.25
✓ 6/10/2026	0071943	[ADVATECH] Adva Tech Systems	Computer Maintenance	392.00
✓ 6/10/2026	0071944	[KEG] KUNKEL ENGINEERING GROUP	April Services	8,806.02
✓ 6/10/2026	0071945	[COLE OIL & PROPANE] COLE OIL & PROPANE	Parks Operating Supplies	55.48
✓ 6/10/2026	0071946	[KRAUSE'S SERVICE, INC.] KRAUSE'S SERVICE, INC.	2023 Ford Police Explorer	29.95
✓ 6/10/2026	0071947	[BELLA BY DESIGN] BELLA BY DESIGN	Plaque for Brian Pulvermacher	50.00

✓ 6/10/2026 0071948	[CULLWA] Culligan Water	5 Gallon water	16.50
✓ 6/10/2026 0071949	[Keith Barnard] Keith Barnard	Shelter Deposit Return	100.00

City of Berlin WI

Reconciliation - 100 Fortifi GC

Date	Check	To	Check Description	Amount
✓ 6/10/2026	0071950	[KerberRose S.C.] KerberRose S.C.	Progress bill for the financial statement audit for the year ended 12/31/2025	5,000.00
✓ 6/10/2026	0071951	[Alaina Kroken] Alaina Kroken	Shelter Deposit Return	100.00
✓ 6/10/2026	0071952	[WPPA] WISCONSIN PROFESSIONAL POLICE	Union Dues	470.00
✓ 6/10/2026	0071953	[LIR] LIR Transportation LLC	May fees	24,638.35
✓ 6/10/2026	0071954	[ML&LG] Municipal Law & Litigation Group, S.C.	April/May 2026	1,604.95
✓ 6/10/2026	0071955	[Norcon] Norcon Corporation	Bridge Work	16,874.70
✓ 6/10/2026	0071956	[BILLER PRESS] BILLER PRESS	Yellow Parking Tickets	479.97
✓ 6/10/2026	0071957	[Berlin Farmers & Artists Market Inc] Berlin Farmers & Artists Market Inc	Room Tax Grant	3,000.00
✓ 6/10/2026	0071958	[Quality Truck Care Center] Quality Truck Care Center	Operating Supplies	1,169.45
✓ 6/10/2026	0071959	[GFCOM] Gordon Flesch	Contractual Services	21.00
✓ 6/10/2026	0071960	[WI SCTF] WI SCTF	Garnishment - Child Support Dylan Saylor - Payroll Date 06/05/2026	111.23
✓ 6/10/2026	0071961	[JC Licht] J.C. Licht, LLC	Street Paint	5,327.00
✓ 6/10/2026	0071962	[WM] WASTE MANAGEMENT	Garbage & Recycling	34,592.85
✓ 6/10/2026	0071963	[RID] RIDGE STONE PRODUCTS, INC	Street Operating Supplies	57.34
✓ 6/10/2026	0071964	[Vortex Optics] Vortex Optics	Razor HD 10x42 Binocular	869.99
✓ 6/10/2026	0071965	[BJN] BERLIN JOURNAL	Invoices 346729, 346730, 348255, 349795	1,893.50
✓ 6/10/2026	0071966	[CHCOM-SRCTR] Charter Communication III	Phone & Internet Service 5/21/2026-6/20/2026	906.92
✓ 6/10/2026	0071967	[City of Appleton] City Of Appleton	June 2026	575.00
✓ 6/10/2026	0071968	[SFLM] SONDALLE FORD LINCOLN MERCURY	2023 Ford Explorer	80.74
✓ 6/10/2026	0071969	[AAC] Associated Appraisal Consultants	Assessment Services June 2026	2,058.33
✓ 6/10/2026	0071970	[Dretske Law Office] Dretske Law Office, LLC	Services for 4/27/2026-5/26/2026	2,829.00
✓ 6/10/2026	0071971	[EOJohnson] E.O. Johnson Co., Inc.	5/16/2026-6/15/2026	674.48
✓ 6/10/2026	0071973	[BAYCOM INC] BAYCOM INC c/o OWNERS EDGE INC	Computer Maintenance	302.00
✓ 6/10/2026	0071974	[POMPS] Pomp's Tire Service, Inc.	Street Operating Supplies	118.64
✓ 6/10/2026	0071975	[BADGER STATE TIRE, INC] BADGER STATE TIRE, INC	Operating Supplies	27.00
✓ 6/10/2026	0071976	[Blessing Skogstad] Blessing Skogstad	Shelter Deposit Return	100.00
✓ 6/10/2026	0071977	[BALLWEG IMPLEMENT CO] BALLWEG IMPLEMENT CO	Invoices P43511, P44257, P44277	770.16
✓ 6/12/2026	0071978	[1667] Balcom, Jessi Lynn	Mailing for "Notice of Disallowance" for Sherry Newbold	20.96
✓ 6/18/2026		[IRS] IRS Tax Payments		40,902.56
✓ 6/18/2026		[HSA] HSA Payments		4,187.77
✓ 6/19/2026	0071980	[BH20] Berlin Water & Sewer Department	May Water & Sewer	6,325.72
✓ 6/19/2026	0071984	[01-00002113-02-8] OBRIST, LISA	Cleaning Service	555.00
✓ 6/19/2026	0071985	[DTN] DTN, LLC	Weather Service	128.70
✓ 6/19/2026	0071986	[KEG] KUNKEL ENGINEERING GROUP	Services through 4/30/2026	735.00
✓ 6/19/2026	0071987	[GFCOM] Gordon Flesch	Copier	110.39
✓ 6/19/2026	0071988	[ITUAB] ITU ABSORBTECH, INC.	Cleaning supplies	80.29
✓ 6/19/2026	0071989	[Dept. of the Treasury] Department of the Treasury	Additional Federal Tax	80.86
✓ 6/19/2026	0071990	[CIN] CINTAS	Cleaning Supplies	300.89
✓ 6/19/2026	0071992	[ASSOCBNK] Associated Bank	Dated May 1st 2013 Promissory Note Billing Period: 6/1/25-05/31/2026	475.00
✓ 6/19/2026	0071994	[OEC] OTIS ELEVATOR COMPANY	Service Contract	175.00
✓ 6/19/2026	0071995	[BALLWEG IMPLEMENT CO] BALLWEG IMPLEMENT CO	Spindle	201.64
✓ 6/19/2026	EFT		Pay period ending 6/13/2026	65,981.98
✓ 6/22/2026		[WI Tax] WI Tax Payroll		7,135.68

City of Berlin WI
Reconciliation - 100 Fortifi GC

✓ 6/22/2026

[North Shore] North Shore Payments

250.00

City of Berlin WI
Reconciliation - 100 Fortifi GC

Date	Check	To	Check Description	Amount
✓ 6/25/2026		[ALLNT] Alliant Energy/WPL		10,705.45
✓ 6/30/2026		[WRF] WRF Payments		61,197.73
Total Checks:				649,724.92

Date	Reference	Adjustment Description	Amount
✓ 3/24/2025		Tax Payments transferred to GC	500,000.00
✓ 3/24/2025	0000037	Correction for Duplicate Transaction	-500,000.00
✓ 5/29/2025		Tax Settlement from December 2024	300,000.00
✓ 5/29/2025	0000038	Correction for Duplicate TRansaction	-300,000.00
✓ 6/02/2025			-14,069.19
✓ 6/02/2025	0000036	Correction for Duplicate Transfer	14,069.19
✓ 8/26/2025			-43,534.28
✓ 8/26/2025	0000035	Transfer Coding Correction	43,534.28
✓ 6/09/2026			-35,577.98
✓ 6/11/2026			-2,027,520.80
✓ 6/22/2026		June Payroll Benefits	20,462.47
✓ 6/22/2026		June Payroll Benefits	70,850.61
Total Adjustments:			<u>-1,971,785.70</u>

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Lookup & Org Name	Invoice Number	Invoice Date	A/P Description	Original A/P Owed	Paid Amt To Date	Balance Due Run Date	Check Number
[ABC, INC] ABC, INC	070726	7/07/2026	Shelter Deposit Refund	100.00	100.00	0.00	7/07/2026
[01-00007019-00-6] ALBRECHT, RAYMOND		7/31/2026	OVERPAYMENT ON FINAL BILL	72.97		72.97	
[ALCIVIA] Alcivia	5532	7/15/2026	DIESEL FUEL	340.12	340.12	0.00	7/17/2026
[ALCIVIA] Alcivia	5556	7/20/2026	Fieldmaster	1,043.12	1,043.12	0.00	7/21/2026
[Allen Klein Music] Allen Klein Music	073126	7/31/2026	Music for Picnic in the Park	250.00	250.00	0.00	7/31/2026
[APPAREL ART EMBROIDERY, LLC]	4719	7/06/2026	Uniforms for Parks	178.00	178.00	0.00	7/31/2026
APPAREL ART EMBROIDERY, LLC							
[AAC] Associated Appraisal Consultants	187015	7/01/2026	Professional Services - July 2026	2,058.33	2,058.33	0.00	7/07/2026
[ASSOCBNK] Associated Bank	99G100003	7/31/2026	General obligation street improvement bonds - interest	67,860.80	67,860.80	0.00	7/31/2026
[FirstNet] AT & T Mobility	287338976238x0	7/07/2026	May 1, 2023, September 29, First Net - June & July	2,379.14	2,379.14	0.00	7/21/2026
[BAD] Badger Laboratories, Inc.	26-012408	7/14/2026	BOD/PHOSPHORUS/SS	2,064.00	2,064.00	0.00	7/17/2026
[BAD] Badger Laboratories, Inc.	26-014963	7/09/2026	TOTAL COLIFORM BACTERIA	108.00	108.00	0.00	7/17/2026
[Baer Insurance] Baer Insurance	10775 & 10766	7/15/2026	1st Q Worker's Comp - \$14319 1st Q General Liability, Auto & Cyber - \$22442	36,761.00	36,761.00	0.00	7/21/2026
[1667] Balcom, Jessi Lynn	073126	7/31/2026	Mileage for Election Training and picking up election Materials	46.80	46.80	0.00	7/31/2026
[BALLWEG IMPLEMENT CO] BALLWEG IMPLEMENT CO	P46864	7/07/2026	Joint Kit, 3 Universal Joints	171.98	171.98	0.00	7/21/2026
[1051] Barton, Andrew L	071526	7/15/2026	Mileage to pick up ballots in Green Lake county for service	12.03	12.03	0.00	7/15/2026
[1051] Barton, Andrew L	072126	7/21/2026	Laundry Money	50.00	50.00	0.00	7/21/2026
[BJN] BERLIN JOURNAL	BER360963	7/24/2026	Pub Hrg, PC, Zoning	33.27	33.27	0.00	7/31/2026
[BJN] BERLIN JOURNAL	BER360964	7/24/2026	Street Dept. - General Laboror	229.00	229.00	0.00	7/31/2026
[BJN] BERLIN JOURNAL	BER362081	7/24/2026	2 Invoices Ber362082 & Ber360964	25.48	25.48	0.00	7/31/2026
[BJN] BERLIN JOURNAL	BER362083	7/24/2026	Pub Hearing, PC, Zoning	15.98	15.98	0.00	7/31/2026
[BJN] BERLIN JOURNAL	BER362084	7/24/2026	ORD 07-26, Zoning	34.42	34.42	0.00	7/31/2026
[BJN] BERLIN JOURNAL	BER362085	7/24/2026	6/9 CC MINS	95.51	95.51	0.00	7/31/2026
[BJN] BERLIN JOURNAL	BER362086	7/24/2026	6/9 CC Mins Summary	15.98	15.98	0.00	7/31/2026
[BJN] BERLIN JOURNAL	BER363200	7/31/2026	Cig, Tob, Vaping Apps	12.53	12.53	0.00	7/31/2026
[BH20] Berlin Water & Sewer Department	072126	7/03/2026	Public Testing - Voting Machine	1,630.72	1,630.72	0.00	7/21/2026
[BH20] Berlin Water & Sewer Department	0726331	7/03/2026	June Water & Sewer	170.42	170.42	0.00	7/22/2026
[Betty Voss] Betty Voss	072126	7/21/2026	Berlin - \$66.14 Berlin Upper - \$104.28 Refund for trip cancelled	80.00	80.00	0.00	7/21/2026

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Lookup & Org Name	Invoice Number	Invoice Date	A/P Description	Original A/P Owed	Paid Amt To Date	Balance Due Run Date	Check Number
[BTM] Boundtree Medical, LLC	26307	7/02/2026	Operational Supplies	2,206.15	2,206.15	0.00	7/22/2026
[BTM] Boundtree Medical, LLC	26310	7/07/2026	Operational Supplies	1,034.65	1,034.65	0.00	7/22/2026
[BRIGHT] Brightspeed	420001334459	7/09/2026	service 7-9/8-8 2026	1,313.15	1,313.15	0.00	7/31/2026
[BRIGHT] Brightspeed	420001334518	7/09/2026	LOCAL SERVICES FROM 7/9/26 TO 8/8/26	80.36	80.36	0.00	7/23/2026
[01-00016092-00-7] BROWN, MARY L		7/28/2026	OVERPAYMENT ON FINAL BILL	58.66		58.66	
[Charlene Dibble] Charlene Dibble	072126	7/21/2026	Refund for deposit rental	100.00	100.00	0.00	7/21/2026
[CHCOMM - POOL] Charter Communication	17171880107072	7/07/2026	Pool	169.98	169.98	0.00	7/21/2026
[CHCOM-SRCTR] Charter Communication	11988300107212	7/21/2026	7/13-8/12/2026 Phone & Internet Service 7/21/2026-8/20/2026	907.79	907.79	0.00	7/31/2026
[Chris Hahn] Chris Hahn	072126	7/21/2026	Refund for trip cancelled	80.00	80.00	0.00	7/21/2026
[01-00014244-00-0] CHRISTENSEN, MELISSA		7/17/2026	OVERPAYMENT	31.87	31.87	0.00	7/23/2026
[Christy Groskreutz] Christy Groskreutz	072126	7/21/2026	Refund for trip cancelled	80.00	80.00	0.00	7/21/2026
[CIN] CINTAS	4275308792	7/09/2026	Cleaning Supplies	337.95	337.95	0.00	7/21/2026
[City of Appleton] City Of Appleton	20586	7/01/2026	July 2026	575.00	575.00	0.00	7/07/2026
[04-00000001-00-5] CITY OF BERLIN	073126	7/31/2026	Payroll Dates 7/3, 7/17, 7/31/26 Deb Mirr	2,704.08	2,704.08	0.00	7/31/2026
[CIVICPLUS, LLC] CIVICPLUS, LLC	371779	7/01/2026	Delores Schwartz online Code Hosting	700.36		0.00	5/07/2026
[Clauson Family] Clauson Family Music Show	072126	7/21/2026	7/1/26-6/30/27 Senior Center Trip - Balance Due	1,356.16	1,356.16	0.00	7/21/2026
[CORE & MAIN] CORE & MAIN LP	Y739965	7/07/2026	WELL #5	4,767.20	4,767.20	0.00	7/17/2026
[CORE & MAIN] CORE & MAIN LP	Y777467	7/07/2026	WELL #6	4,816.60	4,816.60	0.00	7/17/2026
[Crossroads] Crossroads Market	073126	7/31/2026	Supplies	447.49	447.49	0.00	7/31/2026
[CULLWA] Culligan Water	071526	7/15/2026	Operating Supplies	34.50	34.50	0.00	7/15/2026
[CVK] Cvikota MBS	019-07012026-	7/06/2026	June 2026 Collections - \$2475.61 Old A/R Collections - \$52.30	2,527.91	2,527.91	0.00	7/22/2026
[Delight Caylor] Delight Caylor	072126	7/21/2026	Refund for cancelled trip	160.00	160.00	0.00	7/21/2026
[0405] DITTMANN, JILL M	072126	7/21/2026	Mileage reimbursement for Meals on Wheels	12.32	12.32	0.00	7/21/2026
[Donna Goldsmith] Donna Goldsmith	070226	7/02/2026	Refund Trip Payment	145.00	145.00	0.00	7/02/2026
[Donna Jeanquart] Donna Jeanquart	072126	7/21/2026	Refund for trip cancelled	80.00	80.00	0.00	7/21/2026
[Dorothy Nelson] Dorothy Nelson	072126	7/21/2026	Refund for trip cancelled	80.00	80.00	0.00	7/21/2026
[DTN] DTN, LLC	210-00325220	7/01/2026	Weather Service	128.70	128.70	0.00	7/21/2026

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[EOJohnson] E.O. Johnson Co., Inc.	42572654	7/22/2026	Copier contract 7/16-8/15/2026	171.75	171.75	0.00	7/31/2026
[Elaine Leigh] Elaine Leigh	072126	7/21/2026	Refund Deposit Rental	100.00	100.00	0.00	7/21/2026
[ELECTRIC MOTOR SERVICE Co.] ELECTRIC MOTOR SERVICE Co.	072570	7/20/2026	FAN MOTOR	95.00	95.00	0.00	7/23/2026
[Empower] Empower Payments	2026-14	7/03/2026	Pay period ending 6/27/2026,WRS-Compass,empWRF	16,363.95		16,363.95	
[Empower] Empower Payments	2026-14	7/03/2026	Pay period ending 6/27/2026,WRS-Compass,empWRF	12,993.26		12,993.26	
[Empower] Empower Payments	2026-14	7/03/2026	Pay period ending 6/27/2026,WRS-Compass,empWRF	3,075.68		3,075.68	
[Empower] Empower Payments	2026-15	7/17/2026	Pay period ending 7/11/2026,WRS-Compass,empWRF	14,125.25		14,125.25	
[Empower] Empower Payments	2026-15	7/17/2026	Pay period ending 7/11/2026,WRS-Compass,empWRF	13,502.15		13,502.15	
[Empower] Empower Payments	2026-15	7/17/2026	Pay period ending 7/11/2026,WRS-Compass,empWRF	2,912.30		2,912.30	
[Empower] Empower Payments	2026-16	7/31/2026	Pay period ending 7/25/2026,WRS-Compass,empWRF	13,193.04		13,193.04	
[Empower] Empower Payments	2026-16	7/31/2026	Pay period ending 7/25/2026,WRS-Compass,empWRF	13,674.76		13,674.76	
[Empower] Empower Payments	2026-16	7/31/2026	Pay period ending 7/25/2026,WRS-Compass,empWRF	2,715.86		2,715.86	
[FERGUSON] FERGUSON WATERWORKS	0480982	7/15/2026	LEAK DET	700.00	700.00	0.00	7/17/2026
[Foxgate Technology Group, LLC] Foxgate Technology Group, LLC	1058	7/01/2026	Prepay 100 hours	13,500.00	13,500.00	0.00	7/31/2026
[Georgene Bagley] Georgene Bagley	072126	7/21/2026	Refund for trip cancelled	80.00	80.00	0.00	7/21/2026
[GFCOM] Gordon Flesch	15677306	7/12/2026	Base Charges - Images over Base Amount	94.72	94.72	0.00	7/15/2026
[02-00004153-16-8] GRACE LUTHERAN CHURCH	070726	7/07/2026	Shelter Deposit Refund	100.00	100.00	0.00	7/07/2026
[Guaranty Closing & Title Services, Inc.] Guaranty Closing & title Services, Inc.	2026-49732-11	7/23/2026	James Olson 194 S Wisconsin Street Berlin, WI 54923	55.00	55.00	0.00	7/31/2026
[Guaranty Closing & Title Services, Inc.] Guaranty Closing & title Services, Inc.	2026-49736-11	7/23/2026	Linda Warner & rebekah Dubois 127 W Berlin Street Berlin, WI 54923	55.00	55.00	0.00	7/31/2026
[Harvey Petty] Harvey Petty	072126	7/21/2026	Refund for trip cancelled	160.00	160.00	0.00	7/21/2026
[HealthPartners] HealthPartners	2026-14	7/03/2026	Pay period ending 6/27/2026,Health Insurance - Focused,Health Insurance-Broad	2,608.54		2,608.54	

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Lookup & Org Name	Invoice Number	Invoice Date	A/P Description	Original A/P Owed	Paid Amt To Date	Balance Due Run Date	Check Number
[HealthPartners] HealthPartners	2026-14	7/03/2026	Pay period ending 6/27/2026,Health Insurance - Focused,Health Insurance-Broad	1,342.35		1,342.35	
[HealthPartners] HealthPartners	2026-14	7/03/2026	Pay period ending 6/27/2026,Health Insurance-Broad,Health Insurance - Focused	941.53		941.53	
[HYLER SEPTIC SERVICE, LLC] HYLER SEPTIC SERVICE, LLC	070226	7/02/2026	Services at Senior Center	585.00	585.00	0.00	7/02/2026
[IBU] INTERSTATE BATTERY	60215253,	7/01/2026	3 BATTERIES	263.80	263.80	0.00	7/10/2026
[ITUAB] ITU ABSORBTECH, INC.	8756508	7/07/2026	Cleaning supplies	80.29	80.29	0.00	7/21/2026
[JC Licht] J.C. Licht, LLC	12000807	7/07/2026	5G Yellow WI HB ACR TRF FD	2,442.60	2,442.60	0.00	7/21/2026
[JLE] JON LUNDT ELECTRIC	14716	7/02/2026	FOGROD- CUMBERLAND	3,195.31	3,195.31	0.00	7/10/2026
[JLE] JON LUNDT ELECTRIC	14723	7/07/2026	City Hall A/C	580.00	580.00	0.00	7/21/2026
[Julie Becker] Julie Becker	072126	7/21/2026	Refund for trip cancelled	160.00	160.00	0.00	7/21/2026
[Krystle Schubert] Krystle Schubert	072126	7/21/2026	Refund Shelter Deposit	100.00	100.00	0.00	7/21/2026
[KEG] KUNKEL ENGINEERING GROUP	0289105	7/31/2026	Services through June 2026	2,887.06	2,887.06	0.00	7/31/2026
[01-00003125-01-9] LEMERAND, CHRISTOPHER		7/22/2026	OVERPAYMENT ON FINAL BILL	33.90	33.90	0.00	7/23/2026
[Lindsey Johnson] Lindsey Johnson	070726	7/07/2026	Shelter Deposit Refund	100.00	100.00	0.00	7/07/2026
[Lisa Gross] Lisa Gross	072126	7/21/2026	Refund for trip cancelled	160.00	160.00	0.00	7/21/2026
[MAIL LIST] MAIL LIST PROCESSING LLC	56412	7/08/2026	JULY'S MAILING	613.88	613.88	0.00	7/10/2026
[Mary Kay Blaze] Mary Kay Blaze	072126	7/21/2026	Refund for trip cancelled	80.00	80.00	0.00	7/21/2026
[Mary Playec] Mary Playec	072126	7/21/2026	Refund for trip cancelled	80.00	80.00	0.00	7/21/2026
[Micky Miller] Micky Miller	070726	7/07/2026	Shelter Deposit Refund	100.00	100.00	0.00	7/07/2026
[0422] MIRR, DEBRA A	070226	7/02/2026	Reimbursement for Laundry cost	55.00	55.00	0.00	7/02/2026
[0422] MIRR, DEBRA A	073126	7/31/2026	Reimbursement for Laundry cost	40.00	40.00	0.00	7/31/2026
[Modern Dairy] Modern Dairy	072126	7/21/2026	Senior Center Meals	499.15	499.15	0.00	7/21/2026
[MODRENT] MODERN RENTALS, INC	072126	7/21/2026	Blades - Filters	180.28	180.28	0.00	7/31/2026
[MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC.	30835	7/16/2026	BANK RECONCILIATION & REMOVING NEG CREDITS	235.00	235.00	0.00	7/23/2026
[MSA] MSA	030575	7/06/2026	Berlin Comp Plan	2,613.76	2,613.76	0.00	7/07/2026
[MSA] MSA	031175	7/22/2026	5/17/226-6/13/2026	1,257.00	1,257.00	0.00	7/23/2026
[MSA] MSA	031175	7/22/2026	SANITARY GIS SUPPORT 6/14/26 TO 7/11/26	261.00	261.00	0.00	7/31/2026
[MOMAHA] MUTUAL OF OMAHA	002126793812	7/01/2026	2026 Zoning/Parcels GIS Support June 2026	428.07	428.07	0.00	7/21/2026
[NEA - City] NORTHEAST ASPHALT	30-00044510	7/10/2026	Life & Accident Asphalt	869.91	869.91	0.00	7/21/2026

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[01-00002113-02-8] OBRIST, LISA	2026-06	7/03/2026	Cleaning Service	611.25	611.25	0.00	7/15/2026
[PACKERLAND PORTABLES] PACKERLAND PORTABLES	151367	7/09/2026	28 Day Rent Cycle	192.50	192.50	0.00	7/21/2026
[Patrice Kasten] Patrice Kasten	070226	7/02/2026	Pt paid twice	150.00	150.00	0.00	7/02/2026
[Phyllis Luttropp] Phyllis Luttropp	072126	7/21/2026	Refund for trip cancelled	160.00	160.00	0.00	7/21/2026
[PLANTZ] Plantz, Dennis	072126	7/21/2026	July 2026 Health Reimbursement	1,800.00	1,800.00	0.00	7/21/2026
[01-00000811-00-1] PODOLL, GARY/SARA	072126	7/21/2026	Retiree Health Insurance - COBRA for S. Podoll	2,026.43	2,026.43	0.00	7/21/2026
[RVP] Rachel Van Den Hout Photography	26333	7/09/2026	July 2026 - Balance paid out	111.00	111.00	0.00	7/22/2026
[Rebecca Bruce-Allington] Rebecca Bruce-Allington	072126	7/21/2026	Office Supplies	100.00	100.00	0.00	7/21/2026
[RENNERT'S] RENNERT'S FIRE EQUIP SERVICE	26335	7/08/2026	Shelter Deposit Refund	2,715.05	2,715.05	0.00	7/22/2026
[RENNERT'S] RENNERT'S FIRE EQUIP SERVICE	26337	7/16/2026	Property Services - Vehicles Unit 90 Service	10,953.33	10,953.33	0.00	7/22/2026
[01-00014220-00-0] RESOP, ALAN		7/15/2026	Unit 79 repair	31.11	31.11	0.00	7/17/2026
[01-00014220-00-0] RESOP, ALAN		7/15/2026	OVERPAYMENT FOR FINAL BILL	20.45	20.45	0.00	7/17/2026
[01-00014220-00-0] RESOP, ALAN		7/15/2026	OVERPAYMENT FOR FINAL BILL	13.83	13.83	0.00	7/17/2026
[RITEWAY] RITEWAY BUSINESS FORMS	26-31333	7/13/2026	CHECKS FOR A/P	328.83	328.83	0.00	7/17/2026
[02-00001073-00-5] RIVER SHORES CHURCH	070726	7/07/2026	Shelter Deposit Refund X2	200.00	200.00	0.00	7/07/2026
[Ryan Gaetzke] Ryan Gaetzke	070726	7/07/2026	North Shelter & Veterans Gazebo	100.00	100.00	0.00	7/07/2026
[SJE INC] SJE INC	2085.58	7/10/2026	Shelter Deposit Refund	2,085.58	2,085.58	0.00	7/17/2026
[SJE INC] SJE INC	CD99624066	7/02/2026	QUARRY ST LIFT STATION FLOAT BACK UP	2,562.48	2,562.48	0.00	7/06/2026
[Stephanie Combs] Stephanie Combs	07072026	7/07/2026	CUMBERLAND LIFT STATION- FLOAT BACK UP	100.00	100.00	0.00	7/07/2026
[TCAW] THEDACARE AT WORK	386365	7/02/2026	Deposit Shelter Refund	573.50	573.50	0.00	7/21/2026
[TCAW] THEDACARE AT WORK	386723	7/14/2026	3rd Quarter EAP	88.00	88.00	0.00	7/17/2026
[0110] Thiel, Debra L	072126	7/21/2026	DRUG TESTING- CASSIDY & SOBIESKI	100.00	100.00	0.00	7/21/2026
[Berlin United Methodist Church] United Methodist Church	070726	7/07/2026	Refund for deposit shelter rental	100.00	100.00	0.00	7/07/2026
[USPSU010] US POSTAL OFFICE- POST MASTER	JULY2026	7/06/2026	Shelter Deposit Refund	1,167.99	1,167.99	0.00	7/06/2026
[USA BB] USA BLUEBOOK	INV01095853	7/08/2026	JULY 2026 MAILING	686.39	686.39	0.00	7/10/2026
			A.Y. McDONALDS 1" STRAIGHT METER INSTALLATION COUPLING				

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[vonBRIESEN & ROPER, s.c.] vonBRIESEN & ROPER, s.c.	536741	7/17/2026	Professional Services through 6/30/2026	192.50	192.50	0.00	7/31/2026
[Wallner, Nancy] Wallner, Nancy	072126	7/21/2026	Shelter Deposit Refund	100.00	100.00	0.00	7/21/2026
[WM] WASTE MANAGEMENT	0038392-0414-0	7/01/2026	June Garbage & Recycling	34,608.40	34,608.40	0.00	7/21/2026
[WI PHY INS] WI Physician Insurance	2026-14	7/03/2026	Pay period ending 6/27/2026, EmpHealth	20,739.76		20,739.76	
[WI PHY INS] WI Physician Insurance	2026-14	7/03/2026	Pay period ending 6/27/2026, EmpHealth	13,003.52		13,003.52	
[WI PHY INS] WI Physician Insurance	2026-14	7/03/2026	Pay period ending 6/27/2026, EmpHealth	9,520.69		9,520.69	
[WI SCTF] WI SCTF	070326	7/03/2026	Garnishment - Child Support	111.23	111.23	0.00	7/07/2026
[WI SCTF] WI SCTF	070726	7/07/2026	Payroll Date 07/03/2026 Annual R&D withholding	65.00	65.00	0.00	7/07/2026
[WI SCTF] WI SCTF	071726	7/17/2026	Garnishment - Child Support	111.23	111.23	0.00	7/21/2026
[WI SCTF] WI SCTF	073126	7/31/2026	Payroll Date 07/17/2026 Garnishment - Child Support	111.23	111.23	0.00	7/31/2026
[WPPA] WISCONSIN PROFESSIONAL POLICE	28623	7/01/2026	Payroll Date 07/31/2026 Union Dues	470.00	470.00	0.00	7/07/2026
[Wisconsin State Firefighters Association] Wisconsin State Firefighters Association	062426	7/07/2026	Membership Dues	720.00	720.00	0.00	7/07/2026
Report Totals:				377,967.91		140,844.27	

CITY OF BERLIN									
PAYROLL FOR JULY - 2026									
NET PAYROLL									
PAYDATE	Payroll #	PAYROLL TITLE	GENERAL CITY	UTILITY	AMBULANCE				
7/3/2026	14	General City	\$ 65,242.95						
7/3/2026	14	Ambulance			\$ 37,924.11				
7/3/2026	14	Utility		\$ 15,362.66					
7/17/2026	15	General City	\$ 78,380.74			Manual check \$405.07			
7/17/2026	15	Utility		\$ 15,507.74					
7/17/2026	15	Ambulance			\$ 42,142.12				
7/31/2026	16	General City	\$ 59,940.00						
7/31/2026	16	Ambulance			\$ 43,925.96				
7/31/2026	16	Utility		\$ 14,892.85					
		TOTAL MONTHLY PAYROLL	\$ 203,563.69	\$ 45,763.25	\$ 123,992.19		\$405.07	Manual Checks	
		TOTAL	\$ 373,724.20						

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Arboretum application and brochure approvals for Cemetery
MEETING DATE: August 12, 2026

BACKGROUND

The Oakwood Cemetery Board presented their request to apply to become a level 1 arboretum to the Council at the Committee of the Whole meeting on August 4, 2026. They also presented a brochure showing the different species of trees and their locations throughout the cemetery.

The application and brochure are attached.

A motion was made to recommend to the Common Council to direct the Oakwood Cemetery Board and staff to complete and submit the ArbNet application to create a level 1 arboretum within Oakwood Cemetery and to recommend approval of the Arboretum brochure.

This item is on the consent agenda.

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The ArbNet Arboretum Accreditation Program provides standards and guidelines for the establishment and development of an arboretum. The goals of the accreditation program are to:

1. *foster the establishment and professionalism of arboreta;*
2. *identify arboreta capable of participating or collaborating in certain scientific, collections, or conservation activities; and*
3. *advance the planting, study, and conservation of trees to improve the world.*

Arboreta that are accredited are encouraged to become leaders and serve as models to promote professional development and engagement with other arboreta.

Different levels of accreditation have been established to recognize arboreta at varying degrees of development, capacity, and professionalism. Accredited arboreta are encouraged to continue their growth and development to achieve higher professional standards and can apply to upgrade to a higher level when they are ready at any point after their initial accreditation. Accreditation must be renewed every five years and arboreta will receive a renewal reminder several months prior to the arboretum contact listed on this form.

Arboreta and public gardens are eligible to apply for accreditation by submitting this application along with supporting documentation to demonstrate their level of achievement according to the specified standards. All requirements for the accreditation level being applied for must already be implemented in the arboretum at the time of application submission (not a future plan). Once the application is submitted, a decision will usually be made within four weeks.

The ArbNet Arboretum Accreditation Program is sponsored and supported by The Morton Arboretum, Botanic Gardens Conservation International (BGCI), and the American Public Gardens Association (APGA).

For resources and information related to creating, running, and growing an arboretum, please see the ArbNet Resources pages, which include resources on Starting an Arboretum and Accreditation, among many other topics. Additionally, here are links to sample applications that will allow you to see the full application in its entirety, along with sample responses:

- Level I sample application
- Level II sample application
- Level III sample application
- Level IV sample application

If you have any concerns about being able to reach particular criteria, please reach out to us. For more information regarding specific accreditation requirements:

Visit: <https://www.arbnet.org/arboretum-accreditation-program>

Email: arbnet@mortonarb.org

Call: 630-310-7013

Arboretum Information

Name of Arboretum

Oakwood Cemetery Arboretum

Address or PO Box

455 E. Huron Street

City State/Province ZIP/Postal Code (If applicable)

Berlin WI 54923

Country

United States

Latitude and Longitude

N43.97220, W88.93060

For information on how to find your Latitude and Longitude see Google Maps Support Page

Acres Hectares
54.1

Is your mailing address different from above?

Yes

Mailing Address

Mailing Street Address

108 N. Capron Street, P.O. Box 272

City State/Province ZIP/Postal Code (If applicable)

Berlin WI 54923

Country

United States

Website

www.cityofberlin.net/oakwood-cemetery/

Type of Organization (REQUIRED)

Is acting as an arboretum and / or botanical garden the primary purpose of your organization?

No

What other roles does your organization have? Please check all that apply

- **Cemetery**
- **Historical Site**

Arboretum Contact (for ArbNet purposes)

Salutation/Prefix	First Name	Last Name	Title	Phone	Email Address
Mr	Scott	Zabel	Public Works Superintendent	xxx-xxxx	szabel@cityofberlin.wi.gov

I agree to be the primary contact for correspondence related to my organization's ArbNet accreditation and received the quarterly ArbNet newsletter and announcements.

- Yes

Is the person submitting this application different than the contact listed above?

Yes

Individual Submitting Application (If not Arboretum Contact)

Salutation/Prefix	First Name	Last Name	Title	Phone	Email Address:
Ms.	Nancy	Gimenez	Oakwood Cemetery Board President		

I would like to receive correspondence related to my organization's ArbNet accreditation.

- Yes

I would like to receive the ArbNet quarterly newsletter and announcements.

- Yes

Authorization and Verification

The chairperson or leader of the applicant arboretum's governing board, organizational group, or authority (corresponding to Section I. below) *must approve this application*, specifically verifying the accuracy and authenticity of the information it contains.

Approval is indicated by placement below of this individual's name, title or role at arboretum, and contact information.

Authorizing / Verifying Governance Leader (other than individual submitting application):

Salutation/Prefix	First Name	Last Name	Title	Phone	Email Address
Ms.	Jessi	Balcom	City of Berlin Administrator	920-361-5400	Jbalcom@cityofberlin.wi.gov

ArbNet may use the institutional information (not personal data) we provide for conducting sector-wide summary analyses for the purpose of research on institutional capacities, networking, and strengthening the garden and arboretum community (e.g. an ArbNet arboretum summary report)

- Yes

I would like to receive correspondence related to my organization's ArbNet accreditation.

- Yes

I would like to receive the ArbNet quarterly newsletter and announcements.

- Yes

How did you hear about ArbNet?

Check all that apply:

- Website

ARBORETUM ACCREDITATION STANDARDS

Accreditation standards are outlined on the ArbNet website and described in each of the following application sections.

FOUR LEVELS OF ACCREDITATION

Please use this chart as a reference. The levels of accreditation recognize arboreta with different degrees of development, capacity, and professionalism.

Arboretum accreditation level sought

Level I

	L-I	L-II	L-III	L-IV
Arboretum plan				
Organizational or governance group				
Labeled tree and woody plant taxa				
25+				
100+				
500+				
Staff or volunteer support				
Volunteer or paid				
Paid management				
Curator				
Scientific or conservation staff				
Public dimension				
Public access and at least one event per year				
Enhanced public and educational programs				
Substantial educational programming				
Collections policy				
Collaboration with other organizations				
Collections data sharing with networked collections				
Tree science, planting, and conservation activities				
Substantial and integrated woody plant conservation (ex situ and in situ)				

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If you wish to share additional arboretum planning or guiding documents, there will be the opportunity to attach more files at the end of the application, or you may email them to arbnet@mortonarb.org.

GENERAL ACCREDITATION REQUIREMENTS

1. Arboretum Plans

Documentation such as an organizational plan, strategic plan, site plan, or other, that defines the mission and purpose of the arboretum, its audience(s), the types of plants that are to be grown to achieve that purpose and serve those audiences, provisions for the maintenance and care of the plants, and provisions for the continuing operation of the organization through time with a clear succession plan. A sample organizational plan can be found here on ArbNet's website.

Provide the mission of your arboretum and a brief description or outline of the type and scope of the plan for your arboretum. Attach or link to the planning documents (organizational, management, comprehensive/site plan, strategic plan, sustainability plan/policy, etc.), if applicable.

Mission Statement

To preserve, protect and expand the collection of trees and woody plants within the premises of Oakwood Cemetery, in an effort to inspire, educate and promote a sense of community connectedness, while protecting valuable wildlife habitat.

Brief description of arboretum:

The arboretum is situated within Oakwood Cemetery, approximately 54 acres of hilly land. It is a city-owned cemetery and the first cemetery of Berlin, Wi. It was established around 1850 and is situated on the edge of the city adjacent to two beautiful water-filled quarries. The entrance showcases a Gothic Tudor Chapel. The arboretum is home to approximately 500 trees, and many local wildlife (including whitetail deer and turkeys) consider it home. After the emerald ash borer desimated about 60 ash trees, the cemetery board decided to have the tree survey updated, as the last survey had been done in 2004. The survey showed that overall the trees were healthy and well maintained, with 87% of the trees being mature, approaching mature, or over mature. Oaks, maples and arborvitae are the most plentiful on the site, but efforts are made yearly to add and diversify species. Recent additions include, eastern redbud, ginkgo, cathedral elm, weeping white spruce, tamarack, and catalpa.

Brief description or outline of plan(s):

See attached Urban Forestry Management Plan completed by Ranger Tree Service in 2024

Optional: Attach your arboretum planning / guiding document or policy here (max individual file size 25MB; max aggregate / total file size for application 35MB):

Optional: Attach another planning/guiding document here (max individual file size 25MB; max aggregate / total file size for application 35MB):

Optional: Link to your arboretum planning / guiding document here:

Optional: Link to another planning/guiding document here:

2. Organizational or Governance Group

A governing board, group of people, or authority that is dedicated to the arboretum plan and its continuation beyond the efforts of a single individual. Such an organizational/governance group will affirm fulfillment of standards and authorize participation as an accredited arboretum.

Describe the nature of your governance board or authority.

Oakwood Cemetery Board is comprised of seven board members, and is overseen by the City Council of Berlin Wisconsin.

Optional: Number of people in your governing group:

7

Optional: Attach any relevant governing documents or policies (max individual file size 25MB; max aggregate / total file size for application 35MB).

Optional: Additional documents or policies relating to the Governance Group, if needed.(max individual file size 25MB; max aggregate / total file size for application 35MB)

Optional: Provide link to any relevant governing documents or policies

Optional: Additional link to your Governing Documents, if needed.

3. Arboretum Staff or Volunteer Support

Resources and examples about staff and volunteer management can be found on the Arboretum Management Resources page of the ArbNet website.

a. Level I

Employees or volunteers who ensure fulfillment of the arboretum plan and provide for the basic needs of the arboretum collection and functions of the arboretum.

Describe the scope of staff or volunteers engaged in or supporting the work of the arboretum.

One cemetery sexton, that is supported by the City of Berlin Public Works Department. 7 Cemetery board members willing to volunteer in various capacities.

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4. Arboretum Collections

Information and resources related to plant collections management and curation is available on the Tree Collections Resource page of the ArbNet website.

a. Collections Activities Checklist

Please check all activities that your arboretum participates in

b. Labeled Tree and Woody Plant Taxa

The number of species, subspecies, cultivars, varieties, etc. being grown as part of the collection in accordance with the arboretum plan. Plants in the arboretum's collection must be *currently* labeled (not a future plan) in some way (by physical or digital labels, and/or walking or website map with ID) to identify them taxonomically, including scientific name and cultivar if applicable. Plants must also be documented in some way (for example: species, year accessioned or added to database, source or origin, date of acquisition, location, diameter, height, etc. - note that these are suggestions and are not all required). Minimum numbers of ***labeled*** woody plant taxa (species, subspecies, cultivars, varieties, etc) are:

- 25+ (Level I)
- 100+ (Level II)
- 500+ (Levels III & IV)

Number of LABELED woody plant taxa in the collection:
25 to 99

c. Describe the method for labeling and documenting the number of trees/woody plant taxa
Following the Urban Forestry Management Plan completion, two board members identified the most desirable tree species to be tagged for public education. A spreadsheet was created with the common and scientific names, and was used to create tree tags which were applied to the trees. A brochure for the arboretum was created and the tagged trees were identified on a map by location and by species for the purpose of offering the public an option for self guided tours.

d. Woody Plant Taxa

Total number of woody plant TAXA - BOTH labeled and unlabeled - in your collections:
29

e. Optional: Individual Woody Plants

Total number of individual woody PLANTS in your collections:
0

f. Collections database

Provide the link to your collections database, if possible.

Is this a searchable, open access database (e.g., collection list uploaded to BGCI PlantSearch)?
No

If your collection species list is not shared or accessible online, please attach here: (optional, attachment)(max individual file size 25MB; max aggregate / total file size for application 35MB)

g. List any special taxonomic, geographic, ecological, or conservation collections of note (e.g. oaks; Acer; dwarf conifers; halophytes; woody plants of Madagascar; etc.):

NA

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If you wish to share additional arboretum planning or guiding documents, there will be the opportunity to attach more files at the end of the application, or you may email them to arbnet@mortonarb.org.

5. Public Dimension / Educational and Public Programming

Examples and resources are available on the Education and Public Engagement and Community and Urban Forestry resource pages of the ArbNet website.

a. Education & Community Engagement Tree Activities Checklist

Please check all activities that your arboretum participates in:

Open public access and events

- **Self-guided walking tours**

Recurring public programming

Extensive / enhanced educational programming

Urban & community forestry

Other

- **Other activities not listed that support education and engagement with trees and other woody plants (describe below)**

Please describe your educational and engagement activities not covered by the above checklist:

In addition to the self guided tour, our group plans to find at least one person or group to present on a tree-related topic annually. I have already reached out to the arborist that completed the tree survey in 2024 and they are available to do presentations. We have a lovely chapel on the premises that will be ideal for such presentations. If our application is approved we will start work to organize the first presentation.

If Level I accreditation is selected:

b. Arboretum Public Dimension

A public dimension that includes some level of public access, and at least one public event or educational program each year focused on trees, forest ecology, or arboretum purposes (for example, an Arbor Day observance).

Describe how the arboretum is open or accessible to the public, and name and describe the public events or programs offered.

The Oakwood Cemetery Arboretum is city-owned and therefore open to everyone. Hours are daily from 8 a.m. until dusk, and the cemetery is closed during the winter months.

Educational and public program file upload if applicable (max individual file size 25MB; max aggregate / total file size for application 35MB)

Additional educational and public program file upload if applicable (max individual file size 25MB; max aggregate / total file size for application 35MB)

Educational and public program document link if applicable

Additional educational and public program document link if applicable

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Optional additional accreditation comments or explanation

Currently we have only included trees in our species list, because that is what the Ranger Service arborists assessed and cataloged. There are various shrubs that can be added once properly identified and tagged in the

next phase. Some of these include bridal wreath spirea, hydrangea, burning bush, and star magnolia to name a few.

Additional Attachments

If you wish to share additional arboretum planning or guiding documents, there will be the opportunity to attach more files at the end of the application, or you may email them to arbnet@mortonarb.org.

Additional Document 1 (max individual file size 25MB; max aggregate / total file size for application 35MB)

Additional Document 2 (max individual file size 25MB; max aggregate / total file size for application 35MB)

Photos

Please attach at least two photos of your arboretum (high resolution JPEG format in landscape/horizontal orientation) with your application for use on the ArbNet website.

Landscape Image 1 (max individual file size 25MB; max aggregate / total file size for application 35MB)

Landscape Image 2 (max individual file size 25MB; max aggregate / total file size for application 35MB)

Landscape Image 3 (max individual file size 25MB; max aggregate / total file size for application 35MB)

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Data Information for European Union Organizations

In compliance with the 2018 European Union (EU) "General Data Protection Regulations", ArbNet has to ensure that EU residents agree to ArbNet using your information provided for processing and evaluating your accreditation application. By instructing us to process your application, your data will be transferred outside of the European Economic Area to the United States, kept secure, and will not be shared with a third party. You have the right to revoke your consent at any time by contacting us at arbnet@mortonarb.org. If you chose to be reviewed for our reciprocal accreditation program with BGCI (BGCI Botanic Garden Accreditation), ArbNet will share your information with BGCI.

The uses of your information, dependent on the success of your accreditation application, are as follows:

If you are a successful applicant, any personal and institutional data you have provided will be kept by ArbNet for five years, the length of the accreditation period, so that we can contact you in relation to the set up and administration of your accreditation, to provide information useful to maintain and/or upgrade your accreditation (e.g., new resources, opportunities, etc.), and to provide information on the accreditation renewal process as you approach the five year limit of your accreditation. ArbNet will use the institutional data provided in your application to create a website listing in the Morton Register, and potentially to promote your institution on our website, in our newsletter, and through our social media channels. ArbNet may also use your arboretum's institutional (not personal) de-identified aggregate summary data for sector-wide reporting.

If you are an unsuccessful applicant, the personal and institutional information you have provided will be kept by ArbNet for five years, so that we can contact you to help you achieve accreditation at a future date.

Disclaimer

THE MORTON ARBORETUM EXPRESSLY DISCLAIM ANY RESPONSIBILITY WITH PERFORMING ANY OBLIGATIONS ON BEHALF OF THE MEMBER ORGANIZATION WHICH MAY BE REQUIRED HEREUNDER AND MEMBER ORGANIZATION RELEASES THE MORTON ARBORETUM FROM ANY LIABILITY IN CONNECTION WITH ANY SUCH OBLIGATIONS. MEMBER ORGANIZATION HEREBY ASSUMES ALL RISK IN CONNECTION WITH THE OBLIGATIONS REQUIRED OF MEMBER ORGANIZATION HEREUNDER AND MEMBER ORGANIZATION SHALL INDEMNIFY AND HOLD HARMLESS THE MORTON ARBORETUM AND EACH OF ITS OFFICERS, DIRECTORS, AGENTS, CONTRACTORS, LICENSEES, EMPLOYEES AND TRUSTEES AGAINST AND FROM ANY AND ALL THIRD PARTY CLAIMS, LIABILITIES AND DAMAGES ARISING OUT OF OR IN ANY WAY CONNECTED TO THE OBLIGATIONS OF MEMBER ORGANIZATION HEREUNDER.

TREE KEY BY LOT NUMBER/LOCATION

1. Basswood, White Oak
 2. Red Oak
 6. Pin Oak
 7. Norway Spruce, Cathedral Elm
 8. Ornamental Pear
 9. Elm, Hackberry, Yew
 10. Hackberry, Norway Spruce, Norway Maple
 11. Northern Catalpa
 13. Honeylocust, Eastern Redbud
 14. Weeping White Spruce, Norway Maple
 15. Magnolia
 16. Sugar Maple
 17. White Oak
 20. Arborvitae
 24. Red Maple
 25. Crabapple
 26. Northern Catalpa
 27. Swamp White Oak, Eastern Redbud, Silver Maple
 28. Tamarack
 29. Basswood
 30. Red Oak
 32. Silver Maple
 34. Sugar Maple, Yew
 36. Ginkgo
 37. Blue Spruce clump, Little Leaf Lindens (2)
 40. Red Maple
 42. Swamp White Oak, Japanese Lilac
- Chapel Kiosk: Honeylocust
Potters Field: Crabapple



Trees listed are tagged with both the common and scientific name

Please be Respectful

Remember that this is a cemetery. Some visitors may be grieving. Be respectful of them and their loved one's gravesites at all times.

Under no circumstance is anyone allowed to climb, hang on, or remove any part of the living trees and shrubs on the premises.

For more information or to make a donation or bequest

CONTACT US AT:

Visit our Website
www.cityofberlin.net/oakwood-cemetery/

Phone
(920) 361-5400

Email Address
cityadministrator@cityofberlin.wi.gov

In Person
City Clerk's Office
108 N. Capron St.
Berlin, WI 54923

Oakwood Cemetery Arboretum

455 E. Huron St. Berlin, WI.

Open 8 AM to Dusk, April 1st - November 30th
Closed December 1st - March 31st
OPEN TO THE PUBLIC

Oakwood Cemetery Arboretum

Self-Guided Walking Tour



Oakwood Cemetery Arboretum is a unique place. It is a living museum of trees and woody shrubs offering a serene environment to all who visit. Oakwood Cemetery Arboretum values preservation and expansion of its collection and serving as an educational venue for community members to connect and learn more about trees. Oakwood Cemetery Arboretum is also an important home to various local animal, bird and butterfly species.

Come Visit!

Find a Tree by Species

Arborvitae: 20
 Basswood: 1 & 29
 Blue Spruce: 37
 Catalpa (Northern) 11 & 26
 Cathedral Elm: 7
 Crabapple: 25, Potters Field
 Eastern Redbud: 13 & 27
 Elm: 9
 Ginkgo: 36

Hackberry: 9 & 10
 Honeylocust: Chapel Kiosk & 13
 Japanese Lilac: 42
 Linden (Little leaf): 37 (x2)
 Magnolia: 15
 Maple (Norway): 10 & 14
 Maple (Red): 24 & 40
 Maple (Silver): 27 & 32
 Maple (Sugar): 16 & 34

Norway Spruce: 7 & 10
 Oak (Pin): 6
 Oak (Red): 2 & 30
 Oak (Swamp White): 27 & 42
 Oak (White): 1 & 17
 Ornamental Pear: 8
 Tamarack: 28
 Weeping White Spruce: 14
 Yew: 9 & 34



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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Raze and remove order at 127 W Berlin Street
MEETING DATE: August 12, 2026

BACKGROUND

A motion was made at the Committee of the Whole to move forward with the raze and removal process at 127 W Berlin Street while the current ownership is being determined. Background information for 127W Berlin is attached (and was provided to the Committee of the Whole.)

This item is on the consent agenda.

To: Mayor & Common Council

From: Tim Ludolph

Subject: 127 W Berlin Street Raze or Repair Order

Background:

A property experienced a long history of code violations related to refuse, overgrown vegetation, and vermin breeding. After persistent warnings and notices failed to resolve the issues, the County Health Department became involved and determined the property was both a public health nuisance and structurally unsafe. This led to formal condemnation (placing a placard) and ongoing issues with animals housed inside the condemned property.

Phase 1: Initial Warnings (2021)

- (2021): The homeowners were first warned and cited several times (starting in 2021) for accumulating refuse, excessive personal property, and creating breeding grounds for pests (vermin). Despite numerous calls associated with this property, there were none related to the current public nuisances prior to 2021 and that was the isolated incident prior to 2024.

Phase 2: Escalating Warnings & Persistent Issues (2024)

- Early 2024 (May): Neighbors started complaining. Planning and Development Director found significant trash in the front yard. The first violation notice was sent.
- June 2024: Planning and Development Director checked again (from Berlin Street) and found the issues *still* existed. A second notice was sent.
- July 2024: Planning and Development Director checked again and found the issues *still* existed. A final warning notice was sent.
- August 2024: Recheck showed much of the trash in front of the house had been removed. No request for PD to cite at the time.

Phase 3: Health Department Involvement & Unsafe Conditions (2025-2026)

- March 2025: A neighbor complained again (off Marquette St.). PDD and PD Officer visited, gave a verbal warning, and found the yard extremely unsanitary and smelly.
- April 2025: The property was cited by the PD for vermin breeding and refuse accumulation.
- May 2026 (Note: The photos were from April 15, 2026, to Health Department): Homeowner sent photos to the health department showing *worse* conditions inside.

Mid-2026 (May-June): The County Health Department became heavily involved:

- May 28th: They planned to condemn the house. Photos confirmed it needed an abatement order. They also addressed issues like a tent dwelling and animal limits.
- June 1st: Health department shared photos with the building inspector about electrical, fire, and structural dangers.

- June 5th: Building inspectors were scheduled for June 8th inspection to assist County Health Department.
- June 8th: Building inspectors confirmed the house was unsafe for occupation (overwhelmingly unsanitary). A report was issued.
- June 9th: The Planning and Development Director (PDD) was informed about the building inspection findings.
- June 10th: The County Health Department drafted and sent a letter condemning the house.
- June 15th: The final condemnation placard was placed on the house.
- June 16th & 17th: Health department updated the homeowner about animals and confirmed the house was sold (though they reiterated the condemnation).
- June 22nd: Animals were temporarily housed inside the condemned property.
- July 8th: The homeowner reported arranging permanent housing for the animals.
- July 13th: The Planning and Development Director (PDD) received a complaint about animals still in the house and contacted County Health.
- July 16th: County Health department asked PD about animal placement and potential citations.
- July 21st: Title search completion date – Note: If sold new owners not confirmed as of this date
- July 27th: A potential flipper called the Building Inspector about this property.
- July 29th: As of today, property still listed under previous owner of record.

Note:

Current ownership of the house is still being determined.

Recommendation:

Consider resuming Raze or Repair Order process or give staff additional clarification of expectations.

Property Summary & Exterior Inspection Report

Property Address: 127 W Berlin St, Berlin, WI 54923

Inspection Date: June 8, 2026

Inspector: Building Inspector Matthew Kelly

Authority & Regulatory Basis

This inspection was conducted in reference to the **City of Berlin Municipal Code** (including Chapter 46, Article V regarding Public Nuisances, Blight, and Property Maintenance standards). Property owners are required to maintain structures and premises in a safe, sanitary, and structurally sound condition, free from the accumulation of debris, rank vegetation, and deteriorating building elements.

Overall Property Evaluation

NOTICE: The exterior of this property exhibits widespread, severe, and compounding maintenance violations. There are far too many individual safety, and sanitation issues to exhaustively itemize in this summary report. The structural envelope, surrounding premises, and accessory zones show systemic neglect, presenting clear code compliance failures under local property maintenance guidelines.

Primary Material Deficiencies & Code Violations

1. Glazing & Window Openings (Critical Enforcement Item)

- **Deficiency:** Widespread broken, cracked, and completely missing window panes (glazing) across multiple facades of the primary structure.
- **Code Implication:** Missing or compromised glazing fails to maintain a weather-tight envelope, permits moisture intrusion leading to accelerated structural rot, and presents immediate physical safety and security hazards. All windows must be fully glazed and free of fractures.

2. Structural Envelope & Exterior Wall Conditions

- **Deficiency:** Widespread failure of exterior surface protections. This includes decaying, rotted, or detached siding, exposed framing elements, and severe paint/protective coating failure.
- **Code Implication:** Exterior walls must be maintained weather-tight and free from structural deterioration to prevent moisture damage and vermin infestation.

3. Roof, Gutters, and Drainage Systems

- **Deficiency:** Noticeable deterioration of the roofing system, including sagging structural lines, lifting/missing shingles, and failing or completely absent gutter and downspout systems.
- **Code Implication:** Runoff is not being directed safely away from the foundation, actively accelerating the deterioration of both the primary structure and adjacent soil stability.

4. Porches, Decks, and Means of Egress

- **Deficiency:** Exterior stairways, steps, and porch platforms show advanced structural decay, bowing supports, unlevel surfaces, and absent or non-compliant guardrails/handrails.
- **Code Implication:** These areas constitute immediate life-safety hazards for anyone attempting to access or egress the property.

5. Premise Sanitation & Accessory Areas

- **Deficiency:** Severe accumulation of outdoor refuse, trash, scrap material, rotting lumber, and excessive personal property stored outside of an enclosed structure. Additionally, the premises exhibit uncontrolled rank vegetation and noxious weed growth.
- **Code Implication:** Per Berlin Code Chapter 46, the outdoor accumulation of trash, rubbish, and rotting materials constitutes a public nuisance by creating potential breeding grounds for vermin and insects, while causing visual and economic deterioration to the surrounding neighborhood.

Public Nuisance List from PD

Incident	Nature	Area	Agency	Reported	Summary
21BPD2753	PUBLIC NUISANCE	CBER	BLPD	12:57:54 12/10/21	Current homeowners warned for public nuisance violations, eventually cited for Accumulation of Refuse, Accumulation of excessive personal property, and breeding places for vermin Ludolph identified violations related to breeding places for vermin, accumulation of refuse, accumulation of excessive personal property, outside storage of junk. PD ultimately issued citations for breeding places for vermin and accumulation of refuse Current public nuisance case
25BPD0434	Public Nuisance	CBER	BLPD	13:02:28 03/18/25	
26BPD0899	Public Nuisance	CBER	BLPD	15:34:50 05/27/26	

All Agencies Contacts for 127 W Berlin St

8/2/2014
PD Noted previous homeowner was warned for accumulation of refuse, grass and weeds. Compliant after
12/10/2021
PD Noted current homeowners warned then cited for Accumulation of Refuse, Accumulation excessive personal property and breeding places for vermin.
Note: PD had 48 calls for service from 2006-2026, this timeline has just specifics on ones coded as Public
5/13/2024
Neighbors behind and to west complained by phone early May 2024. PDD Inspected and found trash all over
6/22/2024
PDD reinspected from Berlin Street, issues remain. Letter 2 "Second Notice" sent.
7/24/2024
PDD reinspected from Berlin Street, issues remain. Letter 3 "Final Warning" sent.
8/23/2024
PDD Observed progress from the Public Way. Still a nuisance but less than the previous month(s).
3/18/2025
Verbal complaint from neighbor behind off Marquette St. Visited with Officer Krause 3-18-25 given one week verbal warning to clean up front yard before citations. Smelled terrible.
3/25/2025
PD Cited for breeding places for vermin and accumulations of refuse.
4/15/2026
Photos taken by homeowner and sent to county health, showing the conditions had been worse. Note, sent on
5/27/2026
PD Noted Current Public Nuisance Case
Health Department's first documented note about a house in Berlin in unsanitary condition with no running
5/28/2026
County Health Department planning to condemn the home. Received photos of the inside of the house and had sufficient information to warrant an abatement order. Also advised no dwelling in a tent on property and animal
6/1/2026
County Health emailed the Berlin Building inspector photos and description regarding electrical, fire and
6/5/2026
County Health called the Building Inspectors to arrange inspection on 6/8/26
Complaint from neighbor behind off Marquette St. Included written complaint in file also verbal over phone
6/8/2026
Following complaint Inspectors performed an inspection and found the house to be unsafe for human habitation, occupancy, or use. Overwhelmingly unsanitary. Report to follow.
PDD informed about the findings by PD and Building Inspectors.
6/9/2026
PDD forwarded assessment from Building Inspector.
County Health Department stopped at the property and informed homeowner they are condemning the house, instructed that the final placard would be placed 6/15.
6/10/2026
Letter condemning the house drafted, signed, and sent certified by County Health.
6/15/2026
County Health placed the final placard on the front door.
6/16/2026
County Health updated owner about animals.
6/17/2026

All Agencies Contacts for 127 W Berlin St

Homeowner updated County Health stating they sold the house.
County Health reiterated to homeowner about Condemnation.
6/22/2026
Animals temporarily being housed in the home.
7/8/2026
Homeowner stated they have arranged for permanent housing.
7/13/2026
PDD Received complaint about animals residing in the house. Reached out to County Health.
County Health updated PD.
PDD called the number for the homeowner provided by County Health, leaving several messages inquiring about
7/16/2026
County Health inquired with PD about placement of the animals and potential citations.
7/22/2026
PDD Received county health notes.
7/23/2026
Received Title Report. Confirmed ownership and responsible party.

LETTER REPORT

BY

GUARANTY CLOSING & TITLE SERVICES, INC.

509 South Street, PO Box 565

Green Lake, WI 54941

Phone: (920) 294-3500 Fax: (920) 294-6088

Email: gtsgreenlake@titleservice.com

FILE NUMBER: 2026-49736-11

PREPARED FOR: City of Berlin

1. **EFFECTIVE DATE:** July 21, 2026 at 7:30 AM
2. **RECORD TITLE TO THE FEE SIMPLE ESTATE OR INTEREST IN THE LAND:**
Linda Warner and Rebekah Dubois
3. **THE LAND IS DESCRIBED AS FOLLOWS:**
Lot number Fourteen (14) of Block number Fifty (50) of the Second Addition to the City of Berlin, according to the recorded plat thereof in the records of Green Lake County, Wisconsin.

For Informational Purposes Only:

Tax Parcel No. 206-00542-0000

4. **PROPERTY ADDRESS:** 127 W. Berlin Street, Berlin, WI 54923
5. **OUTSTANDING MORTGAGES, LIENS AND JUDGMENTS**
 1. Taxes and assessments, general or special, for the year 2026, not now due or payable, or the lien of any special taxes, special charges or special assessments, if any.
 2. Delinquent real estate taxes for the year 2025 in the amount of \$1,789.46. Penalty and interest are not included in this amount.
 3. Mortgage from Linda Warner and Rebekah Dubois to DTH REO, Inc., in the originally stated amount of \$52,000.00, dated May 2, 2017, recorded February 25, 2025, as Document No. 425546.

Please note that this report is not a Title Insurance Commitment or Policy, an Abstract Extension, or an Opinion of Title. Accordingly, our liability is limited to the actual damages that you might incur, up to a maximum of \$5,000.00, which results from our negligence in preparing this report and is contingent on full payment of all Guaranty Closing & Title Services fees. Should you desire more liability coverage than we are offering by this report, please cancel your order for this report and order Title Insurance.

Please note further that this report does not determine ownership, and we also have not checked to determine the validity, correctness, or enforceability of the instruments cited herein. Also, we have not checked to determine whether Mortgages, Security Agreements, or Financing Statements remain open prior to anyone taking title. This report does not show easements, restrictions, errors, or disputes regarding boundary lines or legal descriptions, zoning ordinances, or legal actions. The information contained herein should not be used for due diligence inquiry under CERCLA or other environmental legislation.

GUARANTY CLOSING & TITLE SERVICES, INC.

127 W. Berlin St-

ADVOCAP- Alyssa

Case Notes by Rachel Prellwitz, Health Officer

06/05/2026-

Phone call to Matthew Kelly, residential building inspector, for City of Berlin regarding email sent to him by Kyle discussing need for urgent inspection of this property. Matthew states that him and Jon Lust, commercial building inspector, will be going to this property on Monday to do their inspection.

06/08/2026-

Phone call received from BPD Officer Chad Krause regarding concerns he had surrounding this property and what the plan is for the family, animals and who is all involved in this case. Awaiting building inspector report. Officer Krause connected with me with Tim Ludolph with City of Berlin via email to get update on building inspector's report.

06/09/2026-

Received full building inspector's report from Matthew Kelly which states: 127 W Berlin Street presents severe, immediate life-safety and environmental hazards. Physical entry into the structure without specialized personal protective equipment (PPE) poses an acute, high-risk threat to health and physical safety. (see full report for details)

Therefore, property will be condemned as unfit for human habitation.

Phone call with Officer Krause who states that GLAAS was going to the home today to remove some of the cats and that he was available to come to the home with me when I went to place placards.

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

1230: went to 127 W. Berlin St. to placard the home as unsafe for human habitation. Family was very upset and emotional as GLAAS had just been there to remove around 24 cats. Was able to provide Rebecca and family with resources and gave them until Monday June 15th to vacate the property. [REDACTED]

[REDACTED]. Also, ok'd for animals to remain in the home until GLAAS can find alternate placements for remaining animals (although, they are planning to keep maximum number of animals as allowable by City of Berlin ordinance). Family is allowed to care for the animals but are not allowed to reside there until corrective actions are taken to address problems identified in the building inspectors report.

Also spoke to Katrina with GLAAS who states she has reached out to numerous other shelters to help with taking the additional cats. She states that she plans to touch base with the family tomorrow (6/10/2026) to get a headcount on the number of cats left and need placement.

Phone call made to Register of Deeds as there is confusion regarding the property and if Rebecca owns the property or not. According to Pam Weber with ROD, both Rebecca DeBois and Linda Warner are listed as owners [REDACTED]
[REDACTED] This information left as a voicemail to Rebecca and that she can contact ROD for a copy of the deed.

06/15/2026 15:30

Home visit to property to place final placard on front door of home [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

1515: Rebecca texted stating she has not heard from Alyssa regarding the hotel room. Told her to call hotel to see when they can check in. Rebecca texted back that she got into the hotel, but dogs are not allowed. She states that Kara (Matthew) was going to be staying at the home until midnight, then come to hotel and that Alex (Anna) would be going back in the morning. Told Rebecca that we will connect regarding this tomorrow. Will reach out to Jeff Mann regarding enforcement parameters about vacating the home and care of the animals.

06/16/2026 at 12:49, following text sent to Rebecca (Bekah)

Hi Bekah- just wanted to check in to see how the night went at the hotel? I also checked with our Corporation Council on the animals & he said that even though our ordinance is for humans.....he still wants the animals to be removed in a timely manner as its not safe for them to remain there. (For example, because of bad wiring....we wouldn't want a fire to start and them be trapped in there). I did explain that you are working with the humane society for the cats. Now we just need to work on the dogs as we cant have people staying at the house for an extended period of time anymore. Only to take care of the animals and/or cleaning.....but not living or hanging out there. Thoughts on having the dogs go temporarily to a boarding facility if we can help with funds?

Rebecca texted back that she was heading into work and that she would call me the next day in the morning.

6/17/2026 11:55am- Spoke to Rebecca via telephone. States that she has sold her house for \$5,000.00, was preapproved for a home loan and is working with a realtor to find a new home. Spoke to her at length about not residing at the home and to only go there to take care of the animals and/or clean/pack up her things. She states that she understands the risks and that they don't stay long at the property but that the animals are having "anxiety attacks" when they aren't there. Encouraged her to find alternate placement for the dogs as soon as she's able to. She refuses offer for boarding the dogs at this time. Also encouraged Rebecca to decide which cats are left to go to the humane society and to touch base with them about dropping the cats off instead of having the humane society come to the home to get them. I told Rebecca that I would follow up with her on Monday morning to see if she was able to find somewhere for the dogs to go.

06/22/2026 13:45 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED] The dogs and cats are still residing in the home. They did have a place for the dogs to go to, but that person is now being evicted. She will continue to try to find a place for the dogs to go to until permanent housing is secured.

07/01/2026: Text message to Rebecca, no answer

07/08/2026: Text message to Rebecca, answered on July 8th that she needed to come up with \$2220.00 to secure an apartment in Fond du Lac. Spoke to Stephanie Good who states that Rebecca was able to secure funding and will be moving into apartment with Kara (Matthew). [REDACTED]

7/13/2026: See email from Tim Ludolph

Text to Rebecca to get update on how many animals are left in the house and plan for them. (7/14/26) Rebecca states they are working to get them out this weekend, but she has to work. I also asked about the sale of her home and number of animals still in the home but received no response. Also provided Salvation Army as a resource for furniture.

Text message sent to Alex (Anna). Alex states that him and Natalie are still residing in the motel and that their apartment will now not be ready until August 10th. They plan to have cats spayed/neutered through GLAAS. Alex states that he doesn't know the status of the house or Rebecca's plan for the animals. Asked him to notify me when they are fully in their apartment. Also received text from Alex's girlfriend Natalie to direct any further questions to her or Rebecca.

Spoke to Katrina at GLAAS who states after talking with Alex (Anna) she believes there to be about 13 cats, 2 dogs and 2 rats still in the home. GLAAS does not have any more capacity to take in additional animals at this time and has not had any luck with other shelters helping them out. Approximately 10 cats will be going in for spay/neutering and then returned to the home on July 31st.

Email update sent to BPD Officer Chad Krause regarding enforcement options on animals.

7/16/2026- Spoke to BPD Officer Chad Krause regarding current situation at 127 W. Berlin St. Officer Krause to touch base with GLAAS, Alex and Rebecca regarding possible enforcement/citations. See emails with Stephanie Good, GLAAS and BPD.

Health Officer Rachel Prellwitz informed me of a house in Berlin that is in unsanitary condition with no running water. [REDACTED]

[REDACTED] We planned to condemn the house due to the lack of water, and also include the sanitary problem within the order.

5/28/2026 I stopped at 127 W Berlin Street. I was planning to condemn the home due to no potable water supply. While there, I found out that they have some plumbing issues, but they do have potable water in the home. They told me the two sinks on the first floor are out of order due to plumbing issues. The sink upstairs is working but sometimes deals with low pressure. The shower upstairs is working but has very low pressure. (She would not let me inside to see for myself, so I had her go take a video on her phone and show it to me). The outside tap provides water at full pressure.

Although they did not allow me inside, I had received photos of the inside of the home prior to coming. The photos I received are enough to warrant an abatement order. I told them that I will be sending an order to clean up the garbage and animal waste within the home. They understood.

They told me that they have 44 cats. I informed them that the City of Berlin will be enforcing their cat limit ordinance.

I also informed them that they are not allowed to reside in a tent on the property.

5/28 After the inspection, [REDACTED] emailed me photos of the state of the house. I asked when they were taken, and she told me April 15th, 2026.

These photos from April 15th showed the house in far worse condition than the photos from [REDACTED] -The progress shown led me to believe they are capable of getting into compliance.

On 5/30 [REDACTED] emailed me additional concerns she had about the structure of the house and electrical hazards. She included photos with that email as well. I asked her if I could send the photos to the Berlin Building Inspector. She agreed.

6/1 I emailed the Berlin building inspector at mkelly@kunkelengineering.com. I sent the photos and description from [REDACTED] regarding the electrical / fire / structural concerns.

6/8 Berlin Building inspectors visited the property and emailed us the inspection summary. The report indicates immediate health hazards including:

- **Atmospheric & Respiratory Hazards:** The interior exhibits overwhelming, toxic air quality resulting from extreme ammonia accumulation, rotting garbage, and decomposing organic material.

- **Biological Contamination:** Widespread biohazards are present throughout the structure, including extensive animal and organic fecal matter heavily coating floors, countertops, and food preparation areas.
- **Structural & Physical Threats:** On-site navigation and emergency egress are severely compromised by waist-high debris piles, exposed and hanging live electrical wiring, and areas of advanced structural decay.

6/9 Rachel stopped at the property and told Rebecca that we are condemning the home. She put placards up on the home, but not on the front side. She instructed Rebecca that on Monday, June 15th she will be returning to put the final placard on the front door. They must be out of the home by the end of the day on June 15th.

6/10 I wrote a letter condemning the home. Rachel signed it, and then I sent a copy through certified mail. Rachel will also hand deliver a copy when she placards the home.

6/15 Rachel stopped at the property and placed the final placard on the front door. I believe she also hand delivered the letter.

Emails regarding 127 W Berlin Street

From: Noah Knetzger <NKnetzger@berlinpd.wi.gov>
Sent: Tuesday, July 28, 2026 11:04 AM
To: Tim Ludolph <TLudolph@cityofberlin.wi.gov>
Subject: RE: 127 W Berlin St

Tim,

17BPD1562 Animal Problem – One of the residents was scratched by one of their cats. (Prompts law enforcement to do a report for rabies tracking purposes)

18BPD1841 Animal Problem – One of the residents was bitten by a dog from *another* house.

19BPD1734 Animal Problem – One of the residents reported finding a loose dog on the property – dog owner did not reside at 127 W. Berlin St

22BPD0262 Animal Problem – Residents were warned regarding dog feces and uncleared snow on the sidewalk along with vehicles blocking the sidewalk.

Thank you,

Interim Chief Noah Knetzger #234

Berlin Police Department

108 N. Capron St

Berlin, WI 54923

From: Noah Knetzger
Sent: Wednesday, July 22, 2026 11:15 AM
To: Tim Ludolph <TLudolph@cityofberlin.wi.gov>
Subject: 127 W Berlin St

Tim,

Attached are all the police calls we have had at 127 W. Berlin St that I can find, I believe the current owners were in the house below the yellow highlight.

Thank you,

Interim Chief Noah Knetzger #234

Berlin Police Department

108 N. Capron St

Berlin, WI 54923

From: Noah Knetzger <NKnetzger@berlinpd.wi.gov>

Sent: Friday, July 17, 2026 11:43 AM

To: Tim Ludolph <TLudolph@cityofberlin.wi.gov>

Cc: City Administrator <CityAdministrator@cityofberlin.wi.gov>

Subject: Requested Information

James L. Olson Sr

Phone# [REDACTED]

Address should be: [REDACTED]

I have included a history report for 127 W Berlin St – I parsed it out to only contain public nuisance type complaints.

I have not attached a report for 194 S. Wisconsin St as the only public nuisance type offense I can find is for the current animal problem/nuisance case that is being actively worked through.

Let me know if you need anything else,

Interim Chief Noah Knetzger #234

Berlin Police Department

108 N. Capron St

Berlin, WI 54923

From: Tim Ludolph <TLudolph@cityofberlin.wi.gov>

Sent: Monday, July 13, 2026 2:40 PM

To: Noah Knetzger <NKnetzger@berlinpd.wi.gov>; Chad Krause
<crkrause@berlinpd.wi.gov>

Subject: FW: 127 W Berlin St

Hello

Could we talk about this in the next day?

Thank you,

Timothy Ludolph

City of Berlin

Planning and Development Director

Phone: 920-361-5156

108 N Capron St.

Berlin, WI 54923

From: Prellwitz, Rachel <rprellwitz@greenlakecountywi.gov>

Sent: Monday, July 13, 2026 2:35 PM

To: Tim Ludolph <TLudolph@cityofberlin.wi.gov>

Cc: Matthew Kelly (mkelly@geo-logic.com) <mkelly@geo-logic.com>; John Lust <jlust@geo-logic.com>; crkrause@berlinpd.wi.gov; Brittani Majeskie <BMajeskie@cityofberlin.wi.gov>; Alt, Kyle <kalt@greenlakecountywi.gov>

Subject: RE: 127 W Berlin St

This is from Stephanie Good, APS worker: I believe Alex and his partner are moving somewhere soon. Rebecca and Kara should be in FDL in the new apartment and Linda is at Barrett House. The dogs are Alex's I believe.

I will check with Alex (Anna) on the status of the dogs.

Rachel Prellwitz, RN

Green Lake County Health Officer

Phone: 920-294-4070

Fax: 920-294-4139

Tell us how we did!

Click below to take our survey

<https://forms.gle/5LpwG1fyGpz5crEs9>



From: Prellwitz, Rachel

Sent: Monday, July 13, 2026 2:27 PM

To: Tim Ludolph <TLudolph@cityofberlin.wi.gov>

Cc: Matthew Kelly (mkelly@geo-logic.com) <mkelly@geo-logic.com>; John Lust <jlust@geo-logic.com>; crkrause@berlinpd.wi.gov; Brittani Majeskie

<BMajeskie@cityofberlin.wi.gov>; Alt, Kyle <kalt@greenlakecountywi.gov>

Subject: RE: 127 W Berlin St

Hello-

Thank you for passing this along to us. I will check in with Rebecca to see what is going on. The animals are allowed to be there as they are working with the Green Lake Area Animal Shelter for placement. And the family members are also allowed to come and go from the property per our order to clean and/or move stuff out, but they may not live there. I believe that all family members have been able to find permanent housing and Rebecca stated previously that the house was going to be sold.

Please feel free to pass along our phone number for any future concerns/questions!

Thank you!

Rachel Prellwitz, RN

Green Lake County Health Officer

Phone: 920-294-4070

Fax: 920-294-4139

Tell us how we did!

Click below to take our survey

<https://forms.gle/5LpwG1fyGpz5crEs9>



From: Tim Ludolph <TLudolph@cityofberlin.wi.gov>
Sent: Monday, July 13, 2026 2:18 PM
To: Prellwitz, Rachel <rprellwitz@greenlakecountywi.gov>
Cc: Matthew Kelly (mkelly@geo-logic.com) <mkelly@geo-logic.com>; John Lust
<jlust@geo-logic.com>; crkrause@berlinpd.wi.gov; Brittani Majeskie
<BMajeskie@cityofberlin.wi.gov>
Subject: FW: 127 W Berlin St

[CAUTION: EXTERNAL SENDER This email originated from outside Green Lake County. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

Hello

I am passing this along because I believe the previously mentioned issues regarding this property, which led to the placarding, indicate that it should not be inhabited by people or domesticated animals.

Thank you,

Timothy Ludolph

City of Berlin

Planning and Development Director

Phone: 920-361-5156

108 N Capron St.

Berlin, WI 54923

From: Brittani Majeskie <BMajeskie@cityofberlin.wi.gov>
Sent: Monday, July 13, 2026 2:13 PM

To: Tim Ludolph <TLudolph@cityofberlin.wi.gov>

Subject: 127 W Berlin St

Hello,

A resident called to report that there are two dogs and some cats at 127 W Berlin. The caller noticed that the house has notices that it is uninhabitable and was concerned to see animals there. She walks by daily and said the dogs there are new since last night as she hasn't heard dogs barking before this. She also noticed some open windows which were not open before.

Sincerely,

Brittani Majeskie

Deputy Clerk Treasurer

City of Berlin

108 N Capron Street

Berlin, WI 54923

BMajeskie@cityofberlin.wi.gov

920-361-5400,

^Emails regarding 127 W Berlin St.



City of Berlin

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

OFFICIAL COMPLAINT FORM

Date Submitted: 6/5, 2026

Complainant's Name: [REDACTED]
First, Middle Initial, Last

Address: [REDACTED]

City: Berlin State: WI Zip: 54923

Phone: [REDACTED] Email: [REDACTED]

Nature of Complaint:

☐ Action of City Employee(s): Name: _____

☐ City of Berlin Policy: _____

☒ Condition of City Property: Lawn, garbage, smell - see below

☐ Other: _____

Complaint: (please be as specific as possible; names, dates, locations)

This is an ongoing issue. I've complained for a couple of years, and police have been involved when tenants threw broken glass bottles over the fence into my yard and threatened to shoot me when I complained. I don't know if the same tenants remain, but the lawn is still not being mowed, there is garbage in the back and front yards, the house/property has an odor of sewage or barnyard coming from it, doors to the house are constantly open, and someone is living in the back yard in a tent for over a week now. I don't believe there is any clean-up of the two dogs' waste. I'd like

For Department Use Only – To Be Completed by Records Custodian or Designee
☐ Complaint Reviewed by City Administrator
☐ Complaint Reviewed by City Mayor
☒ Complaint Forwarded to Department Head
Notes: Forwarded to Scott Zabel, Tim Ludolph, and Brian Pulvermacher via email on 6/5/26.

the landlord held accountable and the property cleaned up. Thank you!

Completed By: Brittani Majeskie
Date Completed: 6/5/26

Title: Dep. Clerk-Treas.
Complaint #: 2026-003

Municipal LAW

& L I T I G A T I O N G R O U P

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

730 N. GRAND AVENUE
WAUKESHA, WISCONSIN 53186
Telephone (262) 548-1340
Facsimile (262) 548-9211
Email: elarson@ammr.net

PAUL E. ALEX
MATTEO REGINATO
LUKE A. MARTELL
SAMANTHA R. SCHMID
CHRISTOPHER R. SCHULTZ
LUCAS C. LOGIC
GREG M. PROCOPIO
BENJAMIN T. CROCKETT
ADAM J. MEYERS
SAVANNA M. GAIN
JAIME L. STAFFARONI

STEPHEN J. CENTENARIO
MICHAEL J. MORSE
JAMES P. WALSH

March 6, 2025

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

**Re: Raze Order Procedure
 Legal Review**

Dear Mr. Ludolph,

You have requested that I review and comment on the City's raze process and procedures and provide recommendations for best practices. I have had an opportunity to carefully consider this matter.

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

The sample raze order you provided is generally fine as to form and contains the appropriate statutory language, however, I have concerns with the supporting inspection report. To proceed with a raze and remove order under Wis. Stats. § 66.0413(c), there must be specific cost estimates and calculations, including actual bids for the proposed work if needed. I can provide examples of inspection reports we have used in the past, if desired. I discuss this process further below.

You have also asked that I provide my recommendations for the City's raze process and procedures. Generally, a structure can be ordered to be razed if it meets these two elements: if it is (1) Old, dilapidated or out of repair, and (2) Consequently dangerous, unsafe, unsanitary or otherwise unfit for human habitation. There are additional special provisions that apply to nuisance properties (Wis. Stat. s. 66.0413(2)); historic buildings (Wis. Stat. s. 66.0413(3)); and insured dwellings (Wis. Stat. s. 66.0413(5)).

There are two different types of raze orders:

- **Raze or Repair Order** - if the structure can be made safe by reasonable repairs, order the owner to either make the building safe and sanitary or to raze the building, at the owner's option.

- **Raze and Remove Order** – if the structure is unreasonable to repair, order the owner of the building to raze the building. The structure is presumed unreasonable to repair if the costs of repairs “would exceed 50 percent of the assessed value of the building divided by the ratio of the assessed value”.

“Cost of repairs” under sub. (1) (c) is not defined, but logically it refers to the cost to remedy all conditions that render the building deficient under sub. (1) (b) 1., including not only those that render the building “out of repair,” but also those that affect the suitability of the building for human habitation. *Auto-Owners Insurance Co. v. City of Appleton*, 2017 WI App 62, 378 Wis. 2d 155, 902 N.W.2d 532.

My recommended raze or repair process is as follows:

RAZE OR REPAIR PROCEDURE

1. Common Council Authorization. Sec. 14-6 of the City code gives the Common Council the authority to order property owners to raze or repair structures within the City. This is consistent with Wis. Stats. § 66.0413, which allows for “the governing body, building inspector or other designated officer of a municipality” to do so. The Common Council should also be made aware that litigation will be required if this proceeds further, and give specific authorization for commencing the remaining aspects of the process including litigation.
2. Comprehensive Building Report. Building Inspector Lust should complete a comprehensive report on the status of the Property after a thorough inspection. If a property owner does not allow us entry, we will need to obtain a special inspection warrant, which is not a complicated process. This is a very important aspect of this issue, to ensure that we have the evidence that we need when this gets to court. This inspection will also allow us to include more detailed information to include with our code violation references in the final Raze Order.
3. Finding Required. To proceed with a Raze and Remove order, the Building Inspector must make a finding that the building “is old, dilapidated or out of repair and consequently dangerous, unsafe, unsanitary or otherwise unfit for human habitation and unreasonable to repair.” This finding must follow a determination of the Building Inspector that the cost of repairs would exceed 50% of the assessed value of the building divided by the ratio of the assessed value to the recommended value as last published by the Department of Revenue. I can provide samples from other communities to outline how this issue should be analyzed, including specific cost estimates and calculations. Unless this type of analysis is done, I recommend against using this “no repair” procedure.
4. Notice of Unfitness for Occupancy or Use. If proceeding with a Raze and Remove order notice must be prepared and posted on the building to say “This building may not be used for human habitation, occupancy or use,” as described in Section 66.0413(br), Wisconsin Statutes.

This notice is significant in that it may trigger litigation, especially if the building is currently occupied and we force the occupant out of the building. This underscores that this “no repair” procedure should only be followed when we are very sure that the costs of repair exceed 50% of the assessed value, and for that matter, it should exceed that number by a significant margin, in my opinion due to the severity of the remedy.

5. Title Opinion. We will obtain a title report from a title company, to ascertain the owner(s) and the holder(s) of any encumbrance(s) affecting the property.
6. Draft a Notice. A Notice of Raze Order will be finalized that describes each defect in the building that constitutes a public nuisance as defined by the statute. The Notice will also cite the authority for claiming it is a defect (e.g. cite code provisions that are being violated). The Notice should also specify what must be done to remedy the defect. The Notice shall direct the owner to remedy each such defect within 30 days following the service of the Notice. The Notice will be for the signature of the Common Council.
7. Serve Notice. The building inspector or other designated officer (or process server) must serve the Notice, as follows:
 - a. *Owner.* The Notice must be served on the owner of record of the building, or the owner's agent, in the same manner as a summons is served in circuit court. If the owner or owner's agent cannot be found, notice may be served by posting it on the main entrance of the building and by publishing it as a class 1 notice.
 - b. *Encumbrance holder.* The Notice must be served on the holder of an encumbrance of record by 1st class mail, and by publication of a class 1 notice.
8. Draft Petition. In the event voluntary compliance does not follow from the Notice, the next step is to prepare a Petition that will initiate the litigation. The Petition, generally, should recite that the building constitutes a public nuisance, that the foregoing statutory notice and service requirements have been satisfied, and that the owner failed to remedy the defect(s).
9. Draft Lis Pendens. A notice of court action should be prepared, to ensure that the court action binds not only the current owner of the property, but also anyone who might acquire ownership of the property as the matter proceeds.
10. File and Serve Documents. If the structure is not razed or the defect is not remedied within 30 days of the service of the Notice, the building inspector or other designated City officer may file the Petition in Circuit Court, record the Lis Pendens in the office of the Register of Deeds, and serve copies of the Petition upon the owner and the holder of an encumbrance in the same manner as was done with the Notice, as described in paragraph 5, above. The owner then has 20 days to respond.
11. Hearing. The Circuit Court sets the matter for hearing. Testimony may be taken. If the property owner fails to respond to the petition, we will seek default judgment.
12. Court Order to Remedy or Raze. If the court finds that the building constitutes a public nuisance, the court may order that repairs and alterations be made, and the court shall set a reasonable time for doing so. The order shall state, in the alternative, that if the repairs and alterations are not made as required, the court will appoint a receiver or authorize the building inspector or other designated officer to raze the building.
13. Service of Court Order. The court's order shall be served in the same manner as described in paragraph 7, above.
14. Court Order to Raze. If the repairs are not timely made the matter should return to court for the court to formally order the razing of the property, or the appointment of a receiver.

- a. *Receiver*. If a receiver is appointed, that person is empowered to collect rents, make the repairs, sell the building, and attempt to resolve the issue as described in the statute.
 - b. *City Razing*. If the building inspector or other City officer is authorized to raze the building, the City may need to publicly bid the project. Razing the building includes also restoring the site to a dust-free and erosion-free condition.
15. Costs. The cost of razing the building and restoring the site to a dust-free and erosion-free condition may be charged in full or in part against the real estate upon which the building is located, and these costs become a lien upon the real estate and may be assessed and collected as a special charge. These costs are likely to be limited to the costs of physically removing the building and restoring the site, and are unlikely to include the legal, engineering and administrative costs of the action, though we would seek recovery of such costs.

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

Yours very truly,

MUNICIPAL LAW & LITIGATION GROUP, S.C.

Eric J. Larson

Eric J. Larson

EJL/LAM/jd

cc: Jessi Balcom, City Administrator