

COMMITTEE OF THE WHOLE MEETING AGENDA
SEPTEMBER 1, 2026 7:00PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC AND 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.
5. Approval of Minutes. RECOMMENDATION: Approve the minutes of the 8.4.2026 Committee of the Whole meeting and Closed Session Minutes from the 8.4.2026 Committee of the Whole meeting.
6. Special Event – Curly Concepts Car Meetup and Family Event from noon -5PM on September 20, 2026. (Set up to begin at 10:30AM). Special Events on Street, Highways, and Municipal Parking Lots to allow use of City owned lot and green space at 255 Webster Street. RECOMMENDATION: Review request and permit application, discussion and action as appropriate.
7. Street Privilege Permit request by Randy Roxbury for boathouse to remain on the right-of-way of South Adams Avenue along the river. RECOMMENDATION: Review request, discussion and action as appropriate.
8. Campground and Park Facilities Rental Software. RECOMMENDATION: Review recommendation of the Park & Recreation Commission to implement campground and park facility rental through online/website.
9. Health Insurance Renewal. RECOMMENDATION: Listen to update, discussion and action as appropriate.
10. Residency Requirements of Committee, Board, and Commission Members. RECOMMENDATION: Review and action as appropriate.
11. Recycling Fee Implementation process. RECOMMENDATION: Discussion and action as appropriate.
12. Implementation of Pooled Cash Accounting. RECOMMENDATION: Approve consulting contract with Government Solutions LLC to implement financial and accounting recommendations of the Auditors, including moving to pooled cash system.
13. 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 the disabled individuals through

appropriate aids and services. For additional information to request services, contact the municipal Clerk at 920-361-5400.

Note: 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 notified above.

COMMITTEE OF THE WHOLE MEETING MINUTES

AUGUST 4, 2026 7:00PM

1. Call to order/Roll Call: *Meeting called to order at 7:00pm. Alderpersons Przybyl, Hill, Cauley, Stobbe, Klawitter and Sorenson were all in attendance. Staff members present were City Administrator Jessi Balcom, Deputy Clerk Treasurer Debra Thiel, Interim Police Chief Knetzger and Planning and Development Director Tim Ludolph.*
2. Seat Virtual Attendees (if necessary) - *None*
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. *Bruce Tetzke lives at 151 S. Washington Street and was present to discuss his concerns regarding e-bikes and scooters. There are numerous kids flying through intersections. Numerous vehicles going north and south on Washington must slam on their breaks trying not to hit the kids. Sherry Roxbury of 217 W. Berlin Steet was also in attendance to discuss e-bikes. Kids should not be punished for riding their e-bikes and scooters. They should be treated just like every other bike. They need to follow the rules. They need to be taught how to ride them properly. Turn signals and brake lights on these e-bikes would make a big difference. Kids do follow the rules, I get that not all do and I see it all day long. But to threaten and harass them because they are on their e-bike is not acceptable. Kids need to be kids. They need to learn from their mistakes with adult help.*
5. Approval of Minutes. RECOMMENDATION: Approve the minutes of the 7.7.2026 Committee of the Whole meeting. *Aldersperson Hill made a motion to approve the minutes of the 7.7.2026 Committee of the Whole meeting. Przybyl seconded the motion. Motion carried with voice vote.*
6. Cemetery Board requests to apply to ArbNet Arboretum Accreditation Program for Level I Arboretum status. RECOMMENDATION: Listen to presentation, discussion and action as appropriate. *Nancy Gimenez, President of the Oakwood Cemetery Board was in attendance to request applying to ArbNet Arboretum Accreditation Program for Level I Arboretum status. Oakwood was the first cemetery in Berlin established around 1850. There are approximately 500 trees there but in the recent past we have had 60 ash trees die. The last tree survey was done in 2005 so the board decided to have ranger services arborists come and redo the tree survey in 2024. They cataloged each tree which gave us a schedule for planting more trees for long-term management. 87% of our trees are at maturity or over maturity. The ranger noted that diversity is the key to a healthy population. While the trees are well maintained there is some evidence of improper pruning which could be remedied with a training class on pruning. In 2005 Ranger estimated our trees currently in the cemetery to be worth over half a million dollars, which in today's terms would be worth much more, which is why we would like to increase. More than monetary value is its value to the environment, the wildlife and our residents. An arboretum is a living museum of trees and woody shrubs grown and cared for by an organization committed to their stewardship. It is a protected green space, an optimal serene location for relaxation, walking and other activities. It can be used as an outdoor classroom to educate students as well as offer other educational programming to adults. The main thing to know is that there is no cost to become accredited. If we are allowed to go through this, we would be accredited by the Morton Arboretum, which is in Illinois, also known as ArbNet. Right now, we are planting about 6 trees per year. Aldersperson Przybyl made a motion to approve the Cemetery's request to apply*

to ArbNet Arboretum Accreditation Program for Level I Arboretum status. Sorenson seconded the motion. Motion carried with voice vote. A motion was made by Alderperson Hill to recommend common council approval of the arboretum brochure with a second by Cauley. Motion carried with voice vote.

Mayor Catrina Burgess moved item 11 to item 7 so the public who was there specifically to discuss the e-bikes would not have to sit through the rest of the meeting if they did not wish to.

7. Bicycles, Electric Bicycles and Electric Scooters - proposed amendment to Chapter 70 Article III of Code of Ordinances. RECOMMENDATION: Review proposed ordinance amendment and action as appropriate. *We have been discussing this for awhile now and have looked at Neenah's ordinance. With the change in technology our ordinance hasn't kept up with the technology change. After doing research Alderperson Hill was in favor of omitting gas powered units. The mayor then commented that she feels the main issue is education. A couple of points were kept in mind. Number one, to improve public safety for everyone using our streets, parks and sidewalks. Number two, educating riders and parents before relying on enforcement. Three is creating regulations that are simple, fair and practical to enforce. Some of the sample ordinances in our community would not be easy to enforce, it's going to put a lot on our officers. Modernizing our bicycle registration program will help identify, educate and promote theft recovery, but mainly for improving the identification and the education by making a parent and the child come in and register the bike. E-bikes should be part of that process, which it currently is not. We should come up with a neon color for each bike so an officer can identify what class of bike it is. By having them come in and register we can give them a copy of the ordinance and the suggested rules. I think having that education is key for protecting high pedestrian areas while allowing responsible e-bike use. We also need to address the unsafe riding behaviors and illegal electric vehicles rather than overregulating responsible riders. We need to come up with sidewalk rules. Are we allowing them on sidewalks? Are we eliminating them on certain portions? Do we want to think about a speed limit on sidewalks? Are they allowed in parks or school zones, reducing speed limits. Some models of bikes are made for passengers, using phones while driving their e-bikes or scooters, night equipment, age restrictions, and helmet requirements. The mayor offered to put a brochure together to hand out when registering their bikes. She has also talked with Dr. Durtschi at the school, and he is onboard with helping to educate the students whether that's our SRO officer giving some extra class time talks, assemblies or wherever is feasible. Discussion on riding the sidewalks and having a speed limit on the sidewalks was something many of the alderpersons would like to see. Interim Chief Knetzger spoke that when it comes to speed limits the radars pick up the biggest object which would be an automobile before an e-bike or scooter. A council member asked if there were rules for dismounting your e-bike before crossing the street and Knetzger stated that they should be yielding to traffic. After much more discussion the mayor asked if they could at least agree on sidewalks. It was recommended to allow e-bikes on sidewalks with 5 miles an hour max, if on the road follows the speed limits and are within 5 feet of curb. Helmets are recommended for safety, riders must not operate other electronic devices, no riding through playgrounds, woodchips, etc. May have a passenger if the bike was designed for more than one rider, have night reflectors, have an age restriction on class 3 e-bikes, no one under 16, knowing that their speeds can go upwards of 20 miles hour. All school zones around town should be followed. Ramp up our registration process to help identify the bike class. Discussion on putting temporary restrictions in place for festivals, community events, construction projects, emergencies may put extra strain on the people in charge of these events to monitor. The farmer's market self regulates by asking them to hop off their bikes and walk them through the park. It was decided to bring back any changes to the Common Council meeting and*

work on a fee schedule, that lists different citations and what that would look like, but an ordinance needs to be put into place first. Knetzger was asked if there were any violations given out at this time and he responded that he wasn't sure how many contacts they have had but it's only been education, no fines. Hill went on to say that if kids are obeying street rules, road rules and limiting their speed on sidewalks, it should minimize incidents that we are currently seeing. Knetzger followed up by saying that each officer has the discretion of how each case is handled. If there is a reckless fatality, he doesn't want the ordinance to prevent them from issuing a citation because it was a first offense, so having that discretion available to them is a good thing. Education is key but they need the discretion to issue citations for offenses.

8. Website updates and ADA compliance. RECOMMENDATION: Listen to presentation, discussion and action as appropriate. Nathan Hess couldn't be at the meeting but sent in printouts for the council to look at and narrow down some ideas. The council would like to see a sleeker look, more streamlined, a cleaner look. Nathan was putting together themes and then would run it through the program once council decided to see if it passed the ADA compliance.
9. Health Insurance Renewal. RECOMMENDATION: Listen to presentation, discussion and action as appropriate. Balcom spoke about this and began with when we first started working on the renewal with our broker it came in at an increase of 28%. After working with them we got it down to 14.9%. Vizance, our broker, went back to the insurance company and dropped it to 11.9%. A couple of other companies were asked to give us quotes and only one other group did and they came in more expensive. If we changed to a higher deductible, it would have saved some money, but we would be making our people change companies two years in a row so that is not the recommendation. Also recommended was moving to a 90-10 split on the premium. 90% would be funded by the city and 10% funded by the employees as that was agreed upon with the police department contract. We currently offer two plans with Robin. We have a focused plan and a broad plan. The focused is a bit less expensive than the broad. The broad has more carriers in it. Robin also offers a select version which is a little more condensed than even the focused plan. It's very similar to the focused plan but doesn't have the Aurora or the Cigna wrap for if you are travelling or have kids outside of our area. That version is the most cost effective, so Balcom is suggesting having both a buy up and buy down option. Fund at 90% the focused version and then if someone wants to continue with the broad or move to the broad, they have to pay the difference. Have a buy-down option if you go with the Select version because it will be cheaper for both parties because the plan itself is cheaper. It was suggested by Stobbe to look at the State Insurance. The city has looked at the state insurance and there has been a buy-in of 30% for so many years, but we will look at it again next year. The increase for this year depending on what employees choose to take is estimated at \$50-\$60 thousand. Balcom will have the broker put together final numbers to be brought back to the council meeting.
10. 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. The council was very happy to hear about this and bring things to the community. Grizzly's has everything good to go and has done his checking with the

neighbors about the music. He will have additional staff to direct traffic in and out. Alderperson Hill made a motion to recommend to common Council to approve the temporary expansion for alcohol license for alcohol sales and consumption under the current alcohol beverage license at 186 Broadway Street on August 14 and September 6, 2026, from 5:00-10:30PM. Sorenson seconded the motion. Motion carried with voice vote.

11. 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. Hill made a motion to recommend to the common council to approve the outdoor activity areas at alcohol beverage licensing establishments permit for Grizzlies located at 186 Broadway Street and to approve the special event permit to allow the temporary use of the city owned property for the event parking on August 14th and September 6, 2026. Sorenson seconded the motion. Motion carried with voice vote.
12. Raze order process and status update for 127 W Berlin Street and 194 S Wisconsin Street. RECOMMENDATION: Listen to presentation, discussion and action as appropriate. Planning and Development Director Ludolph gave feedback from the meeting three weeks ago. He tried to pull together all the information from all the agencies that have been involved and therefore has more of a clear basis for the context and recommendations and also acknowledge that this could go in the direction of raise and repair and still just follow the process the way that was outlined by the attorney. Ludolph clarified that he was looking to pivot that one towards raise and repair understanding situations are not that different from each other. There is some uncertainty as to who the owner is, there have been visits to the building inspector or calls that have indicated that somebody’s been flipping and solving the problems that those properties have. There was a title search done, however it seems that it may have happened after the title search was completed, so a bit more investigation needs to be completed. The parcel on Wisconsin appears that there may be another entity that is willing to help them move forward so we want to make sure you are aware of that, but it may or may not make sense to continue down the road and you will have to make that decision hopefully once there is more information. The inspectors are working with the Wisconsin Street one and getting access so that they can do a full assessment. So, if this was raise and repair or raise and remove it could be amended. Stobbe spoke regarding that the Wisconsin Street was discussed last and are we okay then until the building inspector gives us another update? Moved on to the 127 W Berlin Street raise or repair, not a raise and removal. As of July 29th the same owner is listed and there are no other updates as of about 2 hours ago. There were 44 cats removed, there are still animals in that house including rats and a dog. A question was asked, what does that do to a house to have that many animals living in it, does it have to be completely gutted. After much discussion Alderperson Hill made a motion to direct staff to move forward with raise and remove process on 127 West Berlin Street, while current ownership of the house is being determined. Stobbe seconded the motion. Roll Call: 5 ayes, Alderpersons Przybyl, Hill, Cauley, Stobbe and Klawitter. Sorenson abstained.
13. Residency Requirements of Committee, Board, and Commission Members. RECOMMENDATION: Review and action as appropriate. Balcom spoke here stating that she

has attempted to amend our current ordinance to allow the committees and commissions that had been discussed having up to two nonresidents be allowed to serve on those boards, committees and commissions. As a reminder this is in Chapter 2, which is our Charter Ordinance. Just like when we did the At Large representation, this will require a two third vote of the council and then publication in the newspaper with a note that it won't go into effect for 60 days. And it will only go into effect if no petition is received. If a petition is received, then it would become a referendum question on the next available election, which now will be April. It would go into effect if it passed and it wouldn't if it didn't, so this one takes a little bit longer than a typical ordinance to move forward. But the committees that you wish to have up to two people be able to serve that are not residents included the community development authority which is currently not active, the park and recreation commission, the travel and tourism commission, the cemetery board and the committee on aging, the section of the code says that you have to be a resident as well as the section of the code that specifically refers to the cemetery board and the committee on aging. If everyone is comfortable with this it will be sent to the attorney so he can make sure it's appropriately amended and then bring it back for your decision or if you have any further amendments or changes that you'd like to see

14. Recycling Fee Implementation process. RECOMMENDATION: Discussion and action as appropriate. We must send letters out to those who will no longer receive garbage and recycling services from the city effective January 1, 2027. The city has been working with management for quite some time and depending on the information given we will be sending out between 5 and 127 letters. Balcom will keep the council updated.
15. Ordinance #08-26 amending Chapter 52- Planning, formally adopting the document entitled "City of Berlin Comprehensive Plan 2046. RECOMMENDATION: Review proposed ordinance amendment and action as appropriate. This ordinance just needs to be accepted and moved into place. Alderperson Przybyl made a motion to recommend to the common council to adopt the amended Chapter 52 as prepared by the city attorney. Sorenson seconded the motion. Motion carried with voice vote.
16. Resolution #26-07 to Accept the Bequest of the Fortnum Property (Parcel 206000680000) to the City of Berlin. RECOMMENDATION: Review proposed resolution and action as appropriate. All the steps have been gone over with the DNR so now we are looking at accepting this. The DNR did send us the clarification letter that we requested. Alderperson Hill made a motion to recommend approval of resolution 2607 to accept the request of the Fortnum Property parcel #206-0006-80-0000 to the city of Berlin. Cauley seconded the motion. Motion carried with voice vote.
17. Resignation of Alderperson following August Common Council meeting. RECOMMENDATION: Discuss options to fill vacancy on the Council and action as appropriate. There is a policy of how to fill a vacancy. Another thing that is new this time is you put in place the at large representation ordinance. When you move forward, anyone who is 18 and a resident would be eligible to put in their application for your review as opposed to how it would have worked in the past by ward. So, we can fill a seat until April and then they would have to run again. It would be just that term. When and where should the process notification be published or posted? City website, Berlin Journal and Facebook. Deadline by September 1st. The nomination meeting would be one half hour on September 8, 2026, before the Common Council meeting. Thank you, Samantha, for your years of service.

18. The Common Council may convene in closed session pursuant to Wis. Stat. §19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, for purposes of discussing the Planning and Development Director position. *Aldersperson Stobbe made a motion to go into closed session at 8:54pm, with a second by Przybyl. Roll Call: 6 Ayes, Przybyl, Hill, Cauley, Stobbe, Klawitter, Sorenson*
19. Immediately following the closed session, the City Council will reconvene into open session and may take such action as it deems appropriate regarding the matters discussed in closed session. *Aldersperson Przybyl made a motion to go into open session at 10:20pm with a second by Aldersperson Cauley. Voice vote carried.*
20. Adjourn. *Motion by Aldersperson Cauley to adjourn at 10:21pm, with a second by Stobbe. Voice vote carried.*

Respectfully submitted by Debra Thiel, Deputy Clerk-Treasurer

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Special Event – Curly Concepts Car Meetup and Family Event from noon-5PM on September 20, 2026 at 255 Webster Street (Berlin Aquatic Center parking lot and green space)
MEETING DATE: September 1, 2026

BACKGROUND

Wyatt Kettlewell, founder of Curly Concepts, has requested and applied for a Special Events on Street, Highways and Municipal Parking Lots permit to allow the use of the Berlin Aquatic Center parking lot and green space to host a Car Meetup and Family event on September 20, 2026 from noon to 5PM. Set up would start at 10:30AM and clean up is anticipated to be completed by 6PM the same day.

A Special Event Permit would allow the temporary use of the City owned property. See attached application.

This event application was also reviewed and approved, per ordinance, by the Interim Chief Police and Street Superintendent. The Mayor and staff met with Mr. Kettlewell prior to his application submittal. It was discussed with Mr. Kettlewell that safety and security, adherence to all traffic laws and city ordinances, and maintaining the City's facilities are all concerns, and as the applicant for the event, he would need to be prepared to address these issues.

SUGGESTED MOTION

Following review and discussion, the Committee of the Whole may recommend approval of the permit, if deemed appropriate.

Motion to recommend to the Common Council the approval of the Special Event Permit to allow temporary use of the City owned property at 255 Webster Street by Curly Concepts for a Car Meetup and Family event on September 20, 2026.

City of Berlin –Special Event Permit Checklist

Name of Event:

Curly concepts car meetups and family event 18-333 Event
on Street/Highway (5k Run/Walk, Car show, Non profit vendor sales event, Business open house etc.) Use of City streets,
sidewalks, street parking spaces

Parade (School Homecoming, Memorial Day, Pumpkins on Petunias tractor, Christmas Parade
etc.) Event on Municipal Parking Lot (Farmers Market, Fox River Days, Pumpkins on Petunias
etc.) Use of South Capron St Lot, Market Square Lot

RECEIVED
AUG 21 2026
BY: M. J. Smith

- Date application submitted: 08,21,2026
- ☒ New Event or ☐ Recurring Event with ~~without~~ changes since prior event. (Circle One)
Describe any changes in the Additional Details space.
- ☒ COMPLETE APPLICATION Submitted no less than 45 days prior to event if NEW EVENT
(45 days time period may be waived if the Event is Recurring)
- ☒ Description of event, sketch of location, or outlined map if needed
- ☒ Park and Recreation Commission Request Form completed for events in City Parks (including parking lots)
with animals.
- ☒ CERTIFICATE OF LIABILITY INSURANCE (Unless Exempt) In the Amount of \$1,000,000 BODILY,
\$500,000 PROPERTY for EACH OCCURRENCE with THE CITY OF BERLIN NAMED AS AN
ADDITIONAL INSURER

Expiration date: 09,21,2026

or

- ☐ EXEMPTION FROM LIABILITY INSURANCE (Religious, charitable, service, fraternal, veterans,
school)

Proof of exemption status required YES or NO

- ☒ SIGNED INDEMNIFICATION AGREEMENT (Required for all permits.)
- ☒ NEIGHBORING RESIDENT CONSENT (Not required for parades or 5k runs/walks. Street use
requirement – at least 75% of named streets' residents, municipal parking lot requirement – at least 75% of
residents within 200 feet of named lot.)
- ☒ FEE OF TWENTY DOLLARS (\$20.00) Date of payment: 08,21,2026 BM
- ☐ Reviewed by Chief of Police (New or change only, for recurring give FYI copy)
- ☐ Reviewed by Street Superintendent (New or change only, for recurring give FYI copy) ➤ ☐

Reviewed by Senior Center and Recreational Facilities Director (if event is at/near park facilities) ➤ ☐

Date of Council Meeting for new approvals: _____ NOTES:

CITY OF BERLIN PERMIT APPLICATION

Special Events on Streets, Highways, and Municipal Parking Lots

(Provisions of SEC. 18-331 thru SEC. 18-337 Municipal Code Apply)

If you need additional space for any answers, attach additional sheets as necessary

18-333 Event On Street/Highway _____ 18-333 Parade ☒ 18-333 Event on Municipal Parking Lot Applicant's Name:

Wyatt Kethewell

Date of Application: 08/21/2026

Applicant's Telephone Number: 920-354-7245 Applicant's DOB/Organized: 01/26/2006

Applicant's Address: 315 Webster St. Berlin, WI 54923

Purpose of Application Request: permission to use vacant pool parking lot as event location
and lawn area

If applicant is an organization, provide the name(s), title(s) or position(s), address(es), and telephone number(s) of authorizing official(s) (for corporations, all officers and directors; for LLC's, all members and managers; for partnerships, all partners; for trusts, all trustees):

Wyatt Kethewell - founder

Name, Title, and Address Telephone Number

920-354-7245
Wyatt. Kethewell @ curlyconcepts.org

If applicant is **NOT** an organization (corporation, LLC, partnership, trust, etc), provide the name(s), title(s), or position(s), address(es), and telephone number(s) of person(s) responsible for this request:

Name, Title, and Address Telephone Number

Event: (For extended details, use the back of this form and include drawings of proposed event or route).
Details of

What: all vehicles of all kinds, food trucks + kids activities

When: 08/20/2026 Start Time and Duration: noon - 5pm (set up 10:30 AM and

Where: Berlin Pool Parking Lot If Parade, Assembly Area: Clean up through 6pm

Estimated number of units (if parade) or persons attending (if other event): 200-500

Does applicant claim exemption from liability insurance as a government agency, religious, fraternal, veterans, charitable, or service organization per Sec. 18-333(b)(2) and or (4). _____ Yes _____ No

If yes, explain: _____

(Also submit any supporting documentation for this claim of exemption)

Applicant or Applicant's Agent's Name Signature: Wyatt Kethewell

Name of Person Signing (please print): Wyatt Kethewell

Title of Person Signing (if applicant is an organization): founder

For Office Use Only Include with Application:

_____ Fee Paid (or) Exempt from fee (governmental procession) _____ Yes _____ No

_____ Neighboring Consent Form (or) _____ Not Applicable _____ Indemnification Form

_____ Liability Insurance (or) _____ Applicant is exempt and approved by City Attorney Reviewed by:

_____ Chief of Police _____ Street Superintendent

Common Council approval: _____ Yes _____ No _____ NA (Recurring)

City of Berlin

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

Indemnification, Defense, and Hold Harmless Agreement

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

Specifically this Agreement applies to the following event:

Vehicles/food trucks/children activities/free
(Description and location of event) giveaway

September 20th 2026
(Date(s) of event)

By: Wyatt Kettlenell ~~Wyatt Kettlenell~~
(Sign and Print Name)

OR On Behalf of:

Curly Concepts LLC
(Name of Organization and Title if applicable)

If signing on behalf of an organization, you must have authority from the organization to

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Curly Concepts Car Meet Event Description

Curly Concepts LLC is proposing a family-friendly, alcohol-free community car event to be held in the existing parking area at the former Berlin Aquatic Center property. The purpose of the event is to create a safe, organized gathering that brings together local residents, families, automotive enthusiasts, local businesses, food vendors, and community partners while encouraging positive activity and additional foot traffic within Berlin.

The event is intended to include a controlled display area for cars, trucks, and motorcycles, along with designated areas for spectators, food trucks/vendors, and children's activities. Family activities may include games, arts and crafts, sidewalk chalk, outdoor activities, small contests, giveaways, and other age-appropriate entertainment.

The event would be alcohol-free and designed to be welcoming to all ages.

Safety and respect for the surrounding neighborhood will be a major focus. Curly Concepts will establish and clearly communicate a zero-tolerance policy for burnouts, racing, reckless driving, unnecessary or excessive engine revving, disruptive loud music, drugs, alcohol, and other behavior that could create a safety issue or disturbance. Event rules will be communicated through social media, signage, participant information, and on-site staff. Individuals who refuse to follow event rules may be asked to leave. Event staff and volunteers will assist with monitoring the property, parking, traffic flow, cleanup, and general event operations. Security and public-safety coordination will be handled in accordance with City requirements.

Vehicles will enter and exit through designated routes, and separate areas will be identified for participant vehicles and spectator parking. The event layout will be designed to maintain clear access for emergency vehicles and avoid blocking surrounding streets, businesses, driveways, or neighboring properties. Food trucks and outside vendors will be expected to maintain any licenses, permits, and insurance required for their individual operations.

Curly Concepts will also provide trash receptacles and cleanup throughout and after the event so the property is left in good condition. Portable restrooms, signage, barricades/cones, tables, tents, first-aid supplies, and other event equipment will be provided as required.

The proposed event is not an effort to reopen, renovate, or operate the former Berlin Aquatic Center, and proceeds or sponsorship funds are not intended for reopening the pool. The proposal is specifically for temporary use of the existing vacant parking area for an organized community event.

The current proposed event date is Sunday, September 20, 2026, with the event occurring only if all required City approvals, permits, insurance requirements, and other conditions are completed beforehand. The overall goal of Curly Concepts is to demonstrate that an automotive-focused event can be operated responsibly while providing a positive experience for families, supporting local businesses, attracting visitors to Berlin, and strengthening community involvement.

Thank you for your time and consideration.

-Wyatt Kettlewell

Founder, Curly Concepts LLC

+1(920)-354-7245

wyatt.kettlewell@curlyconcepts.org



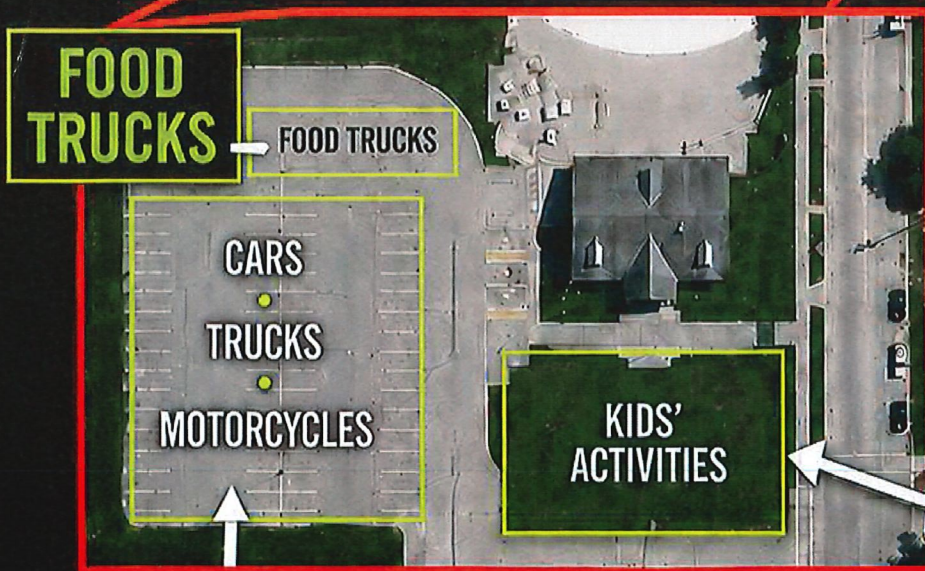
CAR MEET

SEPTEMBER 20TH
NOON-5 PM

255 WEBSTER ST. • BERLIN, WI

ZERO TOLERANCE
SECURITY PRESENT

- NO BURNOUTS
- NO REVVING
- NO RACING
- NO DRUGS OR ALCOHOL



 **FULLY INSURED
& PERMITTED**

**KIDS'
ACTIVITIES**

CARS • TRUCKS • MOTORCYCLES

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/20/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bock Insurance Agency, Inc. 2337 Jackson St Oshkosh WI 54901		CONTACT NAME: TOM BRADLEY PHONE (A/C, No, Ext): (920) 235-5737 E-MAIL ADDRESS: tom.bradley@bockins.com FAX (A/C, No):	
INSURED Curly Concepts, LLC 315 Webster St Berlin WI 54923-1432		INSURER(S) AFFORDING COVERAGE INSURER A: WEST BEND MUT INS CO INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 15350	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable In WY

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY			C601667	09/20/2026	09/21/2026	EACH OCCURRENCE	\$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	AUTOMOBILE LIABILITY							
	☐ ANY AUTO						COMBINED SINGLE LIMIT (Ea accident)	\$
	☐ OWNED AUTOS ONLY	☐ SCHEDULED AUTOS					BODILY INJURY (Per person)	\$
	☐ HIRED AUTOS ONLY	☐ NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	☐ UMBRELLA LIAB						EACH OCCURRENCE	\$
	☐ EXCESS LIAB						AGGREGATE	\$
	☐ DED	☐ RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Berlin 108 N Capron St Berlin WI 54923-1512	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Tom Bradley

sign an agreement like this. By signing this agreement, you are warranting to the City of Berlin that you have such authority.

Resident Petition Granting Consent For Special Event Permit For Use Of Street, Highway, Or Municipal Parking

Lot (Provisions of SEC 18-333(e) Municipal Code Apply)

The undersigned residents of the City of Berlin hereby consent to the City of Berlin granting a permit for use of the street, highway or municipal parking lot, or portion(s) thereof, designated in the attached application for permit, for the purposes described, and as proposed in the attached application.

If the proposed use is for a street or highway, the undersigned consists of not less than 75 percent of the residents over 18 years of age residing along that portion of the street or highway designated for the proposed use.

If the proposed use is for a municipal parking lot, the undersigned consists of not less than 75 percent of the residents over 18 years of age residing within 200 feet of the closest portion of the municipal parking lot designated for the proposed use.

Name Address

1. Carol Steward
324 Webster St - Berlin WI
2. Jesse Jewell
324 Webster St Berlin WI
3. Janie Pen
1047 Grove St Berlin, WI
4. Tim Buzze, 309 Webster St. Berlin, WI 5
Terri Buzze 309 Webster St. WI 54923
5. Ashlyn Garcia 316 Darling St
Berlin WI 54923
6. 304 Darling St Berlin WI
Ashlyn Bellard 304 Darling St WI
7. Chuck Oobdunene 316 Darling St.
8. Benjamin Munn
317 Webster St
9. Janie Pen
319 Webster St

10. ~~15~~ ~~22~~ 320 Webster St
Berlin WI

11. Julie Kettewell 315 Webster
St. Berlin, WI

12. X Mark Kettewell
315 Webster St. Berlin, WI

13. Kyle Clarke ~~xxxxxx~~
121 N. Grove St.

14. McKenny Werth

121 N Grove St

15. Mayra Lopez
318 Webster St.

16. Jorge Lopez
318 Webster St.

17. _____

18. _____

19. _____

20. _____

Residential addressess within 200 feet of the closest portion of the aquatic center parking lot.

Parcel	Site Address:	Name:	Signature Received
206-01319-0000	109 N GROVE ST	JONIA PERR	YES
206-01309-0000	117/121 N GROVE ST	KYLE CLARKE	YES X2
206-01371-0000	142 N WASHINGTON ST	MARY ANN JOHNSON	
206-01377-0000	152 N WASHINGTON ST	CHAD STONEBRAKER, KAYCE STONEBRAKER	
206-01376-0000	158 N WASHINGTON ST	SCHAFER RENTAL PROPERTIES LLC	
206-01375-0000	164 N WASHINGTON ST	GERALDINE M ROBINSON REVOCABLE TRUST	
206-01375-0300	298 DARLING ST	JEFFREY SKOU	
206-01375-0200	304 DARLING ST	ASHLYN M BALLARD	YES X2
206-01366-0000	309 WEBSTER ST	TIMOTHY A BUSSE, THERESA L BUSSE	YES X2
206-01375-0100	310 DARLING ST	E&S ENTERPRISE LLC	YES
206-01367-0000	315 WEBSTER ST	MARK R KETTLEWELL, JULIE A KETTLEWELL	YES X2
206-01308-0000	316 DARLING ST	ASHLEY GARCIA, RIGOBERTO GARCIA	YES
206-01310-0000	318 WEBSTER ST	MAYRA L LOPEZ, JORGE LOPEZ SOTO	YES X2
206-01368-0000	319 WEBSTER ST	JUAN PONCE JR, MARIE GUERRERO	YES X2
206-01311-0000	320 WEBSTER ST	GEORGE R SAGE	YES
Total Addresses:		15 Address with Signatures Collected:	10
		Total Applicable Signatures Collected	66.67%
			16

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Street Privilege Permit request by Randy Roxbury for boathouse to remain on the right-of-way of South Adams Avenue along the river.
MEETING DATE: September 1, 2026

BACKGROUND

The Council discussed the boathouse in the right-of-way of South Adams Avenue along the river in March 2026. The staff memo and meeting minutes from the March meeting are included for your information. Per the minutes:

"The Council noted if the structure's owner would like to reapply for the right-of-way permit, the request will require annual Council review and determination (granting of the permit is not guaranteed), and the permit will not be automatically renewed. If the owner wishes to sell the structure, the right-of-way permit will not be transferred to the new owner. The prospective owner will need to come to the Council prior to purchase for them to determine whether or not the permit will be granted. If the permit is not granted or renewed, the structure will need to be removed from the right-of-way within 10 days. The structure's owner should plan to come before the Council in August or September for review of the permit/application, or prior to the sale of the structure."

Mr. Roxbury has applied for use of the right-of-way for the boathouse for the next year. Both Mr. Roxbury and Mr. Brock (current owner) were notified of the Committee of the Whole meeting on September 1 and Common Council meeting on September 8.

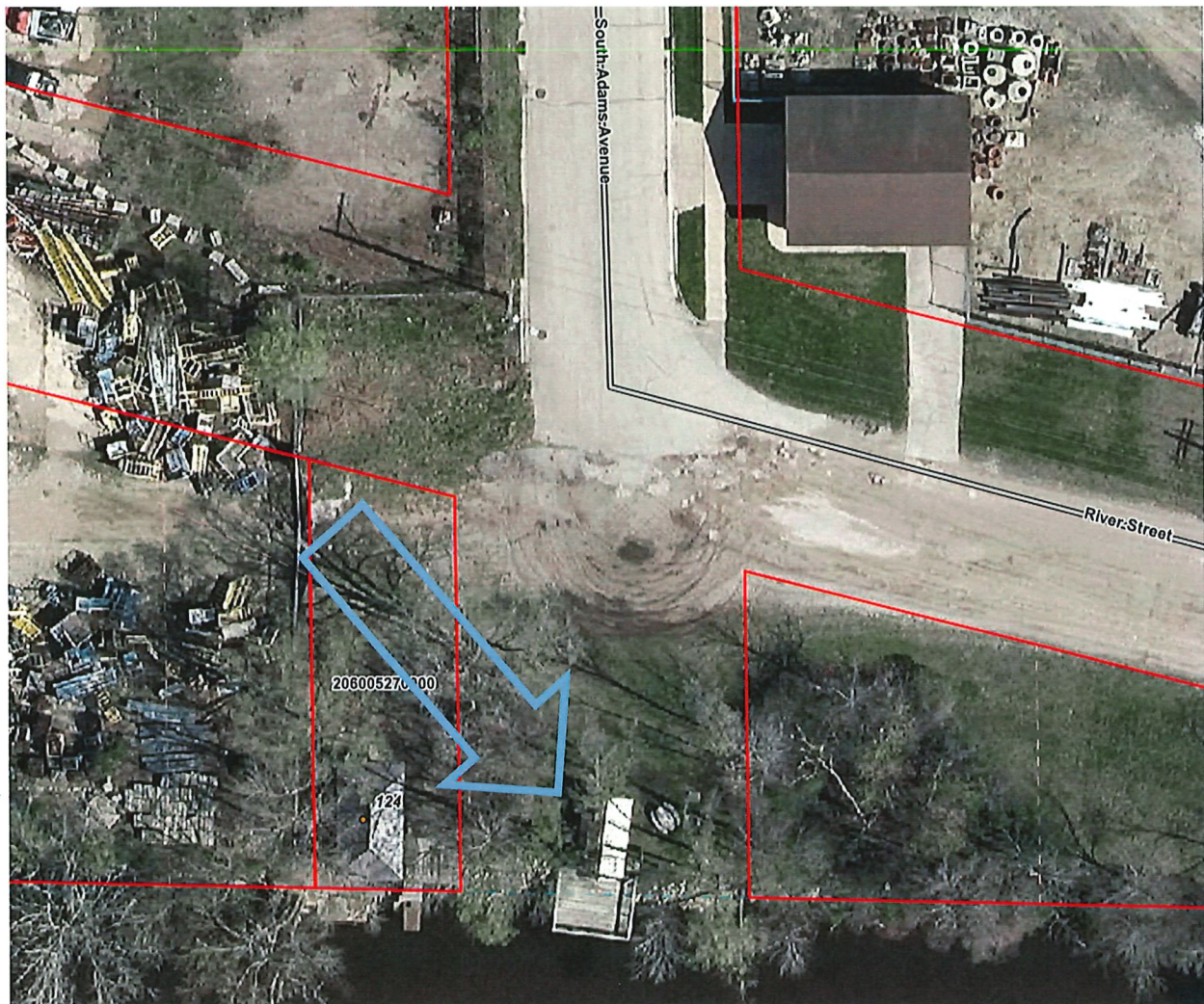
No action will be taken on the granting/denial of the permit at the Committee of the Whole meeting.

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Boathouse in South Adams Avenue Right-of-Way
MEETING DATE: March 3, 2026

BACKGROUND

There is a boathouse in the right-of-way of South Adams Avenue, along the river.



In 2013-2014 staff noted that there was work being done on the structure. It was determined that the structure was in the right-of-way. The owner had been paying personal property tax for years (personal property tax is on the structure itself, it is not the same as and does not account for property taxes.) The structure's owner was unable to produce documentation that showed any kind of right or permission to have built there. While no formal motion was found, notes and past actions show that the Council allowed the structure to stay, pending a Street Privilege and Special Event permit be taken out, an Indemnification, Defense, and Hold Harmless Agreement be signed and approved quarterly and

insurance be maintained for the property. After a number of years the paperwork was changed to annual filings (no record as to why).

At that time it was noted that if the property were to be vacated, it would revert to properties adjacent to the right-of-way and would not create a separate parcel that could be sold. Additionally, it was determined that State Statutes do not allow the City to enter into a long-term or permanent lease agreement for the use of right-of-way.

At this time, Brian Brock is contemplating selling the structure and has asked what the process would be to transfer the "lease".

Staff has reached out to the City Attorney regarding some preliminary issues:

- The structure owner does not have a right to stay there, or to have exclusive use of the area.
- Per State Statute (66.0425(2 and 4)) the structure's owner would be "obligated to remove an obstruction or excavation upon 10 days' written notice by the state or municipality." "The holder of a privilege is not entitled to damages for removal of an obstruction or excavation, and if the holder does not remove the obstruction or excavation upon due notice, it shall be removed at the holder's expense."

Staff would note that the granted permit is annual and may be revoked at any time or not reissued in a future year. The structure owner does not have a right to the permit. This is a unique situation, in that the structure has been there for many years and no one has been able to provide any original documentation to show any permission to build the original structure.

Previously the Council provided an option to let the boathouse owner continue to utilize the space (on a temporary, revokable basis), but the current Council is under no obligation to continue to do so.

The Council could choose to continue to allow the structure to remain on a short-term basis (or move to a different street privilege format that would provide additional protections to the City), discontinue the approval of the permit and provide notice that the structure should be removed upon expiration of the current permit (9.28.2026), note that such permit will not be granted to future structure owners (in essence ending the current agreement process upon sale of the structure), or countless other options.

The City Attorney has recommended that the regulation of the issue be elevated to provide better protection to the City or this arrangement be terminated and the owner be ordered to remove the structure.

Staff is looking for direction as to the wishes of the Council.

COMMITTEE OF THE WHOLE MEETING MINUTES

MARCH 3, 2026 7:00PM

COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR

MEETING IS OPEN TO THE PUBLIC AND 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 – *Mayor Burgess called the meeting to order at 7:00PM. Alderpersons Boeck, Hill, Nigbor, Przybyl, Sorenson, and Stobbe were present. Staff present were City Administrator, Jessi Balcom; Street Superintendent, Scott Zabel; Fire Chief, Doug Dewhurst; Senior Center and Recreation Facilities Director, Susan Kiener; Assistant Police Chief, Noah Knetzger.*
2. Seat Virtual Attendees (if necessary) – *None.*
3. Pledge of Allegiance
4. General Public Comments. – *None.*
5. Approval of Minutes. – *Aldersperson Przybyl made a motion to approve the minutes from the February 3, 2026 Committee of the Whole meeting and the Closed Session minutes from the February 3, 2026 Committee of the Whole meeting, with a second by Aldersperson Stobbe. Voice vote carried.*
6. Discussion of Boathouse in South Adams Avenue Right-of-Way. *Administrator Balcom noted that the owner of the Boathouse has inquired as to the process to sell the structure and “lease” (the land is not “leased”, there is an active right-off-way permit) the property from the City. It was explained that the Boathouse in the South Adams Avenue Right-of-Way had been discussed by the Common Council in 2013-2014. At that time no formal motion was made by the Council. It appears that the plan moving forward at that time was to have the boathouse structure owner apply and pay for a right-of-way permit quarterly, provide a signed Indemnification, Defense, and Hold Harmless Agreement, and provide insurance. At some point the application and payment was changed to annually, no explanation as to why was found. The current permit is through 9.28.2026. State Statute notes that the structure can be ordered removed within 10 days and the structure owner has no right to use of the right-of-way/permit.*

Council discussed potential options and questions. It was noted that should the Council choose to continue with the annual permit, a different format maybe recommended by the City Attorney. It was noted that the Council could determine that the current arrangement is with the current owner and would not be offered/extended if the structure is sold. It was noted that the current structure owner has fulfilled all of the requirements/obligations asked of them by the City to this point, and the structure has been in the same place for many years. It was noted that this is not a precedent that the Council would wish to have that people could utilize the right-of-way continuously for their own private purposes.

The structure owner, Brian Brock, joined the meeting via phone at 7:18PM. When asked if the structure is movable, Mr. Brock noted that the structure is not on a concrete slab and it has a support system underneath. Mr. Brock provided ownership history of the structure. It is unknown when the structure was built and whether or not permission was obtained to build the

structure at that time.

The Council noted if the structure's owner would like to reapply for the right-of-way permit, the request will require annual Council review and determination (granting of the permit is not guaranteed), and the permit will not be automatically renewed. If the owner wishes to sell the structure, the right-of-way permit will not be transferred to the new owner. The prospective owner will need to come to the Council prior to purchase for them to determine whether or not the permit will be granted. If the permit is not granted or renewed, the structure will need to be removed from the right-of-way within 10 days. The structure's owner should plan to come before the Council in August or September for review of the permit/application, or prior to the sale of the structure.

7. *Police and Fire Department Annual Reports. Assistant Police Chief Knetzger and Fire Chief Dewhurst presented their annual department reports to the Common Council.*
8. *Discuss First Floor Office Remodel – half wall. Discussion noted that the cost is not anticipated to be more than \$1500, and will be split with the Utilities. The Department of Public Works will be doing the work, some inconvenience is anticipated for staff during the actual construction. Alderperson Hill made a motion to recommend to the Common Council the approval of the first floor office remodel – half wall, with a second by Alderperson Stobbe. Voice vote carried.*
9. *Review proposed Capital borrowing plan for 2026-2027. City Administrator Balcom noted that the Council previously determined that the Capital Borrowing plan should entail the borrowing on \$2M every other year to address the capital needs of the City. The proposed plan lists all of the items noted in years 2026-2031 of the CIP as well as a few items that have more recently been added to the list. The total amount of funding anticipated to be available for capital needs through future borrowings will be impacted by the Hwy 91 project in 2029 (anticipated to utilize approximately \$1M of the \$2M to be borrowed for 2028-2029) and the Hwy 49 project in 2030 (anticipated to utilize all of the \$2M to be borrowed). Due to the road projects approximately \$3M of the \$6M to be borrowed between now and 2031, only \$3M will be available for other capital projects/needs. The Council will need to keep this in mind when prioritizing projects/equipment needs over the next 6 years.*

Some projects are of an immediate or required need. The Fire Engine will need to be borrowed for this year as it has been ordered and is currently being built. The Fire Department's rescue vehicle is a repurposed ambulance from 1989 that has reached its end of useful life. It was noted that Swetting Street should be looked at in relation to the E Park Ave road project. The Parks and Recreation department is requesting funding to move forward with software that will allow for online application/management/rental of park facilities, including the campground.

A motion was made by Alderperson Stobbe to recommend to the Common Council the approval of the Proposed 2026-2027 Capital Borrowing priority list for the upcoming \$2M capital borrowing, with a second by Alderperson Hill. Voice vote carried.

10. *Waste Management Grant Funds. Motion made by Alderperson Hill to recommend to the Common Council the approval of the \$1000 donation from Waste Management for the years 2025 and 2026 be used to purchase a new water supply tower for the campground, with a second by Alderperson Stobbe. Voice vote carried.*

11. Review revisions to Employee Handbook. *City Administrator Balcom highlighted the proposed changes to the Employee Handbook. Changes to the rules regarding relatives working in the same department, it has been clarified that an exception can be made for those on separate EMS crews. The proposal for residency was to change to a 30 minute response time, after discussion the Council advised that a 25 mile residency requirement would be preferable. It was noted that the Council instituted a 50 mile residency requirement for the Police Department a couple of years ago. Discussion regarding on-call employees and departments that are staffed on shift 24/7. Clarification to the requirement to notify the City of driving privilege changes. It was proposed that new hires would start with 2 weeks of vacation available to them, and then if used prior to having accrued it, it would be paid back to the City. The Council advised that there was to be no upfront vacation, but employees could accrue vacation at the two weeks per year rate upon hire. It was suggested that the vacation accrual schedule be updated to allow accrual of 3 weeks at 6 years and 4 weeks of vacation at 13 years of service. Eight hours of personal time was to be added to EMS to allow for one full shift (24 hours) of personal time per year. Bereavement and holiday pay eligibility for fulltime employees will no longer require 90 days of employment. FMLA policy updated to require use of paid leave.*
12. Wisconsin Assessment Monies Contractor Services Grant Awarded. *City Administrator Balcom noted the Phase 1 assessment has begun.*
13. Discussion of Senior Center Assistant Cook Position. *Council expressed concern regarding the need, funding and available training time for the proposed position. Alderperson Hill made a motion to recommend to the Common Council approval of the hiring of a Senior Center Assistant Cook. Motion died due to lack of a second. The Mayor asked that the item be brought back for further discussion at a future meeting.*
14. Discussion of City Website ADA Compliance Requirements. *City Administrator Balcom noted that City will be required to bring the City's website into compliance with new rules on the accessibility of web content and mobile apps provided by State and Local Government by April 26, 2027. Motion by Alderperson Stobbe to direct staff to work with the website host to move forward with a plan and implementation to bring the City's website into ADA compliance, with a second by Alderperson Przybyl. Voice vote carried.*
15. League of Wisconsin Spring Exchange. *City Administrator Balcom noted that the conference costs are covered by the League due to the City's membership.*
16. Adjourn. *Motion by Alderperson Sorenson to adjourn at 9:15PM, with a second by Alderperson Stobbe. Voice vote carried.*

*Respectfully submitted by
Jessi Balcom, City Administrator/Clerk/Treasurer*

City of Berlin –Street Privilege / Special Event Permit Checklist

Name of Event Boat House permit

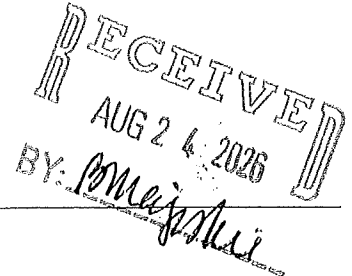
18-401 Street Privilege – Temporary construction (Dumpster, bucket truck, sidewalk blocked etc.)

Use of City streets, sidewalks, street parking spaces

Street Privilege – Sidewalk café (table, chairs, service of food etc.)

Street Privilege – Automobiles in terrace (ex. West Side Garage)

18-402 Special Vending – Multiple vendors (Sidewalk sales etc.)



- Date application submitted: 8-21-26
- COMPLETE APPLICATION Submitted no less than 45 days prior to requested start date for sidewalk café (45 days time period may be waived if the permit request is Recurring)
- X Description of requested activity, sketch of location, or outlined map if needed
- CERTIFICATE OF LIABILITY INSURANCE (Unless Exempt) In the Amount of \$1,000,000 BODILY, \$500,000 PROPERTY for EACH OCCURRENCE with THE CITY OF BERLIN NAMED AS AN ADDITIONAL INSURER
- Expiration date: _____
- SIGNED INDEMNIFICATION AGREEMENT (Required for all permits.) Dates missing
- X FEE OF TWENTY DOLLARS (\$20.00) Date of payment 8/10/2026 cash [signature]

- Reviewed by Chief of Police (New only, for recurring Give FYI copy)
- Reviewed by Street Superintendent (New only, for recurring Give FYI copy)
- Date of Council Meeting for new approvals 9/8/2026 7pm City Hall

Council Chambers
2nd Floor

NOTES:

CITY OF BERLIN PERMIT APPLICATION

Street Privilege and Special Event Vending

(Provisions of SEC. 18-401 thru SEC.18-402 Municipal Code Apply)

If you need additional space for any answers, attach additional sheets as necessary

18-401 Street Privilege
(Temporary Construction)

18-401 Street Privilege
(Sidewalk Café)

18-402 Special Event Vending*
(Multiple Vendors 18-402(a)(3) (c)(2))

Applicant's Name: Randy Roxbury Date of Application: 8-21-26

Applicant's Telephone Number: 920-229-3648 Applicant's DOB/Organized: _____

Applicant's Address: 17104 Chicago Ave, Natick, MA, 54982

Purpose of Application Request: Temporary Boat house on road at the end of south Adams st

If applicant is an organization, provide the name(s), title(s) or position(s), address(es), and telephone number(s) of authorizing official(s) (for corporations, all officers and directors, for LLC's, all members and managers, for partnerships, all partners, for trusts, all trustees):

Name, Title, and Address	Telephone Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If applicant is NOT an organization (corporation, LLC, partnership, trust, etc), provide the name(s), title(s) or position(s), address(es), and telephone number(s) of person(s) responsible for this request:

Name, Title, and Address	Telephone Number
_____	_____
_____	_____
_____	_____

Details of Activity or Event: (For extended details, use the back of this form and include sketch(es) or drawing(s) of the proposed obstruction, sidewalk café, or event).

What: Temporary Boat house

When: 9- Duration: 1 year

Where: at the end of south Adams street

*Note: Applicants for special event vending permit must be an organization representing at least 25 businesspersons, all of whom operate either a retail, service, manufacturing, or wholesale business within the city.

If applying for a special event vending permit, the permit will apply to: (check one)

☐ All businesses operating within the city ☐ Only specified businesses represented by the applicant

If the only specified businesses option is selected, attach a separate list or list on the back of this form the businesses participating in the event including name, address, and telephone number of each business.

Applicant or Applicant's Agent's Signature: Randy Roxbury

Name of Person Signing (please print): Randy Roxbury

Title of person signing (if applicant is organization): _____

For Office Use Only:

Included with Application: ☒ Fee ☒ Indemnification Form ☐ Liability Insurance

Reviewed by: _____ Chief of Police _____ Street Superintendent

Common Council Approval: _____ Yes _____ No _____ NA (Recurring or Temporary Construction)

Recommendation: Conditions for Approval or Reasons for Denial:



City of Berlin

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

Indemnification, Defense, and Hold Harmless Agreement

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

Specifically this Agreement applies to the following event:

Boat House River St on South Adams
(Description and location of event)

On: _____
(Date(s) of event)

By: Randy Foxbury Randy Foxbury
(Sign and Print Name)

OR On Behalf of:

(Name of Organization and Title if applicable)

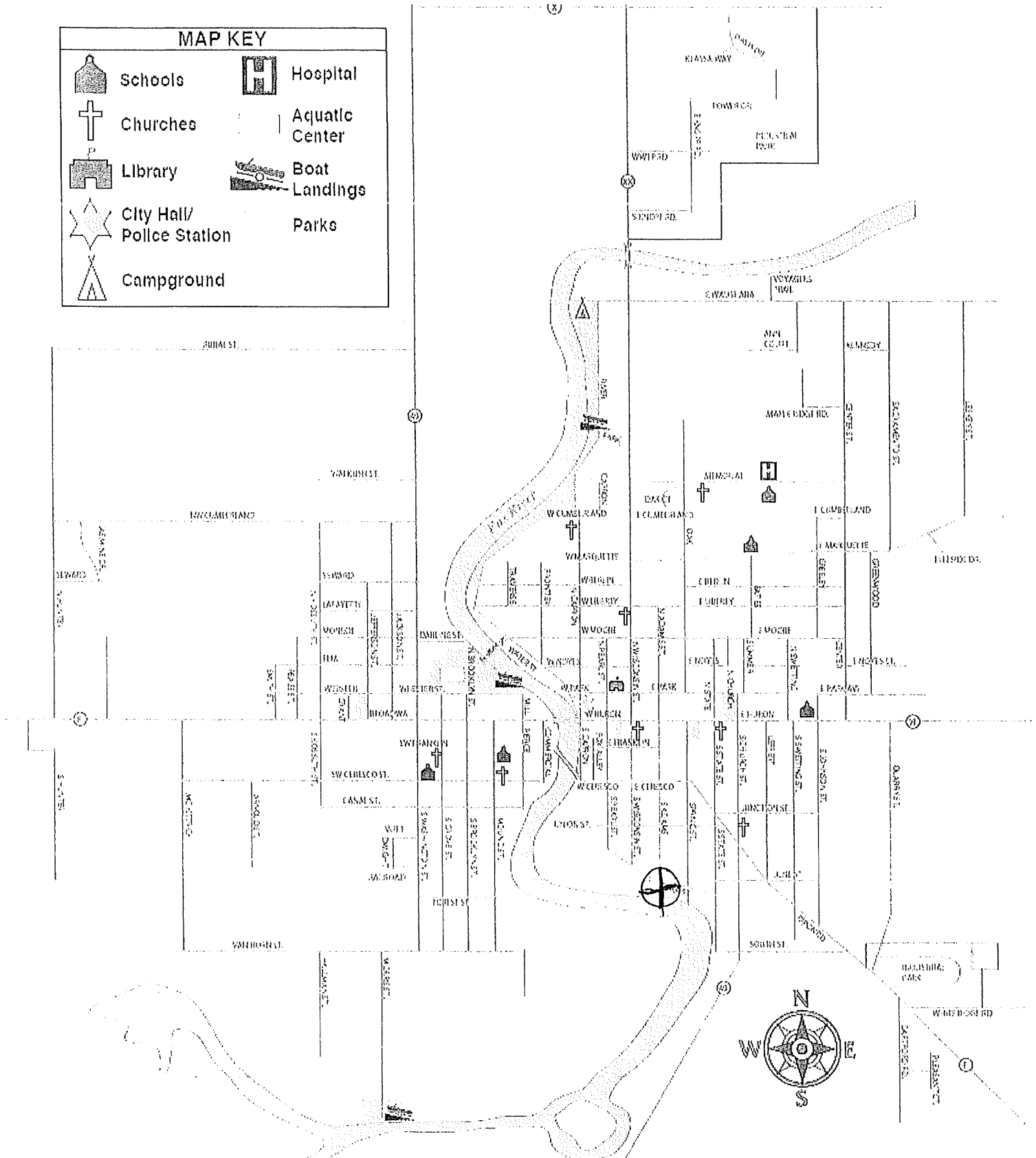
If signing on behalf of an organization, you must have authority from the organization to sign an agreement like this. By signing this agreement, you are warranting to the City of Berlin that you have such authority.



City of Berlin

City Map

MAP KEY	
	Schools
	Churches
	Library
	City Hall/ Police Station
	Campground
	Hospital
	Aquatic Center
	Boat Landings
	Parks



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

TO: Common Council
FROM: Sue Kiener, Recreation Facilities Director
AGENDA ITEM: Parks Facilities online reservation program
MEETING DATE: September 1, 2026

BACKGROUND

At the August 5, 2026 Parks & Recreation Commission meeting a presentation was made for an online reservation program for the park facilities, including shelter houses and campground sites. The two companies that were presented were Campspot and MYSite.

Here are actual working sites for each with specifics:

Campspot: <https://hattiesherwood.com/>

Campspot.com is the largest free-standing campground search engine in North America

Cost: 6% processing fee directly to the online guest, (fully refundable if we fully refund on cancellations)

No long-term contract....terminate anytime

No minimum sites, and no minimum reservations

Buildout/account set-up included

Reports available (over 250)

Automated emails and communication with guests

Backend easy to use by all, easy onboarding, easy to see upcoming reservations

Training & 24/7 customer support

Can still book in-person or by phone

MYSite <https://www.schoolcrafttownship.net/copy-of-campground>

Cost: \$3 processing fee added at check out, paid for by consumer. (refundable upon cancellation)

No contract – cancel anytime

No minimum sites, and no minimum reservations

Map of area created by their artist at no charge

Option: \$65/month text messaging services

Email campaign & newsletter available

Reports available

Back end easy to use by all, easy to see upcoming reservations

Training & 24/7 customer support included (live 7a-7p, then help desk available, usually a 1 hour turn around)

Can be up live in 2 weeks-time

Can still book in-person or by phone

The Commission made a recommendation to Council for the City to contract with MYSite for the online reservation program. The online reservation program would be available to the public starting January 1, 2027.

The Commission also approved forgoing a deposit requirement for shelter house reservations as a credit card will be on file and an agreement to cover all damage expenses within the new program, as well as removing the first-come first-serve policy for the campground and moving to an all sites will require a reservation policy.

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Health Insurance Renewal
MEETING DATE: September 1, 2026

BACKGROUND

The Council approved moving forward with the renewal of employee health insurance with Health Partners at the August Common Council meeting.

Information for insurance enrollment/benefit election will be out to employees early next week. In person presentation of the materials is scheduled for Thursday September 10 at 10AM and 1PM, additionally a video presentation will be made available to employees. Employees will have until Friday September 18 to make their selections. Employee elections will go into effect on October 1.

The question was asked when implementation of the new costs and cost share would go into effect for employees. The new elections and new costs will be incurred by the City starting October 1, 2026. For the October 2025 renewal, the City implemented the cost change for employees on January 1, 2026 rather than October 1, 2025. The fourth quarter cost increase was not budgeted for – it is anticipated that the city's increase for the last quarter of 2026 will be approximately \$15,250, the employee share would depend greatly on what elections employees choose; if employees choose the same plan option and network as they currently have, approximate additional costs paid by employees in the last quarter of 2026 would be \$15,500 total if implemented on October 1.

The Agreement with the Police Department states that members will pay 7.5% with a maximum monthly premium contribution of \$150 through 2026. Starting January 1, 2027 the contribution moves to 10% without a monthly premium cap. Therefore the implementation of the October 1 rates cannot be implemented fully for those subject to the Agreement. The Council could choose to implement the increase up to the 7.5% contribution with the \$150 cap on October 1, but cannot move to 10% until January 1.

Staff has reached out to the Wisconsin Public Employees Health Insurance program, and additional clarification is needed. At this point, it appears the City would need to go through the underwriting process in order to join the program. The earliest the underwriting process could be completed would be for an April 2027 enrollment, as all materials are due to underwriting four months before an enrollment/joining can take place (which is allowed quarterly by the State in January, April, July and October). So joining for the current October renewal is not possible. Staff is working to determine if it would be possible to go through this process to get numbers for an April implementation, but not move forward with a potential move until next year's renewal in October 2027. This would allow the Council to review the costs prior to the required decisions being made. In order to move forward with an October enrollment the Council would have to vote to move forward and information would need to be into the State by June 1. Staff is still reviewing the information received and has reached out to the State for clarification.

Each Employee may receive up to three (3) days funeral leave with pay provided that such leave may be used only for the death of a member of the immediate family. Immediate family to include mother, father, spouse, children, brothers, sisters, brothers-in-law, sisters-in-law and grandchildren, of the employee and/or spouse.

In addition, one (1) day with pay shall be provided for death of a daughter-in-law, son-in-law, aunt, uncle and grandparents of the employee and/or spouse.

Two (2) additional days of emergency leave with pay shall be granted upon showing of necessity, as determined by the Chief of Police. The Chief shall allow for the use of vacation or personal days in emergencies consistent with past practice.

C. Leave of Absence Without Pay

Requests for leaves of absence without pay for justifiable reasons shall be made by written application on a form provided by the Police and Fire Commission and be submitted at least two (2) days prior to the anticipated leave.

1. For a leave not to exceed three (3) consecutive days, the officer's request shall be made to and approved by the Chief of Police;
2. For a leave in excess of three (3) consecutive days, the officer shall make his or her request to the Police and Fire Commission after securing the approval of the Chief. Failure to comply with the requirements of this Article shall result in disciplinary action.

ARTICLE 12 INSURANCE

A. Health/Medical/Surgical Insurance:

To the extent that the employer provides Health/Medical/Surgical Insurance for all full time employees, employees will contribute 5% of the monthly premium subject to a maximum monthly premium contribution of \$75.00.

Starting January 1, 2026

To the extent that the employer provides Health/Medical/Surgical Insurance for all full-time employees, employees will contribute 7.5% of the monthly premium subject to a maximum monthly premium contribution of **\$150.00**

Starting January 1, 2027

To the extent that the employer provides Health/Medical/Surgical Insurance for all full-time employees, employees will contribute 10% of the monthly premium. Upon retirement an employee shall not be allowed to continue in the present group Health/Medical/Surgical insurance program.

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Residency Requirements of Commission Members
MEETING DATE: September 1, 2026

BACKGROUND

The City's current municipal code, with some exceptions, does not allow for non-residents to serve on committees, boards and commissions of the City.

The Council asked staff to prepare ordinance amendments to allow up to two non-resident members to serve on each on the following Boards: Community Development Authority, Parks and Recreation Commission, Travel and Tourism Commission, Cemetery Board, and Committee on Aging.

Staff sent amendment language for Code sections 2-327 Residency required for service; exemption.; 2-401 Composition; and 2-536 Appointment, term of office to the Attorney for preparation of adoption by Council. The City Attorney noted that the Community Development Authority make up cannot be changed by ordinance because it is addressed in statute.

The ordinance amendments have been prepared to allow up to two non-residents to serve on the Travel and Tourism Commission (Chapter 22), Cemetery Board (Chapter 2), Parks and Recreation Commission (Chapter 2) and Committee on Aging (Chapter 2).

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

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
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LUKE A. MARTELL
SAMANTHA R. SCHMID
CHRISTOPHER R. SCHULTZ
LUCAS C. LOGIC
GREGORY M. PROCOPIO
ADAM J. MEYERS
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HAILEY R. LIPINSKI
SAVANNAH H. ZIEGLER
ANDREW F. PIETROSKE

STEPHEN J. CENTINARIO, JR.

August 12, 2026

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

**Re: Residency of Committees, Boards and Commissions
 Ordinance Amendment
 Revised Draft**

Dear Ms. Balcom:

I received the above referenced Ordinance amendment that you forwarded to me for my review. I have had an opportunity to carefully consider this matter.

Enclosed please find a revised draft of the Ordinance, marked to show the suggested changes. Based upon my review, I note the following comments, questions, concerns and recommendations in this regard:

1. **Regulation of Community Development Authority ("CDA")**. The City has the authority to allow up to two non-residents to serve on the Committee of Aging, Travel and Tourism Commission, Cemetery Board, and Parks and Recreation Commission. However, Wis. Stat. § 66.1335(2) provides that "the mayor shall, with the confirmation of the council, appoint 7 resident persons having sufficient ability and experience in the fields of urban renewal, community development and housing, as commissioners of the community development authority." Further, Wis. Stat. § 66.1335(6) explains when "the powers conferred under this section are in addition and supplemental to the powers conferred by any other law. To the extent that this section is inconsistent with any other law, this section controls." Thus, the residency requirement set forth in Wis. Stat. § 66.1335 is a matter of statewide concern and cannot be modified by a charter ordinance.

MUNICIPAL LAW & LITIGATION GROUP, S.C.

Jessi Balcom
August 12, 2026
Page 2

2. **Two Charter Ordinances.** The Committee of Aging, Cemetery Board and Parks and Recreation Commission are all regulated under Chapter 2 of the City of Berlin Municipal Code. However, the Travel and Tourism Commission is regulated under Chapter 66. Because the Travel and Tourism Commission is governed under a separate chapter, the City will need to adopt two separate charter ordinances. I have enclosed both charter ordinances for your consideration.
3. **Travel and Tourism Commission.** Section 66-49(c) of the City of Berlin Code states, "*Term.* Each travel and tourism commission member shall hold office for a term of three years, which shall be staggered into three classes of members. Each term of office shall end April 30 in the year of expiration." This provision is contrary to state law that requires that Commissioners serve for one-year terms. Wis. Stat. § 66.0615(1m)(c)3.

I have revised the attached charter ordinance to amend Section 66-49(c) of the City of Berlin Code to ensure that the provision complies with Wis. Stat. § 66.0615(1m)(c)3.

Please note that this revision may be adopted either by a separate ordinance or by this charter ordinance. If you elect to include this revision by this charter ordinance, please be aware that charter ordinance amendments are subject to additional statutory requirements and procedural steps beyond those applicable to a regular ordinance.

4. **Process for adopting the charter ordinances:**

- a. **Two-thirds vote.** The charter ordinance requires a two-thirds vote of the members-elect of the city council to be valid. Wis. Stat. § 66.0101(2)(a).
- b. **Possible referendum.** The charter ordinance is subject to a referendum. Wis. Stat. § 66.0101(2)(a). The charter ordinance is not effective until sixty days after its passage and publication. If within the sixty days a petition signed by electors of the City equal to not less than seven percent of the votes cast for governor in the last general election is filed with the City clerk, then the charter ordinance must be submitted to a referendum and approved by a majority of the electors that vote on the question before becoming effective. Wis. Stat. § 66.0101(5).
- c. **Publication and recording of charter ordinance.** The charter ordinance must be published as a class 1 notice, under ch. 985, and recorded by the City Clerk in a permanent book kept for that purpose, with a statement of the manner of its adoption. Wis. Stat. § 66.0101(3).

A certified copy of the charter ordinance shall be filed with the Secretary of State by the City Clerk. Wis. Stat. § 66.0101(3).

MUNICIPAL LAW & LITIGATION GROUP, S.C.

Jessi Balcom
August 12, 2026
Page 3

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

Very truly yours,
MUNICIPAL LAW & LITIGATION GROUP, S.C.

Eric J. Larson

Eric J. Larson

EJL/SHZ/jd
Enclosure

- *Revised Ordinance under Chapter 2*
- *Revised Ordinance under Chapter 66*

cc: Brittani Majeskie, Deputy Clerk

CHARTER ORDINANCE

A CHARTER ORDINANCE TO AMEND CHAPTER 66 OF THE CITY OF BERLIN MUNICIPAL CODE TO AUTHORIZE NON-RESIDENTS TO SERVE ON THE TRAVEL AND TOURISM COMMISSION

WHEREAS, the City of Berlin regulates the composition of the Travel and Tourism Commission in Chapter 66 of the City of Berlin Municipal Code; and

WHEREAS, the City of Berlin Common Council has determined that it is appropriate to amend Chapter 66 of the City of Berlin Municipal Code to permit non-residents to serve on the Travel and Tourism Commission.

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

SECTION 1: Chapter 66 of the New Berlin Municipal Code entitled "Taxation," Article II entitled "Hotel-Motel Room Tax," Section 66-49 entitled "Travel and tourism commission," Subsection (a) entitled "Composition" is hereby repealed and recreated as follows:

Composition. The commission shall consist of six members. At least one commissioner shall represent the Wisconsin hotel and motel industry. Commissioners shall be appointed by the mayor and confirmed by majority vote of those present by the common council. No less than four (4) appointees shall be residents of the city; no more than two (2) appointees may be non-residents of the City that are persons of recognized experience and qualifications.

SECTION 2: Chapter 66 of the New Berlin Municipal Code entitled "Taxation," Article II entitled "Hotel-Motel Room Tax," Section 66-49 entitled "Travel and tourism commission," Subsection (c) entitled "Term" is hereby repealed and recreated as follows:

Term. Each travel and tourism commission member shall hold office for a term of one years, which shall be staggered into three classes of members. Each term of office shall end April 30 in the year of expiration.

SECTION 3: SEVERABILITY. The several sections of this ordinance to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 4: EFFECTIVE DATE. This is a charter ordinance and shall take effect sixty (60) days after its passage and publication, unless within such sixty (60) days after its passage and publication a referendum petition shall be filed as provided in § 66.0101 of the Wisconsin Statutes, in which event this ordinance shall not take effect until it shall have been submitted to a referendum of the electors and approved by a majority of the electors voting thereon.

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

CITY OF BERLIN

CATRINA BURGESS, MAYOR

ATTEST:

JESSI BALCOM, CITY ADMINISTRATOR/CLERK

CHARTER ORDINANCE

A CHARTER ORDINANCE TO AMEND CHAPTER 2 OF THE CITY OF BERLIN MUNICIPAL
CODE TO AUTHORIZE NON-RESIDENTS TO SERVE ON CERTAIN BOARDS,
COMMITTEES, AND COMMISSIONS

WHEREAS, the City of Berlin regulates the composition and requirements of Board, Committee, and Commission members in Chapter 2 of the City of Berlin Municipal Code; and

WHEREAS, the City of Berlin Common Council has determined that it is appropriate to amend Chapter 2 of the City of Berlin Municipal Code to permit non-residents to serve on certain Boards, Committees, and Commissions within the City.

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

SECTION 1: Chapter 2 of the New Berlin Municipal Code entitled "Administration," Article IV entitled "Boards, Commissions and Committees," Division 1 entitled "Generally," Section 2-327 entitled "Residency required for service; exemption" is hereby repealed and recreated as follows:

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

SECTION 2: Chapter 2 of the New Berlin Municipal Code entitled "Administration," Article IV entitled "Boards, Commissions and Committees," Division 4 entitled "Cemetery Board," Section 2-401 entitled "Composition," Subsection (a) is hereby repealed and recreated as follows:

(a) *Size.* The cemetery board shall consist of seven members who shall be appointed by the mayor, and such appointment shall be confirmed by the common council. All ~~No~~ less than five (5) appointees shall be residents of the city; no more than two (2) appointees may be non-residents of the city that are persons of recognized experience and qualifications.

(b) *Term.* The terms of all members of the cemetery board shall be for three years.

SECTION 3: Chapter 2 of the New Berlin Municipal Code entitled "Administration," Article IV entitled "Boards, Commissions and Committees," Division 9 entitled "Parks and Recreation Commission," Section 2-526 entitled "Appointment; term of office," is hereby repealed and recreated as follows:

The parks and recreation commission shall consist of seven ~~citizens of the city~~ members appointed by the mayor and confirmed by the common council. No less than five (5) appointees shall be residents of the city, and no more than two (2) appointees may be non-residents of the city who are persons of recognized experience and qualifications. Each parks and recreation commission member shall

hold such office for a term of three years. Each term of office shall end April 30 in the year of expiration.

SECTION 4: Chapter 2 of the New Berlin Municipal Code entitled "Administration," Article IV entitled "Boards, Commissions and Committees," Division 10 entitled "Committee on Aging," Section 2-536 entitled "Appointment, term of office" is hereby repealed and recreated as follows:

The committee on aging shall consist of seven persons, ~~five of which shall be residents of the city. The remaining two members may be nonresidents, if such persons are actively employed in the city in a managerial position in the field of aging.~~ No less than five (5) appointees shall be residents of the city; no more than two (2) appointees may be non-residents of the city who are persons of recognized experience and qualifications. All members must be representative of community interests and have demonstrated concern in the field of aging. All members shall be appointed by the mayor and confirmed by the common council. The common council liaison shall not be considered a member of the committee. Each committee on aging member shall hold such office for a term of three years, which shall be staggered into three classes of members. Each term of office shall end April 30 in the year of expiration.

SECTION 5: SEVERABILITY. The several sections of this ordinance to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 6: EFFECTIVE DATE. This is a charter ordinance and shall take effect sixty (60) days after its passage and publication, unless within such sixty (60) days after its passage and publication a referendum petition shall be filed as provided in § 66.0101 of the Wisconsin Statutes, in which event this ordinance shall not take effect until it shall have been submitted to a referendum of the electors and approved by a majority of the electors voting thereon.

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

CITY OF BERLIN

CATRINA BURGESS, MAYOR

ATTEST:

JESSI BALCOM, CITY ADMINISTRATOR/CLERK

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Recycling Fee Implementation Process
MEETING DATE: September 1, 2026

BACKGROUND

As you know, a special charge will be added to this year's tax bill to cover the costs of recycling collection for residential properties (single family and multifamily properties with 4 or less units). This cost is anticipated to be \$6.20 per month (\$74.40 charge on the tax bill), per residential unit. Garbage services will continue to be funded through tax dollars.

The attached letter will be mailed to the attached list of properties to notify them that if they are currently receiving garbage and recycling services through the City's contract, as of January 1 they will no longer receive this service, as they are not eligible per City Ordinance.

Additionally, the following information will be provided to all property owners with their tax bills:

RECYCLING CHARGE

- Common Council adopted Ordinance #01-26 on January 13, 2026. This ordinance created a special charge on the property tax bill, pursuant to Wis Stats. §66.0627(2), to be collected annually by the City.
- The 2027 annual charge is \$74.40 per residential unit, including multi-family dwellings of four or less residential units.
- The special charge only applies to residential properties including multi-family dwellings of four or less residential units. It does not apply to vacant lots, commercial units, or multi-family dwellings containing five or more residential units; these properties are responsible for arranging and paying for their own garbage and recycling services.
- If you believe there is an error on your tax bill associated with this charge, please contact the City Clerk's Office.

Staff is finalizing a list of all recycling charges to be added to the 2026 tax bill. This list will include the parcel, site address(s), number of residential units, and the total recycling charge. The information will soon be available on the City website for interested parcel owners.

Parcels Receiving Notice of Potential Service Change

Parcel	Owner Name
206001290000	2LD PROPERTIES LLC
206011820600	MNJ DEVELOPMENT LLC
206007430100	NLM INVESTMENTS LLC
206014250100	BERLIN APTS LLC
206013030500	BERLIN SENIOR VILLAGE LLC
206010860300	EXCALIBUR INVESTMENTS LLC
206016290000	FOX RIVER COMMONS LLC
206016290100	FOX RIVER COMMONS LLC
206000870000	FUTURE WISCONSIN BERLIN LLC
206009570100	HISTORIC BERLIN SCHOOL APARTMENTS LLC
206000670000	NLM INVESTMENTS LLC
206007460500	NLM INVESTMENTS LLC
206017480901	NORTHSTAR DEVELOPMENT & PROPERTIES LLP
206017480900	NORTHSTAR DEVELOPMENT & PROPERTIES LLP
206017480200	NORTHSTAR DEVELOPMENT & PROPERTIES LLP
206010860000	VALLEY CREST APARTMENTS LIMITED PARTNERSHIP
206014020200	WHPC-EDGEWATER LLC
206000880000	BERLIN HOUSING INC
206014010200	CLARITY CARE INC
206034531420	BADGER APARTMENTS LLC
206001220000	KUJAWA INVESTMENTS LLC
206001720000	FIRST NATIONAL BANK OF BERLIN
206001100000	BHRB PROPERTIES LLC
206001500000	NLM INVESTMENTS LLC



City of Berlin

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

Phone: 920-361-5400 Website: www.cityofberlin.net

Date

Name

Address

Address

RE: Garbage and Recycling Collection by the City of Berlin to be discontinued to your property at XXXXXXXX (Parcel No. XXXXXXXXXXXXXXXXXXXX) on January 1, 2027

Dear Property Owner,

The City of Berlin, by Ordinance (see excerpts below) and State Statute, collects garbage and recycling (through a contract with Waste Management) for residential properties which are not multiple-family dwellings. All other properties within the City (non-residential such as commercial/business, agriculture, and manufacturing properties and residential properties with 5 or more units on the parcel), are responsible for their own garbage and recycling disposal.

Sec. 54-15. Post-consumer waste collection.

Post-consumer waste shall be collected by the city, or a city contracted collecting and transporting service, once per week from all residential properties which are not multiple-family dwellings, provided that such waste is properly handled, prepared, contained, stored, and located in conformance with this article and rules and regulations established and publicized by the solid waste and recycling coordinator.....

Sec. 54-16. Recyclable materials collection.

Recyclable materials specified under Wis. Stats. § 287.07(3) to (4), shall be collected by the city, or a city contracted collecting and transporting service, once per week for all residential properties which are not multiple-family dwellings, provided that such materials are properly separated, handled, prepared, contained, stored, and located in conformance with this article and rules and regulations established and publicized by the solid waste and recycling coordinator.....

In reviewing the City's waste hauling contract and billing, it appears that your property may be receiving garbage and recycling services through the City's contract, but does not qualify for these services by Ordinance. The City is now in the process of making sure that all properties that do not qualify for these services are notified to ensure that they have an opportunity to get service in place for the future. As of January 1, 2027, the City will no longer provide garbage and recycling collection service to your property. If you are not contracting for your garbage and recycling collection services, please make arrangements with the

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Implementation of Pooled Cash Accounting
MEETING DATE: September 1, 2026

BACKGROUND

With the completion of the City's 2025 audit, KerberRose has suggested some changes and tweaks that can be made to the City's financial/accounting procedures to improve utilization of staff time, accuracy and transparency. One of the suggestions made is to move to a pooled cash system. This will allow for fewer in/out transfers between accounts and fewer needed monthly reconciliations between bank accounts and the accounting software. Pooled cash is a system utilized by the majority of KerberRose's clients. To help with this transition, Steve Corbeille of Government Solutions, LLC, a former finance director and individual with extensive experience setting up and utilizing a pooled cash system was recommended. Mr. Corbeille will work with staff and Mountaineer to ensure the system is set up correctly and staff has the training and support needed to move forward.

SUGGESTED MOTION

Motion to recommend to the Common Council approval of a consulting agreement with Government Solutions, LLC, not to exceed \$12,000 to assist with the implementation of pooled cash accounting and other recommendations of the City's audit firm.

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is entered into as of this ____ day of _____ 2026, by and between Government Solutions, LLC, a Wisconsin Limited Liability Company (hereinafter referred to as "GSLLC" and/or "Independent Contractor") and the City of Berlin, Wisconsin (hereinafter referred to as "City").

WITNESSETH:

WHEREAS, the City is desirous of engaging the services of GSLLC to provide various types of independent contractor services in accordance with this Agreement; and

WHEREAS, GSLLC is engaged in providing a variety of independent contractor services to the City; and

WHEREAS, The City desires to engage and hire GSLLC to provide specified services as set forth in paragraph 1 below, on an independent contractor basis as necessary and when the City desires to have GSLLC provide such services on the terms and conditions as specified below.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, which the parties acknowledge to be sufficient and adequate consideration for this agreement, the undersigned agree as follows:

1. **Services to be Provided and Related Compensation.** The City shall specify from time-to-time various services that it wants GSLLC to provide in accordance with this Agreement. Any request for such services shall be in the sole discretion of the City. If work or specified tasks are made available by the City to GSLLC and GSLLC accepts, then this Agreement shall govern the terms under which GSLLC shall perform its services regarding any such work, assignments and/or tasks requested by the City. The compensation to be paid by the City to GSLLC shall be at the rate of \$150.00 per hour worked plus mileage at the federal rate and any other travel expenses incurred by GSLLC.

Many services can be done remotely, but if deemed necessary and travel is required to an onsite location to perform services all such travel will be confirmed with the City prior to traveling via email.

If travel is deemed necessary, hours traveling will be billed as "Travel time" and will be billed at the rate of \$50/per hour for time traveling from Consultant's Home to and from the City's onsite location. Mileage will be paid at the current IRS Mileage Rate and travel expenses will be for actual costs incurred with receipts provided to document the travel expenses.

As of the date of this Agreement, the City is requesting services to assist with migrating to "Pooled" Cash concept and other set up issues for payroll on the city's general ledger.

The City may from time to time add to or change the specific services requested. Requests can be made via email to add/change services to this agreement. The City will follow its normal procedure to seek approval for any additional services requested.

Agreement shall not be an employee of the City. Instead, such an individual(s) shall be agents of GSLLC and not of the City. GSLLC expressly acknowledges and agrees that it is receiving compensation for its services provided under this Agreement and that it shall be solely liable for all Federal and State tax liability associated with any payments received from the City under the terms of this Agreement. GSLLC expressly acknowledges that it is free from the control and/or express direction of the City, and that the services it will render are developed and established independent of the City. Accordingly, both the City and GSLLC expressly acknowledge that the City is not liable for unemployment compensation with regard to any services provided by GSLLC in accordance with this Agreement.

3. **Payment of Compensation.** All compensation to be received by the Independent Contractor (GSLLC) shall be received in accordance with the express provisions of item No. 1 above. Both the undersigned City and GSLLC agree that all invoicing and payments to be received by the Independent Contractor shall be on a monthly basis and the terms and conditions set forth in item No. 1. The City agrees that it will promptly pay all such invoices which are remitted in accordance with the terms of this Agreement.

4. **Expenses.** GSLLC agrees that it will provide and be fully responsible for any vehicle or transportation expenses, premises, equipment, insurance, accessories and/or supplies necessary to perform its services provided in accordance with this Agreement. Any expense reimbursement shall be in accordance with the express terms and conditions of item No. 1 above which may be amended and/or agreed from time to time between the authorized representative of the City and GSLLC.

5. **Termination and Non-Assignability.** This Agreement may be terminated by either the undersigned Independent Contractor or the City at any time upon thirty (30) days written notice to the other. Both parties to this Agreement expressly acknowledge that this is not a personal services agreement and is not assignable to any third party.

6. **Entire Agreement / Amendment.** This Agreement reflects the entire understanding of the undersigned parties and no other prior contemporaneous agreement or understanding of the parties shall be deemed a part hereof unless included with the express written terms of this Agreement. This Agreement may be amended by both of the undersigned parties if such amendment is written and signed by both parties to this Agreement. This Agreement shall be governed and construed pursuant to the laws of the State of Wisconsin.

7. **Term of this Agreement.** This agreement shall expire on December 31, 2026

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date first above written.

CITY OF BERLIN, WISCONSIN

By: _____

Title: _____

By: _____

Title: _____

INDEPENDENT CONTRACTOR: