

COMMON COUNCIL MEETING AGENDA
SEPTEMBER 8, 2026 AT 7PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE
CITY MEETINGS CAN BE WATCHED LIVE OR RECORDED
ON THE CITY OF BERLIN YOUTUBE PAGE @CITYOFBERLIN5623

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

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

5. Waive the reading of ordinances and resolutions.
6. Accept and place on file reports from the City Clerk, Treasurer, and Building Inspector (July and August Permit Reports).
7. Approve payment of bills and July reconciliation.
8. Approve minutes from 7.14.2026 Common Council meeting.
9. Approve the recommendation of the Committee of the Whole to DENY the Street Privilege Permit request by Randy Roxbury for a boathouse to remain on the right-of-way of South Adams Avenue along the river.
10. Approve the recommendation of the Committee of the Whole to APPROVE the Special Events on Streets, Highways, and Municipal Parking Lots permit request of Curly Concepts Car Meetup and Family Event from noon – 5PM on September 20, 2026 to allow the use of the City owned lot and green space at 255 Webster Street (set up to begin at 10:30AM).
11. Approve the recommendation of the Committee of the Whole and Parks & Recreation Commission to APPROVE the implementation of campground and park facility rental through online/website with MYSite.
12. Approve the recommendation of the Parks & Recreation Commission to approve the Recreation Facilities/Campground and Shelterhouse Cancellation Policies and eliminate the deposit requirement and charge renters' credit card on file for damages for Park Facilities rentals.
13. Approve the recommendation of the Committee of the Whole to APPROVE a consulting contract with Government Solutions LLC, not to exceed \$12,000, to implement financial and accounting recommendations of the Auditors, including moving to a pooled cash system.
14. Approve the recommendation of the Plan Commission to APPROVE Ordinance # 10-26. Amending the Zoning Code Related to Setbacks for the Side Yard in the Residential District and Accessory Structures.

END OF CONSENT AGENDA

15. Appeal of Vicious Dog Determination requested by Madyson Main Pursuant to Section 10-10(a) of the City of Berlin Municipal Code. This appeal will be held in a quasi-judicial manner.
- i. The Common Council will hold a hearing on the Appeal. First, the Common Council will hear from the Berlin Police Department. The Common Council will then hear from the Applicant. Next, the Common Council will hear from other interested persons wishing to testify in opposition to the Appeal. The Common Council will then receive any written evidence related to the Appeal.
 - ii. The Common Council may convene into Closed Session Pursuant to Wis. Stat. §19.85(1)(a) to deliberate concerning the hearing regarding the appeal of the vicious dog determination pursuant to Section 10-10(a)(1) of the City of Berlin Municipal Code.
 - iii. 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.
16. Discussion and possible action regarding authorization for the City Attorney to prosecute municipal cross-appeals of manufacturing real estate assessments Appeal No. 469306112 and Appeal No. 946014976 for the property at 242 S. Pearl Street.
- i. The Common Council may convene into closed session Pursuant to Wis. Stat. § 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, *specifically regarding the City's municipal cross-appeals of the manufacturing real estate assessments for the property at 242 S. Pearl Street, specifically Appeal Nos. 469306112 and 946014976.*
 - ii. 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.
17. Special Event – Think Pink 5K Run/Walk Event from noon to 4PM (walk/run at 1PM) on October 11, 2026. Special Events on Streets, Highways, and Municipal Parking Lots to allow use of the City's streets. Event to be held at Berlin High School.
RECOMMENDATION: Review request and permit application, discussion and action as appropriate.
18. Amend Chapter 66 of the City of Berlin Municipal Code to Authorize Non-Residents to Serve on the Travel and Tourism Commission. RECOMMENDATION: Approve the recommendation of the Committee of the Whole to approve Charter Ordinance # 11-26.
19. Amend Chapter 2 of the City of Berlin Municipal Code to Authorize Non-Residents to Serve on Certain Boards, Committees and Commissions. RECOMMENDATION: Approve the

recommendation of the Committee of the Whole to approve Charter Ordinance # 12-26.

20. The Common Council may convene into closed session Pursuant to Wis. Stat. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, *specifically for discussion and consideration of benefit negotiations under the Police Association Collective Bargaining Agreement.*
 - i. 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.
21. Old Business (To be used to request items of old business be put on a future agenda for further discussion or action; or used to make a motion for reconsideration of an item from the current meeting or immediately previous meeting; or to make a motion to take items off the table which were laid on the table only during the current meeting.)
22. New Business (To be used to request items of new business be put on a future agenda)
23. Adjourn.

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

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

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

CITY OF BERLIN BUILDING REPORT July 2026

TYPE OF PERMIT	MONTHLY TOTALS			THIS YEAR TO DATE			LAST YEAR TO DATE		
	No.	Estimated Value	Permit Cost	No.	Estimated Value	Permit Cost	No.	Estimated Value	Permit Cost
Single Family Residence				7	\$1,185,000.00	\$7,575.76	1	\$175,000.00	\$1,035.00
Duplex	0			1	\$287,000.00	\$1,011.54	0	\$0.00	\$0.00
Residential Alteration	8	\$128,941.00	\$974.00	38	\$887,068.00	\$6,452.21	28	\$485,272.00	\$3,382.04
Residential Addition	2	\$15,000.00	\$395.00	6	\$114,000.00	\$1,203.40	3	\$39,000.00	\$405.00
Residential Acc Structure	0	\$0.00	\$0.00	5	\$65,000.00	\$900.00	8	\$118,400.00	\$1,129.00
				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Commercial Building				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Commercial Alteration	2	\$2,560,000.00	\$17,920.00	4	\$2,605,000.00	\$18,177.00	8	\$642,800.00	\$4,569.04
Commercial Addition				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Commercial Acc Structure				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Miscellaneous				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Demolition	1	\$2,500.00	\$100.00	4	\$15,500.00	\$350.00	0	\$0.00	\$0.00
				0	\$0.00	\$0.00	0	\$0.00	\$0.00
				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Zoning Signs fences	5	\$58,923.00	\$425.91	18	\$116,051.00	\$1,636.29	15	\$52,630.00	\$1,102.50
Driveways				0	\$0.00	\$0.00	0	\$0.00	\$0.00
				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Total Building Permits	18	\$2,765,364.00	\$19,814.91	83	\$5,274,619.00	\$37,306.20	63	\$1,513,102.00	\$11,622.58
				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Commercial Plan Approval				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Plumbing Permits	1	\$5,000.00	\$50.00	25	\$258,673.00	\$2,429.16	13	\$77,243.00	\$1,181.32
Electrical Permits	6	\$7,619.70	\$405.00	36	\$714,606.70	\$6,830.99	16	\$247,650.00	\$2,523.22
Heating Permits	0	\$0.00	\$0.00	15	\$285,744.00	\$2,548.08	5	\$406,961.00	\$2,881.56
				0	\$0.00	\$0.00			
Total Permit Fees	25	\$2,777,983.70	\$20,269.91	159	\$6,533,642.70	\$49,114.43	97	\$2,244,956.00	\$18,208.68

CITY OF BERLIN BUILDING REPORT August 2026

TYPE OF PERMIT	MONTH			YEAR TO DATE			LAST YEAR TO DATE		
	No.	Estimated Value	Permit Cost	No.	Estimated Value	Permit Cost	No.	Estimated Value	Permit Cost
Single Family Residence	0			7	\$1,185,000.00	\$7,575.76	1	\$175,000.00	\$1,035.00
Duplex				1	\$287,000.00	\$1,011.54	0	\$0.00	\$0.00
Residential Alteration	9	\$104,061.09	\$922.68	47	\$991,129.09	\$7,374.89	36	\$566,272.00	\$4,247.04
Residential Addition	5	\$41,500.00	\$645.00	11	\$155,500.00	\$1,848.40	3	\$39,000.00	\$405.00
Residential Acc Structure	1	\$2,000.00	\$75.00	6	\$67,000.00	\$975.00	10	\$141,605.00	\$1,384.00
				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Commercial Building				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Commercial Alteration	1	\$7,000.00	\$75.00	5	\$2,612,000.00	\$18,252.00	8	\$642,800.00	\$4,569.04
Commercial Addition	1	\$425,000.00	\$2,975.00	1	\$425,000.00	\$2,975.00	0	\$0.00	\$0.00
Commercial Acc Structure				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Miscellaneous				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Demolition				4	\$15,500.00	\$350.00	0	\$0.00	\$0.00
				0	\$0.00	\$0.00	0	\$0.00	\$0.00
				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Zoning Signs fences	1	\$11,460.00	\$80.00	19	\$127,511.00	\$1,716.29	16	\$53,130.00	\$1,182.50
Driveways				0	\$0.00	\$0.00	0	\$0.00	\$0.00
				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Total Building Permits	18			101	\$5,274,619.00	\$37,306.20	74	\$1,617,807.00	\$12,822.58
				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Commercial Plan Approval				0	\$0.00	\$0.00	0	\$0.00	\$0.00
Plumbing Permits	4	\$9,000.00	\$235.00	29	\$267,673.00	\$2,664.16	14	\$79,743.00	\$1,241.32
Electrical Permits	5	\$894,874.00	\$6,393.00	41	\$1,609,480.70	\$13,223.99	20	\$253,550.00	\$2,843.22
Heating Permits	2	\$993,905.00	\$6,925.00	17	\$1,279,649.00	\$9,473.08	5	\$406,961.00	\$2,881.56
Total Permit Fees	29	\$1,897,779.00	\$13,553.00	188	\$8,431,421.70	\$62,667.43	113	\$2,358,061.00	\$19,788.68

CITY OF BERLIN

PAYROLL FOR August - 2026

NET PAYROLL

PAYDATE	PAYROLL #	PAYROLL TITLE	GENERAL CITY	UTILITY	AMBULANCE
8/14/2026	17	General City	55,937.27		
8/14/2026	17	Ambulance			42094.85
8/14/2026	17	Utility		14,067.36	
8/28/2026	18	General City	64647.82		
8/28/2025	18	Ambulance			40135.9
8/28/2026	18	Utility		16023.54	
TOTAL MONTHLY PAYROLL			\$120,585.09	\$30,090.90	\$82,230.75

City of Berlin WI
Accounts Payable Status Report - August 2026

		<u>Description</u>	<u>Payments</u>	<u>Dates</u>
[ALCIVIA] Alcivia	3443	8/19/2026 Fuelmaster	1,401.00	8/28/2026
[Alecia Berger] Alecia Berger	80726	8/07/2026 Refund for Shelter Deposit 8/1/2026 - Birthday	100.00	8/07/2026
[ALLIANT- AUTOPAY] ALLIANT ENERGY AUTO PAY	82726	8/04/2026 August 2026	33.18	8/28/2026
[AAC] Associated Appraisal Consultants	187516	8/01/2026 Professional Services August 2026	2,058.33	8/28/2026
[FirstNet] AT & T Mobility	12873389762 38x08152026	8/07/2026 First Net - August	1,320.69	8/28/2026
[BIN] BERLIN JOURNAL	44449	8/07/2026 1 Year Subscription	59.00	8/07/2026
[BIN] BERLIN JOURNAL	44712	8/17/2026 1 YR subscription	59.00	8/17/2026
[BH20] Berlin Water & Sewer Department	82726	8/27/2026 July 2026	1,963.34	8/28/2026
[BRIGHT] Brightspeed	4.30001E+11	8/09/2026 service 8-9/9-8 2026	1,351.32	8/28/2026
[Carol Chamberlain] Carol Chamberlain	80726	8/07/2026 Refund for Shelter Deposit 8/1/2026 Family Reunion	100.00	8/07/2026
[CHCOMM - POOL] Charter Communication	1.71719E+14	8/07/2026 8/13/2026-9/12/2026	169.98	8/28/2026
[CIN] CINTAS	4278287612	8/06/2026 Cleaning supplies	375.01	8/28/2026
[City of Appleton] City Of Appleton	20861	8/03/2026 Weights & Measures August 2026	575.00	8/07/2026
[COLE OIL & PROPANE] COLE OIL & PROPANE	81826	8/18/2026 Parks Propane 09/01/2026-04/30/2027	2,979.28	8/28/2026
[CONSOL] Convergent Solutions	59833	8/11/2026 Avaya Software Support	700.32	8/28/2026

[Crack Filling Service, Corp.] Crack Filling Service, Corp.	80926	8/09/2026	Crack Sealing City Streets	10,000.00	8/28/2026
[DTN] DTN, LLC	210- 00335275	8/01/2026	Weather radio service	128.70	8/28/2026
[GFCOM] Gordon Flesch	IN15711035	8/12/2026	Contractual Services	81.64	8/17/2026
[GLCO-02] GREEN LAKE COUNTY TREASURER	81326	8/13/2026	Payback Balance of Transportation Grant from 2026	12,928.19	8/13/2026
[GLCO-02] GREEN LAKE COUNTY TREASURER	15825	8/26/2026	Bridge Inspection Past Due invoice from 2023	2,192.19	8/28/2026
[GLCO-02] GREEN LAKE COUNTY TREASURER	17786	8/06/2026	Bridge Inspection - 2026	1,700.24	8/28/2026
[ITUAB] ITU ABSORBTECH, INC.	8771090	8/04/2026	Cleaning Supplies	157.40	8/07/2026
[Joe Formiller] Joe Formiller	80726	8/07/2026	Refund for Shelter Deposit Bugle Mouth Bass Event	100.00	8/07/2026
[JLE] JON LUNDT ELECTRIC	14742	8/03/2026	Campground	167.94	8/28/2026
[Keira LaSure] Keira LaSure	80726	8/07/2026	Scholarship Winner	700.00	8/07/2026
[MGD INDUSTRIAL CORP] MGD INDUSTRIAL CORP	249838	8/04/2026	Operating Supplies	31.04	8/07/2026
[Micky Miller] Micky Miller	80726	8/07/2026	Refund for Shelter Deposit 7/27/2026 - Youth Baseball	100.00	8/07/2026
[Nicole Meckelberg] Nicole Meckelberg	80726	8/07/2026	Refund for Shelter Deposit 7/25/26 - Birthday Party	100.00	8/07/2026
[01-00002113-02-8] OBRIST, LISA	2026-07	8/05/2026	Cleaning Service	566.25	8/17/2026
[OTA] OTA Company	75949	8/04/2026	Car Show Shirts	789.74	8/07/2026
[PACKERLAND PORTABLES] PACKERLAND PORTABLES	1152591	8/06/2026	Campground	192.50	8/28/2026

[Sue Shemanski] Sue Shemanski	80726	8/07/2026	Refund for Shelter Deposit 8/2/2026 - Baptism	100.00	8/07/2026
[Northwoods] Superior Chemical, LLC	678347	8/10/2026	Operating Supplies	141.56	8/28/2026
[TAPCO SAFE TRAVELS] Traffic and Parking Control Co., LLC	1833285	8/21/2026	Annual Traffic Signal Preventive Maintenance	1,004.00	8/28/2026
[TTECH] TTECH Transcendent Technologies	m9210	8/19/2026	Pet Licensing - \$222.00 Tax Receipting GL - \$894.00	1,116.00	8/28/2026
[TTECH] TTECH Transcendent Technologies	m9211	8/19/2026	Ascent Software - Tax Receipting - Waushara	400.00	8/28/2026
[vonBRIESEN & ROPER, s.c.] vonBRIESEN & ROPER, s.c.	539573	8/13/2026	Labor & Personnel - 7/31/2026	269.50	8/28/2026
[WM] WASTE MANAGEMENT	0038666- +0414-7	8/03/2026	July	34,639.50	8/28/2026
[WI SCTF] WI SCTF	82826	8/28/2026	Garnishment - Child Support	222.46	8/28/2026
[WPPA] WISCONSIN PROFESSIONAL POLICE	28941	8/01/2026	Union Dues	470.00	8/07/2026
[WISCONSIN TUBING LLC] WISCONSIN TUBING LLC	133277	8/12/2026	Storm Sewers Maintenance	778.30	8/28/2026
[WLFPAV] WOLF PAVING & EXCAVATING OF MADISON, INC	56447	8/13/2026	Cold Patch	1,167.00	8/28/2026

Report Totals:

83,489.60

City of Berlin WI Reconciliation - 100 Fortifi GC

Closing Balance from Previous Statement.....	6/30/2026	722,766.67
16 Deposits and Other Additions Totaling.....		614,832.47
277 Checks and Other Withdrawals Totaling.....		660,279.28
3 Adjustments Totaling.....		94,960.91
0 Voids Totaling.....		0.00
Service Charge.....	7/31/2026	40.00
Interest Earned.....	7/31/2026	78.24
Closing Balance for this Statement.....	7/31/2026	772,319.01
Difference.....		0.00

Cash Balance from General Ledger.....	7/31/2026	4,760,991.67
Open Activity from Bank Register.....		3,988,710.90
Adjustment for Service Charges and Interest.....		38.24
General Ledger Reconciliation to Statement.....		772,319.01

Date	Check	To	Void Description	Amount
7/23/2026		[ALLNT] Alliant Energy/WPL		19,901.29
7/23/2026	0069709	[Torres, Angel] Torres, Angel	Witness Fees	6.00
7/23/2026	0069918	[WAUSCO] WAUSHARA COUNTY	Civil Process for Muni Court #C6728	75.00
7/23/2026	0071171	[BELCO VEHICLE SOLUTIONS, LLC] B	Dodge Durango	284.48
7/23/2026	0071175	[DTN] DTN, LLC	WeatherSentry Online Public Safety Professional	124.95
7/23/2026	0071206	[Andrew Romanowski] Andrew Romanov	Shelter Deposit Return 08/16/2025	100.00
7/23/2026	0071258	[DTN] DTN, LLC	Emergency Service - Radar Control	124.95
7/23/2026	0071314	[1236] Darnick, Colton L	Uniforms	50.00
7/23/2026	EFT	[1198] SCHWOCH, ISAAC A		0.00
Total Unmarked Voids:		20,666.67	Total Voids:	20,666.67

Date	Reference	Deposit Description	Amount
4/30/2026	0000197		2,378.00
4/30/2026	0000198		4,066,557.55
✓ 7/06/2026			13,551.45
✓ 7/06/2026			60,781.79
✓ 7/07/2026			335.00
✓ 7/10/2026	0000206		49,405.45
✓ 7/13/2026			1,404.00
✓ 7/14/2026			1,216.00
✓ 7/17/2026	0000207	GC Deposit 7/13-7/17/2026	13,867.12
✓ 7/23/2026	0000208	GC 07/20/2026-07/23/2026	21,766.28
✓ 7/27/2026			1,913.46
✓ 7/27/2026			11,087.00
✓ 7/27/2026			13,643.65
✓ 7/27/2026			14,671.93
✓ 7/27/2026			26,238.65
✓ 7/27/2026			367,952.33
✓ 7/31/2026			1,254.00
✓ 7/31/2026	0000209	GC 07/31/2026	15,744.36
Total Unmarked Deposits:		4,068,935.55	Total Deposits: 4,683,768.02

Date	Check	To	Check Description	Amount
10/24/2025	0000001	[1236] Darnick, Colton L	GC #22	74.99
11/21/2025	0071425	[Banyon] Banyon Data Systems	Annual Support	865.00

City of Berlin WI
Reconciliation - 100 Fortifi GC

Run: 8/31/2026 @ 11:34 AM

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Date	Check	To	Check Description	Amount
12/18/2025	0071494	[Green Lake County DA Office] Green Lake County DA Office	Extra on closing costs	141.85
1/30/2026	0000000	[1047] Darnick, Colton	GC #3	340.58
2/03/2026	0071614	[1206] Parsons, Lucas V	Witness Fees	6.00
2/09/2026	0071655	[GLCFire] Green lake County fire Association	2026 Dues for Berlin Fire Department	50.00
2/09/2026	0071663	[BALLWEG IMPLEMENT CO] BALLWEG IMPLEMENT CO	Invoices P25659, P25803	411.93
3/01/2026	0712735	[SOWWPS] State of Wisconsin WI PS ACH		0.00
5/07/2026	0071858	[CP2 Consulting] CP2 Consulting, Inc.	Final Invoice on Strategic Plan Pay with ARPA funds	3,125.00
5/14/2026	0071895	[TAPCO SAFE TRAVELS] Traffic and Parking Control Co., LLC	446 Vanhorn Rd	160.62
6/10/2026	0071972	[DNR Accounts Receivable] DNR Accounts Receivable State of Wisconsin	FD Equipment & Structures	72.59
✓ 6/19/2026	0000000	[1289] Klawitter, Tracy	GC #13	230.87
✓ 6/19/2026	0071979	[WLS] Winnefox Library System	Invoices WLS4591, WLS4627	1,565.55
✓ 6/19/2026	0071981	[Unique] Unique Management Services, Inc.	Placements	69.90
✓ 6/19/2026	0071982	[Brad Willis] Brad Willis	D&D Program on June 26	50.00
✓ 6/19/2026	0071983	[AEW] Automatic Entrances of Wisconsin, LLC	On Site Service Labor and Parts	441.69
✓ 6/19/2026	0071991	[BJN] BERLIN JOURNAL	Invoices 31583, BER352764	152.00
✓ 6/19/2026	0071993	[CHCOMM - POOL] Charter Communication	Pool 6/13-7/12/2026	169.98
✓ 6/23/2026	0071996	[CP2 Consulting] CP2 Consulting, Inc.	Final Invoice on Strategic Plan Pay with ARPA funds	3,125.00
✓ 6/26/2026	0071997	[ACCUFUND] Accufund, Inc.	yearly Maintenance & enhancements 7/1/2026-6/30/2027	1,981.50
✓ 6/26/2026	0071998	[ALCIVIA] Alcivia	Fieldmaster	1,102.61
✓ 6/26/2026	0071999	[BJN] BERLIN JOURNAL	Invoices BER354159, BER355422, BER355423, BER355424	480.30
✓ 6/26/2026	0072000	[BREWER] Brewer Heating & Cooling	AC Installation at PD	6,970.00
✓ 6/26/2026	0072001	[CAREW CONCRETE & SUPP CO, INC] CAREW CONCRETE & SUPP CO, INC	Grad A Curb/Gutter/Sidewalk Driveway	1,892.15
6/26/2026	0072002	[Corp net] Corporate Network Solutions, Inc	Invoices 83259, 83400	783.25
✓ 6/26/2026	0072003	[Correct Digital Displays] Correct Digital Displays, Inc.	Invoices 00202800, 517669-2	5,432.00
6/26/2026	0072004	[HSS] HUNTER SURVEILLANCE SYSTEMS	Parks Equipment	2,176.15
✓ 6/26/2026	0072005	[IBU] INTERSTATE BATTERY	Operating Supplies	57.85
✓ 6/26/2026	0072006	[MODRENT] MODERN RENTALS, INC	Invoices 344463, 344476	76.91
✓ 6/26/2026	0072007	[MOUNTAINEER] MOUNTAINEER COMPUTER SYSTEMS, INC.	Invoices 29081, 30704	822.50
✓ 6/26/2026	0072008	[NEA - City] NORTHEAST ASPHALT	Invoices 30-0004184, 30-00043248	3,057.57
✓ 6/26/2026	0072009	[WI SCTF] WI SCTF	Garnishment - Chlid Support Dylan Saylor - Payroll Date 06/19/2026	111.23
✓ 7/01/2026		[HSA Payments ER] HSA Payments ER		3,906.25
✓ 7/01/2026		[Empower] Empower Payments		1,962.90
✓ 7/02/2026		[Christlanson, Doug] Christlanson, Doug		649.00
✓ 7/02/2026		[WI Tax] WI Tax Payroll		6,998.48
✓ 7/03/2026		[IRS] IRS Tax Payments		40,216.74
✓ 7/03/2026		[HSA] HSA Payments		4,187.77
✓ 7/03/2026		[North Shore] North Shore Payments		250.00
✓ 7/03/2026	EFT		Pay period ending 6/27/2026	65,242.95
✓ 7/07/2026		[Empower] Empower Payments		2,057.33
✓ 7/07/2026	0072010	[Ryan Gaetzke] Ryan Gaetzke	Shelter Deposit Refund	100.00
7/07/2026	0072011	[Berlin United Methodist Church] United Methodist Church	Shelter Deposit Refund	100.00

✓ 7/07/2026 0072012	[Drexel Building Supplys] Drexel Building Supplys	Operating Supples Inv. 2606-060745 & 2606-094326	43.76
✓ 7/07/2026 0072013	[MACQUEEN] MACQUEEN	Squirt 17" Smart-Tec High Flow Jet PPV Fan, with Battery	1,343.75
✓ 7/07/2026 0072014	[MSA] MSA	Berlin Comp Plan 5/17/226-6/13/2026	2,613.76

City of Berlin WI

Reconciliation - 100 Fortifi GC

Date	Check	To	Check Description	Amount
7/07/2026	0072015	[Micky Miller] Micky Miller	Shelter Deposit Refund	100.00
✓ 7/07/2026	0072016	[WAYNE CONSULTANTS & MFG, LLC] WAYNE CONSULTANTS & MFG, LLC	BromMax (5 gal pail)	437.00
7/07/2026	0072017	[Corp net] Corporate Network Solutions, Inc	Invoices 82780, 83204	1,043.00
✓ 7/07/2026	0072018	[CAREW CONCRETE & SUPP CO, INC] CAREW CONCRETE & SUPP CO, INC	Grade A Curb/Gutter/Sidwalk Driveway	1,745.24
✓ 7/07/2026	0072019	[Fox Valley Tech] FOX VALLEY TECHNICAL COLLEGE	Invoices SPINV034853, SPINV034854	160.00
✓ 7/07/2026	0072020	[02-00001073-00-5] RIVER SHORES CHURCH	Shelter Deposit Refund X2	200.00
✓ 7/07/2026	0072021	[KEG] KUNKEL ENGINEERING GROUP	North Shelter & Veterans Gazebo Services through May 31, 2026	3,910.31
✓ 7/07/2026	0072022	[OTA] OTA Company	Replace Existing Fire Truck Hose Cover Check over and fix what is necessary	600.00
✓ 7/07/2026	0072023	[KRAUSE'S SERVICE, INC.] KRAUSE'S SERVICE, INC.	2025 Dodge Durango - Oil change and rotate tires	94.30
✓ 7/07/2026	0072024	[02-00004153-16-8] GRACE LUTHERAN CHURCH	Shelter Deposit Refund	100.00
✓ 7/07/2026	0072025	[FIS] Fire Inspection Services	416 Fire Inspections	10,084.00
✓ 7/07/2026	0072026	[Lindsey Johnson] Lindsey Johnson	Shelter Deposit Refund	100.00
✓ 7/07/2026	0072027	[CULLWA] Culligan Water	Clerks Water	17.50
✓ 7/07/2026	0072028	[Stephanie Combs] Stephanie Combs	Deposit Shelter Refund	100.00
✓ 7/07/2026	0072029	[APS] Advantage Police Supply	AXIIIa ballistics with 1 Hi-Lite carrier and soft trauma paid	1,097.23
✓ 7/07/2026	0072030	[WPPA] WISCONSIN PROFESSIONAL POLICE	Union Dues	470.00
✓ 7/07/2026	0072031	[LIR] LIR Transportation LLC	June Taxi fees	26,334.12
✓ 7/07/2026	0072032	[ML&LG] Municipal Law & Litigation Group, S.C.	Services for May - June 202	9,249.70
✓ 7/07/2026	0072033	[GFCOM] Gordon Flesch	Contractual Services	21.00
✓ 7/07/2026	0072034	[WI SCTF] WI SCTF	Invoices 070326, 070726	176.23
✓ 7/07/2026	0072035	[ABC, INC] ABC, INC	Shelter Deposit Refund	100.00
✓ 7/07/2026	0072036	[Wisconsin State Firefighters Association] Wisconsin State Firefighters Associa	Membershp Dues	720.00
✓ 7/07/2026	0072037	[BJN] BERLIN JOURNAL	Legal Notice - Rezoning	21.84
✓ 7/07/2026	0072038	[NEA - City] NORTHEAST ASPHALT	Ashphalt	676.18
✓ 7/07/2026	0072039	[CHCOM-SRCTR] Charter Communication III	Phone & Internet Service 6/21/2026- 7/20/2026	906.92
✓ 7/07/2026	0072040	[City of Appleton] City Of Appleton	July 2026	575.00
✓ 7/07/2026	0072041	[AAC] Associated Appraisal Consultants	Professional Services - July 2026	2,058.33
✓ 7/07/2026	0072042	[ALLNT] Alliant Energy/WPL	Nathan Strong Restroom	94.56
✓ 7/07/2026	0072043	[Dretske Law Office] Dretske Law Office, LLC	Services for May - June 2026	3,918.25
✓ 7/07/2026	0072044	[BRIGHT] Brightspeed	service 6-9/7-8 2026	1,195.45
✓ 7/07/2026	0072045	[EOJohnson] E.O. Johnson Co., Inc.	Copler contract 6/16-7/15/2026	171.75
✓ 7/07/2026	0072046	[ESO SOLUTIONS, INC.] ESO SOLUTIONS, INC.	Fire Incidents, Inspections, Properties, Personnel Management, Activities	3,994.95
✓ 7/07/2026	0072047	[Northwoods] Superior Chemical, LLC	Invoices 443870, 444271	149.61
✓ 7/07/2026	0072048	[VES] VIKING ELECTRIC SUPPLY	Operating Supplies	299.94
✓ 7/07/2026	0072049	[Darley] W. S. DARLEY & CO	Invoices 17586941, 17588549	991.18
✓ 7/07/2026	0072050	[RED POWER DIESEL SERVICE] RED POWER DIESEL SERVICE	Invoices 7091, 7092, 7093, 7094, 7099, 7100	11,515.07
✓ 7/07/2026	0072051	[BALLWEG IMPLEMENT CO] BALLWEG IMPLEMENT CO	Hydraulic Moter	1,611.98
✓ 7/08/2026		[FleetCor] FleetCor		5,957.15
✓ 7/08/2026		[ELAN-AUTOPAY] ELAN CREDIT CARDS		5,113.49
✓ 7/08/2026		[WIDOR] Wisconsin Department of Revenue		360.46
7/15/2026	0072052	[WLS] Winnefox Library System	Invoices WLS4656, WLS4689	2,189.92
✓ 7/15/2026	0072053	[01-00002113-02-8] OBRIST, LISA	Cleaning Service	611.25
✓ 7/15/2026	0072054	[MARTIN SYSTEMS, INC.] MARTIN SYSTEMS, INC.	Annual System Inspection	565.00

✓ 7/15/2026 0072055	[GFCOM] Gordon Flesch	Base Charges - Images over Base Amount	94.72
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City of Berlin WI

Reconciliation - 100 Fortifi GC

Date	Check	To	Check Description	Amount
✓ 7/15/2026	0072056	[BREWER] Brewer Heating & Cooling	Invoices 170015, 171942	300.00
✓ 7/15/2026	0072061	[1051] Barton, Andrew L	Mileage to pick up ballots in Green Lake county for service	12.03
✓ 7/17/2026		[North Shore] North Shore Payments		250.00
✓ 7/17/2026		[HSA] HSA Payments		4,212.77
✓ 7/17/2026	0000000	[1281] Fox, Jacob D	GC #15	347.14
7/17/2026	0000001	[1279] Johnson, Robert K	GC #15	57.93
✓ 7/17/2026	EFT		Pay period ending 7/11/2026	78,380.74
✓ 7/20/2026		[IRS] IRS Tax Payments		41,100.68
✓ 7/21/2026		[Empower] Empower Payments		1,621.25
✓ 7/21/2026	0072057	[ALCIVIA] Alcivia	Fieldmaster	1,043.12
✓ 7/21/2026	0072058	[FirstNet] AT & T Mobility	First Net - June & July	2,379.14
✓ 7/21/2026	0072059	[Baer Insurance] Baer Insurance	1st Q Worker's Comp - \$14319 1st Q General Liability, Auto & Cyber - \$22442	36,761.00
✓ 7/21/2026	0072060	[BALLWEG IMPLEMENT CO] BALLWEG IMPLEMENT CO	Joint Kit, 3 Universal Joints	171.98
✓ 7/21/2026	0072061	[1051] Barton, Andrew L	Laundry Money	50.00
✓ 7/21/2026	0072062	[BELLA BY DESIGN] BELLA BY DESIGN	2x5 engraved plate	15.00
7/21/2026	0072063	[BJN] BERLIN JOURNAL	Fireworks Ad	60.00
✓ 7/21/2026	0072064	[BH20] Berlin Water & Sewer Department	June Water & Sewer	1,630.72
7/21/2026	0072065	[Charlene Dibble] Charlene Dibble	Refund for deposit rental	100.00
7/21/2026	0072066	[CHCOMM - POOL] Charter Communication	Pool 7/13-8/12/2026	169.98
✓ 7/21/2026	0072067	[CIN] CINTAS	Cleaning Supplies	337.95
✓ 7/21/2026	0072068	[DTN] DTN, LLC	Weather Service	128.70
✓ 7/21/2026	0072069	[Elaine Leigh] Elaine Leigh	Refund Deposit Rental	100.00
✓ 7/21/2026	0072070	[Heldi Heath Farms] Heldi Heath Farms	Job, Project Quote	1,350.00
✓ 7/21/2026	0072071	[ITUAB] ITU ABSORBTECH, INC.	Cleaning supplies	80.29
✓ 7/21/2026	0072072	[JC Licht] J.C. Licht, LLC	5G Yellow WI HB ACR TRF FD	2,442.60
7/21/2026	0072073	[JLE] JON LUNDT ELECTRIC	City Hall A/C	580.00
✓ 7/21/2026	0072074	[Krystle Schubert] Krystle Schubert	Refund Shelter Deposit	100.00
✓ 7/21/2026	0072075	[KEG] KUNKEL ENGINEERING GROUP	Services through May 31,2026	572.50
✓ 7/21/2026	0072076	[NEA - City] NORTHEAST ASPHALT	Asphalt	869.91
✓ 7/21/2026	0072077	[PACKERLAND PORTABLES] PACKERLAND PORTABLES	28 Day Rent Cycle	192.50
✓ 7/21/2026	0072078	[Rebecca Bruce-Allington] Rebecca Bruce-Allington	Shelter Deposit Refund	100.00
✓ 7/21/2026	0072079	[0110] Thiel, Debra L	Refund for deposit shelter rental	100.00
7/21/2026	0072080	[Wallner, Nancy] Wallner, Nancy	Shelter Deposit Refund	100.00
✓ 7/21/2026	0072081	[WM] WASTE MANAGEMENT	June Garbage & Recycling	34,608.40
✓ 7/21/2026	0072082	[WI SCTF] WI SCTF	Garnishment - Child Support Dylan Saylor - Payroll Date 07/17/2026	111.23
✓ 7/27/2026		[ALLNT] Alliant Energy/WPL		12,125.89
✓ 7/31/2026		[WI Tax] WI Tax Payroll		14,447.73
✓ 7/31/2026		[IRS] IRS Tax Payments		38,788.32
✓ 7/31/2026		[WRF] WRF Payments		62,715.16
✓ 7/31/2026		[HSA] HSA Payments		4,062.77
✓ 7/31/2026		[HSA Payments ER] HSA Payments ER		3,968.75
✓ 7/31/2026		[Christianson, Doug] Christianson, Doug		649.00
✓ 7/31/2026		[North Shore] North Shore Payments		250.00
7/31/2026	0072084	[MSA] MSA	2026 Zoning/Parcels GIS Support	261.00

City of Berlin WI

Reconciliation - 100 Fortifi GC

Date	Check	To	Check Description	Amount
7/31/2026	0072085	[KEG] KUNKEL ENGINEERING GROUP	Services through June 2026	2,887.06
7/31/2026	0072086	[1667] Balcom, Jessi Lynn	Mileage for Election Training and picking up election Materials	46.80
7/31/2026	0072087	[vonBRIESEN & ROPER, s.c.] vonBRIESEN & ROPER, s.c.	Professional Services through 6/30/2026	192.50
7/31/2026	0072088	[APPAREL ART EMBROIDERY, LLC] APPAREL ART EMBROIDERY, LLC	Uniforms for Parks	178.00
7/31/2026	0072089	[MODRENT] MODERN RENTALS, INC	Blades - Filters	180.28
7/31/2026	0072090	[Guaranty Closing & Title Services, Inc.] Guaranty Closing & title Services, Inc	Invoices 2026-49732-11, 2026-49736-11	110.00
7/31/2026	0072091	[Foxgate Technology Group, LLC] Foxgate Technology Group, LLC	Prepay 100 hours	13,500.00
7/31/2026	0072093	[BJN] BERLIN JOURNAL	Invoices BER360963, BER360964, BER362081, BER362083, BER362084, BER362085, BER362086, BER363200	462.17
7/31/2026	0072094	[ASSOCBNK] Associated Bank	General obligation street improvement bonds - Interest	67,860.80
7/31/2026	0072095	[CHCOM-SRCTR] Charter Communication III	May 1, 2023, September 29, Phone & Internet Service 7/21/2026-8/20/2026	907.79
7/31/2026	0072096	[BRIGHT] Brightspeed	service 7-9/8-8 2026	1,313.15
7/31/2026	0072097	[WI SCTF] WI SCTF	Garnishment - Child Support Dylan Saylor - Payroll Date 07/31/2026	111.23
7/31/2026	0072097	[EOJohnson] E.O. Johnson Co., Inc.	Copier contract 7/16-8/15/2026	171.75
✓ 7/31/2026	EFT		Pay period ending 7/25/2026	59,940.00
Total Unmarked Checks:		100,891.32	Total Checks:	761,170.60

Date	Reference	Adjustment Description	Amount	
✓ 7/06/2026			-37,390.09	
✓ 7/29/2026		July Payroll Benefits	30,405.78	
✓ 7/29/2026		July Payroll Benefits	101,945.22	
Total Unmarked Adjustments:		0.00	Total Adjustments:	94,960.91

COMMON COUNCIL MEETING MINUTES
JULY 14, 2026 AT 7PM

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

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

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

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

END OF CONSENT AGENDA

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

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

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

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

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

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

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

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

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

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

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

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

22. New Business – None.

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

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

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Street Privilege Permit request by Randy Roxbury for a boathouse to remain on the right-of-way of South Adams Avenue along the river.
MEETING DATE: September 8, 2026

BACKGROUND

Mr. Roxbury submitted a permit request to allow the boathouse currently owned by Brian Brock to remain on the City's right-of-way for the next year. Mr. Brock has a permit for this purpose for the current year, which will expire on September 9.28.2026.

The Committee of the Whole discussed this request on September 1, 2026 and motioned and approved to recommend to Common Council to DENY the Street Privilege Permit requested by Mr. Roxbury.

This item is on the Consent Agenda.

**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

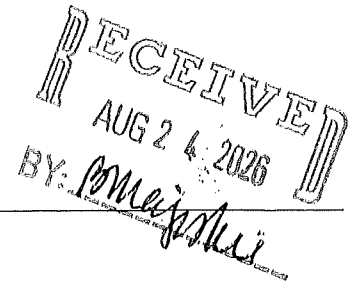
18-401 Street Privilege – Temporary construction (Dumpster, bucket truck, sidewalk blocked etc.)

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: 8-21-20

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

Applicant's Address: W7104 Chicago Ave, Waukegan, WI, 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:

Extended Details:

At the current time Brian Brock does the one year permit.

List of Businesses:

Name

Address

Telephone Number



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 in 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.

[illegible]

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Special Events on Streets, Highways, and Municipal Parking Lots permit request of Curly Concepts Car Meetup and Family Event on September 20 at 255 Webster Street.
MEETING DATE: September 8, 2026

BACKGROUND

The Committee of the Whole reviewed the proposed special event at their meeting on September 1, 2026. The application packet from Curly Concepts for a Car Meetup and Family Event on September 20 in the parking lot and green space of the Berlin Aquatic Center is attached.

The Committee of the Whole recommended approval of the Special Events on Streets, Highways and Municipal Parking Lots 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.

This item is on the Consent Agenda.

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. Mayes*

- 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 X 18-333 Event on Municipal Parking Lot Applicant's Name:

Wyatt Kettewell

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 53423

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 Kettewell - Founder

Name, Title, and Address Telephone Number

920-354-7245
Wyatt. Kettewell @ 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: vehicles of all kinds, food trucks + kids activities

When: 09.20.2026 Start Time and Duration: noon - 5pm (set up 10:30 AM and

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

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 Kettewell

Name of Person Signing (please print): Wyatt Kettewell

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 Kettnerell Wyatt Kettnerell
(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

[illegible]

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



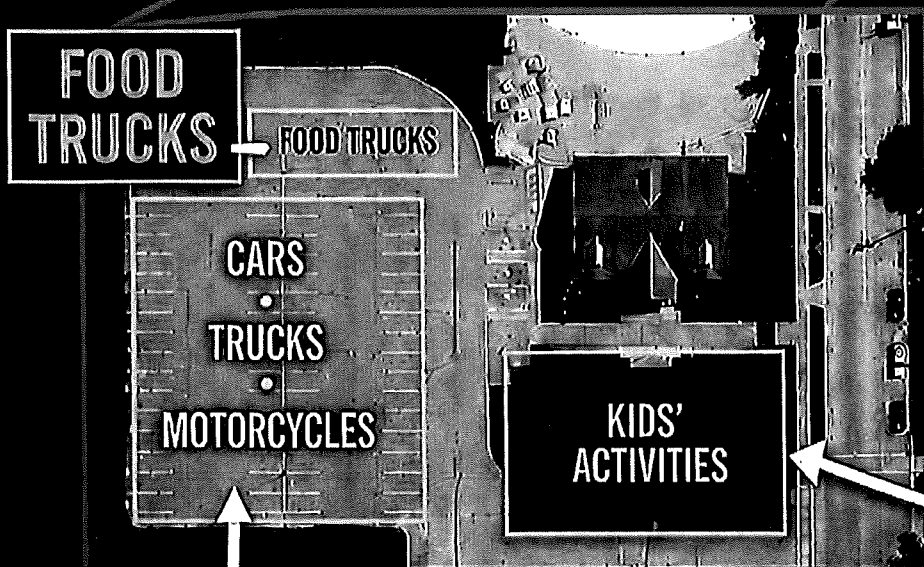
CAR MEET

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:						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC							\$
	OTHER:							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	☐ ANY AUTO						BODILY INJURY (Per person)	\$
	☐ OWNED AUTOS ONLY	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	☐ HIRED AUTOS ONLY	☐ NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	DED							\$
	RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	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
9047, 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 Cobden 316 Darling St.
8. 317 Webster St
9. 319 Webster St

10. ~~Sp~~ ~~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 ~~x~~ ~~22~~ ~~22~~ ~~22~~
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	JONI A 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	MAYRAL 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	16
				66.67%

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Implementation of Campground and Park Facility Rental through online/website with MYSite.
MEETING DATE: September 8, 2026

BACKGROUND

The Committee of the Whole reviewed the proposed online reservation program at the Committee of the Whole meeting on September 1, 2026.

The Committee of the Whole recommended approval of the Park & Recreation Commission's recommendation to implement an online campground and facilities rental/reservation program through MYSite.

This item is on the Consent Agenda.

**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
COMMON COUNCIL
STAFF REPORT**

TO: Common Council
FROM: Sue Kiener, Recreation Facilities Director
AGENDA ITEM: Parks Facilities policy change
MEETING DATE: September 8, 2026

BACKGROUND

On August 5th the Park & Recreation Commission approved the following changes to park reservation policies:

- Forgo a deposit on shelter house rentals
- Charge renters credit card on file for damages
- Remove first-come first-serve policy

On September 2nd the Park & Recreation Commission made a recommendation to Council to approve a Recreation Facilities/Campground & Shelter house Cancellation Policy as follows:

Campground:

- Cancellations made more than 24 hours prior to scheduled arrival date by 1:00PM will be fully refunded, minus a \$10 processing fee.
- Cancellations of full reservation less than 24 hours prior to scheduled arrival date by 1:00PM will be a complete forfeiture of the entire stays total cost.
- Cancellations of partial reservation less than 24 hours prior to scheduled arrival date by 1:00PM will be a \$10 fee for each day canceled.
- No-show or failing to arrive at any time of a reservation will result in a complete forfeiture of all payments.
- Once a cancellation occurs the reserved site(s) will be available to the public.

Shelter houses: (Current policy: Cancellations for a full refund of rental deposit must be made no later than six (6) weeks before the requested reservation date).

- Cancellations made four (4) weeks prior to the requested reservation date will be fully refunded, minus a \$10 processing fee.
- Cancellations made later than four (4) weeks prior to the requested reservation date will result in a forfeiture of the total cost.

This item is on the consent agenda.

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Consulting contract with Government Solutions LLC
MEETING DATE: September 8, 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.

The Committee of the Whole recommended 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.

This item is on the consent agenda.

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.

2. **Independent Contractor Status.** Neither this Agreement nor any other relationship created hereunder between GSLLC and the City shall constitute a partnership or joint venture, nor shall the relationship with GSLLC and the City be considered to be an Employer/Employee relationship. GSLLC understands that it and any individual, employee or agent that it retains to provide services under this

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:

GSLLC, LLC

By:_____

Steven A Corbeille, Managing Member

Briefing Report

TO: Honorable Mayor and Common Council

FROM: Timothy Ludolph, Planning & Development Director

DATE: 09-08-2026

SUBJECT: AN ORDINANCE AMENDING THE ZONING CODE RELATED TO SETBACKS FOR THE SIDE YARD IN THE RESIDENTIAL DISTRICT AND ACCESSORY STRUCTURES

BACKGROUND:

The City of Berlin's Planning & Development Department, in consultation with the Plan Commission, has reviewed the Ordinance regarding Accessory Structure setbacks and residential setbacks. The Plan Commission held a public hearing on this matter on 8-25-26 at their Regular Plan Commission Meeting. Following the hearing and staff review, the Plan Commission deliberated and reached a recommendation.

PLAN COMMISSION RECOMMENDATION:

On August 25th, 2026 the City of Berlin Plan Commission recommended the approval of the accompanying Text Amendment, the proposed Residential and Accessory Setback Ordinance as presented striking a sentence from the drafted Ordinance. The revised Ordinance is included in this packet.

STAFF RECOMMENDATION:

Accept the Plan Commission's recommendation to approve the Ordinance Amending Residential and Accessory Setbacks as drafted by the City Attorney with the revision recommended by the Plan Commission as presented.

ATTACHMENTS: Attorney Letter, 8-31-26 Ordinance Amendment and Plan Commission Staff Report 8-25-26

This item is on the consent agenda.

Municipal LAW

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

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

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

PAUL E. ALEXY
LUKE A. MARTELL
SAMANTHA R. SCHMID
CHRISTOPHER R. SCHULTZ
LUCAS C. LOGIC
GREGORY M. PROCOPIO
ADAM J. MEYERS
SAVANNA M. GAIN
JAIME L. STAFFARONI
HAILEY R. LIPINSKI
SAVANNAH H. ZIEGLER
ANDREW F. PIETROSKE

STEPHEN J. CENTINARIO, JR.

August 18, 2026

Timothy Ludolph, Planning and Development Director
City of Berlin
108 N. Capron Street
P. O. Box 272
Berlin, WI 549223

**Re: Draft Ordinance Amendment
 For Plan Commission 8-25-26
 Legal Review**

Dear Mr. Ludolph:

I received your request to review the Draft Ordinance Amendment for the Plan Commission. I have had an opportunity to carefully consider this matter.

I have identified no legal concerns with the proposed Ordinance Amendment. I have put the ordinance into the appropriate format for adoption.

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*
cc: Brittani Majeskie, City Clerk



Planning and Development
Director Timothy Ludolph

City of Berlin, WI
Planning + Development Department
108 N Capron St.
Berlin, WI 54923
Phone (920) 361-5156

Briefing Report

To: Plan Commission

From: Zoning Administrator

For: Regular Meeting of August 25th 2026

Subject: Public Hearing: AN ORDINANCE AMENDING THE ZONING CODE RELATED TO SETBACKS FOR THE SIDE YARD IN THE RESIDENTIAL DISTRICT AND ACCESSORY STRUCTURES

Date: August 25th 2026

Attachments: 8-18-26 Ordinance Amendment and Attorney Letter

Background and Analysis

At the July Meeting of the Plan Commission we discussed information related to residential setback requirements including a comparison of the International Zoning Code and several peer communities. The analysis found were the majority of these examples had a 3 foot setback for all accessory structures, regardless of size and the side yard setback was usually within a foot deviation from Berlin in one direction or the other. The Plan Commission recommended sending the drafted amendment to the City Attorney, and the final revision is included for review.

Plan Alignment (Discussion)

The newly adopted Comprehensive Plan has goals in the Land Use Chapter including to establish balanced neighborhoods throughout the city and strategies including providing a mix of housing types to accommodate every stage of life. This goes on to suggest updating the Zoning Ordinances to align with the goals of this plan. This proposal would support these goals by enabling more flexible construction and improvements to existing properties to get more of the allowed uses, while not compromising the intents and purpose of the Residential Zones.

Recommendation

Recommend the Common Council adopt the Ordinance Amending the Zoning Code Related to Setbacks for the Side Yard in the Residential District and Accessory Structures as drafted by the City attorney.

STATE OF WISCONSIN

CITY OF BERLIN

GREEN LAKE AND WAUSHARA COUNTY

ORDINANCE # 10-26

AN ORDINANCE AMENDING THE ZONING CODE RELATED TO SETBACKS FOR THE SIDE YARD IN THE RESIDENTIAL DISTRICT AND ACCESSORY STRUCTURES

WHEREAS, upon commencing the amendment procedure as described in Section 82-65 of the City of Berlin Municipal Code, and having complied with all notice requirements described in Section 82-66 of the Municipal Code, the City of Berlin Plan Commission held a public hearing on August 25th, 2026; and

WHEREAS, the City of Berlin Plan Commission has recommended to the Common Council to approve the ordinance as set forth herein, to allow for greater development potential within the R-1, R-2 and R-3 zoning district within the City of Berlin; and

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

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

SECTION 1: Chapter 82 of the City of Berlin Municipal Code entitled "Zoning," Article III entitled "Districts," Division 6 entitled "R-1 Residential District," Section 82-289 entitled "Area regulations," Subsection (2) is hereby repealed and recreated as follows:

(2) *Side yard.*

a. There shall be a side yard on each side of the building. Each side yard shall not be less than five feet in width. This shall apply to all lots, including reversed frontage lots.

b. Each side yard shall not be less than 15 feet for public and quasi-public buildings.

SECTION 2: Chapter 82 of the City of Berlin Municipal Code entitled "Zoning," Article III entitled "Districts," Division 7 entitled "R-2 Residential District," Section 82-314 entitled "Area regulations," Subsection (2) is hereby repealed and recreated as follows:

(2) *Side yard.*

(a). There shall be a side yard on each side of the building. Each side yard shall not be less than the following:

1. Single-family dwellings: five feet.
2. Two-family dwellings: Ten feet.

SECTION 3: Chapter 82 of the City of Berlin Municipal Code entitled "Zoning," Article IV entitled "Accessory Uses," Section 82-553 entitled "Residential district area and construction regulations," Subsection (3) entitled "Detached accessory structures," Subsection (b) is hereby repealed and recreated as follows:

Except as provided in subsection 82-22(b) or elsewhere in this chapter, detached accessory structures (whether permanent structures or temporary structures, but excluding signs, outdoor lighting, fences and play structures - which are all subject to their own special limitations) shall not be located closer than three feet to any side or rear lot line.

SECTION 4: Chapter 82 of the City of Berlin Municipal Code entitled "Zoning," Article IV entitled "Accessory Uses," Section 82-553 entitled "Residential district area and construction regulations," Subsection (3) entitled "Detached accessory structures," Subsection (f) is hereby repealed in its entirety.

SECTION 5: Chapter 82 of the City of Berlin Municipal Code entitled "Zoning," Article IV entitled "Accessory Uses," Section 82-568 entitled "Swimming pools," Subsection (e) entitled "Setbacks and miscellaneous requirements," Subsection (2) is hereby repealed and recreated as follows:

No swimming pool shall be located, constructed or maintained closer than three feet to any side or rear lot line.

SECTION 6: 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 7: 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
COMMON COUNCIL MEETING
STAFF REPORT**

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Appeal of Vicious Dog Determination requested by Madyson Main
MEETING DATE: September 8, 2026

BACKGROUND

The Common Council will hold a hearing regarding the requested appeal of a vicious dog determination, allowing the Berlin Police Department and the applicant to speak. The Common Council will also hear from other interested parties and receive written evidence.

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Authorization of City Attorney to prosecute municipal cross-appeals of manufacturing real estate assessments.
MEETING DATE: September 8, 2026

BACKGROUND

The City received notice that the Wisconsin State Board of Assessors received objections regarding the assessment of manufacturing property at 242 S Pearl Street on two accounts.

The Common Council may determine whether or not to participate in the cross-appeal process.

The Common Council may go into closed session to discuss possible litigation with the City Attorney.

Motion to go into closed session: *Adjourn into closed session pursuant to Wis. Stat. § 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding the City's municipal cross-appeals of the manufacturing real estate assessments for the property at 242 S. Pearl Street, specifically Appeal Nos. 469306112 and 946014976.*

SUGGESTED MOTION

Should the Common Council wish to move forward with legal action: *Motion to Authorize the City Attorney to prosecute and take all actions necessary in connection with the City's municipal cross-appeals of the manufacturing real estate assessments for 242 S. Pearl Street, Appeal No. 469306112 and Appeal No. 946014976, and to submit Common Council's authorization to the State Board of Assessors.*



WISCONSIN DEPARTMENT OF REVENUE
PO BOX 8971
MADISON, WI 53708-8971

Contact Information:

2135 Rimrock Road PO Box 8971
Madison, WI 53708-8971
ph: 608-266-8162
email: mfgtel76@wisconsin.gov
website: revenue.wi.gov

Received
8/13/26
DT

000071

Letter ID L0913203312

JESSI BALCOM, CLERK
CITY OF BERLIN
PO BOX 272
BERLIN WI 54923-0272

Manufacturer's Objection Acknowledgement

The Wisconsin State Board of Assessors (BOA) received your real estate objection on August 10, 2026. We will review your objection to determine if it meets the statutory filing requirements.

Objection Information

Appeal no.	469306112	Municipality	City of Berlin
Notice date	August 10, 2026	Supplemental date	October 9, 2026
WI tax no	237-1021171253-006		
DOR account no	000000636		
Property location	242 S PEARL ST BERLIN WI 54923		
Property owner	NICHOLAS THOMA		
Assessment notice total	1,060,700		
Your opinion of value	500,000		

Questions?

If you have questions about this notice, contact Madison supervisor, Leland Froelke at (608) 266-6484. Refer to the above appeal number when discussing this objection.

Additional Information

See the back page for additional information and resources.

State of Wisconsin
State Board of Assessors

Mackenzie Garon, Clerk

cc: Jessi Balcom, Clerk, City of Berlin
Patti Fox, Agent

Manufacturing Assessment Appeal Information

Property Owner Information

- **You may submit supplemental information to the State Board of Assessors (BOA)** - unless you waived your right to provide additional information to the BOA on your objection form
- **Submit supplemental information by the October 9, 2026 deadline** – If you did not waive your right to provide additional information on your objection form, and did not provide detailed written information with your objection form supporting your objection under sec. 70.995, Wis. Stats., send this information to the BOA
- **Submit new information related to the current year appeal** – If this objection is filed on the same property with a prior year appeal pending before the Wisconsin Tax Appeals Commission (TAC), and you provided information to the BOA for the prior year appeal, you do not need to submit the same information. However, you should submit any new information related to the current year appeal.

Note: You will receive a more accurate and faster decision if you provide complete and timely information. It is in your best interest to monitor the progress of the original appeal annually. If it is not resolved, it may be necessary to protect your interest and file additional appeals. Generally, as the first-year appeal is resolved, all other years quickly follow.

Municipality Information

The manufacturer listed on the front page filed a real estate objection with the Wisconsin State Board of Assessors (BOA). If a manufacturer appeals its assessment to the BOA and the municipality does not agree with the manufacturer's appeal, the municipality may appeal the same property (cross appeal) to the BOA.

What should your municipality do next?

1. Under sec. 70.995(8)(d), Wis. Stats., a municipality affected by an objection may file an appeal to that objection within 15 days after the date filed of August 10, 2026
2. Your municipality's governing body should consider whether to file a cross appeal
3. Attach two dated copies of the governing body's authorization (order) with the objection form (or provide within 60 days of filing the cross appeal)

What happens at the BOA level?

1. BOA assigns the appeal to the Manufacturing & Utility District Office where the property is located.
Note: When you discuss your appeal, refer to the appeal number **469306112**.
2. The district office reviews the information and determines the next course of action. A district specialist may do one of the following:
 - a. Contact the manufacturer, appellant's agent or municipality for clarification or additional information
 - b. Schedule an appointment to inspect the property
 - c. Make a recommendation after reviewing the information provided, along with any other available information
3. The municipality has the right to file a cross-appeal to the owner's objection
4. BOA will meet to review the district specialist analysis and all the information provided
5. BOA will notify you by mail of its determination
6. If you are not satisfied with the BOA's decision, you have 60 days, from the date of determination, to appeal to the Wisconsin Tax Appeals Commission (TAC). At a hearing before the TAC, you will have the opportunity to give direct testimony regarding your evidence.

Manufacturing BOA Appeal Guide

For more information, review the Guide to Manufacturing Board of Assessor Appeals (prop066) on the Wisconsin Department of Revenue's website, revenue.wi.gov/DOR%20Publications/pb060.pdf



WISCONSIN DEPARTMENT OF REVENUE
PO BOX 8971
MADISON, WI 53708-8971

Contact Information:

2135 Rimrock Road PO Box 8971
Madison, WI 53708-8971
ph: 608-266-8162
email: mfgtel76@wisconsin.gov
website: revenue.wi.gov

Received
8/13/26
DT

000070

Letter ID L0593780848

JESSI BALCOM, CLERK
CITY OF BERLIN
PO BOX 272
BERLIN WI 54923-0272

Manufacturer's Objection Acknowledgement

The Wisconsin State Board of Assessors (BOA) received your real estate objection on August 10, 2026. We will review your objection to determine if it meets the statutory filing requirements.

Objection Information

Appeal no.	946014976	Municipality	City of Berlin
Notice date	August 10, 2026	Supplemental date	October 9, 2026
WI tax no	237-1021171253-005		
DOR account no	000000635		
Property location	242 S PEARL ST BERLIN WI 54923		
Property owner	NICHOLAS THOMA		
Assessment notice total	2,199,600		
Your opinion of value	1,500,000		

Questions?

If you have questions about this notice, contact Madison supervisor, Leland Froelke at (608) 266-6484. Refer to the above appeal number when discussing this objection.

Additional Information

See the back page for additional information and resources.

State of Wisconsin
State Board of Assessors

Mackenzie Garon, Clerk

cc: Jessi Balcom, Clerk, City of Berlin
Patti Fox, Agent

Manufacturing Assessment Appeal Information

Property Owner Information

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What happens at the BOA level?

1. BOA assigns the appeal to the Manufacturing & Utility District Office where the property is located.
Note: When you discuss your appeal, refer to the appeal number **946014976**.
2. The district office reviews the information and determines the next course of action. A district specialist may do one of the following:
 - a. Contact the manufacturer, appellant's agent or municipality for clarification or additional information
 - b. Schedule an appointment to inspect the property
 - c. Make a recommendation after reviewing the information provided, along with any other available information
3. The municipality has the right to file a cross-appeal to the owner's objection
4. BOA will meet to review the district specialist analysis and all the information provided
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Manufacturing BOA Appeal Guide

For more information, review the Guide to Manufacturing Board of Assessor Appeals (prop066) on the Wisconsin Department of Revenue's website, revenue.wi.gov/DOR%20Publications/pb060.pdf

Form

PA-132M

Municipal Objection to Manufacturing Real Estate Assessment

■ Complete all sections

■ See Filing Requirements on page 2

To Instructions

Wisconsin
Department of Revenue

Section 1: What type of objection are you filing? (check one)

☐ Stand alone appeal

☐ Cross appeal*

*If cross appeal, provide the associated case number 469306112

Section 2: Municipal Contact Information

*If agent, submit current Agent Authorization Form (PA-105) with this form

Municipality name City of Berlin			Contact/agent name		
Mailing address 108 N Capron St., P.O. Box 272			Phone () -		Fax () -
City Berlin	State WI	Zip 54923	Email		

Section 3: Property Information

Property owner name (on assessment notice) Nicholas Thoma / Berlin River Properties LLC			Taxation district (Check one) ☐ Town ☐ Village ☐ City Enter municipality → Berlin		County Green Lake
Mailing address 242 S Pearl St, P.O. Box 208			Property street address 242 S Pearl St		
City Berlin	State WI	Zip 54923-2071	City Berlin	State WI	Zip 54923

Section 4: Assessment Information and Opinion of Value

Notice date (mm-dd-yyyy) 08 - 10 - 2026	Wisconsin tax number (on notice) 2 3 7 - 1 0 2 1 1 7 1 2 5 3 - 0 0 6	Local parcel no. 206-02071-0000
DOR account number 0 0 0 0 0 0 6 3 6		
Assessment as shown on notice - Total \$ 1,060,700		Your opinion of value (required under state law (sec. 70.995(8)(c)(1), Wis. Stats.) - Total \$ 1,060,700

Section 5: Reason for Objection and Basis of Estimate

Reason(s) for objection - (required under state law (sec. 70.995(8)(c)(1), Wis. Stats.) (Attach additional sheets if needed) The City disagrees with the appellant's opinion of value stated as \$500,000	For Department Use Only BOA#
Basis for your opinion of value - (required under state law (sec. 70.995(8)(c)(1), Wis. Stats.) (Attach additional sheets if needed) The assumption is that the Manufacturing & Utility District Office has valued this property correctly according to the Wisconsin Property Assessment Manual and commonly accepted assessment practices.	

I, the undersigned, declare under penalties of law that I have personally examined this form and supplemental documents. To the best of my knowledge and belief it is true, correct and complete.

Municipal official / Authorized agent Sign here	Name (please print) Luke A Martell
	Municipality or title City Attorney, City of Berlin
	Signature 

Form

PA-132M

Municipal Objection to Manufacturing Real Estate Assessment

■ Complete all sections

■ See Filing Requirements on page 2

To Instructions

Wisconsin
Department of Revenue

Section 1: What type of objection are you filing? (check one)

☐ Stand alone appeal

☐ Cross appeal*

*If cross appeal, provide the associated case number 946014976

Section 2: Municipal Contact Information

*If agent, submit current Agent Authorization Form (PA-105) with this form

Municipality name City of Berlin			Contact/agent name		
Mailing address 108 N Capron St., P.O. Box 272			Phone () -		Fax () -
City Berlin	State WI	Zip 54923	Email		

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Property owner name (on assessment notice) Nicholas Thoma / Berlin River Properties LLC			Taxation district (Check one) ☐ Town ☐ Village ☐ City		County Green Lake
Mailing address 242 S Pearl St, P.O. Box 208			Property street address 242 S Pearl St		
City Berlin	State WI	Zip 54923-2071	City Berlin	State WI	Zip 54923

Section 4: Assessment Information and Opinion of Value

Notice date (mm-dd-yyyy) 08 - 10 - 2026	Wisconsin tax number (on notice) <u>2</u> <u>3</u> <u>7</u> - <u>1</u> <u>0</u> <u>2</u> <u>1</u> <u>1</u> <u>7</u> <u>1</u> <u>2</u> <u>5</u> <u>3</u> - <u>0</u> <u>0</u> <u>5</u>	Local parcel no. 206-02070-0000
DOR account number <u>0</u> <u>0</u> <u>0</u> <u>0</u> <u>0</u> <u>0</u> <u>6</u> <u>3</u> <u>5</u>		
Assessment as shown on notice - Total \$ 2,199,600		Your opinion of value (required under state law (sec. 70.995(8)(c)(1), Wis. Stats.) - Total \$ 2,199,600

Section 5: Reason for Objection and Basis of Estimate

Reason(s) for objection - (required under state law (sec. 70.995(8)(c)(1), Wis. Stats.) (Attach additional sheets if needed) The City disagrees with the appellant's opinion of value stated as \$1,500,000	For Department Use Only BOA# _____
Basis for your opinion of value - (required under state law (sec. 70.995(8)(c)(1), Wis. Stats.) (Attach additional sheets if needed) The assumption is that the Manufacturing & Utility District Office has valued this property correctly according to the Wisconsin Property Assessment Manual and commonly accepted assessment practices.	

I, the undersigned, declare under penalties of law that I have personally examined this form and supplemental documents. To the best of my knowledge and belief it is true, correct and complete.

Municipal official / Authorized agent Sign here ▶	Name (please print) Luke A Martell	
	Municipality or title City Attorney, City of Berlin	
	Signature 	Date 08 - 21 - 2026

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Special Event – Think Pink 5K Run/Walk
MEETING DATE: September 8, 2026

BACKGROUND

Tiffany Morris of 920 Pink is requesting a Special Event Permit to allow the use of City Streets for a 5K Run/Walk on October 11, 2026. The event is planned to be held at the Berlin High School from noon to 4PM, with the run/walk starting at 1PM.

Staff met with Ms. Morris and discussed the route. The event will not require any street closures and participants will utilize the streets and sidewalks along the route.

A Certificate of Liability Insurance is required for this event. Should the Council wish to approve the attached application, such approval must be contingent upon the insurance being obtained and proof provided to the City prior to the event.

SUGGESTED MOTION

Should the Common Council wish to approve the requested permit:

Motion to approve the Special Events on Streets, Highways and Municipal Parking Lots permit to allow the use of City streets on October 11, 2026 for the Think Pink 5K Run/Walk, such approval is contingent upon the proof of insurance/Certificate of Liability Insurance being provided to the City as required/noted on the Special Event Permit Checklist prior to the event.

City of Berlin –Special Event Permit Checklist

Name of Event:

Think Pink 5K Run/Walk

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

- Date application submitted: 8/20/26
- ☒ 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
- NA Park and Recreation Commission Request Form completed for events in City Parks (including parking lots) with animals.
- NEEDED NA 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
as exemption does not apply until/unless 501 c 3
Expiration date: _____
or
- ☐ EXEMPTION FROM LIABILITY INSURANCE (Religious, charitable, service, fraternal, veterans, school)
Proof of exemption status required YES or NO 920 Pink Reg. 501 c 3
EIN 42 As of 8/26/26 no proof of exemption status is available.
as of 8/26/26
- ☒ SIGNED INDEMNIFICATION AGREEMENT (Required for all permits. Tiffany said it was submitted to the State on 8/19/26)
- NA 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: 8/20/26
- ☐ 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: 9/8/2026

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: 920 Pink Date of Application: 8/19/2026

Applicant's Telephone Number: [REDACTED] Applicant's DOB/Organized: 8/19/2026

Applicant's Address: 318 Sacramento St. Berlin, WI 54923

Purpose of Application Request: Street closures for a 5K Run/Walk

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
<u>Tiffany Morris Director</u> <u>318 Sacramento St. Berlin, WI 54923</u>	<u>[REDACTED]</u>
<u>Alucia Drouer Director</u> <u>W2483 CTH-F Berlin, WI 54923</u>	<u>[REDACTED]</u>
<u>Jada Lyne</u> <u>N2101 29th Ln Redgranite WI 54970</u>	<u>[REDACTED]</u>

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

What: 5K Run/Walk

When: October 11, 2026 Start Time and Duration: 12:00 about 4 hours

Where: _____ If Parade, Assembly Area: n/A

Estimated number of units (if parade) or persons attending (if other event): goal of 150

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: 920 Pink Inc EIN: 42-4532089
(Also submit any supporting documentation for this claim of exemption)

Applicant or Applicant's Agent's Name Signature: [Signature]

Name of Person Signing (please print): Tiffany Morris

Title of Person Signing (if applicant is an organization): 11:27 am

For Office Use Only Include with Application:

8/20/26 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 N/A

Reviewed by: _____ Chief of Police _____ Street Superintendent

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

Recommendation: Conditions for Approval or Reasons for Denial:



State of Wisconsin

Department of Financial Institutions**Corporations Bureau****Form 102 - Nonstock Corporation Articles of Incorporation****Name of Corporation**

The corporation is organized under Ch. 181 of the Wisconsin Statutes.

Article 1 Name of Corporation: 920Pink Inc.

Article 2 Principal Office

Mailing Address: 318 Sacramento St
City: Berlin
State: WI
Zip Code: 54923

Article 3 Registered Agent

Registered Agent Individual: Tiffany Morris
Name of Entity:
Street Address: 318 Sacramento St
City: Berlin
State: WI
Zip Code: 54923
Email: [REDACTED]

Select Statement

Article 4 Select one statement: The corporation will have members
Article 5 Is this corporation Yes
authorized to make distributions
under the statute?:
This document was drafted by: Tiffany Morris

Article 6 Incorporator

Name: Jada Lynne
Street Address: N2101 29th Ln
City: Regranite
State: WI
Zip Code: 54970
Name: Alycia Drover
Street Address: W2483 CTH-F
City: Berlin
State: WI
Zip Code: 54923

Incorporator Signature

I understand that checking this box
constitutes a legal signature:

Yes

Incorporator Signature:

Tiffany Morris

Article 7 Optional Articles

The purpose(s) for which the
corporation is incorporated:

To support individuals going through
breast cancer treatment

Delayed Effective date:

08/19/2026

Article 8 Directors

Name:

Tiffany Morris

Street Address:

318 Sacramento St

City:

Berlin

State:

WI

Zip Code:

54923

Name:

Jada Lyne

Street Address:

N2101 29th Ln

City:

Regranite

State:

WI

Zip Code:

54970

Name:

Alycia Drover

Street Address:

W2483 CTH-F

City:

Berlin

State:

WI

Zip Code:

54923

Optional Contact Information

Name:

Randy Devries

Address:

318 Sacramento St

City:

Berlin

State:

WI

Zip Code:

54923

Phone Number:

[REDACTED]

Email Address:

[REDACTED]

Endorsement

FILED

Received Date:

08/19/2026

Entity ID:

N067918

Wisconsin.Gov



State of Wisconsin

Department of Financial Institutions

Search for:

920 pink

[Search](#)
[Advanced Search](#)
[Name Availability](#)

Corporate Records

Result of lookup for N067918 (at 8/20/2026 1:33 PM)

920PINK INC.

You can: [File an Annual Report](#) - [Request a Certificate of Status](#) - [File a Registered Agent/Office Update Form](#)

Vital Statistics

Entity ID	N067918
Registered Effective Date	08/19/2026
Period of Existence	PER
Status	Incorporated/Qualified/Registered Request a Certificate of Status
Status Date	08/19/2026
Entity Type	Non-Stock Corporation
Annual Report Requirements	Non-stock Corporations are required to file an Annual Report under s. 181.0214, WI Statutes.

Addresses

Registered Agent Office	TIFFANY MORRIS 318 SACRAMENTO ST BERLIN, WI 54923 File a Registered Agent/Office Update Form
-------------------------	---

Principal Office	318 SACRAMENTO ST BERLIN, WI 54923
------------------	---------------------------------------

Historical Information

Annual Reports	None
Certificates of Newly-elected Officers/Directors	None
Old Names	None

Chronology

Effective Date	Transaction	Processed Date	Description
----------------	-------------	----------------	-------------

08/19/2026	Incorporated/Qualified/Registered	08/19/2026	OnlineForm 102
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[Order a Document Copy.](#)

Additional Details: Think Pink 5K Run/Walk is a fundraiser to support local individuals going through breast cancer treatment through financial grants and care packages.

We are looking to raise money through registrations, raffle baskets, 50/50 + Vendor Booths.

Anticipating to have starting point at Berlin High / Middle School or Nathan Strong Park.

I am anticipating 150 people but there could be more depending on registration and actual attendance.



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:

5K Run/Walk
(Description and location of event)

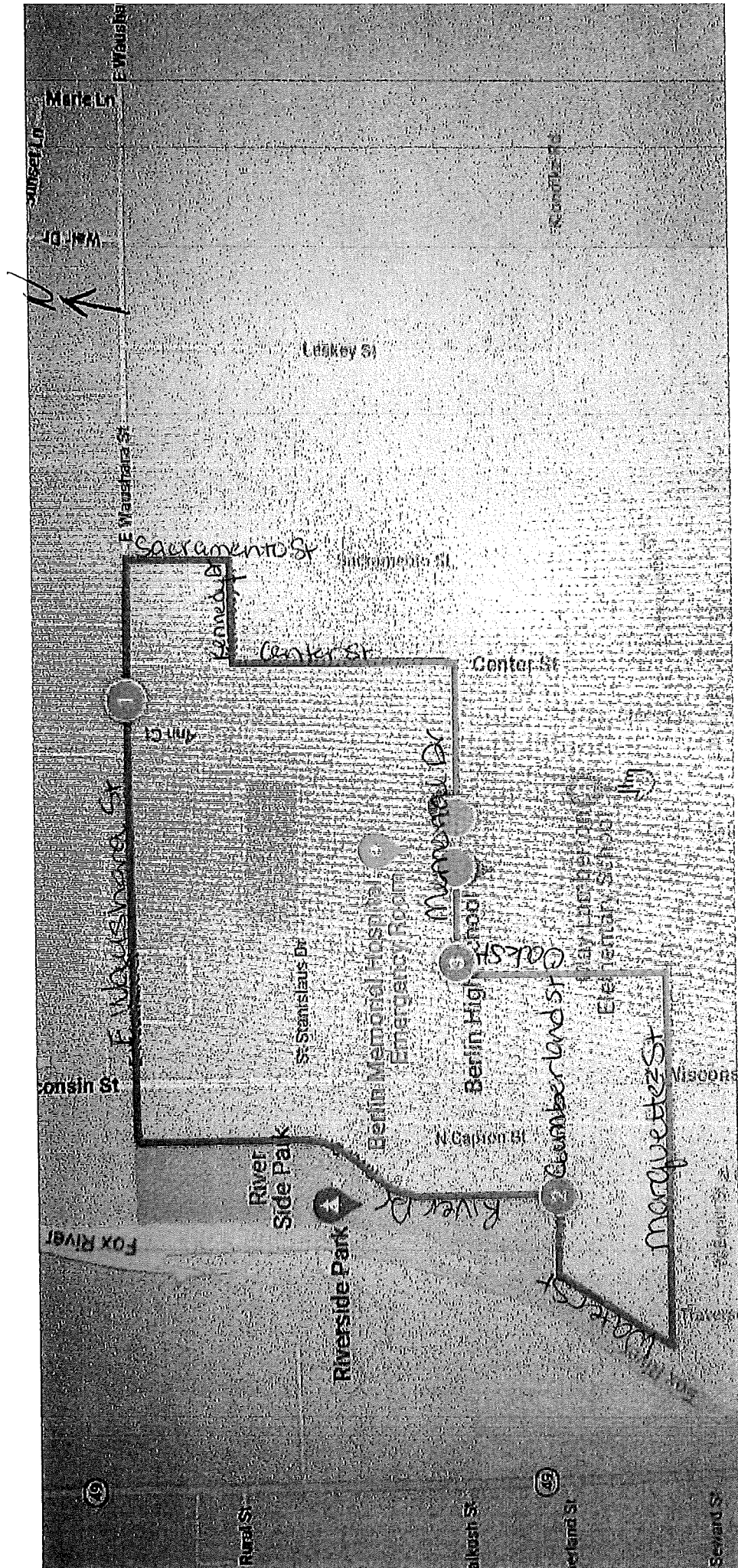
On: October 11th 2020
(Date(s) of event)

By: Tiffany Morris
(Sign and Print Name)

OR On Behalf of:

920 Pink President
(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.



E Wausau St
Main Ln
Ward Dr
Lugkey St

E Wausau St

E Wausau St

Consin St

Fox River

29

Rural St

Talkash St

49

Berkland St

Seward St

Sacramento St

Kenney Dr

Center St

Center St

Am Cl

Marquette Dr

St Stanislaus Dr

River Side Park

Riverside Park

Berlin Memorial Hospital
Emergency Room

N Capitol Bl

Berlin High School

Oak St

Geumberland St

Eleventh St

Marquette St

Wisconsin

**CITY OF BERLIN
COMMON COUNCIL
STAFF REPORT**

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Residency Requirements of Commission Members – Amendments to Chapter 66 and Chapter 2 of the Municipal Code
MEETING DATE: September 8, 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.

At the Council's request, the City Attorney prepared ordinance amendments to allow up to two non-resident members to serve on each on the following Boards: Parks and Recreation Commission, Travel and Tourism Commission, Cemetery Board, and Committee on Aging.

Chapter 2 and 66 are Charter ordinances 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.

The Committee of the Whole recommended approval of these amendments.

STATE OF WISCONSIN

CITY OF BERLIN

GREEN LAKE AND WAUSHARA COUNTY

CHARTER ORDINANCE # 11-26

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 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 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 year, 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

STATE OF WISCONSIN

CITY OF BERLIN

GREEN LAKE AND WAUSHARA COUNTY

CHARTER ORDINANCE # 12-26

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 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 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 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 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 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, 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