

COMMON COUNCIL MEETING AGENDA
TUESDAY, OCTOBER 13, 2026 AT 7PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE
IT IS ANTICIPATED THAT CITY MEETINGS CAN BE WATCHED LIVE OR RECORDED
ON THE CITY OF BERLIN YOUTUBE PAGE @CITYOFBERLIN5623

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

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

5. Waive the reading of ordinances and resolutions.
6. Accept and place on file reports from the City Clerk, Treasurer, and Building Inspector.
7. Approve payment of bills.
8. Approve minutes of the 09.08.2026 Common Council meeting, 09.08.2026 Special Nomination Common Council meeting, 08.12.2026 Common Council meeting and 09.08.2026 Closed Session Common Council meeting.
9. Approve the recommendation of the Committee of the Whole to approve the Business Associate Agreement and Employee Benefits Service Agreement with Vizance.
10. Approve the recommendation of the Plan Commission to authorize the approval of a minor subdivision (CSM) of Proposed Lot 1 – W Marquette Street, Parcel #206-01200-0000 + 206-01201-0000. Lot Description: COM 935' W OF W LN OF WISCONSIN ST ON N LN OF MARQUETTE ST: N 165'; W 66'; S 165'; E 66' TO BEG SEC 4 + COM 869' W OF W LN OF WISCONSIN ST ON N LN OF MARQUETTE ST: N 165'; W 66'; E 165'; E 66' TO BEG SEC 4
11. Approve the recommendation of the Plan Commission to authorize the approval of a minor subdivision (CSM) of 359 E Waushara Street, Parcel #206-03452-0410+ 206-03452-0420. Lot Description: LOT 1 +2 CSM 3822

END OF CONSENT AGENDA

12. Proclamation Honoring 60 Year Anniversary of Fox River Industries. RECOMMENDATION: Approve the Proclamation recognizing and honoring the 60th Anniversary of Fox River Industries, LLC.
13. Alcohol Beverage License Request of Tiki Pins Berlin, LLC – Class “B” Beer License and “Class B” Liquor License, and Outdoor Activity Area Permit and Amusement & Music Devices Licenses at 114 N. Capron Street. RECOMMENDATION: Review and action as appropriate.

14. Foth Infrastructure and Environment, LLC Agreement for Services. RECOMMENDATION: Approve the agreement with Foth to provide Zoning Administration Services to the City of Berlin as outlined in the Request for Proposals issued on August 21, 2026.
15. 2027-2031 Capital Improvement Plan. RECOMMENDATION: Approve the 2027-2031 Capital Improvement Plan.
16. Ordinance 13-26 to Repeal and Recreate Certain Sections in Chapter 70 of the City of Berlin Municipal Code. RECOMMENDATION: Repeal and Recreate Certain Sections in Chapter 70 “Traffic and Vehicles” to regulate bicycles, e-bikes and e-scooter.
17. Accept Library Board Resignation. RECOMMENDATION: Accept the resignation of Kay Roethel from the Library Board effective 09.28.2026.
18. Firefighter’s Park Concurrence Letter for Project ID 6210-00-04/74 to WisDOT. RECOMMENDATION: Approve the Concurrence letter regarding Firefighter’s Park on the Highway 49 Project.
19. Reschedule the Committee of the Whole meeting of 11.3.2026 to Monday, November 2, 2026 at 7PM due to the General Election. RECOMMENDATION: Move the November Committee of the Whole meeting to Monday, November 2.
20. 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.)
21. New Business (To be used to request items of new business be put on a future agenda)
22. Discussion and possible action regarding the City’s interest in the Berlin Armory building.
 - 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 interest in the Berlin Armory Building at 147 Memorial Drive.*
 - 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.

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 WI

Accounts Payable Status Report from 9/01/2026 to 9/30/2026

Lookup & Org Name	Invoice Number	Invoice Date	A/P Description	Original A/P Owed	Paid Amt To Date	Balance Due Run Date	Check Number
[ABC, INC] ABC, INC	091126	9/11/2026	2026 Holiday Celebration	3,000.00	3,000.00	0.00	9/11/2026
[ALCIVIA] Alcivia	3512	9/16/2026	Fuelmaster	1,697.89	1,697.89	0.00	9/21/2026
[ALLNT] Alliant Energy/WPL	091126	9/02/2026	Nathan Strong	31.77	31.77	0.00	9/11/2026
[Anne Murphy] Anne Murphy	092426	9/24/2026	Craft Reimburseme	11.88	11.88	0.00	9/24/2026
[AAC] Associated Appraisal Consultants	188015	9/01/2026	Services September 2026	2,058.33	2,058.33	0.00	9/03/2026
[BADGER STATE TIRE, INC] BADGER STATE TIRE, INC	50055	9/03/2026	2007 Chevy 2500	777.80	777.80	0.00	9/21/2026
[BADGER STATE TIRE, INC] BADGER STATE TIRE, INC	50143	9/16/2026	Lawnmower	145.95	145.95	0.00	9/21/2026
[Baer Insurance] Baer Insurance	10767	9/14/2026	2nd Q Worker's Comp - \$14319 2nd Q General Liability, Auto & Cyber - \$22442	36,761.00	36,761.00	0.00	9/24/2026
[BELLA BY DESIGN] BELLA BY DESIGN	4039	9/11/2026	Chamber Name Plates	105.00	105.00	0.00	9/24/2026
[BIN] BERLIN JOURNAL	0044879	9/11/2026	Senior Center Yearly Subscription	59.00	59.00	0.00	9/11/2026
[BH20] Berlin Water & Sewer Department	091126	9/03/2026	August	1,744.38	1,744.38	0.00	9/11/2026
[Berlin Wrestling Club] Berlin Wrestling Club	091126	9/11/2026	Shelter Deposit Refund	100.00	100.00	0.00	9/11/2026
[BRIGHT] Brightspeed	420001505584	9/09/2026	service 9-9/10-8 2026	1,260.78	1,260.78	0.00	9/24/2026
[Casie Richardson] Casie Richardson	090326	9/03/2026	Shelter Deposit Refund 080826	100.00	100.00	0.00	9/03/2026
[CHCOMM - POOL] Charter Communication	17171880109072	9/07/2026	Pool 9/13/2026-10/12/2026	169.98	169.98	0.00	9/24/2026
[CIN] CINTAS	4281326823	9/03/2026	Cleaning Supplies	337.45	337.45	0.00	9/21/2026
[City of Appleton] City Of Appleton	21126	9/03/2026	September 2026	575.00	575.00	0.00	9/11/2026
[COMOFF] Complete Office of Wisconsin	191537	9/15/2026	Office Supplies	256.06	256.06	0.00	9/21/2026
[COMOFF] Complete Office of Wisconsin	192152	9/16/2026	Office Supplies	70.28	70.28	0.00	9/21/2026
[Correct Digital Displays] Correct Digital Displays, Inc.	00205952	9/14/2026	Scoreboard - Reimbursement will come from BYSB	9,886.00	9,886.00	0.00	9/24/2026
[Dane County] Dane County Clerk of Circuit Court/Register in Probate	261B08589	9/03/2026	2 Copies	2.50	2.50	0.00	9/03/2026
[DNR/WA] DNR/WA	091826	9/14/2026	Renewal	143.00	143.00	0.00	9/21/2026
[Donald Fink] Donald Fink	090326	9/03/2026	Shelter Deposit Refund 80926	100.00	100.00	0.00	9/03/2026
[DTN] DTN, LLC	210-00346896	9/01/2026	Weather Sentry	128.70	128.70	0.00	9/21/2026
[Foxgate Technology Group, LLC] Foxgate Technology Group, LLC	2122	9/09/2026	Annual Microsoft 365 Business Basic & Standard Renewal	924.00	924.00	0.00	9/11/2026
[Friends of the Park] Friends of the Park	092426	9/24/2026	Plants for the City of Berlin Flower Beds	547.24	547.24	0.00	9/24/2026
[GFCOM] Gordon Flesch	IN15750865	9/12/2026	Total Base/Misc. charges & Images over Base Amount	141.14	141.14	0.00	9/11/2026

City of Berlin WI

Accounts Payable Status Report from 9/01/2026 to 9/30/2026

Lookup & Org Name	Invoice Number	Invoice Date	A/P Description	Original A/P Owed	Paid Amt To Date	Balance Due Run Date	Check Number
[Graphic Sign] Graphic Sign & Letter Col, Inc.	260697	9/07/2026	Forsyth & Longcroft park	678.36	678.36	0.00	9/21/2026
[GLCO-02] GREEN LAKE COUNTY TREASURER	090326	9/03/2026	Dog License Report 5/1-9/1-2026	145.00	145.00	0.00	9/03/2026
[HSS] HUNTER SURVEILLANCE SYSTEMS	20767 (1)	9/24/2026	Parks Equipment - Replacement Check	2,176.15	2,176.15	0.00	9/24/2026
[IBU] INTERSTATE BATTERY	60216834	9/22/2026	2 31-MHD	311.90	311.90	0.00	9/24/2026
[ITUAB] ITU ABSORBTech, INC.	8785778	9/01/2026	Cleaning Supplies	80.29	80.29	0.00	9/03/2026
[JLE] JON LUNDT ELECTRIC	14775	9/03/2026	City Hall - Troubleshooting cooling tower fan and motor starter	122.00	122.00	0.00	9/21/2026
[Josh & Claire Wendt] Josh & Claire Wendt	090326	9/03/2026	Shelter Deposit Refund 081526	100.00	100.00	0.00	9/03/2026
[Kayla Gilmour] Kayla Gilmour	090326	9/03/2026	Shelter Rental Deposit 081026	100.00	100.00	0.00	9/03/2026
[106] Kiener, Susan J	090326	9/03/2026	Mileage - Delivering Newsletter	11.40	11.40	0.00	9/03/2026
[Lynn Roitt] Lynn Roitt	090326	9/03/2026	Shelter Deposit Refund 081526	100.00	100.00	0.00	9/03/2026
[1264] Majeskie, Brittani K	090326	9/03/2026	Mileage to return election materials to GLC	12.16	12.16	0.00	9/03/2026
[Marie Reilly] Marie Reilly	090326	9/03/2026	8/19/2026 Meeting	40.98	40.98	0.00	9/03/2026
[0325] McMartin, Richard S	090326	9/03/2026	Conference Reimbursement	100.00	100.00	0.00	9/03/2026
[MODRENT] MODERN RENTALS, INC	347699	9/15/2026	Supplies	307.71	307.71	0.00	9/21/2026
[MODRENT] MODERN RENTALS, INC	347902	9/22/2026	7" VAC or Blower Hose	142.74	142.74	0.00	9/24/2026
[MOUNTAINEERI] MOUNTAINEER COMPUTER SYSTEMS, INC.	30993	9/03/2026	Setup health insurance HR item	612.50	612.50	0.00	9/11/2026
[MOUNTAINEERI] MOUNTAINEER COMPUTER SYSTEMS, INC.	31081	9/08/2026	Upgrade AccuFund to 06.03.6381, assistance with workstation upgrades	183.75	183.75	0.00	9/24/2026
[NEA - City] NORTHEAST ASPHALT	30-00048938	9/03/2026	Asphalt	524.54	524.54	0.00	9/21/2026
[01-00002113-02-8] OBRIST, USA	2026-08	9/04/2026	Cleaning service	577.50	577.50	0.00	9/11/2026
[PACKERLAND PORTABLES] PACKERLAND PORTABLES	153712	9/03/2026	28 Day rent cycle Fuel Surcharge	192.50	192.50	0.00	9/21/2026
[01-00010108-00-9] PARAMO, KEVIN	090326	9/03/2026	Shelter Deposit Refund 082226	100.00	100.00	0.00	9/03/2026
[Robert Layton] Robert Layton	090326	9/03/2026	Shelter Deposit Refund 080426	100.00	100.00	0.00	9/03/2026
[0374] SCHMIDT, ALEXANDER M	090326	9/03/2026	Conference Reimbursement	110.00	110.00	0.00	9/03/2026
[Terminator Pest Control] Terminator Pest Control LLC	273042	9/02/2026	Maintenance on Spring/Fall Invading Insects	135.00	135.00	0.00	9/03/2026
[Terry Wallace] Terry Wallace	090326	9/03/2026	Shelter Deposit Refund 080426	100.00	100.00	0.00	9/03/2026
[TCAW] THEDACARE AT WORK	389697	9/08/2026	Preemployment drug screen-A. Adams	44.00	44.00	0.00	9/21/2026

City of Berlin WI

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Lookup & Org Name	Invoice Number	Invoice Date	A/P Description	Original A/P Owed	Paid Amt To Date	Balance Due Run Date	Check Number
[0110] Thiel, Debra L	090326	9/03/2026	Mileage to deliver Election material to Waushara Cty	136.26	136.26	0.00	9/03/2026
[United Migrant Opportunity Services]	090326	9/03/2026	Mileage to conference in Green Bay	100.00	100.00	0.00	9/03/2026
United Migrant Opportunity Services			Shelter Deposit Refund 080926	269.50	269.50	0.00	9/24/2026
[vonBRIESEN & ROPER, s.c.] vonBRIESEN & ROPER, s.c.	543260	9/15/2026	Professional Services through August 31,2026q	34,639.50	34,639.50	0.00	9/11/2026
[WM] WASTE MANAGEMENT	0039062-0414-8	9/01/2026	August	145.84	145.84	0.00	9/11/2026
[WI SCTF] WI SCTF	091126	9/11/2026	Garnishment - Child Support Dylan Saylor - Payroll Date 09/11/2026	470.00	470.00	0.00	9/03/2026
[WPPA] WISCONSIN PROFESSIONAL POLICE	29232	9/01/2026	Monthly PD membership Dues	101.00	101.00	0.00	9/24/2026
[0375] Zacharias, Jaylon	092426	9/24/2026	Hotel reimbursement for training				
Report Totals:				104,105.71		0.00	

CITY OF BERLIN

PAYROLL FOR Sptember - 2026

NET PAYROLL

	PAYDATE	Payroll #	PAYROLL TITLE	GENERAL CITY	UTILITY	AMBULANCE		
	9/11/2026	19	General City	54,238.44				
	9/11/2026	19	Ambulance			38943.91		
	9/11/2026	19	Utility		13,349.46			
	9/25/2026	20	General City	64,304.09				
	9/26/2025	20	Utility		14,162.92			
	9/26/2025	20	Ambulance			42625.53		
			TOTAL MONTHLY PAYROLL	\$118,542.53	\$27,512.38	81569.44		
			Totals - September	\$227,624.35				



Fortifi Bank

FINANCIAL SERVICES STATEMENT

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

855.876.1500
www.FortifiBank.com

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



Statement Date: 08/31/2026

Account No.:

XXX028 Page: 1

NOW ACCOUNT SUMMARY

Type: REG Status: Active

Category	Number	Amount
Balance Forward From 07/31/26		772,319.01 ✓
Deposits	4	102,685.25+
Debits	61	147,035.64
Automatic Withdrawals	32	378,331.04
Automatic Deposits	9	812,033.21+
Miscellaneous Fees	2	40.00 ✓
Interest Added This Statement		114.29+ ✓
Ending Balance On 08/31/26		1,161,745.08 ✓
Annual Percentage Yield Earned	0.15 %	
Interest Paid This Year	1,360.44	
Interest Paid Last Year	1,015.12	
Average Balance (Ledger)	897,109.39+	

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

ALL CREDIT ACTIVITY

Date	Type	Amount	Date	Type	Amount	Date	Type	Amount
08/07/26	Deposit	✓ 5,681.56	08/24/26	Deposit	✓ 64,246.83			
08/13/26	Deposit	✓ 6,355.18	08/31/26	Deposit	✓ 26,401.68			

Date	Description	Amount
08/06/26	ELAN INVOICE PD FROM SENIOR CENTER GF NEEDED TO BEREIMBURSED FROM SENIOR CENTER NUTRITION	7.59 ✕
08/06/26	ACCOUNT-INTERNETTRANSFER FROM CHK 3515 TO CHK 0028 3530466289	
	ELAN INVOICES PAID FROM SENIOR CENTER GF NEEDED TOBE REIMBURSED FROM SENIOR CENTER ACCOUNT-INTERNET TRANSFER FROM CHK 7094 TO CHK 0028 3007539126	122.32 ✕
08/06/26	JUNE CC PAYMENTS-INTERNET TRANSFER FROM CHK 7239 TO CHK 0028 8673924021	✓ 2,460.02 ✕
08/17/26	STATE OF WISCONS WI PS ACH	✓ 10,363.00 ✕
08/20/26	GREENLAKECOUNTY HORICON	✓ 703,484.05 ✕
08/26/26	36 TREAS 310 MISC PAY - <i>EMS</i>	✓ 868.00 ✕
08/26/26	AUGUST PAYROLL TAXES, WRS, HSA-INTERNET TRANSFER FROM CHK 0060 TO CHK 0028 9553380525	19,562.38 ✕
08/26/26	AUGUST PAYROLL TAXES, WRS, HSA-INTERNET TRANSFER FROM CHK 0562 TO CHK 0028 7158245296	73,809.85 ✕

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Fortifi Bank

FDIC
FINANCIAL SERVICES STATEMENT

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

855.876.1500
www.FortifiBank.com

Statement Date: 08/31/2026

Account No.:

XXX028 Page: 2

ALL CREDIT ACTIVITY (cont.)

Date	Description	Amount
08/27/26	36 TREAS 310 MISC PAY - EMS	1,356.00
08/31/26	INTEREST PAID	114.29

ELECTRONIC DEBITS

Date	Description	Amount
08/03/26	EMPOWER EMPOWER Payments	1,797.79
08/04/26	AUGUST HEALTH BENEFITS-INTERNET TRANSFER FROM CHK 0028 TO CHK 5639 4691413776	35,027.08
08/05/26	FLEETCOR FUNDING BT0804 FleetCor	6,378.29
08/05/26	WI DEPT REVENUE TAXPAYMNT Wisconsin Dept of Revenue	397.90
08/10/26	ELAN FINANCIAL AUTOPAY	4,758.19
08/14/26	CITY OF BERLIN GC #17	55,937.27
08/14/26	WI DEPT REVENUE TAXPAYMNT WI Tax Payroll	6,434.21
08/14/26	CITY OF BERLIN HSA PAYROL HSA Payments	4,062.77
08/14/26	NORTH SHORE BANK CITY OF BE	250.00
08/17/26	EMPOWER EMPOWER Payments	1,493.41
08/26/26	ALLIANT - WPL PAYMENT	5,204.05
08/26/26	ALLIANT - WPL PAYMENT	2,574.00
08/26/26	ALLIANT - WPL PAYMENT	1,625.74
08/26/26	ALLIANT - WPL PAYMENT	1,480.80
08/26/26	ALLIANT - WPL PAYMENT	1,083.59
08/26/26	ALLIANT - WPL PAYMENT	844.08
08/26/26	ALLIANT - WPL PAYMENT	621.97
08/26/26	ALLIANT - WPL PAYMENT	193.71
08/26/26	ALLIANT - WPL PAYMENT	166.63
08/26/26	ALLIANT - WPL PAYMENT	54.57
08/26/26	ALLIANT - WPL PAYMENT	34.80
08/26/26	ALLIANT - WPL PAYMENT	28.60
08/26/26	ALLIANT - WPL PAYMENT	26.54
08/27/26	ALLIANT - WPL PAYMENT	212.46
08/28/26	IRS USATAXPYMT IRS Tax payment	73,862.84
08/28/26	CITY OF BERLIN GC #18	64,602.82
08/28/26	WI DEPT REVENUE TAXPAYMNT WI Tax Payroll	6,660.49
08/28/26	CITY OF BERLIN 26ERHSAPAY HSA Payments	4,093.75
08/28/26	CITY OF BERLIN HSA PAYROL HSA Payments	4,062.77
08/28/26	NORTH SHORE BANK CITY OF BE	250.00
08/31/26	EMPLOYEE TRUST FU WRS REMIT WRF Payment	92,556.17
08/31/26	EMPOWER EMPOWER Payments	1,553.75
08/31/26	ACH ORIGINATION FEE	10.00
08/31/26	POSITIVE PAY	30.00

- 14,151.54 X
alliant Emgs/WPL

64,642.82 Accused

OK
45.00

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Fortifi Bank

 
FINANCIAL SERVICES STATEMENT

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

855.876.1500
www.FortifiBank.com

Statement Date: 08/31/2026

Account No.: XXX028 Page: 3

CHECKS AND OTHER DEBITS

* indicates a gap in the check numbers

Date	Check #	Amount	Date	Check #	Amount	Date	Check #	Amount
08/19/26	43290	✓ 57.93	08/10/26	72091	✓ 13,500.00	08/17/26	72112	✓ 28,195.22
08/31/26	71655*	✓ 50.00	08/10/26	72092	✓ 111.23	08/19/26	72113	✓ 2,526.00
08/13/26	71895*	✓ 160.62	08/17/26	72093	✓ 462.17	08/17/26	72114	✓ 25.88
08/13/26	71972*	✓ 72.59	08/10/26	72094	✓ 67,860.80	08/21/26	72115	✓ 157.40
08/04/26	71999*	✓ 783.25	08/13/26	72095	✓ 907.79	08/17/26	72116	✓ 65.24
08/31/26	72011*	✓ 100.00	08/10/26	72096	✓ 1,313.15	08/24/26	72117	✓ 59.00
08/20/26	72015*	✓ 100.00	08/10/26	72097	✓ 171.75	08/17/26	72118	✓ 4.32
08/04/26	72017*	✓ 1,043.00	08/17/26	72098	✓ 100.00	08/18/26	72119	✓ 575.00
08/05/26	72052*	✓ 2,189.92	08/18/26	72099	✓ 100.00	08/19/26	72120	✓ 33.33
08/03/26	72067*	✓ 100.00	08/14/26	72100	✓ 31.04	08/18/26	72121	✓ 3,189.41
08/05/26	72073*	✓ 100.00	08/20/26	72101	✓ 100.00	08/14/26	72122	✓ 197.92
08/03/26	72075*	✓ 60.00	08/14/26	72102	✓ 1,080.00	08/13/26	72123	✓ 1,025.00
08/03/26	72077*	✓ 169.98	08/25/26	72103	✓ 100.00	08/17/26	72124	✓ 700.00
08/04/26	72082*	✓ 580.00	08/14/26	72104	✓ 100.00	08/18/26	72125	✓ 100.00
08/10/26	72084*	✓ 261.00	08/14/26	72105	✓ 789.74	08/20/26	72127*	✓ 1,928.66
08/12/26	72085	✓ 2,887.06	08/17/26	72106	✓ 138.00	08/25/26	72128	✓ 46.60
08/04/26	72086	✓ 46.80	08/14/26	72107	✓ 9.50	08/21/26	72130*	✓ 75.00
08/12/26	72087	✓ 192.50	08/18/26	72108	✓ 5,000.00	08/24/26	72131	✓ 81.64
08/13/26	72088	✓ 178.00	08/14/26	72109	✓ 259.25	08/28/26	72134*	✓ 1,963.34
08/11/26	72089	✓ 180.28	08/18/26	72110	✓ 4,059.33			
08/17/26	72090	✓ 110.00	08/14/26	72111	✓ 470.00			

DAILY BALANCE SUMMARY

Beginning Ledger Balance on 07/31/26 was 772,319.01

Date	Balance	Date	Balance	Date	Balance
08/03/26	770,191.24	08/12/26	640,680.53	08/21/26	1,239,620.76
08/04/26	732,711.11	08/13/26	644,691.71	08/24/26	1,303,726.95
08/05/26	723,645.00	08/14/26	575,070.01	08/25/26	1,303,580.35
08/06/26	726,234.93	08/17/26	554,138.77	08/26/26	1,383,881.50
08/07/26	731,916.49	08/18/26	541,115.03	08/27/26	1,385,025.04
08/10/26	643,940.37	08/19/26	538,497.77	08/28/26	1,229,529.03
08/11/26	643,760.09	08/20/26	1,239,853.16	08/31/26	1,161,745.08

This Statement Cycle Reflects 31 Days

The Interest Earned And The Annual Percentage Yield Earned
Are Based On The Period 08/01/2026 Through 08/31/2026

Continued

1/4/3

Statement Date: 08/31/2026

Account No.:

XXX028 Page: 4

EFFECTIVE SEPTEMBER 11, 2026 OUR DRIVE HOURS ARE CHANGING.
WE WILL BE CLOSING AT 5:00PM RATHER THAN 5:30PM. LOBBY HOURS
REMAIN THE SAME. PLEASE VISIT OUR WEBSITE AT
WWW.FORTIFIBANK.COM FOR THE FULL LIST OF HOURS.

City of Berlin WI Reconciliation - 100 Fortifi GC

Closing Balance from Previous Statement.....	7/31/2026	772,319.01
10 Deposits and Other Additions Totaling.....		821,261.32
204 Checks and Other Withdrawls Totaling.....		490,384.60
5 Adjustments Totaling.....		58,475.06
0 Voids Totaling.....		0.00
Service Charge.....	8/31/2026	40.00
Interest Earned.....	8/31/2026	114.29
Closing Balance for this Statement.....	8/31/2026	1,161,745.08
Difference.....		0.00

Cash Balance from General Ledger.....	8/31/2026	5,173,541.34
Open Activity from Bank Register.....		4,011,870.55
Adjustment for Service Charges and Interest.....		74.29
General Ledger Reconciliation to Statement.....		1,161,745.08

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
✓ 8/06/2026			2,460.02
✓ 8/07/2026	0000210	GC Deposit 8/7/2026	5,681.56
✓ 8/13/2026	0000211	GC Deposit 08/13/2026	6,355.18
✓ 8/17/2026			10,363.00
✓ 8/20/2026			703,484.05
✓ 8/24/2026	0000212	GC Deposit 8/24/2026	64,246.83
✓ 8/26/2026			868.00
✓ 8/27/2026			1,356.00
✓ 8/28/2026			45.00
✓ 8/31/2026		GC 8/31/2026	26,401.68
Total Unmarked Deposits:		4,068,935.55	Total Deposits: 4,890,196.87

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
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

City of Berlin WI

Reconciliation - 100 Fortifi GC

Date	Check	To	Check Description	Amount
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	FD Equipment & Structures	72.59
✓ 6/26/2026	0072002	Accounts Receivable State of Wisconsin [Corp net] Corporate Network Solutions, Inc	Invoices 83259, 83400	783.25
6/26/2026	0072004	[HSS] HUNTER SURVEILLANCE SYSTEMS	Parks Equipment	2,176.15
✓ 7/07/2026	0072011	[Berlin United Methodist Church] United Methodist Church	Shelter Deposit Refund	100.00
✓ 7/07/2026	0072015	[Micky Miller] Micky Miller	Shelter Deposit Refund	100.00
✓ 7/07/2026	0072017	[Corp net] Corporate Network Solutions, Inc	Invoices 82780, 83204	1,043.00
✓ 7/15/2026	0072052	[WLS] Winnefox Library System	Invoices WLS4656, WLS4689	2,189.92
✓ 7/17/2026	0000001	[1279] Johnson, Robert K	GC #15	57.93
✓ 7/21/2026	0072063	[BJN] BERLIN JOURNAL	Fireworks Ad	60.00
✓ 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	0072073	[JLE] JON LUNDT ELECTRIC	City Hall A/C	580.00
✓ 7/21/2026	0072080	[Wallner, Nancy] Wallner, Nancy	Shelter Deposit Refund	100.00
✓ 7/31/2026	0072084	[MSA] MSA	2026 Zoning/Parcels GIS Support	261.00
✓ 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 May 1, 2023, September 29, Phone & Internet Service 7/21/2026- 8/20/2026	67,860.80
✓ 7/31/2026	0072095	[CHCOM-SRCTR] Charter Communication III	service 7-9/8-8 2026	907.79
✓ 7/31/2026	0072096	[BRIGHT] Brightspeed		1,313.15
✓ 7/31/2026	0072097	[EOJohnson] E.O. Johnson Co., Inc.	Copier contract 7/16-8/15/2026	171.75
✓ 7/31/2026	0072097	[WI SCTF] WI SCTF	Garnishment - Child Support Dylan Saylor - Payroll Date 07/31/2026	111.23
✓ 8/03/2026		[Empower] Empower Payments		1,797.79
✓ 8/05/2026		[WIDOR] Wisconsin Department of Revenue		397.90
✓ 8/05/2026		[FleetCor] FleetCor		6,378.29
✓ 8/07/2026	0072098	[Carol Chamberlain] Carol Chamberlain	Refund for Shelter Deposit 8/1/2026	100.00
✓ 8/07/2026	0072099	[Nicole Meckelberg] Nicole Meckelberg	Family Reunion Refund for Shelter Deposit 7/25/26 - Birthday Party	100.00
✓ 8/07/2026	0072100	[MGD INDUSTRIAL CORP] MGD INDUSTRIAL CORP	Operating Supplies	31.04
✓ 8/07/2026	0072101	[Micky Miller] Micky Miller	Refund for Shelter Deposit 7/27/2026 - Youth Baseball	100.00
✓ 8/07/2026	0072102	[OSHKOSH F&P EQUIPMENT, INC] OSHKOSH F&P EQUIPMENT, INC	5 Gallon Pail Class A Foam	1,080.00
✓ 8/07/2026	0072103	[Alecia Berger] Alecia Berger	Refund for Shelter Deposit 8/1/2026 - Birthday	100.00

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

✓ 8/07/2026 0072104	[Sue Shemanski] Sue Shemanski	Refund for Shelter Deposit	100.00
✓ 8/07/2026 0072105	[OTA] OTA Company	8/2/2026 - Baptism	
✓ 8/07/2026 0072106	[KRAUSE'S SERVICE, INC.] KRAUSE'S SERVICE, INC.	Car Show Shirts	789.74
✓ 8/07/2026 0072107	[CULLWA] Culligan Water	2023 Ford Explorer	138.00
✓ 8/07/2026 0072108	[KerberRose S.C.] KerberRose S.C.	Oil change - repair tire - rotate tires	
✓ 8/07/2026 0072109	[Foxgate Technology Group, LLC] Foxgate Technology Group, LLC	City Clerks Office Water	9.50
		Final bill for the financial statement audit for the year ended December 31,2025	5,000.00
		Invoices 1090, 1147, 1548, 1624	259.25

City of Berlin WI

Reconciliation - 100 Fortifi GC

Date	Check	To	Check Description	Amount
✓ 8/07/2026	0072110	[GLCO-02] GREEN LAKE COUNTY TREASURER	Computer Maintenance	4,059.33
✓ 8/07/2026	0072111	[WPPA] WISCONSIN PROFESSIONAL POLICE	Union Dues	470.00
✓ 8/07/2026	0072112	[LIR] LIR Transportation LLC	July Fares	28,195.22
✓ 8/07/2026	0072113	[ML&LG] Municipal Law & Litigation Group, S.C.	Cemetery - \$704.80 Planning - \$709.80 Board of Review - \$306.60	2,526.00
✓ 8/07/2026	0072114	[GFCOM] Gordon Flesch	Contractual Services	25.88
✓ 8/07/2026	0072115	[ITUAB] ITU ABSORBTECH, INC.	Cleaning Supplies	157.40
✓ 8/07/2026	0072116	[FIRE & SAFETY EQUIPMENT, INC.] FIRE & SAFETY EQUIPMENT, INC.	Operating Supplies	65.24
✓ 8/07/2026	0072117	[BJN] BERLIN JOURNAL	1 Year Subscription	59.00
✓ 8/07/2026	0072118	[LLS] Language Line Services, Inc	Contractual Services	4.32
✓ 8/07/2026	0072119	[City of Appleton] City Of Appleton	Weights & Measures August 2026	575.00
✓ 8/07/2026	0072120	[ALLNT] Alliant Energy/WPL	Nathan Strong Restroom	33.33
✓ 8/07/2026	0072121	[Dretske Law Office] Dretske Law Office, LLC	July Legal - Muni Court	3,189.41
✓ 8/07/2026	0072122	[VES] VIKING ELECTRIC SUPPLY	HPS Lamps	197.92
✓ 8/07/2026	0072123	[BAYCOM INC] BAYCOM INC c/o OWNERS EDGE INC	Equipment	1,025.00
✓ 8/07/2026	0072124	[Keira LaSure] Keira LaSure	Scholarship Winner	700.00
✓ 8/07/2026	0072125	[Joe Formiller] Joe Formiller	Refund for Shelter Deposit Bugle Mouth Bass Event	100.00
✓ 8/10/2026		[ELAN-AUTOPAY] ELAN CREDIT CARDS		4,758.19
8/13/2026	0072126	[GLCO-02] GREEN LAKE COUNTY TREASURER	Payback Balance of Transportation Grant from 2026	12,928.19
✓ 8/14/2026		[North Shore] North Shore Payments		250.00
✓ 8/14/2026		[HSA] HSA Payments		4,062.77
✓ 8/14/2026		[WI Tax] WI Tax Payroll		6,434.21
✓ 8/14/2026	EFT		Pay period ending 8/08/2026	55,937.27
✓ 8/17/2026		[Empower] Empower Payments		1,493.41
✓ 8/17/2026	0072127	[WLS] Winnefox Library System	Invoices WLS4716, WLS4722, WLS4770	1,928.66
✓ 8/17/2026	0072128	[Unique] Unique Management Services, Inc.	Invoices 6157666, 6161121	46.60
8/17/2026	0072129	[01-00002113-02-8] OBRIST, LISA	Cleaning Service	566.25
✓ 8/17/2026	0072130	[BELLA BY DESIGN] BELLA BY DESIGN	Staff name tags	75.00
✓ 8/17/2026	0072131	[GFCOM] Gordon Flesch	Contractual Services	81.64
8/17/2026	0072132	[BJN] BERLIN JOURNAL	1 YR subscription	59.00
✓ 8/27/2026		[ALLNT] Alliant Energy/WPL		14,151.54
✓ 8/28/2026		[IRS] IRS Tax Payments		73,862.84
✓ 8/28/2026		[North Shore] North Shore Payments		250.00
✓ 8/28/2026		[HSA] HSA Payments		4,062.77
✓ 8/28/2026		[WI Tax] WI Tax Payroll		6,660.49
✓ 8/28/2026		[HSA Payments ER] HSA Payments ER		4,093.75
8/28/2026	0000000	[1228] Nighbor, Mary R	GC #18	100.00
8/28/2026	0072133	[ALLIANT- AUTOPAY] ALLIANT ENERGY AUTO PAY	August 2026	33.18
✓ 8/28/2026	0072134	[BH20] Berlin Water & Sewer Department	July 2026	1,963.34
8/28/2026	0072135	[Drexel Building Supplies] Drexel Building Supplies	Operating Supplies \$51.00 \$32.98	83.98
8/28/2026	0072136	[WLFPAY] WOLF PAVING & EXCAVATING OF MADISON, INC	Cold Patch	1,167.00
8/28/2026	0072137	[ALCIVIA] Alcivia	Fuelmaster	1,401.00
8/28/2026	0072138	[DTN] DTN, LLC	Weather radio service	128.70
8/28/2026	0072139	[COLE OIL & PROPANE] COLE OIL & PROPANE	Parks Propane 09/01/2026-04/30/2027	2,979.28
8/28/2026	0072140	[BERLIN FEED SERVICE, INC] BERLIN FEED SERVICE, INC	Tordon	24.95

City of Berlin WI

Reconciliation - 100 Fortifi GC

Date	Check	To	Check Description	Amount
8/28/2026	0072141	[Crack Filling Service, Corp.] Crack Filling Service, Corp.	Crack Sealing City Streets	10,000.00
8/28/2026	0072142	[vonBRIESEN & ROPER, s.c.] vonBRIESEN & ROPER, s.c.	Labor & Personnel - 7/31/2026	269.50
8/28/2026	0072143	[TTECH] TTECH Transcendent Technologies	Invoices m9210, m9211	1,516.00
8/28/2026	0072144	[MODRENT] MODERN RENTALS, INC	Husky Zero Turn	2,929.26
8/28/2026	0072145	[Foxgate Technology Group, LLC] Foxgate Technology Group, LLC	Server RMM 7/2-7/31/2026	10.00
8/28/2026	0072146	[GLCO-02] GREEN LAKE COUNTY TREASURER	Invoices 15825, 17786	3,892.43
8/28/2026	0072147	[Quality Truck Care Center] Quality Truck Care Center	Operating Supplies	464.11
8/28/2026	0072148	[WI SCTF] WI SCTF	Garnishment - Child Support Dylan Saylor - Payroll Date 08/14/2026 & July	222.46
8/28/2026	0072149	[WM] WASTE MANAGEMENT		34,639.50
8/28/2026	0072150	[CIN] CINTAS	Cleaning supplies	375.01
8/28/2026	0072151	[Zarnoth Brush Works, Inc.] Zarnoth Brush Works, Inc.	Sweeper Parts	135.40
8/28/2026	0072152	[CHCOMM - POOL] Charter Communication	8/13/2026-9/12/2026	169.98
8/28/2026	0072153	[AAC] Associated Appraisal Consultants	Professional Services August 2026	2,058.33
8/28/2026	0072154	[American Test Center] American Test Center, Inc.	Bucket Truck Tested	475.00
8/28/2026	0072155	[WISCONSIN TUBING LLC] WISCONSIN TUBING LLC	Annual Safety Inspection Unit #69 Storm Sewers Maintenance	778.30
8/28/2026	0072156	[BRIGHT] Brightspeed	service 8-9/9-8 2026	1,351.32
8/28/2026	0072157	[FirstNet] AT & T Mobility	First Net - August	1,320.69
8/28/2026	0072158	[TAPCO SAFE TRAVELS] Traffic and Parking Control Co., LLC	Annual Traffic Signal Preventive Maintenance	1,004.00
8/28/2026	0072159	[Northwoods] Superior Chemical, LLC	Invoices 442318, 678347	256.56
8/28/2026	0072160	[PACKERLAND PORTABLES] PACKERLAND PORTABLES	Campground	192.50
8/28/2026	0072161	[CONSOL] Convergent Solutions	Avaya Software Support	700.32
8/28/2026	0072162	[JLE] JON LUNDT ELECTRIC	Campground	167.94
✓ 8/28/2026	EFT		Pay period ending 8/22/2026	64,647.82
✓ 8/31/2026		[WRF] WRF Payments		92,556.17
✓ 8/31/2026		[Empower] Empower Payments		1,553.75
Total Unmarked Checks:		89,541.64	Total Checks:	579,926.24

Date	Reference	Adjustment Description	Amount
8/04/2026		AUGUST HEALTH BENEFITS	11,809.97
✓ 8/04/2026			-35,027.08
✓ 8/06/2026		Elan invoice pd out of senior gf	7.59
✓ 8/06/2026		Elan invoice pd from Sr. GF	122.32
✓ 8/26/2026		AUGUST PAYROLL TAXES	19,562.38
✓ 8/26/2026		August payroll taxes, WRS, HSA	73,809.85
Total Unmarked Adjustments:		11,809.97	Total Adjustments: 70,285.03

COMMON COUNCIL MEETING MINUTES
SEPTEMBER 8, 2026 AT 7PM

1. Call to order/Roll Call – *Mayor Burgess called the meeting to order at 7:00PM. Alderpersons present were Cauley, Femali, Hill, Klawitter, Przybyl, and Sorenson. Also present were City Administrator, Jessi Balcom; Deputy Clerk-Treasurer, Brittani Majeskie; City Attorney, Savannah Ziegler; Berlin Police Officer, Chad Krause; and Berlin Police Chief, Noah Knetzger.*
2. Seat Virtual Attendees – *None.*
3. Pledge of Allegiance
4. General Public Comments – *Richard Schramer, 426 Van Horn Rd., Berlin, spoke regarding the boathouse on South Adams Street. He offered another solution which would involve the City vacating the land and Mr. Brock purchasing the land from the neighboring parcels. He asked the item be removed from the consent agenda to allow Mr. Brock a month to coordinate with the adjacent property owners.*

Discussion held; The item does not need to be removed for Mr. Brock to pursue this process. The item on the consent agenda only denies Mr. Roxbury's permit request.

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

Aldersperson Hill made a motion to approve the consent agenda, with a second by Aldersperson Cauley. Roll call vote carried (6 ayes: Cauley, Femali, Hill, Klawitter, Przybyl, and Sorenson; 0 nay; 0 absent).

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 - *City Attorney, Savannah Ziegler swore in Chad Krause, Berlin Police Officer. Officer Krause submitted into evidence a copy of his report which included photos. This evidence was documented as Exhibit A, and was passed to all Council Members, Mayor Burgess, City Attorney Ziegler, Steven Dane, and Madyson Main. Officer Krause gave his testimony. The Council questioned Officer Krause.*

City Attorney Ziegler swore in applicant Madyson Main of 133 N. Wisconsin St., Berlin. Ms. Main submitted into evidence a copy of her application to appeal vicious dog determination, her written objection, 15 character statements, and a proposed alternate contract. This evidence was documented as Exhibit B, and was passed to all Council Members, Mayor Burgess, City Attorney Ziegler, Officer Krause, Police Chief Knetzger, and Steven Dane. Ms. Main gave testimony about herself and her dog Fez. The Council questioned Ms. Main.

City Attorney Ziegler swore in character witness Alexis Zehner of 1556 Kingswood Dr., Neenah. Ms. Zehner testified in support of Ms. Main and her dog Fez.

City Attorney Ziegler swore in character witness Mindy Shrock of W4438 County Rd. E, Berlin. Ms. Shrock testified in support of Ms. Main and her dog Fez.

City Attorney Ziegler swore in Steven Dane of 181 S. Church St., Berlin. Mr. Dane submitted into evidence a copy of a veterinary bill with vaccination record, and City of Berlin receipt of dog licensing. This evidence was documented as Exhibit C. Mr. Dane gave his testimony. The Council questioned Mr. Dane.

Officer Krause gave closing statements. Ms. Main gave closing statements. Mr. Dane declined the opportunity to give a closing statement. Alderperson Klawitter asked Mr. Dane for clarification on Exhibit C and Mr. Dane explained.

Mayor Burgess read the evidence into the record. Exhibit A contains a copy of Office Krause's report which included photos. Exhibit B contains Ms. Main's application to appeal vicious dog determination, her written objection, 15 character statements, and a proposed alternate contract. Exhibit C contains Mr. Dane's veterinary bill with vaccination record and City of Berlin receipt of dog licensing.

- 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.

Alderperson Hill made a motion to go into closed session, with a second by Alderperson Sorenson. Roll call vote carried (6 ayes: Cauley, Femali, Hill, Klawitter, Przybyl, and Sorenson; 0 nay; 0 absent). Closed session commenced at 7:55PM.

- 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.

Open session resumed at 8:25PM. Alderperson Przybyl made a motion to deny the petitioner's request to reconsider and deny the vicious dog determination pursuant to Section 10-2 of the City of Berlin Municipal Code and direct the City staff to prepare the written decision and circulate it to the Council. Each Council member will be asked to confirm that the written decision is as intended, and if any member disagrees the matter will be set for a subsequent meeting for the sole purpose of reviewing the wording of the written decision reflecting the determination reached today. If you wish to appeal the decision your notice of appeal and required documentation is required to be filed with the Circuit Court within 30 days, with a second by Alderperson Cauley. Roll call vote carried (6 ayes: Cauley, Femali, Hill, Klawitter, Przybyl, and Sorenson; 0 nay; 0 absent).

Mayor Burgess explained that the decision was not a judgement call on the character of Ms. Main. The Council made a decision according to the law. The Council wanted Mayor Burgess to let Ms. Main know the decision was not about Ms. Main as a person.

Ms. Main asked if she would receive a copy of the signatures after the meeting today. Mayor Burgess explained that once documents are prepared by the City Attorney and the City Administrator, the documents would be sent to Ms. Main and her time frame to comply would begin after. City Administrator Balcom noted Ms. Main would have 10 days to comply with the Ordinance and 30 days to file with the Circuit Court after receipt of the documents.

Mayor Burgess moved agenda item 17 up.

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 – *Tiffany Morris presented a copy of liability insurance to City Administrator Balcom. Administrator Balcom noted the City of Berlin was not named as insured, and a motion to approve would have to note it was pending. Ms. Morris explained the event was a fundraiser to raise money for breast cancer awareness in the Berlin area. She recently founded 920 Pink to help provide care packages, with a goal to provide grants for women in the area with breast cancer beginning in 2027-2028. She would set up the event at 12PM, registration would begin at 12:30PM, and the walk would begin at 1PM. Alderperson Hill asked if Ms. Morris intended to have this continue as an annual event, and Ms. Morris confirmed yes, as she was inspired by the former CHN Helping Hands Run, which is the same route in the submitted application. Ms. Morris explained there were concerns about the intersections on Wisconsin Street and that there will be volunteers at those intersections to help participants cross. She also stated there will be safety packets provided to participants with road guidelines and runner expectations. Alderperson Hill made a 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 being amended to include the City as insured, with a second by Alderperson Femali. Voice vote carried.*
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.*

Alderperson Sorenson made a motion to go into closed session, with a second by Alderperson Przybyl. Roll call vote carried (6 ayes: Cauley, Femali, Hill, Klawitter, Przybyl, and Sorenson; 0 nay; 0 absent). Closed session commenced at 8:36PM.

- 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.

Open session resumed at 8:45PM. Alderperson Hill made a 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, with a second by Alderperson Sorenson. Voice vote carried.

17. *Discussed above.*

18. Amend Chapter 66 of the City of Berlin Municipal Code to Authorize Non-Residents to Serve on the Travel and Tourism Commission – *Mayor Burgess explained that constituents wanted boards, committees, and commissions to be opened up to non-residents, and that City Administrator Balcom and the City Attorney did research to determine which boards, committees, and commissions could be opened to non-residents. Alderperson Femali made a motion to approve the recommendation of the Committee of the Whole to approve Charter Ordinance # 11-26, with a second by Alderperson Klawitter. Roll call vote carried (6 ayes: Cauley, Femali, Hill, Klawitter, Przybyl, and Sorenson; 0 nay; 0 absent).*

19. Amend Chapter 2 of the City of Berlin Municipal Code to Authorize Non-Residents to Serve on Certain Boards, Committees and Commissions – *Alderperson Przybyl made a motion to approve the recommendation of the Committee of the Whole to approve Charter Ordinance # 12-26, with a second by Alderperson Klawitter. Roll call vote carried (6 ayes: Cauley, Femali, Hill, Klawitter, Przybyl, and Sorenson; 0 nay; 0 absent).*

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.*

Alderperson Przybyl made a motion to go into closed session, with a second by Alderperson Sorenson. Roll call vote carried (6 ayes: Cauley, Femali, Hill, Klawitter, Przybyl, and Sorenson; 0 nay; 0 absent). Closed session commenced at 8:50PM.

- 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.

Open session resumed at 9:50PM. No action was taken.

21. Old Business – *None.*

22. New Business – *None.*

23. Adjourn – Alderperson Sorenson made a motion to adjourn, with a second by Alderperson Femali. Voice vote carried. Meeting adjourned at 9:52PM.

*Minutes respectfully submitted by
Brittani Majeskie, Deputy Clerk-Treasurer*

DRAFT

SPECIAL NOMINATION COMMON COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 8, 2026 AT 6:30PM

1. Call to order/Roll Call – *Mayor Burgess called the meeting to order at 6:30PM. Alderpersons present were Cauley, Hill, Klawitter, and Przybyl. Also present were City Administrator, Jessi Balcom; Deputy Clerk-Treasurer, Brittani Majeskie; and Municipal Attorney, Savannah Ziegler.*
2. Seat Virtual Attendees – *None.*
3. Interview At Large Alderperson Applicants, Richard D. Schramer, Angela Femali, Jason Fischer and Tiffany Morris – *Mayor Burgess explained that there were four applicants, however, Jason Fischer rescinded his application due to conflict of interest. Mayor Burgess called the remaining applicants to the podium and asked them the following questions: “Why did you apply to be an Alderperson?” “What do you see as the City’s greatest strength and weakness?” and “What would you bring as a member of the Common Council?” Each applicant gave their response to the Council.*
4. Appoint Alderperson – *Alderperson Hill make a motion to appoint Angela Femali as at-large Alderperson, to serve for the remainder of the unexpired term, with a second by Alderperson Przybyl. Roll call vote carried (Ayes: 4 – Cauley, Hill, Klawitter, and Przybyl; Nays: 0; Absent: 1 – Sorenson).*
5. Swearing in of Alderperson – *City Administrator Balcom swore in Alderperson Femali. Alderperson Hill made a motion to seat Alderperson Femali, with a second by Alderperson Przybyl. Voice vote carried.*
6. Adjourn – *Alderperson Przybyl made a motion to adjourn, with a second by Alderperson Hill. Voice vote carried. Meeting adjourned at 6:51PM.*

Minutes respectfully submitted by
Brittani Majeskie, Deputy-Clerk Treasurer

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

END OF CONSENT AGENDA

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

13. Senior Center Transportation Program and Meals on Wheels/Congregate meal site update - Ryan Bamberg, Aging/ADRC Unit Manager with Green Lake County spoke regarding Berlin Senior Center's participation in Green Lake County's senior nutrition and transportation programs. Bamberg explained the Berlin Senior Center had been a meal caterer for many years but did not move forward with the nutrition program bid this year. Three bids were received by the County; The Triangle Family Restaurant, Crossroads Market, and Markesan Resident Home submitted bids. Triangle Family Restaurant won the bid for the Berlin area and was voted on and approved by the Committee on Aging and the Green Lake County Health and Human Services. Triangle Family Restaurant will be covering the northern portion of Green Lake County and Berlin, covering 40-45 home deliveries, 5 days a week. Berlin Senior Center has been the most active congregate meal site. Bamberg stated he is hoping to continue that partnership. The Triangle Family restaurant will create a menu that meets the nutrition guidelines and provides hot meals to the Berlin Senior Center and home delivery participants five days a week. Consumers will not see many differences other than who is cooking the food. They will still receive nutritious, hot meals five days a week. There are still volunteer drivers. The current drivers were offered the opportunity to drive for the County. They are fully staffed with drivers. The Triangle Family bid was lower than what the City would have offered. There is not a waiting list for anyone to receive meals and no one was cut out of the program. The goal is to continue to serve quality food and give quality customer service. Mayor Burgess shared that it was nice to get the facts out to the community as many were worried about not knowing the facts for the future. Bamberg then discussed the senior transportation program. He stated it is an 85-21 senior transportation program. The County receives funding from State grant money to provide transportation for seniors who are 55 and older. The grant is supposed to be used for medical rides, nutrition access, and educational or work purposes. Currently, 70-80% of rides are for medical appointments. The Berlin Senior Center was a service provider for the County and received a portion of the grant to provide rides. About two years ago, the County had five service providers throughout the county leaving users confused about which provider to call. Additionally, each of the providers had different rates which added to the confusion. Bamberg explained the want from the community to condense and centralize the transportation services. Now, seniors in Green Lake County, no matter their location, can call the ADRC for a driver. This minimizes confusion as everyone knows where to call and receives the same rates. Mayor Burgess stated she was happy to find a resolution to this situation.
14. October 1, 2026 – September 30, 2027, Employee Health Insurance and Employee Dental Insurance Renewal – provider determination and plan selection. City Administrator Balcom passed out two informational packets for life insurance and health insurance. She stated the life insurance had a zero percent rate increase and is funded by the employee. Next she discussed the health insurance renewal and stated the strategy used to keep costs within reason was to move forward with the proposal of just under 12%, which started much higher, but through working with the broker and with Health Partners, was able to be brought down. The City would be moving to a 90/10% cost share between the employer and the employee from the current 92.5/7.5% cost share. Employees are going to see an increase in their contributions because there is the approximate 12% increase overall and then the additional 2.5% increase from the current year. The strategy would offer three sets of plans instead of the two currently being offered. Currently the City offers a Broad and a Focused plan. Balcom explained the Focused plan is what she would call the standard plan in the middle. The Broad offers more service providers. Both the Focused and Broad offer a Cigna wrap. This year she suggests proving a third option, the Select plan. The Select plan does not cover

Auroa and does not offer the Cigna wrap. If someone utilizes Theda Care, the Select plan may be the most cost effective option. Balcom explained she proposes offering the 90/10 coverage on the Focus plan as the standard plan and as well as the Select Plan because the Select plan is less expensive and would offer cost savings to both the employer and the employee. If an employee wishes to maintain or go into the Broad plan, the City would only fund it at the same 10% level as the Focused plan and the employee would need to buy up and pay the additional rate. Balcom explained the health insurance packet she handed out. She highlighted the first page from the health insurance broker showing the total plan costs, what the employees would pay and what the employer would pay if the same number of employees take the same plan again. She noted this could change depending on the employee selections this year. Balcom explained the second page shows a comparison of the costs between what the City is currently paying compared to the renewal. It also shows the plan types with their current costs and 2027 costs. She noted that employees that maintain the Broad plan would see a significant cost increase due to the 12% overall increase and the buy-up and noted all the plans show an increase. Next Balcom discussed the third page which is a spreadsheet showing the costs for each of the plans for the employee and the employer. Balcom estimates the City would have an approximately \$60,000 cost increase if employees maintained the same plans but could be more or less depending on how employees enroll. Alderperson Stobbe asked if employees would be paying the rates effective October 1st, because last year employees did not pay increases until January 1st. Balcom stated that last year the impact wasn't significant, but waiting until January 1st would result in a quarter of \$60,000 to be absorbed in the first quarter of next year, and it could be significantly more or significantly less depending on the plans employees choose. Balcom stated she should rerun the numbers. Mayor Burgess expressed concern that if anyone was going to need to pay significantly more, it needed to be communicated as soon as possible. Balcom confirmed the decision on when the employees need to begin paying their contribution can wait until September, but she would like to be able to move forward with the health insurance provider and set up informational meetings because the renewal is October 1st. Alderperson Stobbe stated that HSA contributions have been frozen for years. Balcom stated that she would like to see employees start paying contributions January 1st, but thinks employees are aware health insurance renewals are October 1st. Alderperson Stobbe suggested Balcom speak with WRS insurance in March of 2027. Balcom noted the last time she spoke with WRS there was a significant buy up. Alderperson Stobbe stated the insurance costs for employees is increasing, and if employees need to use insurance, they're paying an additional \$7,000 deductible. She added that although the premium at the state level was higher, she thought the deductible was \$1,500 or \$3,000 for the family plan, depending on the plan you pick. Mayor Burgess asked if there was any budget to cover the cost increase in health insurance. Balcom stated she budgeted the entire year at the current rate. Alderperson Stobbe suggested that Balcom budget a 12% increase for health insurance for the last three months. Alderperson Hill stated that where she works, people are accustomed to their premiums changing in September as it happens every year, but also hears what others are saying about not wanting the increase thrust upon the employees. Mayor Burgess stated she wanted to be consistent with when employees would begin paying an increase every year. Alderperson Hill stated that she thought if the increase wasn't budgeted for then the rates should be enacted when they go into effect. Alderperson Stobbe stated that it should be considered when the police rates would change and asked when their contract changed over. Balcom stated she would need to look into it. Stobbe also stated that previously an extra cushion was always budgeted for an increase. Alderperson Hill made a motion to approve the proposal for Health Partners for employee health insurance as stated in the agenda (Approve the

proposal of Health Partners for employee health insurance (employer, City of Berlin, provided), to include the Broad, Focused and Select Medical Plan Groups with the Plan Design of PPO \$3500/\$7000/100%. Employer cost share of 90% of Focused Medical Plan and employee share of 10% of Focused Medical Plan; employer cost share of 90% of Focused Medical Plan to be contributed toward Broad Medical Plan with employee share of 10% of Focused Medical Plan plus (buy up cost) additional costs of the Broad Medical Plan to be paid by employee; employer cost share of 90% of Select Medical Plan and employee share of 10% of Select Medical Plan (buy down option)), with a second by Alderperson Przybyl. Roll call vote carried (4 ayes: Cauley, Hill, Klawitter, and Przybyl; 0 nay; 1 abstain: Stobbe; 1 absent: Sorenson). Mayor Burgess asked to bring the discussion of employee contributions beginning October 1st or January 1st next month and to communicate to employees that Council has not decided on whether the rates will go up October 1st or January 1st.

15. Special Event - Flannel Revival at Grizzly's Diner and Tavern from 6-9PM on August 14, 2026. Request for temporary extension of premises of Alcohol Beverage License at 186 Broadway Street to include fenced in outdoor area; Outdoor Activity Areas for Alcohol Beverage Licensed Establishment permit to allow live entertainment and serving of alcohol beverages; and Special Events on Street, Highways, and Municipal Parking Lots to allow use of City owned lots at 119 Commercial Street and 114 Pierce Street (Parcels 206015740000, 20615730000 and 206015720000) for parking.
16. Special Event – Jerry Unger Band at Grizzly's Diner and Tavern from 6-9PM on September 6, 2026. Request for temporary extension of premises of Alcohol Beverage License at 186 Broadway Street to include fenced in outdoor area; Outdoor Activity Areas for Alcohol Beverage Licensed Establishment permit to allow live entertainment and serving of alcohol beverages; and Special Events on Street, Highways, and Municipal Parking Lots to allow use of City owned lots at 119 Commercial Street and 114 Pierce Street (Parcels 206015740000, 20615730000 and 206015720000) for parking.

Agenda items 15 and 16 were discussed simultaneously. Colton Burt, owner of Grizzly's Diner and Tavern, apologized for submitting the application last minute and stated that moving forward he will make submissions within the 45 day requirement. Mayor Burgess stated the Council is excited for his enthusiasm and all he is doing. Alderperson Przybyl made a motion to approve the temporary expansion of the area licensed for alcohol sales and consumption under the current alcohol beverage license at 186 Broadway St. on August 14 and September 6, 2026 from 5:00PM to 10:30PM, with a second by Alderperson Stobbe. Voice vote carried. Alderperson Przybyl made a motion to approve the Outdoor Activity Areas at Alcohol Beverage Licensed Establishments permit for Grizzly's located at 186 Broadway St. on August 14 and September 6, 2026 from 5:00PM to 10:30PM, with a second by Alderperson Stobbe. Voice vote carried. Alderperson Przybyl made a motion to approve the Special Event Permit to allow temporary use of the City owned property for event parking on August 14 and September 6, 2026, with a second by Alderperson Stobbe. Voice vote carried.

17. Accept Resignation of Parks and Recreation Commission Member – *It was noted that Mr. Hanrahan had not attended a meeting. Alderperson Hill made a motion to accept resignation of Parks and Recreation Commission member Patrick Hanrahan, with a second by Alderperson Cauley. Voice vote carried.*

18. Discussion and Action on the Planning and Development Director position and contracting for zoning administrator position and duties – *City Administrator Balcom discussed changes made from the draft version. The effective date is November 1, 2026. She also stated it was recommended by the City Attorney to not specify the City's maximum budget, as some charges can be charged back to the developers for reviews that are specific to their projects and the City does have a policy developers sign stating this. Balcom stated that she hopes any proposals received would break down the fees for developers and for the City. Balcom stated the City Attorney also suggested removing the Review Criteria so the final decision would be at the Council's discretion. She reminded the Council that with all RFPs, they can reject all proposals and are not required to hire a firm. If needed, the Council can reconsider, change direction, or reissue the RFP with different parameters. Alderperson Hill made a motion to dissolve the Planning and Development Director position as of October 31, 2026, and to issue an RFP for a contracted position to perform responsibilities associated with zoning administrator, planning and development director and flood plain management duties, with a second by Alderperson Klawitter. Voie vote carried.*
19. Old Business – *None.*
20. New Business – *Mayor Burgess thanked Samantha for her years of service and said that she will be missed. She also stated the vacancy for an Alderperson At Large is posted.*
21. Adjourn – *Alderperson Stobbe made a motion to adjourn at 7:45PM, with a second by Alderperson Przybyl. 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: Business Associate Agreement and Employee Benefits Agreement with Vizance
MEETING DATE: October 13, 2026

BACKGROUND

Vizance provides consulting and brokerage services to the City of Berlin in connection with employee benefits. These agreements were reviewed by the City Attorney and all of his suggested revisions and additions were accepted and incorporated into this agreement by Vizance. These agreements will terminate should the City designate a new broker or give 60 or 90 days notice of termination.

The Committee of the Whole recommended to the Common Council to approve the Business Associate Agreement and Employee Benefits Services Agreement with Vizance as presented at the 10.6.2026 Committee of the Whole meeting.

This item is on the Consent Agenda.

Business Associate Agreement

Vizance, Inc.

This Business Associate Contract (“Agreement”) is entered into by and between Vizance Inc., as the sponsor of a group health plan for employees of Vizance, Inc., (“Covered Entity”) and City of Berlin (“Business Associate”) effective as of October 1, 2026.
[Business Associate] [Date]

WHEREAS Covered Entity is a group health plan as defined in the administrative simplification provisions under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) at 45 CFR § 160.103.

WHEREAS Business Associate is a business associate of a Covered Entity as defined in the HIPAA Privacy, Security, Breach Notification, and Enforcement Rules (the “HIPAA Rules”).

WHEREAS Business Associate has been retained by the Covered Entity to perform a function or activity on behalf of the Covered Entity that requires that the Business Associate have access to Protected Health Information (PHI).

WHEREAS Covered Entity desires to receive satisfactory assurances from the Business Associate that it will comply with the obligations required of business associates by the Standards for Privacy of Individually Identifiable Health Information, the Security Standards for the Protection of Electronic Protected Health Information and the Breach Notification and Enforcement Rules set forth in 45 C.F.R. Parts 160 and 164 (together the “HIPAA Rules”).

WHEREAS the parties wish to set forth their understandings with respect to the use and disclosure of PHI by the Business Associate in performance of its obligations.

NOW, THEREFORE, in consideration of the mutual promises set forth below, the parties hereby agree as follows:

A. DEFINITIONS

Capitalized terms used but not otherwise defined in this Agreement shall have the same meaning ascribed to those terms in the HIPAA Rules.

B. USE AND DISCLOSURE OF PHI

Covered Entity hereby grants Business Associate permission to use, disclose, and request from third parties PHI on behalf of Covered Entity or an organized health care arrangement in which the Covered Entity is a member in order to:

1. Perform or assist in performing a function or activity regulated by the HIPAA Privacy or HIPAA Security Rule, including, but not limited to, claims processing or administration, data analysis, utilization review, quality assurance, billing, benefit management, practice management, re-pricing, renewal or replacement of a contract; conducting planning-related analysis related to managing the employee benefit plans; and customer service.

2. Assist the Covered Entity's other business associates retained to provide legal advice, accounting, actuarial, consulting, data aggregation, management, administration, accreditation, or financial services to the Covered Entity or to an organized health care arrangement in which the Covered Entity participates.
3. Allow Business Associate to properly manage and administer the Business Associate's organization or to carry out the legal responsibilities of the Business Associate.
4. Perform functions, activities, or services for, or on behalf of, Covered Entity as specified above, except as otherwise limited by this Agreement or if such use or disclosure would violate the HIPAA Privacy or HIPAA Security Rule if done by the Covered Entity.

C. OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE

1. **Use and Disclosure of PHI.** Business Associate shall not use or further disclose PHI other than as permitted by this Agreement or as required by law. To the extent practicable, Business Associate shall limit its use or disclosure of PHI or requests for PHI to a limited data set, or if necessary, to the minimum necessary to accomplish the intended purpose of such use, disclosure or request.
2. **Safeguards.** Business Associate shall use appropriate safeguards to prevent the use or disclosure of PHI other than pursuant to the terms and conditions of this Agreement, including establishing procedures that limit access to PHI within its organization to those employees with a need to know the information. Business Associate agrees that it will implement appropriate administrative, physical and technical safeguards to protect the confidentiality, integrity and availability of electronic PHI that it creates, receives, maintains or transmits on behalf of the Covered Entity, as required by the HIPAA Security Rule.

Business Associate acknowledges that the requirements of 45 C.F.R. Sections 164.308, 164.310 and 164.312 applicable to such administrative, physical and technical safeguards apply to Business Associate in the same manner that such sections apply to Covered Entity. Further, Business Associate shall implement, and maintain in written form, reasonable and appropriate policies and procedures to comply with the standards, implementation specifications or other requirements of the HIPAA Security Rule, in accordance with 45 C.F.R. Section 164.316, which applies to Business Associate in the same manner that such section applies to Covered Entity.

3. **Unauthorized Disclosures of PHI.** Business Associate shall, within ten (10) business days of becoming aware of a disclosure of PHI in violation of this Agreement by Business Associate, its officers, directors, employees, contractors, or agents or by a third party to which Business Associate disclosed PHI (including a subcontractor), report to Covered Entity any such disclosure. Business Associate agrees to mitigate, to the extent practicable, any harmful effect of the unauthorized disclosure.

This section shall also apply to any breach of unsecured PHI, as defined by the applicable regulations. Notice of any such breach shall include the identification of any individual whose unsecured PHI has been, or is reasonably believed by Business Associate, to have been accessed, acquired or disclosed during such breach and any other information required by the applicable regulations.

4. **Security Incidents.** Business Associate shall promptly report to Covered Entity any Security Incident of which it becomes aware, in accordance with the HIPAA Security Rule.
5. **Agreements with Third Parties.** Business Associate agrees to ensure that any agents and Subcontractors that create, receive, maintain or transmit PHI on behalf of Business Associate with respect to Business Associate's relationship with Covered Entity agree to the same restrictions and conditions that apply to Business Associate with respect to such information.
6. **Access to Information.** Within ten (10) business days of a request by the Covered Entity for access to PHI about an individual contained in a Designated Record Set, Business Associate shall make available to the Covered Entity such PHI for so long as such information is maintained in a Designated Record Set and in accordance with the requirements of 45 C.F.R. Section 164.524. In the event any individual requests access to PHI directly from the Business Associate, Business Associate shall respond to the request for PHI within ten (10) business days. Any denials of access to the PHI requested shall be the responsibility of the Business Associate.
7. **Availability of PHI for Amendment.** Business Associate agrees to make any amendments to PHI in a Designated Record Set that the Covered Entity directs or agrees to pursuant to 45 CFR Section 164.526 at the request of the Covered Entity or an individual, and in the time and manner designated by Covered Entity.
8. **Inspection of Books and Records.** Business Associate agrees to make its internal practices, books, and records relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of Covered Entity, available to the Covered Entity, or at the request of the Covered Entity, to the Secretary of the U.S. Department of Health and Human Services or its designee (the "Secretary"), in a time and manner designated by the Covered Entity or the Secretary, for purposes of the Secretary determining Covered Entity's compliance with HIPAA.
9. **Accounting of Disclosures.** Business Associate agrees to maintain and make available to the Covered Entity an accounting of disclosures of PHI as would be required for Covered Entity to respond to a request by an individual made in accordance with 45 CFR Section 164.528. Business Associate shall provide an accounting of disclosures made during the six (6) years prior to the date on which the accounting is requested (or during the three (3) years prior to the date the accounting is requested for PHI maintained in an electronic health record, beginning on the applicable effective date pursuant to the American Recovery and Reinvestment Act of 2009). At a minimum, the accounting of disclosures shall include the following information:
 - a. Date of disclosure,
 - b. The name of the person or entity who received the PHI, and if known, the address of such entity or person,
 - c. A brief description of the PHI disclosed, and
 - d. A brief statement of the purpose of such disclosure which includes an explanation of the basis of such disclosure.

In the event the request for an accounting is delivered directly to the Business Associate, the Business Associate shall respond to the request within ten (10) business days. Any denials of a request for an accounting shall be the responsibility of the Business Associate. Business

Associate agrees to implement an appropriate recordkeeping process to enable it to comply with the requirements of this section.

10. **Remuneration in Exchange for PHI.** Business Associate shall not directly or indirectly receive remuneration in exchange for any PHI without a valid authorization permitting such remuneration, except as permitted by law.

D. OBLIGATIONS OF COVERED ENTITY

1. Covered Entity shall comply with each applicable requirement of the HIPAA Privacy and Security Rules.
2. Covered Entity shall provide Business Associate with the notice of privacy practices that Covered Entity produces in accordance with 45 CFR Section 164.520, as well as any changes to such notice.
3. Covered Entity shall provide Business Associate with any changes in, or revocation of, permission by an individual to use or disclose PHI, if such changes affect Business Associate's permitted or required uses and disclosures.
4. Covered Entity shall notify Business Associate of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR Section 164.522.

E. PERMISSIBLE REQUESTS BY COVERED ENTITY

Covered Entity shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under HIPAA if done by the Covered Entity.

F. TERMINATION

1. **Term.** The Term of this Agreement becomes effective on October 1, 2026 and remains in effect until terminated in accordance with Section F(2) of the Agreement.

2. **Termination.** This Agreement shall be terminated only as follows:

- a. **Termination for Cause by Covered Entity**

This Agreement may be terminated by the Covered Entity upon fifteen (15) business days' written notice to the Business Associate in the event that the Business Associate breaches any provision contained in Section C of this Agreement and such breach is not cured within such fifteen (15) day period.

- b. **Termination for Cause by Business Associate**

This Agreement may be terminated by the Business Associate upon fifteen (15) business days' written notice to the Covered Entity in the event that the Covered Entity breaches any provision contained in Sections D or E of this Agreement and such breach is not cured within such fifteen (15) day period.

c. Termination Due to Change in Law

Either party may terminate this Agreement effective upon thirty (30) days advance written notice to the other party in the event that the terminating party has sought amendment of this Agreement pursuant to Section G(1) and no amendment has been agreed upon.

d. Termination Without Cause

Either may terminate this Agreement for any reason effective upon ninety (90) days advance written notice to the other party.

3. Return or Destruction of PHI

Upon termination of this Agreement, Business Associate shall return or destroy all PHI received from Covered Entity, or created, maintained or received by Business Associate on behalf of Covered Entity that the Business Associate maintains in any form. Business Associate shall retain no copies of the PHI.

Notwithstanding the above, to the extent that the Business Associate determines that it is not feasible to return or destroy such PHI, the terms and provisions of Sections A, B, C and D shall survive termination of this Agreement and such PHI shall be used or disclosed solely for such purpose or purposes which prevented the return or destruction of such PHI. When the PHI is no longer needed by the Business Associate, the Business Associate shall return the PHI to Covered Entity or shall destroy it.

G. **GENERAL PROVISIONS**

1. **Amendment.** This Agreement may be amended only by the mutual written agreement of the parties. The parties agree to take such action to amend this Agreement from time to time as is necessary for the Covered Entity or Business Associate to comply with the requirements of the HIPAA Rules.
2. **Indemnification.** Business Associate shall release, indemnify and hold Covered Entity harmless from and against any claims, fees, and costs, including, without limitation, reasonable attorneys' fees and costs, which are related to Business Associate's failure to perform its obligations under this Agreement. Covered Entity shall release, indemnify and hold Business Associate harmless from and against any claims, fees, and costs, including without limitation, reasonable attorneys' fees and costs, which are related to Covered Entity's alleged improper use or disclosure of PHI or other breach of this Agreement.
3. **Remedies.** The parties acknowledge that breach of Sections B, C, D or E of this Agreement may cause irreparable harm for which there is no adequate remedy at law. In the event of a Breach, or if either party has actual notice of an intended Breach, such party shall be entitled to a remedy of specific performance and/or injunction enjoining the other party from violating or further violating this Agreement. The parties agree the election of the party to seek injunctive relief and or specific performance of this Agreement does not foreclose or have any effect on any right such party may have to recover damages.

4. **Survival.** Business Associate's obligation to limit its use and disclosure of PHI as set out in Section C survive the termination of this Agreement so long as Business Associate has PHI received during the performance of its services as described in this Agreement.
5. **Governing State Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin. To the extent the laws and regulations of the State of Wisconsin are more stringent than the HIPAA Rules, any use or disclosure of PHI by Business Associate shall be made in accordance with such laws and regulations.
6. **Successors and Assigns.** Neither this Agreement nor any of the rights, benefits, duties, or obligations provided herein may be assigned by any party to this Agreement without the prior written consent of the other party.
7. **Third Party Beneficiaries.** Nothing in this Agreement shall be deemed to create any rights or remedies in any third party.
8. **Interpretation.** Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits the Covered Entity and/or Business Associate, as applicable, to comply with the HIPAA Rules.
9. **Notices.** Any notice given under this Agreement must be in writing and delivered via first class mail, via reputable overnight courier service, or in person to the parties' respective addresses as first written above or to such other address as the parties may from time to time designate in writing.
10. **Entire Agreement.** This Agreement constitutes the entire agreement between Covered Entity and Business Associate and supersedes all prior negotiations, discussions, representations, or proposals, whether oral or written, unless expressly incorporated herein, related to the parties responsibilities and obligations under the HIPAA Rules with respect to the use and disclosure of PHI.
11. **Public Records Responsibilities.**

The Parties agree to the public records responsibilities terms attached as Exhibit A of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Agreement.

Vizance Inc.

City of Berlin

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Exhibit A
Public Records Responsibilities Contract Terms

The Business Associate and Covered Entity recognize that applying applicable Wisconsin public records laws to particular records requests can be difficult, in light of copyright and other confidentiality protections. To ensure that applicable laws are followed, both with regard to private rights, and with regard to public records laws, the Covered Entity and Business Associate agree as follows. When the Covered Entity receives public records requests for matters that the Covered Entity believes might be proprietary or confidential information, the Covered Entity will notify Business Associate of the request. Within three (3) days of such notification (subject to extension of time upon mutual written agreement), Business Associate shall either provide the Covered Entity with the record that is requested, for release to the requestor; or Business Associate shall advise the Covered Entity that Business Associate objects to the release of the requested information, and the basis for the objection. If for any reason the Covered Entity concludes that the Business Associate is obligated to provide a record to a requestor that is in Business Associate's possession, Business Associate shall provide such records to the Covered Entity immediately upon the Covered Entity's request. Business Associate shall not charge for work performed under this paragraph, except for the "actual, necessary and direct" charge of responding to the records request, as that is defined and interpreted in Wisconsin law.

In addition to, and not to the exclusion or prejudice of, any provisions of this agreement or documents incorporated herein by reference, Business Associate shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the defense of any claim asserted or imposed upon the Covered Entity, its officers, agents, employees and independent Contractors growing out of (i) the Covered Entity's denial of a records request, based upon objections made by Business Associate, or (ii) Business Associate's failure to provide records to the Covered Entity upon the Covered Entity's request; or (iii) the Covered Entity's charges made to a records requestor, based upon reimbursement of costs Business Associate charged to the Covered Entity in responding to a records request; or (iv) the Covered Entity's lack of timely response to a records request, following Business Associate's failure to timely respond to the Covered Entity as required herein; or (v) the Covered Entity's provision of records to a requestor that were provided to the Covered Entity by Business Associate in response to a records request. Business Associate's claims of proprietary rights, or any other copyright or confidentiality claims, shall be waived such that the Covered Entity may provide all requested documents, programs, data, and other records to the requestor, upon failure by Business Associate to defend, indemnify or hold harmless the Covered Entity as required herein, and/or upon judgment of a court having jurisdiction in the matter requiring release of such records.

Employee Benefits Service Agreement

Vizance, Inc.

This service agreement ("Agreement") is entered into by and between City of Berlin ("Client") and Vizance, Inc. ("Vizance").

Whereas Client has retained Vizance to provide consulting and brokerage services for and in connection with its employee benefit programs; and

Whereas, Vizance has knowledge and experience assisting employers in servicing employee benefit plans and Client wishes for Vizance to provide such assistance; and

Whereas Vizance and the Client wish to set forth their respective expectations for and in connection with the servicing of Client's employee benefit plans.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby mutually acknowledged and agreed upon, the parties hereby agree as follows:

1. Vizance Services

- a. Scope of Services. Vizance agrees to service the employee benefits plans and programs for which Vizance is the agent of record by assisting with certain marketing, plan implementation, and administrative functions such as compiling census data, facilitating enrollment, and furnishing forms, documents, and other information to Client, insurers, participants, and others. (hereinafter "Services"). Client acknowledges and agrees that the scope and level of Services will be determined based upon Client's business needs and objectives.
- b. Legal and Tax Services. Client acknowledges and agrees that any reports, materials, data and other information provided by Vizance is not intended as and should not be relied upon as accounting, legal, or tax advice. In all instances, Vizance recommends that Client seek independent advice on such matters from professional accounting, legal, and tax advisors and practitioners.

2. Client's Responsibilities

- a. Client Information. Client will make available (or cause its agents, consultants, or vendors to make available) such reasonable information, materials and/or data as required for Vizance to perform the Services under this Agreement. Client agrees that such information, materials and/or data will be made available as promptly as possible following a request by or on behalf of Vizance. Client further agrees to notify Vizance as soon as possible of any proposed changes to an employee benefit plan or amendment to the legal documents governing an employee benefit plan to the extent that the proposed change or amendment would affect Vizance in the performance of its obligations under this Agreement.
- b. Accuracy of Client Information. Client is solely responsible for the accuracy and completeness of any information, materials or data that it provides to Vizance and/or to insurers, underwriters, or other third parties as necessary for performance of the Services under this Agreement. Vizance shall not be responsible to independently verify the accuracy or completeness of any information, materials or data Client provides and shall be entitled to rely on such information, materials and/or data. Vizance shall not be liable for any errors, deficiencies or omissions in any Services provided to Client under this Agreement caused,

Employee Benefits Service Agreement

Vizance, Inc.

contributed to, or in connection with the non-furnishing, inaccuracy and/or incompleteness of information, materials and/or data provided by Client to Vizance.

- c. Enrollment/Disenrollment Information. Client will furnish information, forms and/or data required for Vizance to perform enrollment Services under this Agreement. Client is solely responsible for the accuracy and completeness of the enrollment and disenrollment information, forms, and data furnished to Vizance. Client is also solely responsible for reviewing billing, invoices, and any other enrollment documentation to verify the carrier and/or third-party administrator has timely and correctly processed the enrollment or disenrollment. Vizance shall not be responsible to independently verify the accuracy or completeness of any information, forms or data Client provides or to independently verify the timely and accurate processing of such information, forms, or data by a carrier or third-party administrator. Vizance shall not be liable for any claims arising from or related to any enrollment in or disenrollment (termination) of coverage caused, contributed to, or in connection with the non-furnishing, inaccuracy and/or incompleteness of information, forms, or data provided by Client or the untimely or inaccurate processing by a carrier or third-party administrator.

3. Term and Termination

- a. **Term.** This Agreement shall be effective as of 10/1/26 and shall continue in effect until Client designates a broker other than Vizance as its exclusive broker of record, or the Agreement is terminated in accordance with Section 3(b) below, whichever is earlier. Upon written notice from the Client to Vizance that the Client designates a broker other than Vizance as its exclusive broker of record, this Agreement shall terminate immediately.
- b. **Termination.** Client or Vizance may terminate this Agreement at any time, with or without cause, upon 60 days' prior written notice to the other party.

4. Record Keeping

Vizance will maintain accurate and current files including, but not limited to, insurance policies and correspondence with insurers or brokers in accordance with industry standard record retention practice.

5. Confidentiality

- a. Confidential Information. Vizance and Client acknowledge that the nature of services provided by Vizance to Client may result in either party (the "Disclosing Party") disclosing to the other party (the "Receiving Party") certain of Disclosing Party's information some of which may be of a confidential or proprietary nature (hereinafter "Confidential Information"). For purposes of this Agreement, Confidential Information shall mean any and all non-public information provided to the Receiving Party, which may include the Disclosing Party's product, marketing, pricing or financial strategies; client or prospective client information; employee information; proprietary business processes or technologies; financial information and/or trade secrets.

Employee Benefits Service Agreement

Vizance, Inc.

- b. Duties of the Receiving Party. In consideration of the Disclosing Party's disclosure of Confidential Information to the Receiving Party, the Receiving Party agrees as follows:
1. The Receiving Party shall take all reasonable steps to protect the confidentiality of the Confidential Information and shall not use the Confidential Information for any purpose other than the advancement of the services required under this Agreement.
 2. The Receiving Party shall not without prior written authorization from the Disclosing Party, publish or disclose to others any of the Confidential Information, except that Client expressly authorizes Vizance to disclose Client's Confidential Information to underwriters, insurers, insurance-related intermediaries and/or other third parties as necessary for the purpose of providing services pursuant to this Agreement.
 3. At the Disclosing Party's written request, the Receiving Party shall return to the Disclosing Party any and all records or documents constituting Confidential Information except that the Receiving Party shall be permitted to retain an archival copy of the Confidential Information pursuant to its record retention and regulatory and legal compliance requirements. If return of the Confidential Information is not feasible, the Receiving Party shall maintain the Confidential Information pursuant to the terms of this Agreement.

6. Indemnification

Each party shall indemnify and hold harmless the other party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, damages, liabilities, penalties, punitive damages, expenses, reasonable attorneys' fees and cost of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification shall survive the termination of this Agreement.

7. Responsibility for Insurance Programs

Client acknowledges and agrees that Vizance: 1) is not obligated to utilize any particular insurer; 2) does not guarantee or make any representation or warranty that insurance can be placed on terms acceptable to Client; and 3) is not responsible for the solvency of any insurer or its ability or willingness to pay claims, return premiums, or other financial obligations.

8. Fiduciary Responsibility

Client acknowledges and agrees that: (i) Vizance shall have no discretionary authority or discretionary control respecting the management of any of the employee benefit plans; (ii) Vizance shall exercise no authority or control with respect to management or disposition of the assets of Client's employee benefit plans; and (iii) Vizance shall perform services pursuant to this Agreement in a non-fiduciary capacity.

Employee Benefits Service Agreement

Vizance, Inc.

9. Governing Law

This Agreement shall be subject to and governed by the laws of the State of Wisconsin. Venue for any suit or other proceeding hereunder shall be properly placed in Waukesha County, Wisconsin, and both parties waive any objection to venue of any proceeding brought in a court of competent jurisdiction within Waukesha County, Wisconsin.

10. Public Records Responsibilities

The Parties agree to the public records responsibilities terms attached as Exhibit A of this Agreement.

CITY OF BERLIN

By: _____

Print Name: _____

Title: _____

Date: _____

VIZANCE, INC.

By: _____

Print Name: _____

Title: _____

Date: _____

Exhibit A

Public Records Responsibilities Contract Terms

The Vizance and Client recognize that applying applicable Wisconsin public records laws to particular records requests can be difficult, in light of copyright and other confidentiality protections. To ensure that applicable laws are followed, both with regard to private rights, and with regard to public records laws, the Client and Vizance agree as follows. When the Client receives public records requests for matters that the Client believes might be proprietary or confidential information, the Client will notify Vizance of the request. Within three (3) days of such notification (subject to extension of time upon mutual written agreement), Vizance shall either provide the Client with the record that is requested, for release to the requestor; or Vizance shall advise the Client that Vizance objects to the release of the requested information, and the basis for the objection. If for any reason the Client concludes that Vizance is obligated to provide a record to a requestor that is in Vizance's possession, Vizance shall provide such records to the Client immediately upon the Client's request. Vizance shall not charge for work performed under this paragraph, except for the "actual, necessary and direct" charge of responding to the records request, as that is defined and interpreted in Wisconsin law.

In addition to, and not to the exclusion or prejudice of, any provisions of this agreement or documents incorporated herein by reference, Vizance shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the defense of any claim asserted or imposed upon the Client, its officers, agents, employees and independent Contractors growing out of (i) the Client's denial of a records request, based upon objections made by Vizance, or (ii) Vizance's failure to provide records to the Client upon the Client's request; or (iii) the Client's charges made to a records requestor, based upon reimbursement of costs Vizance charged to the Client in responding to a records request; or (iv) the Client's lack of timely response to a records request, following Vizance's failure to timely respond to the Client as required herein; or (v) the Client's provision of records to a requestor that were provided to the Client by Vizance in response to a records request. Vizance's claims of proprietary rights, or any other copyright or confidentiality claims, shall be waived such that the Client may provide all requested documents, programs, data, and other records to the requestor, upon failure by Vizance to defend, indemnify or hold harmless the Client as required herein, and/or upon judgment of a court having jurisdiction in the matter requiring release of such records.



City of Berlin, WI

Planning + Development Department
108 N Capron St. • Suite 200

Planning and Development

Phone (920) 361-5156

Director

BACKGROUND

TO: Common Council

FROM: Timothy Ludolph, Planning & Development Director

DATE: OCTOBER 13, 2026

SUBJECT: Minor Subdivision Request (CSM Review): Consideration of Laurie Wesner's request for a minor subdivision at W Marquette St.. Parcel #206-01200-0000 + 206-01201-0000. Lot

Description: COM 935' W OF W LN OF WISCONSIN ST ON N LN OF MARQUETTE ST: N 165'; W 66'; S 165'; E 66' TO BEG SEC 4 + COM 869' W OF W LN OF WISCONSIN ST ON N LN OF MARQUETTE ST: N 165'; W 66'; E 165'; E 66' TO BEG SEC 4

DATE: SEPTEMBER 22 2026

Background:

The proposed CSM proposes a combination of two existing lots with the same owner. Both properties are zoned R-2 Residential. The land surveyor has been actively communicating with staff in regards to the lot requirements in the ordinance and as a combination as opposed to a division of lots this is merely merging two standard lots into a double lot similar to the property to the east. Staff finds the proposal to be in compliance of all ordinance requirements and suggests approval.

Review Process:

- The land surveyor consulted with staff regarding the lot requirements in the ordinance.
- Staff reviewed the proposed Certified Survey Map (CSM) for compliance with all ordinance requirements.
- Plan Commission commenced on September 22nd 2026 and concurred with staff's review recommending Common Council approval.



Planning and Development

Director

City of Berlin, WI

**Planning + Development Department
108 N Capron St. • Suite 200**

Phone (920) 361-5156

Recommendation:

Based on the review and consultation, the Plan Commission recommends to the Common Council:

- Authorize staff to endorse the approval of the proposed minor subdivision (CSM) of Proposed Lot 1 - W Marquette Street as presented.



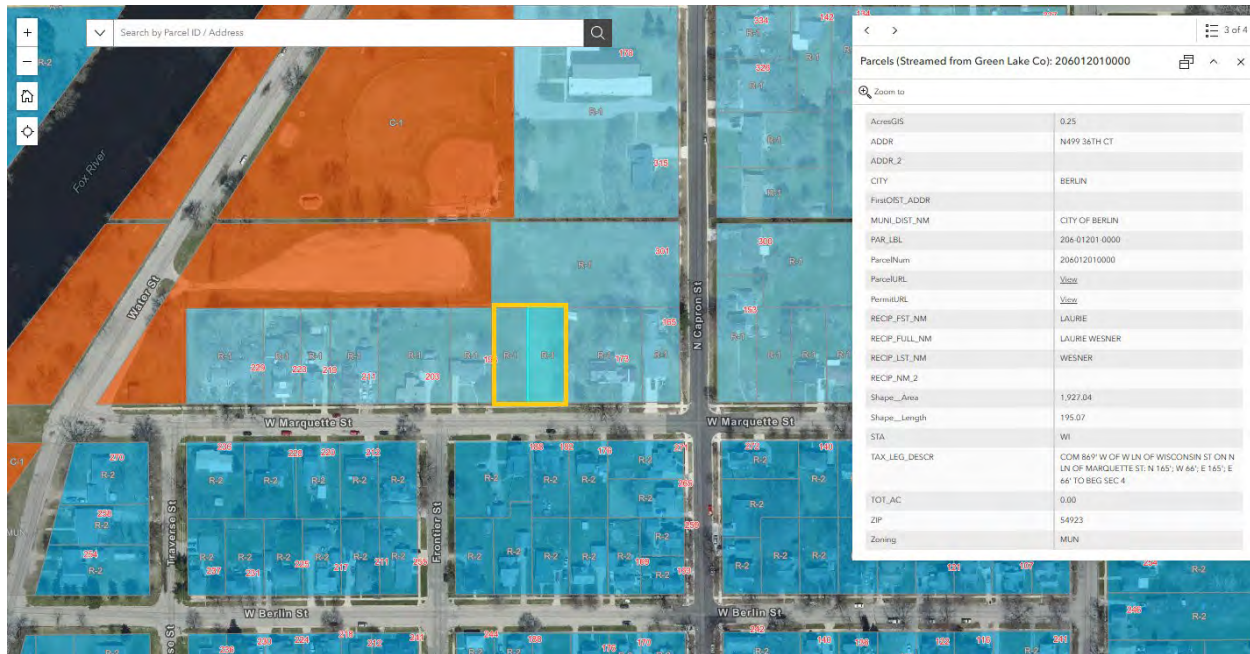
City of Berlin, WI

Planning + Development Department
108 N Capron St. • Suite 200

Planning and Development

Phone (920) 361-5156

Director





Return Application To:
City of Berlin
P O Box 272
Berlin WI 54923

Fee: \$25.00

APPLICATION FOR MINOR SUBDIVISION -CERTIFIED SURVEY MAP (CSM)

DATE: Aug. 31, 2026

PROPERTY OWNER: Laurie Wesner, Builder David Zietlow

ORGANIZATION: _____

ADDRESS: N499 36th Court, Berlin, Wisconsin 54923

PHONE: _____

EMAIL: _____

SURVEYOR: Donald W. Lenz

PHONE: _____

EMAIL: dlenz@generalengineering.net

PLEASE STATE REASON(S) FOR CERTIFIED SURVEY REQUEST:

To create Create a 1 Lot Certified Survey Map from two vacant tax parcels 206-01200-000 and

CURRENT ZONING: R1

CURRENT USE: Residential

PERCENTAGE OF IMPERVIOUS SURFACE / LOT COVERAGE FOR EACH LOT IN PROPOSED CSM:

0%, the lots are vacant.


APPLICANT'S SIGNATURE

8/31/26

DATE

Summary of Minor Land Division (Certified Survey Map) can be found at:

https://library.municode.com/wi/berlin/codes/code_of_ordinances?nodeId=PTIICOOR_CH62SU_ARTIIPLCESUMARE_S62-52MILADICESUMA

Certified Survey Map Technical Requirements can be found at:

https://library.municode.com/wi/berlin/codes/code_of_ordinances?nodeId=PTIICOOR_CH62SU_ARTIIPLCESUMARE_S62-53CESULADITERE

CERTIFIED SURVEY MAP

CERTIFIED SURVEY MAP LOCATED IN PART OF GOVERNMENT LOT 3 OF SECTION 4, TOWNSHIP 17 NORTH, RANGE 13 EAST, CITY OF BERLIN, GREEN LAKE COUNTY, WISCONSIN.

GREEN LAKE SURVEYING COMPANY
A DIVISION OF GENERAL ENGINEERING COMPANY
Green Lake, Wisconsin

Donald W. Lenz
Donald W. Lenz, WI P. L. S. No. S-2003
Dated this 25th day of August, 2026.
Drafted by: B.A. BEIGHLEY



Green Lake Surveying Company
A Division Of



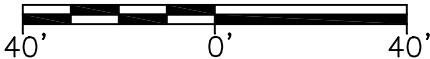
General Engineering Company
P.O. Box 131 • N6205 Busse Road Green Lake, WI 54941
920-294-6666 (Green Lake Office)
dlenz@generalengineering.net

OWNER(S)
LAURIE WESNER

ADDRESS
ALONG WEST MARQUETTE STREET,
BERLIN WI 54923

BEARING REFERENCE:
BEARINGS ARE REFERENCED TO
EAST LINE OF THE SOUTHEAST ¼
OF SECTION 4-17-13 USED A
BEARING OF S 00°32'50" E PER
GREEN LAKE COUNTY COORDINATE
SYSTEM. NAD 83(91).

SCALE: 1" = 40'



LEGEND:

- SECTION CORNER MONUMENT FOUND
- 1" IRON PIPE FOUND
- 2" IRON PIPE FOUND
- ¾" X 18" REBAR 1.50 LBS PER LINEAL FOOT SET
- BRASS CAP MONUMENT FOUND
- () RECORDED AS

NOTE:
A SURVEY DOES NOT ESTABLISH OWNERSHIP NOR TRANSFER PROPERTY. EXCHANGE AND RECORDING OF DEEDS MUST OCCUR FOR TRANSFER TO BECOME FINAL.

SURVEYOR'S REPORT:
BECAUSE OF DISTANCE ROUNDING, THE SUM OF THE DISTANCE PARTS MAY NOT TOTAL EXACTLY TO THE ENTIRE LENGTH OF THE LINE. THE TOTAL MAY BE OFF BY 0.01'.

PURPOSE OF SURVEY:
THE PURPOSE OF THIS CERTIFIED SURVEY MAP IS TO CREATE A ONE LOT CERTIFIED SURVEY MAP FROM TWO UNPLATTED PARCELS TO CONFORM TO CITY OF BERLIN LAND DIVISION SUBDIVISION ORDINANCES.

EAST ¼ CORNER OF SECTION 4 T17N R13E FOUND BRASS CAP MONUMENT GREEN LAKE COUNTY COORDINATE SYSTEM

NOTE:
SEE SHEET 2 OF 9 FOR BUILDING, UTILITY, PAVEMENT, IMPROVEMENT, AND BUILDING SETBACK DETAIL

UNPLATTED LANDS BY OTHERS

UNPLATTED LANDS BY OTHERS

UNPLATTED LANDS BY OTHERS

UNPLATTED LANDS BY OTHERS

GOVERNMENT LOT

LOT 1 AREA
0.50 ACRES
(21,948 SQ. FT.)

TAX PARCEL NO.
206-01200-0000

TAX PARCEL NO.
206-01201-0000

(EAST)
N 89°30'08" E
66.14'
(66.00')

(132.00')
132.27'
66.13'
(66.00')

(SOUTH)
S 00°25'52" E

(SOUTH)
S 00°25'52" E

(165.00')
165.83'

(NORTH)
N 00°25'52" W

(165.00')
165.93'

(165.00')
166.03'

(66.00')
66.14'
132.27'
(132.00')

(66.00')
66.13'
S 89°35'19" W
(WEST)

POB

904.35' S 89°27'10" W

EAST LINE OF THE SE ¼ OF SECTION 4-17-13

676.43'

2696.59'
2020.16'

WEST MARQUETTE STREET

SOUTHEAST CORNER OF SECTION 4 T17N R13E FOUND BRASS CAP MONUMENT GREEN LAKE COUNTY COORDINATE SYSTEM

CERTIFIED SURVEY MAP

CERTIFIED SURVEY MAP LOCATED IN PART OF
GOVERNMENT LOT 3 OF SECTION 4, TOWNSHIP 17 NORTH,
RANGE 13 EAST, CITY OF BERLIN, GREEN LAKE COUNTY,
WISCONSIN.

GREEN LAKE SURVEYING COMPANY
A DIVISION OF GENERAL ENGINEERING COMPANY

Green Lake, Wisconsin
Donald W. Lenz
Donald W. Lenz, WI P. L. S. No. S-2003
Dated this 25th day of August, 2026.
Drafted by: B.A.Beighley

OWNER(S)
LAURIE WESNER

ADDRESS
ALONG WEST MARQUETTE STREET,
BERLIN WI 54923

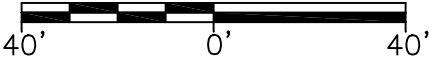


Green Lake Surveying Company
A Division Of



General Engineering Company
P.O. Box 131 • N6205 Busse Road Green Lake, WI 54941
920-294-6666 (Green Lake Office)
dlenz@generalengineering.net

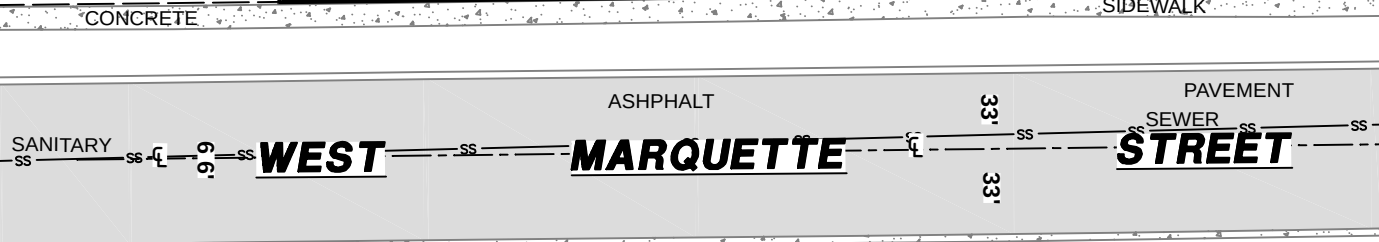
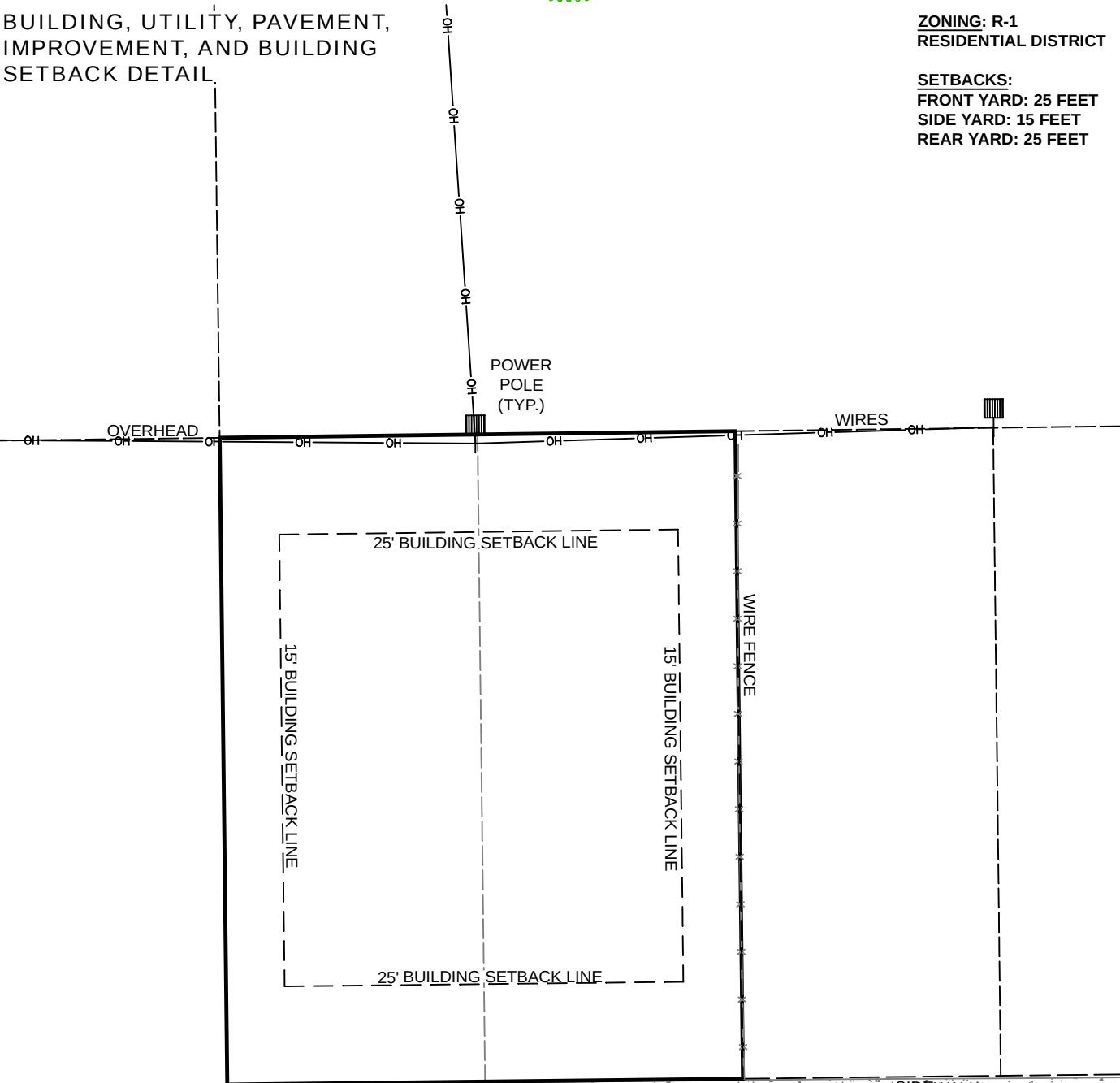
SCALE: 1" = 40'



ZONING: R-1
RESIDENTIAL DISTRICT

SETBACKS:
FRONT YARD: 25 FEET
SIDE YARD: 15 FEET
REAR YARD: 25 FEET

BUILDING, UTILITY, PAVEMENT,
IMPROVEMENT, AND BUILDING
SETBACK DETAIL.



GREEN LAKE, COUNTY

CERTIFIED SURVEY MAP

VOLUME

PAGE

CERTIFIED SURVEY MAP

CERTIFIED SURVEY MAP LOCATED IN PART OF GOVERNMENT LOT 3 OF SECTION 4, TOWNSHIP 17 NORTH, RANGE 13 EAST, CITY OF BERLIN, GREEN LAKE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE:

I, Laurie Wesner, hereby certify that I have caused the land as described in the foregoing certificate of Donald W. Lenz, surveyor, to be surveyed, combined, monumented and mapped as represented by this Certified Survey Map.

I further certify that this survey is required by Section 236.10 or 236.12 of the Wisconsin State Statutes to be submitted to the following for approval or objection:

- 1) City of Berlin

WITNESS the hand and seal of Laurie Wesner this ____ day of _____, 2026.

Laurie Wesner

STATE OF WISCONSIN)
GREEN LAKE COUNTY)SS

Personally came before me this ____ day of _____, 2026, the above named Laurie Wesner to me be known to be the person who executed the foregoing instrument and acknowledged the same.

Wisconsin Notary Public

Print Name _____

My Commission expires _____

GREEN LAKE SURVEYING COMPANY
A DIVISION OF GENERAL ENGINEERING COMPANY
Green Lake, Wisconsin

Donald W. Lenz
Donald W. Lenz, WI P. L. S. No. S-2003

Dated this 25th of August, 2026.

Green Lake Surveying Company
A Division Of



General Engineering Company

P.O. Box 131 • N6205 Busse Road Green Lake, WI 54941
920-294-6666 (Green Lake Office)
dlenz@generalengineering.net



CERTIFIED SURVEY MAP

CERTIFIED SURVEY MAP LOCATED IN PART OF GOVERNMENT LOT 3 OF THE
SOUTHEAST ¼ OF SECTION 4, TOWNSHIP 17 NORTH, RANGE 13 EAST, CITY OF
BERLIN, GREEN LAKE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

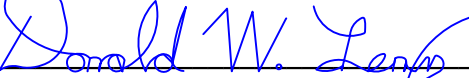
I, Donald W. Lenz, Professional Land Surveyor of the State of Wisconsin, hereby certify
that I have at the order of Laurie Wesner as owner thereof, surveyed lands located in part of
Government Lot 3 of Section 4, Township 17 North, Range 13 East, City of Berlin, Green Lake
County, Wisconsin, being more particularly described as follows:

Commencing at the East ¼ corner of said Section 4;
thence South 00°-32'-50" East, along the East line of the Southeast ¼ of said Section 4, 676.43
feet;
thence South 89°-27'-10" West, 904.35 feet to the Northerly right-of-way line of West Marquette
Street and to the Point of Beginning of lands hereinafter described
thence South 89°-35'19" West along said Northerly right-of-way line, 132.27 feet;
thence North 00°-25'-52" West, 165.83 feet;
thence North 89°-30'-08" East, 132.27 feet;
thence South 00°-25'-52" East, 166.03 feet to the Northerly right-of-way line of West Marquette
Street and to the Point of Beginning.

Containing 0.50 acres (21,948 sq. ft.). Being subject to all easements and restrictions of
record, if any.

I further certify that such survey is a correct representation of all exterior boundaries of the
land surveyed and the division thereof made, and that I have fully complied with the provisions
of Section 236.34 of the Wisconsin State Statutes, City of Berlin Land Division Subdivision
Ordinance in surveying and mapping the same to the best of my knowledge and belief.

GREEN LAKE SURVEYING COMPANY
A DIVISION OF GENERAL ENGINEERING COMPANY
Green Lake, Wisconsin


Donald W. Lenz, WI P. L. S. No. S-2003
Dated this 25th day of August, 2026.

TCITY OF BERLIN CERTIFICATE:

This Certified Survey Map for Laurie Wesner is hereby approved in accordance with the City of Berlin
Subdivision Ordinance.

Dated this _____ day of _____, 2026.

Timothy Ludolph – City Zoning Administrator



Green Lake Surveying Company
A Division Of



General Engineering Company
P.O. Box 131 • N6205 Busse Road Green Lake, WI 54941
920-294-6666 (Green Lake Office)
dlenz@generalengineering.net



City of Berlin, WI

Planning + Development Department
108 N Capron St. • Suite 200

Planning and Development

Phone (920) 361-5156

Director

BACKGROUND

TO: Common Council

FROM: Timothy Ludolph, Planning & Development Director

RE: Minor Subdivision Request (CSM Review): Consideration of Jan + Kurt Unangst's request for a minor subdivision at 359 E Waushara St. (Parcel # 206-03452-0410+ 206-03452-042). Lot

Description: LOT 1 +2 CSM 3822

DATE: OCTOBER 13, 2026

Background:

The proposed CSM proposes a combination of two existing lots with the same owner. Both properties are zoned A-1 Agricultural. The land surveyor has communicated with staff regarding the lot requirements in the ordinance and as a combination as opposed to a division of lots this is merging two lots into a more regular width lot. Staff finds the proposal to be in compliance of all ordinance requirements and suggests approval.

Review Process:

- The land surveyor consulted with staff regarding the lot requirements in the ordinance.
- Staff reviewed the proposed Certified Survey Map (CSM) for compliance with all ordinance requirements.

Recommendation:

Based on the review and consultation the Plan Commission recommends:

Common Council authorize staff to endorse the approval of the proposed minor subdivision (CSM) of 359 E Waushara St. as presented.



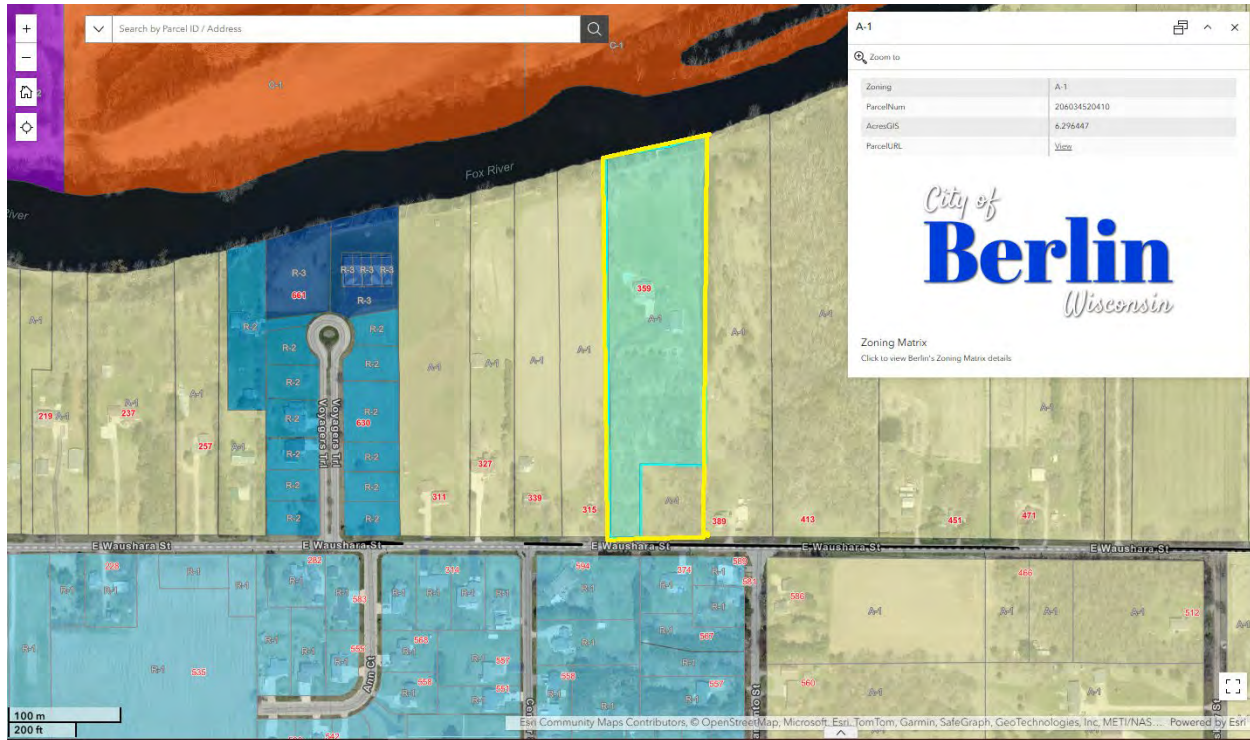
City of Berlin, WI

Planning + Development Department
108 N Capron St. • Suite 200

Planning and Development

Phone (920) 361-5156

Director



CERTIFIED SURVEY MAP NO. _____

A RE-SURVEY OF LOTS 1 & 2 C.S.M. NO. 3822, BEING A PART OF THE S.W. 1/4 OF THE S.E. 1/4 IN SECTION 34, TOWNSHIP 18 NORTH, RANGE 13 EAST, IN THE CITY OF BERLIN, WAUSHARA COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE
STATE OF WISCONSIN)
:SS
WAUSHARA COUNTY)

I, **Trent Nelson**, Wisconsin Professional Land Surveyor do hereby certify;

THAT I have surveyed and mapped a re-survey of Lots 1 & 2 C.S.M. No. 3822 being a Part of the S.W. 1/4 of the S.E. 1/4 in Section 34, Township 18 North, Range 13 East, in the City of Berlin, Waushara County, Wisconsin, which is bounded and described as follows;

COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 34;
THENCE SOUTH 88°33'54" EAST ALONG THE SOUTH LINE OF THE S.E. 1/4, A DISTANCE OF 226.27 FEET TO THE SOUTHWEST CORNER OF LOT 1 C.S.M. NO. 3822 AND THE POINT OF BEGINNING OF THE PARCEL TO BE DESCRIBED;
THENCE NORTH 01°27'34" EAST ALONG THE WEST LINE OF LOT 1 C.S.M. NO. 3822, A DISTANCE OF 1,032.60 FEET TO A POINT ON THE MEANDERLINE OF THE FOX RIVER WHICH IS ±20.99 FEET FROM THE WATER'S EDGE;
THENCE NORTH 75°37'21" EAST ALONG THE MEANDERLINE, A DISTANCE OF 278.66 FEET TO A POINT WHICH IS ±27.01 FEET FROM THE WATER'S EDGE;
THENCE SOUTH 01°27'26" WEST ALONG THE EAST LINE OF LOTS 1 & 2 C.S.M. NO. 3822, A DISTANCE OF 1,137.80 FEET;
THENCE NORTH 88°33'54" WEST ALONG THE SOUTH LINE OF THE S.E. 1/4, A DISTANCE OF 268.13 FEET TO THE POINT OF BEGINNING.

PARCEL DESCRIBED IS SUBJECT TO RIPARIAN RIGHTS, ALL EXISTING RIGHT OF WAYS, EASEMENTS AND RESTRICTIONS OF RECORD, IF ANY. IT INCLUDES ALL LANDS BETWEEN THE MEANDERLINE AND THE WATER'S EDGE.

THAT I have made this survey by the direction of KURT UNANGST for JAN & KURT UNANGST and FOX RIVER COMPOUND LLC the owners of said land.
THAT such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.
THAT I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and the Land Subdivision Ordinance of Waushara County, Wisconsin.

_____ Trent Nelson, Wisconsin Professional Land Surveyor 3132-8	_____ Date
--	---------------

CERTIFIED SURVEY MAP NO. _____

A RE-SURVEY OF LOTS 1 & 2 C.S.M. NO. 3822, BEING A PART OF THE S.W. 1/4 OF THE S.E. 1/4 IN SECTION 34, TOWNSHIP 18 NORTH, RANGE 13 EAST, IN THE CITY OF BERLIN, WAUSHARA COUNTY, WISCONSIN.

CITY OF BERLIN RESOLUTION

Resolved that this Certified Survey Map which has been filed or duly filed for approval of the City of Berlin, Green Lake County, Wisconsin, be and the same is hereby approved as required by Chapter 236 of the Wisconsin State Statutes.

Date approved	Date signed	Representative, City of Berlin
---------------	-------------	--------------------------------

OWNER'S CERTIFICATE

I hereby certify that I have caused the land as described in the foregoing certificate of Trent Nelson surveyor, to be surveyed, monumented, and mapped as represented by this Certified Survey Map.

I further certify that this survey is required by Section 236.10 or 236.12 of the Wisconsin State Statutes to be submitted to the following for approval or rejection:

- 1) City of Berlin

STATE OF WISCONSIN) SS
_____ COUNTY

Witness the hand and seal of Jan & Kurt Unangst this _____ day of _____, 20____

Jan Unangst Kurt Unangst

Personally came before me this _____ day of _____, 20____, the above named Jan & Kurt Unangst known to be the person who executed the foregoing instrument and acknowledged the same.

Wisconsin Notary Public
My Commission expires _____

STATE OF WISCONSIN) SS
_____ COUNTY

Witness the hand and seal of Fox River Compound LLC Representative this _____ day of _____, 20____

Fox River Compound LLC Representative

Personally came before me this _____ day of _____, 20____, the above named Fox River Compound LLC Representative known to be the person who executed the foregoing instrument and acknowledged the same.

Wisconsin Notary Public
My Commission expires _____

CERTIFIED SURVEY MAP NO. _____

A RE-SURVEY OF LOTS 1 & 2 C.S.M. NO. 3822, BEING A PART OF THE S.W. 1/4 OF THE S.E. 1/4 IN SECTION 34, TOWNSHIP 18 NORTH, RANGE 13 EAST, IN THE CITY OF BERLIN, WAUSHARA COUNTY, WISCONSIN.

LEGEND

- SET 3/4" x 18" IRON ROD WEIGHING 1.5 LBS. PER LINEAL FOOT.
- FOUND 3/4" IRON ROD
- ⊠ UTILITY PEDESTAL
- ⊗ FIBER OPTIC VAULT
- ⊕ SEPTIC MANHOLE
- UTILITY POLE
- E — OVERHEAD ELECTRIC
- x — FENCE
- () RECORDED AS

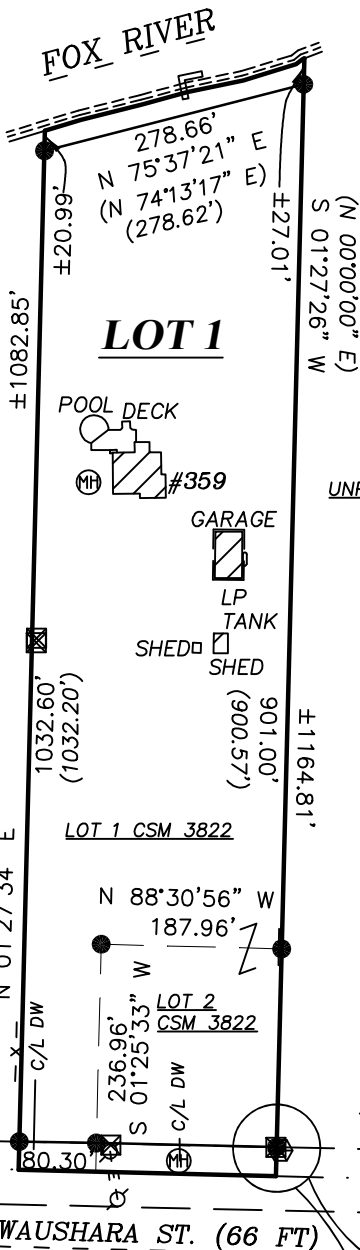
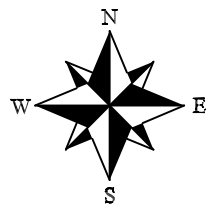
BEARINGS ARE REFERENCED TO THE SOUTH LINE OF THE S.E. 1/4 OF SEC. 34, WHICH IS MEASURED TO BEAR S 88°33'54" E.

NOTES:

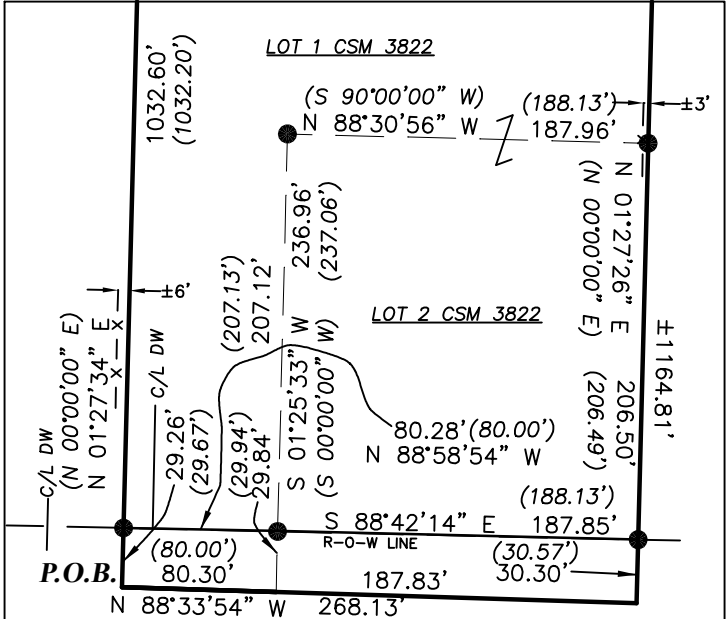
- CHECK WITH UTILITY COMPANIES FOR EASEMENT RESTRICTIONS, LOCATIONS AND WIDTHS, IF ANY.
- A SURVEY DOES NOT ESTABLISH OWNERSHIP NOR TRANSFER PROPERTY. EXCHANGE AND RECORDING OF DEEDS MUST OCCUR FOR TRANSFER TO BECOME FINAL.
- ANY LAND BELOW THE ORDINARY HIGH WATER MARK OF A LAKE OR NAVIGABLE STREAM IS SUBJECT TO THE 'PUBLIC TRUST IN NAVIGABLE WATERS' THAT IS ESTABLISHED UNDER ARTICLE IX, SECTION 1 OF THE STATE CONSTITUTION.
- PORTIONS OF LAND SURVEYED MAY LIE WITHIN OFFICIAL MAPPED FLOODPLAIN. PLEASE CONTACT THE WAUSHARA COUNTY ZONING OFFICE AND LOCAL WISCONSIN DNR SERVICE CENTER FOR ADDITIONAL INFORMATION ON REGULATIONS/RESTRICTIONS AND OFFICIAL MAPS THAT ARE AVAILABLE.
- CONTACT THE CITY OF BERLIN FOR ALL BUILDING SETBACKS AND RESTRICTIONS

OWNERS ON RECORD:
JAN & KURT UNANGST
359 E WAUSHARA ST.
BERLIN, WI 54923
PIN 206034520410

FOX RIVER
COMPOUND LLC
W359 E WAUSHARA ST.
BERLIN, WI 54923
206034520420



UNPLATTED LANDS

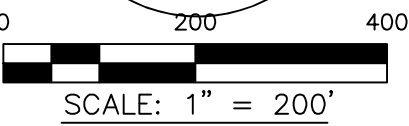
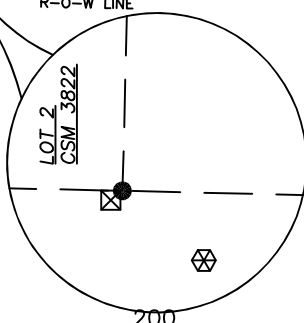


WAUSHARA COUNTY

S. 1/4 CORNER
SEC. 34-18-13
(BY TIES)



TN LAND SURVEYING, LLC
TRENT NELSON, PROPRIETOR
116 WEST MAIN STREET
P.O. BOX 486
WAUTOMA, WI 54982
(920) 787-3500



LOT 1
±292,799 SQ. FT. OR
±6.72 ACRES TO THE
RIGHT OF WAY LINE
±300,820 SQ. FT. OR
±6.91 ACRES TOTAL

THIS DOCUMENT WAS DRAFTED BY:
TN LAND SURVEYING, LLC
M. VERSTEGEN
SHEET 1 OF 3
JOB NO. 16485G
SEPT. 08, 2026



PROCLAMATION HONORING 60 YEAR ANNIVERSARY OF FOX RIVER INDUSTRIES

WHEREAS, on behalf of the citizens of the City of Berlin, it is the pleasure of the City of Berlin's Common Council and Mayor to offer this Proclamation to celebrate and recognize the 60 year anniversary of Fox River Industries; and

WHEREAS, Fox River Industries has been an active and valuable community partner, providing opportunities and training for Green Lake County residents; and

WHEREAS, Fox River Industries first opened their doors in 1966 in Princeton at the Community Hall as the Daycare Nursery Class and later moved to 222 Leffert Street in the City of Berlin in 1976; and

WHEREAS, Fox River Industries Inc officially became incorporated as a non-profit organization in 1987 and has provided service options for adults with developmental disabilities and has been an active and supportive community partner; and

WHEREAS, Fox River Industries is important to this community and sincerely appreciated;

NOW THEREFORE, BE IT RESOLVED, that the Common Council and Mayor of the City of Berlin, hereby offer this proclamation of the 60th anniversary of Fox River Industries as a permanent record in the archives of the City of Berlin.

Dated this 13th day of October, 2026

Catrina Burgess, Mayor

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

TO: Common Council
FROM: Brittani Majeskie, Deputy Clerk Treasurer
AGENDA ITEM: Alcohol Beverage License Request of Tiki Pins Berlin, LLC – Class “B” Beer License and a “Class B” Liquor License at 114 N. Capron St.
MEETING DATE: October 13, 2026

BACKGROUND

Tiki Pins Berlin, LLC (Joshua Holz, owner and agent) has applied for a Class “B” Beer License and a “Class B” Liquor License at 114 N. Capron St. Tiki Pins Berlin, LLC will be purchasing the establishment currently operated by Mark Vandre, The Rendezvous. Mark Vandre has provided a letter (attached) to the Council relinquishing the current combination Class “B” Beer License and a “Class B” Liquor License for the premises so that it may be approved to be granted to Tiki Pins Berlin, LLC at the same location. Tiki Pins Berlin, LLC has also applied for an Outdoor Activity Area Permit and Amusement & Music Device Licenses (attached).

The notice sent to the Berlin Journal for publishing is attached. The submitted Alcohol Beverage License will be available at the meeting for review if needed.

All required inspections were completed and approved.

SUGGESTED MOTION

Motion to GRANT a Class “B” Beer License and a “Class B” Liquor License to Tiki Pins Berlin, LLC for the premises identified in their application dated 09/28/26, provided that the City Clerk shall not issue the license unless and until the City Clerk receives all of the following: (1) full and unconditional surrender of the license currently in effect for the premises; (2) proof to the City Clerk’s satisfaction that the applicant either owns the premises or has approval from the owner for the issuance of the license; (3) all applicable fees and costs are paid, along with any delinquencies owed to the City if any; (4) proof that a seller’s permit has been issued to the applicant by the State of Wisconsin; and (5) all conditions must be satisfied within thirty (30) days of this approval or this approval is void.

And

Motion to approve an Outdoor Activity Area Permit and Amusement & Music Device Licenses to Tiki Pins Berlin, LLC.

10-5-26

I Mark Vandre of the Rendezvous
located at 114 N. Capron Street agree
to surrender my liquor license upon
the successful closing of my property
located at 114 N. Capron Street.
If I don't close on the property I will
not surrender my liquor license.

Mark Vandre

10-5-26

RECEIVED
OCT 05 2026

BY: *B. Mayshui*



APPLICATION FOR AMUSEMENT & MUSIC
DEVICE LICENSE

For License Year Ending June 30, 2027

State of Wisconsin
County of Green Lake
City of Berlin

To: City Administrator, 108 N. Capron St, Berlin, WI 54923

I, the undersigned hereby apply for a license to maintain or permit maintenance of amusement or music device(s) on my premises. As a condition of the granting of such license, I agree that during the period of such license, the Chief of Police, police officers, or any other duly authorized officials of the City may at all reasonable hours enter into and upon the licensed premises for the purpose of inspecting the premises to ascertain if all City Ordinances and State Laws are being obeyed, and shall also consent to the removal from the premises, without warrant, of all things and articles there and in violation of City Ordinances or State Laws and to the introduction and receipt of such things and articles in any prosecution or proceedings for violation of City Ordinances or State Laws.

NAME OF OWNER OR MANAGER OF BUSINESS: Joshua Holz

ADDRESS OF PREMISES TO BE LICENSED: 114 N. Capron St.

RESIDENCE OF OWNER OR MANAGER: 42 Gibson Ct. Oshkosh, WI 54902

DESCRIPTION OF DEVICES:

- | | |
|---------------------|---------------------|
| 1. Pinball Machine | 11. Pinball Machine |
| 2. Pinball Machine | 12. Pinball Machine |
| 3. Pinball Machine | 13. Arcade Machine |
| 4. Pinball Machine | 14. Arcade Machine |
| 5. Pinball Machine | 15. Arcade Machine |
| 6. Pinball Machine | 16. Arcade Machine |
| 7. Pinball Machine | 17. Arcade Machine |
| 8. Pinball Machine | |
| 9. Pinball Machine | |
| 10. Pinball Machine | |

DATE OF APPLICATION: 9/25/2026

RECEIPT NUMBER: _____

LICENSE FEE: (\$10.00 PER DEVICE) \$170.00

SIGNATURE OF APPLICANT [Signature]



Permit Application for Outdoor Activity Areas at Alcohol Beverage Licensed Establishments

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

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

Name: Tiki Pins Berlin LLC

Address: 114 N Capron St

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

Address: 114 N Capron St

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

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

Small outdoor area at rear exit for patrons to
Smoke and keep possession of their drinks while smoking.

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

None

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

W-F 4-11 Sat-Sun 11-11

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

None

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

Traditional building lighting to allow patrons to see the area safely.

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

No music or special lighting is used. Patio is small and can only hold a few people. Employees will do constant checks outside.

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

This is just a smoking area. If an underage person entered the building, staff would notice immediately.

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

Constant checks and cleaning by employees.

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

6

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

No

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

Fox Lane

FENCED AREA
PERMANENT
STRUCTURE

66 ft

North
↓



~ Approx 3 ft

City Hall

114 W. Capron St

22 ft

Capron St.

29 ft

Lefts in the Square

NOTICE OF LIQUOR LICENSE APPLICATION

Notice is hereby given that Tiki Pins Berlin, LLC, located at 114 N. Capron St., Berlin, WI, has applied to the City of Berlin for Class "B" Beer and "Class B" Liquor Licenses, for sale in the bar, for October 14, 2026 - June 30, 2027.

Action on the application will be taken by the Common Council at its meeting on October 13, 2026 at 7:00 PM at Berlin City Hall located at 108 N. Capron St.

Dated September 29, 2026.

Jessi Balcom, City Administrator/Clerk/Treasurer

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Zoning Administration Services Agreement
MEETING DATE: October 13, 2026

BACKGROUND

The Common Council interviewed three firms (Kunkel Engineering, Foth, and Vandewalle & Associates) that responded to the August 21, 2026 Request for Proposals regarding Zoning Administration Services at the Committee of the Whole meeting on October 6, 2026.

Following the interviews, the Committee of the Whole directed staff to work with Foth to develop an agreement for Zoning Administration Services. Foth has provided an agreement noting the fees as stated in the proposal will be effective for 2026 and 2027. The City attorney is currently reviewing this agreement. The proposal is included as an addendum to the agreement.

As this agreement is intended to start no later than November 1, 2026 (possibly by October 26, 2026 to provide overlap and coordination with the current Planning and Development Director position), the Council may choose to approve the agreement subject to approval by the City Attorney.

SUGGESTED MOTION

Motion to approve the Zoning Administration Services Agreement with Foth Infrastructure and Environment LLC.



AGREEMENT FOR SERVICES

Project Title
(the "Project"): Municipal Planning Services

FOTH Project Number: _____

CLIENT Project Number: _____
(If applicable)

This Agreement for Services (hereinafter "Agreement") is made and entered into this 7th day of October, 2026, by and between **FOTH INFRASTRUCTURE & ENVIRONMENT, LLC**, (hereinafter "Consultant") and **City of Berlin**, (hereinafter "Client"), for the services described under the Scope of Services (the "Services").

CLIENT: City of Berlin

Address: 108 N. Capron St, Berlin WI 54923

Phone No: (920)361-5400

Email Address: CityAdministrator@cityofberlin.wi.gov

Scope of Services: Client hereby agrees to retain Consultant to perform the following Services:

Daily ongoing municipal planning and zoning services as directed by the City.

Schedule: Services shall be performed according to the following schedule: Daily ongoing municipal planning and zoning services as directed by the City.

Compensation: In consideration of these Services, the Client agrees to pay Consultant compensation as follows:

☐ Lump-Sum in the amount of \$ _____ .00

☒ Unit Cost/Time Charges (Standard Rates) See Exhibit A for rate schedule

☐ Unit Cost/Time Charges (Standard Rates) for an estimated cost of \$ _____ .00

☐ Other as stated here: _____

Special Conditions (if any): _____

The attached Agreement for Services Standard Terms and Conditions, along with any Exhibits, is made a part hereof and incorporated into this Agreement.

IN WITNESS WHEREOF, this Agreement is accepted on the date last written below, subject to the terms and conditions above stated and the provisions set forth herein.

CLIENT

Signed: _____

Name (printed): Catriina Burgess

Title: Mayor

Date: _____

CONSULTANT

Signed: _____

Name (printed): Tom Ludwig

Title: WI Client Director

Date: _____

Signed: _____

Name (printed): Jeff Muenkel

Title: Senior Client Manager

Date: _____

AGREEMENT FOR SERVICES STANDARD TERMS AND CONDITIONS

1.0 Commencement of Services - The Services will commence consistent with the schedule referenced herein or as otherwise agreed to by the parties, upon receipt of this signed Agreement. If after commencement of the Services, the Project is delayed for any reason beyond the control of Consultant for more than sixty (60) days, the terms and conditions contained herein are subject to revision by Consultant.

1.1 Standard of Care - The standard of care for any professional Services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no other warranties, express or implied, under this Agreement or otherwise, in connection with any Services performed or furnished by Consultant. Subject to the standard of care, Consultant and its sub-consultants may use and rely upon data, reports, design elements and information ordinarily or customarily furnished by others, including, but not limited to Client, Client's other contractors or consultants, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.

Consultant shall not be required to sign any document, no matter by whom requested, that would result in the Consultant having to certify, guarantee, or warrant the existence of conditions whose existence the Consultant cannot ascertain.

2.0 Client Responsibilities - Client shall provide, at Client's expense, all criteria, design, and construction standards including full information as to Client's requirements for the Project, including all document specifications. The provision or production of such data or information is not included in the Services, except where explicitly referenced in the Scope of Services. As stated in Section 1.1, Consultant shall be entitled to rely upon such data and information in the performance of the Services and shall not be liable for any incorrect advice, judgment or decision based on any inaccurate information furnished by Client, Client's agents or Client's other consultants. Such data and information shall include but not be limited to the following:

- a. If not included in the Scope of Services, a complete survey of the Project site which shall include but not be limited to easements, right-of-way, encroachments, zoning and deed restrictions, subterranean structures or utilities, existing buildings and improvements.
- b. If not included in the Scope of Services, soils data, laboratory tests, reports and inspections of samples, materials or other items, with appropriate professional interpretations.
- c. Legal counseling services necessary for the Project including legal review of the construction contract documents.
- d. Accounting, bond and financial advisory (including, if applicable, "municipal advisor" services as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) and the municipal advisor registration rules issued by the Securities and Exchange Commission), independent cost estimating, and insurance counseling services.
- e. If not included in the Scope of Services, permits and approvals from any authorities having jurisdiction over the Project.

2.1 Right of Entry - Client shall provide for entry for the employees, agents and subcontractors of Consultant and for all necessary equipment.

2.2 Client Authorized Representative - Client shall designate a person authorized to act as Client's representative. Client or his representative shall receive and examine documents submitted by Consultant and shall be empowered to interpret and define Client's policies and render decisions and authorizations in writing promptly to prevent unreasonable delay in the progress of Consultant's Services. Client shall give prompt written notice to Consultant whenever Client observes or otherwise becomes aware of any defect in the Project, Services or other event which may substantially affect Consultant's performance of Services under this Agreement.

3.0 Fees and Payment

3.1 Invoice Payment Due - Client shall compensate Consultant for Services and expenses rendered under this Agreement. Consultant's fee for Services will be based on Consultant's rates currently in effect at the time the Services are done; lump sum or other schedules as identified under the Compensation section. Rates of

Consultant are subject to annual revision. Payment shall be due within thirty (30) days after the date of invoice describing the Services performed and expenses incurred during the preceding invoice period.

3.2 Failure to Pay. Client agrees that timely payment is a material term of this Agreement and that failure to make timely payment as agreed constitutes a breach hereof. In the event payment for Services rendered has not been made within thirty (30) days from the date of invoice, Consultant may, after giving seven (7) days' written notice to Client and without penalty or liability of any nature, and without waiving any claim against Client, suspend all work on all Services as set forth herein. Upon receipt of payment in full for Services rendered, plus interest charges, Consultant will continue with Services. Payment of all compensation due Consultant pursuant to this Agreement shall be a condition precedent to Client using any of Consultant's work product and/or deliverables under this Agreement.

3.3 Interest on Late Payments - In order to defray carrying charges resulting from delayed payments, simple interest at the maximum rate allowed by law will be added to the unpaid balance of each invoice. The interest period shall commence thirty (30) days after the date of the original invoice and shall terminate upon date of payment. Payments will be first credited to interest and then to principal.

4.0 Insurance/Limitation of Consultant's Liability - Consultant will maintain the following insurance coverages:

- a. Worker's compensation insurance pursuant to state law.
- b. Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including onsite and offsite operations, and owned, non-owned, or hired vehicles, with \$1,000,000 combined single limits.
- c. Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of Consultant or of any of its employees, agents, or subcontractors, with \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- d. Professional liability insurance, if applicable, of \$1,000,000 per claim and in the aggregate.

4.1 Liability Limits - Notwithstanding any provision in this Agreement to the contrary, Client and Consultant each agree not to assert against the other any claim, demand or suit for consequential, incidental, indirect or special damages arising from any aspect of the performance or nonperformance of the other party or any third-party engaged by such other party under this Agreement, and each party hereto waives any such claim, demand or suit against the other in connection with this Agreement. Notwithstanding any language to the contrary, the total aggregate liability of Consultant, its employees, officers, directors, shareholders, agents, or sub-consultants, to all parties related to this agreement shall not exceed the greater of: (1) \$50,000.00, or (2) the amount of Consultant's fee for the Services on any individual work order issued under this Agreement that gives rise to a claim.

4.2 Waiver of Subrogation - Both parties hereby waive, and shall cause their respective insurers to waive, all rights of subrogation against the other party, their employees, officers, directors, shareholders, agents, or sub-consultants for damages caused by risks covered by insurance, except such rights as they may have to the proceeds of the insurance.

5.0 Indemnification - Consultant, to the fullest extent permitted by law, shall indemnify and hold harmless Client and any of Client officers, directors, employees and agents from and against claims, losses, damages, liabilities, including attorney's fees and expenses, for third-party claims of bodily injury, sickness or death, and property damage or destruction to the extent caused by the negligent acts or omissions of Consultant or Consultant's separate contractors or anyone for whose acts any of them may be liable, but only to the extent of the negligence. Nothing in this Section shall obligate Consultant to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence or willful misconduct. Notwithstanding the forgoing, Consultant has no obligation to defend or pay indemnitee defense costs incurred prior to a final determination of liability or to pay any amount that exceeds the proportionate share of Consultant's finally determined percentage of liability as determined by a court of competent jurisdiction.

6.0 Hazardous Materials - Client hereby understands and agrees that Consultant has not created nor contributed to the creation or existence of any types of hazardous or toxic wastes, materials, chemical compounds, or substances, or any other type of environmental hazard or pollution ("Hazardous Materials"), whether latent or

patent, at Client's premises, or in connection with or related to the Project with respect to which Consultant has been retained to provide Services. Therefore, to the fullest extent permitted by law, except for Hazardous Materials introduced onto the site by Consultant and not required or permitted in the performance of Consultant's Services, Client agrees to indemnify, and hold Consultant, its officers, directors, shareholders, employees, and Consultants, harmless from and against any and all claims, damages, and expenses, whether direct, indirect, consequential or otherwise, including, but not limited to, attorney fees and court costs, arising out of, or resulting from the discharge, escape or release, of Hazardous Materials. Nothing contained within this Agreement shall be construed or interpreted as requiring Consultant to assume the status of a generator, transporter, or owner or operator of a treatment, storage or disposal facility, as those terms appear within the Resource Conservation and Recovery Act, 42 U.S.C.A., §6901 et seq., as amended, or within any State statute governing the generation, treatment, storage, and disposal of waste.

7.0 Design Without Construction Phase Services - Notwithstanding any provisions in this Agreement to the contrary, if this Project involves construction and Consultant is not retained to provide construction phase services including, but not limited to, observation, site visits, shop drawing review, and design clarifications, Client agrees that Consultant shall be responsible only for those construction phase services expressly required in Consultants Scope of Services. With the exception of such expressly required Services, Consultant shall have no design, shop drawing review, or other obligations during construction, and Client assumes all responsibility for construction phase services. Client waives all claims against the Consultant that may be connected in any way to construction phase services except for those Services that are expressly required in Consultants Scope of Services.

8.0 Documents- Ownership of Work Product and Proprietary Information - The deliverables prepared under this Agreement shall become the property of the Client only upon completion of the Services and payment in full of all monies due to Consultant. In the event Client reuses or makes any modifications to the deliverables without prior written authorization of Consultant, the Client agrees, to the fullest extent permitted by law, to indemnify and hold Consultant, its consultants, agents, officers, directors, shareholders and employees harmless from any claim, liability or cost (including reasonable attorneys' fees and defense costs) arising or allegedly arising out of any unauthorized reuse or modifications of Consultant's Services, work product, and/or deliverables by the Client or any person or entity that acquires or obtains the such work product and/or deliverables from or through the Client without the written authorization of Consultant.

Notwithstanding the foregoing Consultant's liability to Client for any computer programs, software products, or related data furnished hereunder is limited solely to the correction of residual errors, minor maintenance, or update(s) as agreed. CONSULTANT MAKES NO WARRANTIES OF ANY KIND, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE, or against infringement, with respect to computer programs, software products, related data, technical information, or technical assistance provided by Consultant under this agreement. The Consultant will take reasonable precautions to prevent the transmission of any electronic virus, or other contamination with the exchange of electronic media, but Consultant makes no assurances that those precautions are adequate to assure a contamination free transmission. Consultant retains title and interest in all of its standard details, plans, specifications, methodologies, tools, and computation documents, whether in written or electronic form, which have been incorporated into the documents and instruments of service, but which were developed by Consultant independent of this Agreement.

9.0 Injury to Workers on Project Consultant has no responsibility for site safety or for the means and methods employed by Client's construction contractor(s). Client agrees that Consultant will be named as an additional insured on construction contractor's insurance policy for Commercial General Liability and Builders All Risk Liability, and Client agrees to insert into all contracts for construction between Client and construction contractor(s) arising out of these Services a provision requiring the construction contractor(s) to defend, indemnify, and hold harmless both Client and Consultant from any and all actions arising out of the construction Project, including, but not limited to, injury to or death of any worker on the job site, not caused by the sole negligence of Client or Consultant,. Client will be responsible for any damages caused by Client's failure to comply with the above requirements.

10.0 Probable Construction Costs Opinions - Any opinion of the construction cost prepared by Consultant represents his judgment and is supplied for the general guidance of the Client. Since Consultant has no control over the cost of labor and material, or over competitive bidding or market conditions, Consultant does not guarantee that bids or actual construction costs to the Client will not vary from Consultant's opinions of probable

cost. If the Client desires greater assurance as to construction costs, Client shall employ an independent cost estimator.

11.0 Site Visits - Visits to the construction site and observations made by Consultant as part of Services during construction under this Agreement shall not make Consultant responsible for the obligation to conduct, comprehensive monitoring of the work of the contractor(s) sufficient to ensure conformance with the intent of the construction contract documents, and shall not make Consultant responsible for, nor relieve the construction contractor(s) of the full responsibility for, constructions means, methods, techniques, sequences, and procedures necessary for coordinating and completing portions of the contractor(s) work under the construction contract documents, and for all safety precautions incidental thereto. Such visits by Consultant are not to be construed as part of the observation duties of the on-site observation personnel defined below.

12.0 On-Site Observation - When Consultant provides on-site observation personnel as part of Services during construction under this Agreement, the on-site observation personnel will make reasonable efforts to advise Client of observed defects and deficiencies in the work of the contractor(s), and to help determine if the provisions of the construction contract documents are being fulfilled. Consultant shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of any construction work and Consultant's obligations are limited to becoming generally familiar with the progress of the construction. Consultant's observation will not cause Consultant to be responsible for those duties and responsibilities which belong to the construction contractor(s), including, but not limited to, full responsibility for the means, methods, techniques, sequences, and progress of construction, and the safety precautions incidental thereto, and for performing the construction work in accordance with the construction contract documents.

13.0 Termination or Abandonment - If any portion of the Services or Project is terminated or abandoned by Client, the provisions of these Terms and Conditions in regard to compensation and payment shall apply insofar as possible to that portion of the work not terminated or abandoned. If said termination occurs prior to completion of any phase of the Project, the fee for Services performed during such phase shall be based on Consultant's reasonable estimate of the portion of such phase completed prior to said termination, plus a reasonable amount to reimburse Consultant for termination costs.

This Agreement may be terminated by either party if the other party fails to fulfill its obligations under this Agreement through no fault of the terminating party. No such termination may be effected unless the other party is given not less than ten calendar days written notice of intent to terminate and an opportunity for correcting the default (plus such additional time as is reasonably necessary to correct the default, other than any payment default) and for consultation with the terminating party before termination. Consultant shall be paid for Services performed to the termination date including reimbursable expenses due plus termination expenses.

14.0 Jurisdiction - This Agreement shall be governed by the laws of the State of the Project.

15.0 Dispute Resolution - The parties will use good faith efforts to resolve any dispute, controversy or claim arising out of or relating to this Agreement or the relationship between the parties (a "Dispute") through negotiation. To invoke the dispute resolution procedures in this section, one party must give the other party a written notice of its intent to negotiate. The notice will include a detailed description of the Dispute and a proposed resolution. Within five (5) business days after delivery of the notice, each party will designate a senior executive with authority to resolve the Dispute. The designated executives will engage in discussions in an effort to resolve the Dispute. If the designated executives do not agree on a resolution within twenty (20) days after the dispute notice has been delivered, the parties may agree to submit the Dispute to non-binding mediation by any mutually agreed-upon mediator, rules and location. Any mediation fees and expenses will be allocated and paid by the parties equally. If the parties do not reach a resolution through negotiation or mediation, either party may pursue all remedies available under this Agreement, at law or in equity in a court of competent jurisdiction. Each party hereby irrevocably waives its rights to trial by jury in any Dispute or proceeding arising out of this agreement or the transactions relating to its subject matter.

16.0 Waiver - Consultant's waiver of any term, condition, or covenant or breach of any term, condition, or covenant, shall not constitute a waiver of any other term, condition, or covenant, or the breach thereof.

17.0 Successors and Assigns - All of the terms, conditions, and provisions hereof shall inure to the benefit of and be binding upon the parties hereto, and their respective successors and assigns, provided, however, that no assignment of this Agreement shall be made without written consent of the parties to this Agreement.

18.0 Severability - If any provision of this Agreement is declared invalid, illegal, or incapable of being enforced by any Court of competent jurisdiction, all of the remaining provisions of this Agreement shall nevertheless continue in full force and effect, and no provision shall be deemed dependent upon any other provision unless so expressed herein.

19.0 Force Majeure - Neither party to this Agreement will be liable to the other party for delays in performing the Services, or for the direct or indirect cost resulting from such delays, that may result from a Force Majeure condition. Each party will take reasonable steps to mitigate the impact of any force majeure. If Consultant is delayed in the performance of the Work due to acts, omissions, conditions, events, or circumstances beyond its control and due to no fault of its own or those for whom Consultant is responsible, the Contract Time(s) for performance as well as the Contract Price shall be reasonably extended by Change Order. By way of example, events that will entitle Consultant to an extension of the Contract Time(s) include acts or omissions of Client or anyone under Client's control (including separate contractors), changes in the Work, Differing Site Conditions, Hazardous Conditions, wars, floods, labor disputes, unusual delay in transportation, epidemics, earthquakes, adverse weather conditions not reasonably anticipated, and other acts of God (Force Majeure Condition). For clarity purposes, labor shortages or supply chain disruptions resultant from epidemic or pandemic events are specifically to be considered grounds constituting a Force Majeure Condition. Labor shortages and inefficiencies, delays, escalation, or cost impacts resulting from labor shortages or supply chain disruptions associated with such an event shall be considered grounds for a Force Majeure Condition event and shall afford Consultant the opportunity for schedule and cost relief associated with such an event.

20.0 Entire Agreement - This Agreement, and its attachments, constitutes the entire understanding between Client and Consultant relating to Services to be provided by Consultant and, excepting only confidentiality agreements between the parties pertaining to the Project, supersede any prior or contemporaneous agreements, promises, negotiations, or representations not expressly set forth herein. Subsequent modifications or amendments to this Agreement must be in writing and signed by the parties to this Agreement. The foregoing notwithstanding, if the Client, its officers, agents, or employees request Consultant to perform extra work or Services pursuant to this Agreement, Client will pay for the additional Services even though an additional written Agreement is not issued or signed. The obligations of Consultant under this Agreement shall survive in accordance with applicable State statutes.

EXHIBIT A
PROFESSIONAL FEES RATE SCHEDULE
FOR THE City of Berlin
2026-2027

All Village Planners	\$160
Administrative Assistant	\$110
Mileage (federal rate)	\$0.76/Mile



City of Berlin, WI

Zoning Administration Services Proposal

★ Foth



7044 S Ballpark Dr, Suite 200
Franklin, WI 53132
(414) 336-7900
www.foth.com

Jessi Balcom
City Administrator
City of Berlin
108 N Capron Street
Berlin, WI, 54923

Re: Zoning Administration Services

Dear Ms. Balcom,

Foth is pleased to respond to the City of Berlin's Request for Proposals for Zoning Administration Services. Our experience providing planning, zoning, development review, and municipal support to Wisconsin communities positions us to efficiently administer the City's zoning ordinance and comprehensive plan, while delivering responsive service to staff, officials, applicants, residents, and property owners.

Foth proposes a coordinated team based from our Franklin, Wisconsin office. Mark Lyons will serve as zoning administrator and will be responsible for regular communications with the City. Mark is local to the Berlin area, and will be traveling to and from the City of Berlin from his home. He will be supported by Orrin Sumwalt, AICP, Shaun Mularkey, AICP, Aidan Burling, and Jeff Muenkel AICP, CeCD, EdFP, providing the City with dependable access to a broader planning and technical team.

Our team brings more than 90 years of combined public and private sector planning experience. We regularly assist municipalities with zoning administration, comprehensive planning, annexation, platting, ordinance development, development coordination, economic development, grants, and public meetings. For Berlin, we are prepared to staff and support the Plan Commission, Zoning Board of Appeals, Travel and Tourism Commission, Common Council and other committees as needed. We will prepare clear, concise reports and meeting materials, maintain accurate records and accessible application resources, provide regular City Hall office hours, aid in grant acquisition, and coordinate zoning enforcement and nuisance abatement with City staff, legal counsel, and the Police Department.

Foth will be fully invested in Berlin's planning and development needs and in the City's transition to a contracted zoning administrator structure. We believe our personalized, client centered approach, practical municipal experience, and access to planning, GIS, and engineering resources will provide consistent service and sound guidance. Should you have questions or need additional information, please contact Mark Lyons at (920)496-6778.

Sincerely,

Mark Lyons

A handwritten signature in black ink, appearing to read "Mark Lyons", with a stylized flourish at the end.

Project Planner
Foth Infrastructure & Environment, LLC
(920)496-6778
Mark.Lyons@foth.com



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YOUR PROJECT TEAM

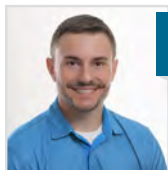
The Foth Team has a wealth of planning experience in the municipal realm. Our team has worked on the public and private sides of municipal government with over eighty years of planning experience collectively. The project will be led by Mark Lyons with aid from our team of professional planners throughout the process.



Common Council

City Administrator | Jessi Balcom

Plan Commission



Orrin Sumwalt, AICP

Planning Support
Public Engagement
Development Review



Mark Lyons

Zoning Administrator
Staff/Board Liaison
Public Engagement
Development Review



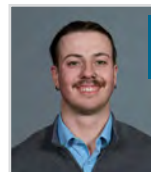
Jeff Muenkel, AICP, CEcD, EDFP

Economic Development
Research & Analysis
Public Engagement



Shaun Mularkey, AICP

Planning Support
GIS/Graphics
Public Engagement



Aidan Burling

Planning Support
GIS/Graphics
Public Engagement



Mark Lyons
Zoning Administrator

Mark has 20 years community planning and project management experience in local government, most recently serving as the Planning Services manager for the City of Oshkosh, WI. Mark has a historical background on ordinance updates with his past large community experience. Mark also has exceptional public facing communication skills leading community engagement efforts and guiding elected officials through planning and economic development initiatives.

Related Project Experience

Village Planner, Pewaukee, WI
Town Planner, Geneseo, WI
Planning Services Manager, Oshkosh, WI
Zoning Code Rewrite, City of Pewaukee, WI (Current)
Zoning Code Rewrite, Portage Co., WI (Current)

Education

B.S., Geography | University of Wisconsin-Stevens Point



Jeff Muenkel, AICP, CeCD, EDFP
Economic Development

Jeff has 25 years of experience in a wide range of community planning initiatives in the public and private sectors. He has served in the past as a municipal Community Development Director for 15 years and has managed aspects of administration, economic development, zoning, forestry, conservation, engineering, building inspection, parks, and geographic information systems. Jeff has personally authored numerous redevelopment downtown plans and has experience serving as the executive director for numerous municipal Boards and Commissions allowing an exceptional ability to run meetings while ensuring engaging stakeholder involvement. A specialty of Jeff's is in economic development initiatives including economic and business development planning/retention.

Related Project Experience

Town Planner, Towns of Brighton and Paris, WI
Comprehensive Plan, City of Reedsburg, WI
I-94 Comprehensive Corridor Study, Caledonia, WI
Sandhills Neighborhood Plan, Richland Co., SC

Certifications

American Institute of Certified Planners (AICP)
Certified Economic Developer (CEcD)
Economic Development Finance Professional (EDFP)

Education

B.A., Urban Planning | University of Wisconsin-Green Bay



Shaun Mularkey, AICP
Planning Support

Shaun has 27 years community planning experience with a proven history of comprehensive plan development for Midwestern Cities, Villages, and Towns, and is Foth's national planning lead. Shaun provides ongoing planning efforts to a variety of communities including ordinance creation/revision, design guidelines, neighborhood revitalization/corridor plans, urban design (2D/3D), streetscaping, site development, public participation, and geographical information systems (GIS) analysis and mapping.

Related Project Experience

Village Planner, Villages of Raymond/Waukesha/Windsor/Raymond/Walworth, WI
Comprehensive Plan Rewrite, Village of Windsor, WI (2025)
Zoning Ordinance Update, Village of Windsor, WI (Current)
Comprehensive Plan Rewrite, Village of Vernon, WI (Current)

Certifications

American Institute of Certified Planners (AICP)

Education

Masters of Urban Planning | University of Wisconsin-Milwaukee
B.S., Architectural Studies | University of Wisconsin-Milwaukee



Orrin Sumwalt, AICP
Planning Support

Orrin has 18 years of experience serving municipal governments as a planner in both the public and private realms. Orrin has overseen the many facets of a planning department's daily operations and has executed long-range planning efforts over his career, delivering updated ordinances and new zoning codes in order to guide local community development visions. Orrin is skilled in outdoor recreation planning, zoning administration, development review, comprehensive plan development, and public engagement.

Related Project Experience

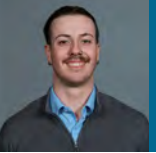
Planning and Zoning Administrator, Village of East Troy, WI, and the Village of Lisbon, WI
Zoning Code Rewrite, Village of Pewaukee, WI (Current)
Zoning Code Rewrite, Portage Co., WI (Current)
Zoning Code Rewrite, City of South Beloit, IL
Zoning Code Rewrite, Village of Raymond, WI
Streetscaping & Wayfinding Master Plan, Mukwonago, WI

Certifications

American Institute of Certified Planners (AICP)

Education

B.S., Land Use Planning | University of Wisconsin-Stevens Point



Aidan Burling
Planning Support

Aidan has 3 years of experience serving municipal governments as a planner and project manager in the public, private, and academic realms. He has a passion for land use reform, and has led design and planning teams to create a Climate Action Plan for the Village of Broadview. Aidan provides ongoing planning services to several communities including comprehensive plans, zoning administration, ordinance creation/revision, and development review.

Related Project Experience

Village Planner, Village of Merton, WI and Village of Dousman, WI
Zoning Code Rewrite, City of Pewaukee, WI (Current)
Zoning Code Rewrite, Portage Co., WI (Current)
Village of Lake Bluff Comprehensive Plan, Lake Bluff, IL
Climate Action Plan, Broadview, IL.

Certifications

Geospatial Analysis and Visualization Certificate | University of Illinois - Chicago

Education

Master of Urban Planning and Policy | UI - Chicago
B.A., Political Science | University of Wisconsin - Milwaukee

Ongoing Clients



Contact

Douglas White, Village President
(president@raymondwi.com, 773-458-5121)



Contact

Dan Green, Village Administrator
(dgreen@lisbonwi.gov, 262-346-6100 ext. 1003)



Contact

Eileen Suhm, Village Administrator
(esuhm@easttroywi.gov, 262-684-5482)

Village of Raymond - Planning/Engineering

Racine County

Foth provides the Village of Raymond with community planning, zoning administration, and engineering staff services including development review, long-range planning, and ordinance development. Foth's involvement includes:

- Staff review of development applications and ordinance updates (Rezoning, CUPs, Plats, CSMS, Variances, Special Exceptions, Accessory Buildings, and Zoning Permits)
- Attendance at Plan Commission, Village Board, Board of Appeals, scheduled office hours, and other meetings as requested
- Road program administration
- TID planning
- Sewer and water facility planning

Village of Lisbon - Planning

Waukesha County

Foth provides the Village of Lisbon with community planner staff services including development review, intergovernmental cooperation, and long-range planning. Further, Foth aided the community during their process of incorporation as a Village. Foth's involvement includes:

- Ongoing planning services
- Economic development
- Staff review of development applications (Rezoning, CUPs, Plats, CSMS, Variances, and Site Plans.)
- Attendance at Plan Commission, Zoning Board of Appeals, scheduled office hours, and other meetings as requested
- Zoning Ordinance updates
- Comprehensive Master Plan updates
- Incorporation activities

Village of East Troy - Planning

Walworth County

Foth provides the Village of East Troy with community planner staff services including development review, intergovernmental cooperation, and long-range planning. Foth's involvement includes:

- Ongoing planning services
- Staff review of development applications (Rezoning, CUPs, Plats, CSMS, Variances, and Site Plans.)
- Attendance at Plan Commission, Zoning Board of Appeals, scheduled office hours, and other meetings as requested.

Ongoing Clients



Contact

John Holloway, Town Chairman
(john.holloway@townofparis.org,
262-914-5407)



Contact

Chad Niles, Village President (cniles@
villageofwaukesha.gov, 262-542-5030)



Contact

Louise Czaja, Village President
(lczaja@vi.walworth.wi.gov,
262-275-9881)

Town of Paris - Planning/Engineering

Kenosha County

Foth provides the Town of Paris with community planner staff services including development review, long-range planning, ordinance development, and serving as the Plan Commission and Board liaison. Foth's involvement includes:

- Planning and engineering development services
- Engineering infrastructure projects
- Staff review of development applications (Rezoning, CUPs, Plats, CSMS, and Site Plans)
- Attendance at Plan Commission, Town Board, Work Session Meetings, Pre-Application Meetings, and others as requested
- Preparation of the I-94 Corridor Neighborhood Plan including coordination with Kenosha County and the Town/Village of Somers
- Assistance with preparation of unique Agricultural Planned Unit Development Ordinance.

Village of Waukesha - Planning

Waukesha County

Foth provides the Village of Waukesha with community planner staff services including development review, long-range planning, and ordinance development. Foth's involvement includes:

- Staff review of development applications and ordinance updates (Rezoning, CUPs, Plats, CSMS, Variances, Special Exceptions, Accessory Buildings, and Zoning Permits)
- Attendance at Plan Commission, Village Board, Board of Appeals, scheduled office hours, and other meetings as requested
- Village incorporation leadership

Village of Walworth - Planning

Walworth County

Foth provides the Village of Walworth with community planner staff services including development review, long-range planning, and ordinance development. Foth's involvement includes:

- Staff Review of development applications (Rezoning, CUPs, Plats, CSMS, Site Plans & Plans of Operation)
- Comprehensive Plan and Park and Open Space Plan updates
- Attendance at Plan Commission, Village Board and other meetings as requested

Ongoing Clients

Town of Brighton - Planning/Engineering

Kenosha County

Foth provides the Town of Brighton with community planner staff services including development review, long-range planning, ordinance development, and serving as the Plan Commission and Board liaison. Foth's involvement includes:

- Planning and engineering development services
- Engineering infrastructure projects
- Staff Review of development applications (Rezoning, CUPs, Plats, CSMs, and Site Plans)
- Attendance at Plan Commission, Town Board, Work Session Meetings, Pre-Application Meetings, and others as requested
- Preparation of the I-94 Corridor Neighborhood Plan including coordination with Kenosha County and the Town/Village of Somers
- Assistance with preparation of unique Agricultural Planned Unit Development Ordinance.



Contact

Sue Crane, Town Chairman
(chairperson@brightonwi.org,
414-333-8843)

Village of Vernon - Planning/Engineering

Waukesha County

Foth provides the Village of Vernon with community planning, zoning administration, and engineering staff services including development review, long-range planning, and ordinance development. Foth's involvement includes:

- Staff Review of development applications and ordinance updates
- Attendance at Developer/Resident Meetings, Plan Commission, Village Board, Board of Appeals, scheduled office hours
- Road Program administration
- Bridge inspections
- Design of all infrastructure projects and bidding as necessary



Contact

Karen Schuh, Village Administrator
(administrator-clerk@villageofvernonwi.org,
262-662-2039)

Village of Merton – Planning

Waukesha County

Foth provides the Village of Merton with community planning services including development review, long-range planning, and ordinance development. Foth's involvement includes:

- Staff review of development applications (rezonings, CUPs, Plats, CSMs, and accessory buildings)
- Attendance at Plan Commission, Village Board, Board of Appeals, and other meetings as requested.
- Update of Village's Zoning Ordinance



Contact

Ron Reinowski, Village President
(reinowski@villageofmerton.gov,
262-638-0820)

Ongoing Clients



Contact

Jeffrey C. Herrmann, Town Administrator
(jeffh@townofgenesee.wi.gov, 262-968-3656)

Town of Genesee - Planning

Waukesha County

Foth provides the Town of Genesee with community planner staff services including development review, long-range planning, and ordinance development. Foth's involvement includes:

- Staff review of development applications and ordinance updates (Rezoning, CUPs, Plats, CSMs, Variances, Special Exceptions, Accessory Buildings, and Zoning Permits)
- Attendance at Plan Commission, Town Board, Board of Appeals, scheduled office hours, and other meetings as requested



Contact

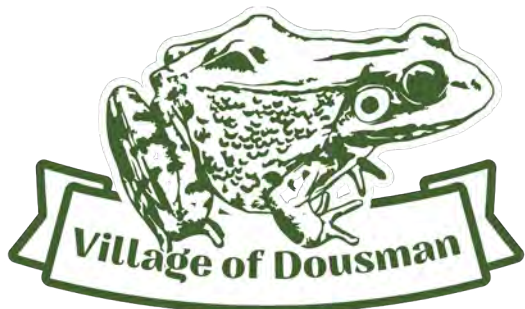
Matt Heiser, Village Administrator
(villageadmin@villageofpewaukee.gov, 262-691-5660 ext. 222)

Village of Pewaukee - Planning

Waukesha County

Foth provides the Village of Pewaukee with community planner staff services including development review, long-range planning, and ordinance development. Foth's involvement includes:

- Staff Review of development applications and ordinance updates (Rezoning, CUPs, Plats, CSMs, Variances, Special Exceptions, Accessory Buildings, and Zoning Permits)
- Attendance at Plan Commission, Village Board, Board of Appeals, scheduled office hours, and other meetings as requested



HOME OF THE WISCONSIN FROG JUMP

Contact

John Roth, Village Administrator (john.roth@villageofdousman.gov, 262-965-3792)

Village of Dousman - Planning

Waukesha County

Foth provides the Village of Dousman with community planner staff services including development review, long-range planning, and ordinance development. Foth's involvement includes:

- Staff Review of development applications and ordinance updates (Rezoning, CUPs, Plats, CSMs, Variances, Special Exceptions, Accessory Buildings, and Zoning Permits)
- Attendance at Plan Commission, Village Board, Board of Appeals, and other meetings as requested.
- Comprehensive Planning
- Boundary agreement facilitation



Foth as your Zoning Administrator

Foth provides municipal planning services throughout Wisconsin and approaches each assignment as an extension of local staff. For the City of Berlin, our focus will be responsive zoning administration, clear and defensible recommendations, consistent communication, accurate records, and respectful service to applicants, residents, appointed officials, and elected officials.

Our planning professionals bring credentials in planning and economic development with practical experience in day-to-day zoning administration, ordinance interpretation and development, public meetings, development review, zoning enforcement, long range planning, grant assistance, urban design, and geographic information systems (GIS). This combination allows Foth to address immediate land use decisions while remaining attentive to community character and the City's long term goals.

Land Development

Development review

Foth will guide rezonings, comprehensive plan amendments, land divisions, conditional use requests, variances, site plan reviews, and other land development matters through an orderly and understandable process. Our team will review each petition against applicable ordinance and plan standards, coordinate with City staff and applicants, and prepare concise materials that allow the Plan Commission, Zoning Board of Appeals, and Common Council to make informed decisions.

Application quality

We will work to make applications understandable and submittal requirements clear. Early guidance to applicants can reduce incomplete submissions, avoid unnecessary delays, and focus public meetings on the standards that govern the request. Foth has developed submittal checklists and concise application procedures for our existing client communities. Foth will provide a professional recommendation on each petition and clearly identify findings, conditions, and follow up items.

Meeting support

Foth will prepare meeting materials, attend required meetings, present staff analysis, answer technical questions, and support the preparation of complete records. We will also advise the Plan Commission and Zoning Board of Appeals as they consider bylaws and rules of procedure for consistent operations.



Zoning Ordinances

Practical administration

Foth assists communities in developing and updating zoning and subdivision ordinances that are practical, understandable, and responsive to local objectives. Our team has completed recent full zoning and subdivision code updates for the Village of Caledonia, Wisconsin, City of Reedsburg, Wisconsin, and the City of South Beloit, Illinois.

Berlin application

As zoning administrator, Foth will administer the City's municipal code and identify provisions that may benefit from clarification or modernization. Any ordinance update requested by the City will be scoped and coordinated separately when appropriate, while daily administration will remain consistent and uninterrupted.

Zoning Enforcement

Compliance first

Foth understands that ordinance interpretation and enforcement can involve difficult conversations with residents, contractors, and property owners. Our preferred approach begins with early notification, education, documentation, and a reasonable opportunity to correct a violation. Building a working relationship with the property owner often produces a prompt and durable compliance outcome.

Coordinated escalation

When voluntary compliance is not achieved, Foth can advance enforcement through the appropriate process in coordination with the Berlin Police Department and legal counsel. This approach supports nuisance abatement and code compliance while maintaining an accurate record of contacts, deadlines, inspections, and decisions.

Foth as your Zoning Administrator



Zoning Review and Permitting

Integrated review

Foth will coordinate zoning review with the City's other licensing, permitting, and development processes so that zoning requirements, board approvals, and conditions are not overlooked. Each application will be evaluated for completeness and consistency with applicable standards before a decision or recommendation is issued.

Reliable records

Our team will establish and maintain organized records for applications, communications, staff analyses, approvals, conditions, and land use decisions. Clear records improve customer service, strengthen institutional knowledge, and support consistent administration over time.

Resident, Developer, and Contractor Liaison

Accessible service

Responsive public service is central to successful zoning administration. Foth will provide clear, respectful, and consistent information to residents, applicants, developers, and contractors through telephone, email, and in person office hours. Communications will focus on what the ordinance requires, what information is needed, and what steps remain in the review process.

Extension of City staff

Foth will represent the City professionally and work as an extension of municipal staff. Our purpose is to help people understand the process, identify workable paths to compliance, and build trust in the fairness and consistency of the City's land use procedures.

Foth as your Zoning Administrator

Economic Development

Planning with an economic development perspective

Foth's planning team includes expertise in economic development and economic development finance. This perspective helps our planners consider business needs, redevelopment opportunities, implementation tools, and the long term fiscal and physical effects of land use decisions.

Business and redevelopment support

Foth can serve as a liaison to property owners and businesses, assist with downtown and neighborhood reinvestment initiatives, support tax incremental financing planning, and help coordinate development opportunities with the City's planning and regulatory processes.

Funding Assistance

Grant strategy and delivery

Foth provides assistance with grant strategy, application writing, grant administration, and special appropriation requests. When requested, our team can identify programs aligned with City priorities and prepare competitive materials that connect project need, community benefit, readiness, and implementation capacity.

Proactive coordination

Potential funding opportunities will be communicated to the City in a timely manner so that the Common Council and City Administrator can determine whether an application supports Berlin's goals and available resources.



Foth as your Zoning Administrator

GIS Mapping

Data and visualization

Foth uses Esri and Civil 3D products and can house, maintain, and apply municipal data as needed. GIS can support zoning administration through parcel based research, application mapping, public notice exhibits, enforcement documentation, decision records, and transparent communication of land use information.

Clear public information

Our GIS professionals can prepare maps that help applicants, residents, staff, and decision makers understand location, context, and applicable standards. Mapping products can also support annual reporting and future planning initiatives.

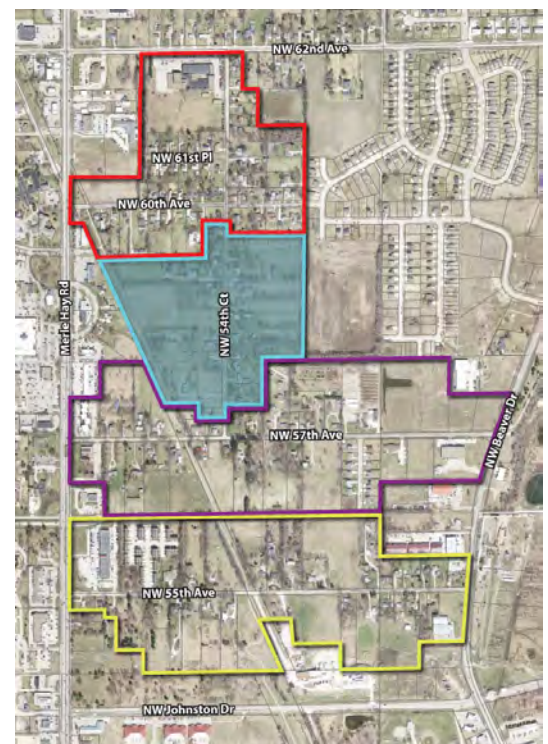
Urban Design

Visual decision support

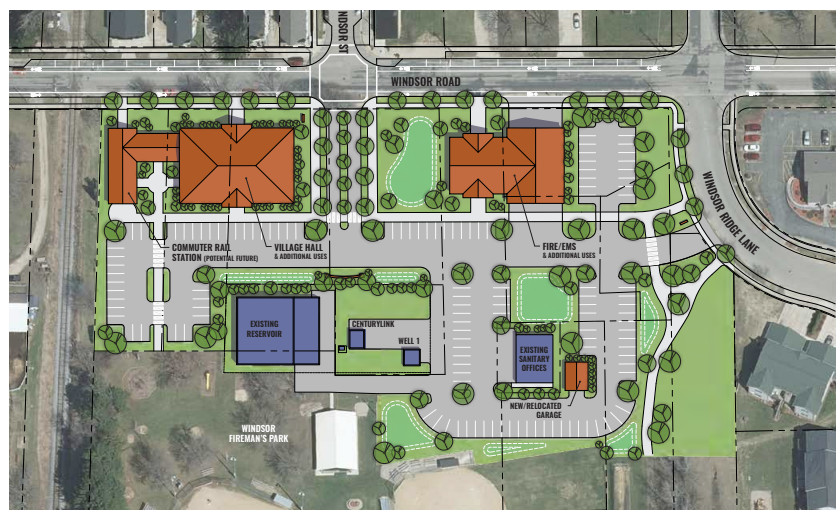
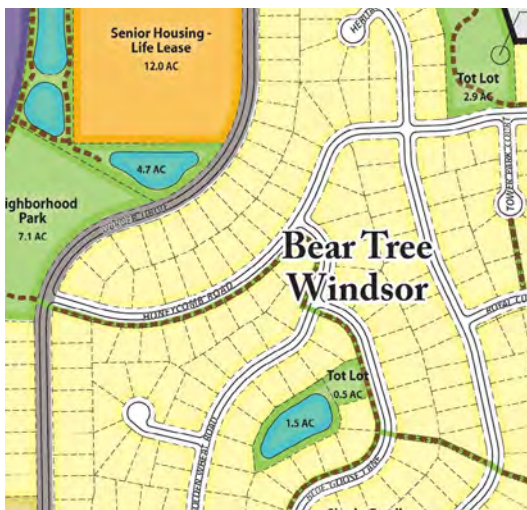
Foth can prepare high quality renderings and concepts when an image would improve understanding of a development, public space, or community design issue. Depending on the assignment, products can include two dimensional and three dimensional visuals and interactive formats.

Practical use

These tools can help the City communicate alternatives, evaluate site and streetscape concepts, and translate ordinance or plan recommendations into understandable visual examples.



Foth as your Zoning Administrator



Other Plans and Studies

Broad planning capacity

In addition to day-to-day planning services, Foth prepares long range and special area plans. Our experience includes recreation and conservation plans, corridor studies, neighborhood plans, downtown redevelopment plans, and related implementation work.

Relevant examples

Recent work by Foth includes the Village of Mukwonago Downtown Streetscape and Wayfinding Master Plan, the Village of Caledonia I-94 Corridor Plan, the Village of Union Grove Gorman Development Plan, the Town of Paris I-94 Corridor Neighborhood Plan, the Village of Windsor Comprehensive Outdoor Recreation Plan, the City of Muskego Parks and Conservation Plan, and the Village of Somers I-94 Corridor Plan.

Support as requested

This range of experience allows the City to access additional planning capacity through a team already familiar with Berlin's objectives, procedures, and ongoing development matters.

Foth as your Zoning Administrator

Public Engagement

Tailored methods

Effective engagement is not a one size fits all exercise. Foth begins by identifying the audience, the decision to be informed, and the desired outcome. We then select methods that are accessible, proportionate to the issue, and useful to decision makers.

Available tools

Foth's recent engagement activities have included charrettes, surveys, stakeholder interviews, project websites, social media, drone imagery, 360 degree video, augmented reality, and virtual reality. For Berlin, the engagement approach will be tailored to the assignment and coordinated with the City.

Board Liaison

Professional meeting service

Foth planners have experience on both the public and private sides of municipal review and have represented clients at hundreds of public meetings. We understand the importance of complete staff reports, accurate findings, clear presentations, respectful public communication, and recommendations grounded in adopted standards.

Consistent operations

Foth will support the Plan Commission, Zoning Board of Appeals, Travel and Tourism Commission, and Common Council with timely materials and reliable technical advice. We can also help establish annual work planning and prepare the annual Plan Commission report requested by the City.

Integrated planning and engineering support

As an engineering based firm, Foth has led infrastructure design and construction projects that required property acquisition and temporary easements. Our planners can assist as a liaison and help coordinate acquisition related planning matters with applicable statutory requirements and the City's legal and engineering resources.



Foth as your Zoning Administrator

Expert Witness

Technical support

Foth has experience providing expert witness services in planning and zoning matters. This capacity can support the City when a land use issue requires clear documentation, professional interpretation, and testimony grounded in planning practice and adopted standards.

Capital Planning

Connecting land use and investment

Foth can help the City connect development decisions and long range planning priorities with capital needs. Our team prepares cost analysis and capital planning materials to help elected officials understand options and make informed decisions.

Long range programs

When requested, Foth can assist with five year or ten year capital plans for roads, sewer, water, public spaces, and general planning initiatives. This work can help Berlin coordinate growth, infrastructure, funding, and implementation in a deliberate manner.

A Responsive Partner for Berlin

Foth's objective is to provide the City of Berlin with dependable daily administration and access to a broader planning, economic development, mapping, design, engineering, and funding team when specialized needs arise. We will focus on clear procedures, timely communication, accurate records, practical problem solving, and professional recommendations that support fair and consistent land use decisions.



Transition and Implementation Plan

Foth will provide a structured transition to contracted zoning administration services centered on continuity, responsiveness, accurate records, and clear communication. Work will begin promptly following authorization to proceed and will support the City's anticipated November 1, 2026 service start. Mark Lyons will serve as zoning administrator and primary point of contact, with support from Foth's planning, GIS, economic development, and engineering resources.

Phase 1: Mobilization and Knowledge Transfer

Before service begins, members of the planning team will meet with the City Administrator and appropriate staff to confirm priorities, responsibilities, communication procedures, office hours, and near term deadlines. The team will collect and review active applications, pending zoning actions, enforcement matters, upcoming agendas, recurring reports, application materials, fee schedules, land use records, the zoning ordinance, applicable floodplain requirements, and the comprehensive plan. The team will also confirm procedures for public inquiries, document routing, legal coordination, Police Department coordination, and escalation of time sensitive matters.

Phase 2: Service Launch and Continuity

At service launch, Mark will assume routine zoning administration responsibilities and establish a dependable City Hall presence consistent with the RFP. Foth will publish office hours and contact information, remain available throughout the week by telephone and email, and address messages within 48 business hours. Mark will establish consistent tracking for applications, communications, reviews, approvals, conditions, and enforcement records. Active applications will be evaluated for completeness, applicable standards, decision schedules, public notice requirements, and outstanding information. Mark will also prepare clear meeting materials and staff reports for the Plan Commission and Zoning Board of Appeals.

Phase 3: Process Confirmation and Refinement

During the first 30 days, Foth will review application forms, checklists, public guidance, internal procedures, report formats, and meeting preparation schedules. Foth will establish a documented enforcement approach that emphasizes notification, education, and voluntary compliance before coordinated escalation. The team will also identify practical opportunities to improve ordinance clarity, record keeping, customer service, and administrative consistency without disrupting ongoing work.

Ongoing Coordination and Outcome

Foth will coordinate routinely with City staff regarding applications, meetings, enforcement, public inquiries, development issues, grants, and other assignments. This approach will provide a clear transfer of responsibilities, uninterrupted zoning services, organized records, responsive communication, and a practical foundation for consistent long term administration.

Zoning Administration Services Budget

Each community for which we provide ongoing planning services has unique needs, requiring varying levels of staff support, on site presence, and project involvement. To develop the following estimates, we reviewed a number of municipalities for which Foth currently provides day to day planning services and compared their service demands to those anticipated for the City of Berlin. Based on that analysis, we believe the following service scenario and associated costs are reasonable starting assumptions. We look forward to refining the scope, level of effort, and service expectations as we build a successful partnership with the City.

Hourly Rate

All planning staff: \$160 per hour

Anticipated Service Level

Foth understands that the RFP outlines two days per week in the office; however, based on the anticipated workload, Foth believes one day per week could be sufficient. If needed, Foth will accommodate the two-day-per-week requirement, and the specific hours can be adjusted to meet the City of Berlin’s needs. Foth will be available throughout the week to respond to planning and zoning related phone calls and emails, with a response time of within forty eight (48) hours.

Developer Cost Recovery Program

A developer reimbursement program will be utilized whenever applicable. Hours associated with planning and zoning applications will be tracked and billed to the applicant. The City will receive separate monthly invoices for:

- General planning services
- Permit fees
- Developer reimbursable services

Permit fees may be updated to reflect the direct cost incurred by the City for zoning permits.

Time spent reviewing development applications, attending meetings related to specific development projects, and associated travel time will be allocated to the applicant when eligible under the City’s cost recovery procedures.

Typical Annual Cost Range

General Planning Services	\$50,000 too \$65,000 annually
Developer Reimbursible Services	\$15,000 to 30,000 annually

Foth certifies that they have no known competing financial interests, personal relationships, or professional affiliations that could appear to influence or bias their ability to conduct the proposed zoning administration services for the City of Berlin.

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Capital Improvement Plan Review
MEETING DATE: October 13, 2026

BACKGROUND

The updated Capital Improvement Plan (CIP) for 2027-2031 was presented at the Special Common Council meeting on September 30. At this meeting Council requested that this item be put on a future agenda to allow additional time for review.

The CIP is a plan that lists all of the anticipated needs of the City, which the Council will determine how best to address annually through the budgeting process. The CIP is anticipated to be a living document that will require updating and review every year.

SUGGESTED MOTION

Motion to adopt the City of Berlin, Wisconsin 2027-2031 Capital Improvement Plan.



City of Berlin, Wisconsin



2027-2031 Capital Improvement Plan Revised September 2026

Prepared by:
Robert W. Baird & Co.
Public Finance
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Milwaukee, WI 53202
800.792.2473

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Long Range Capital Improvement Planning Introduction/Manual

CIP Introduction

- This is an essential management tool for Berlin to utilize in planning for Capital Improvements over multiple years.
 - Allows room for forward thought and discussion.
 - Better prepares Berlin for change.
 - Creates opportunities that may otherwise be overlooked.
- Berlin is faced with increasing Expenditures and limitations on Revenues.
 - Creative solutions must be developed to meet these demands.
 - Long-range planning is key to Berlin's success.
 - Funding sources and uses are matched over a multiple year timeframe rather than just one year.
- Integrates Capital Improvement Planning (CIP) into annual Budget process.
 - CIP is initial step in annual budget process.
 - Operational – Staffing, organizational structure, systems (70-80% of annual budget)
 - Capital – Infrastructure, maintenance, and equipment.

Benefits of a CIP

- More efficient administration -Assists in making better decisions in how Berlin is spending resources in coming years.
- Administration/Departmental involvement in planning and prioritizing projects/programs with available funding
- Provides a disciplined and financially stable approach to spending over multiple years.
- Provides a way to plan financing of infrastructure projects and equipment purchases.
 - Detailed list of projects and funding sources
 - Project descriptions with justifications/rational
- Facilitates the planning and funding of a program.
- Public document to obtain community support and keep citizens informed on current needs and future projects.
- Focuses attention on objectives and financial capabilities/affordability.
 - Identifies most economical means of financing capital projects.

- CIP used by financial advisors to structure and time a capital financing plan borrowing.
 - CIP avoids drastic changes in debt service payments.
- Positive evaluation factor by credit rating agencies and independent auditors

Capital Improvement Threshold Policy

- Individual tangible capital-type items should be capitalized only if they have a minimum value of **\$5,000** and have an estimated **useful life of more than one year** following the date of acquisition.
- The capitalization threshold is to be applied to individual items rather than to groups of similar items (e.g., desks and tables)

Capital Improvement Planning Process

- Establish timeline: Spring-Summer-Fall-Nov/Dec Budget Adoption
- City Clerk/Treasurer and City Administrator coordinates and defines Department responsibilities.
- Letter/Memo to begin process of compiling or reviewing the CIP: Sample CIP templates for use/update.
- Organize all parties involved: Dept. Heads/Staff; Elected Officials (involve early); and public citizens.
- Policies: CIP Threshold; Complete Fixed Asset Inventory w/Useful lives/life remaining; Disposal of Equipment
- Develop fixed asset replacement schedule & an adequately funded equipment/building replacement fund.
- Identify the needs for facilities/programs/projects, the timing, costs (uses) and means of financing (sources) for each.
 - Use of CIP template forms for consistency and uniformity
- Set priorities/rankings/justifications/budget impacts for each identified CIP program and project.
- Prepare financial proforma forecast analysis for a range of years showing Berlin's capacity to afford the CIP.
- Execute the plan -Seek review and comment by the public.
- Coincide w/Annual budget process: Incorporate first year's CIP programs/projects into proposed annual budget.
- Review the capital improvement program annually.

Berlin CIP Process/Timeline

June: CIP Introduction

Organize all parties involved: Dept. Heads/Staff and Elected Officials

City Administrator, Clerk-Treasurer, and Baird will coordinate with participants and define responsibilities to begin the process of compiling the CIP.

Give Depts. 2024-2028 CIP template forms for consistency and uniformity throughout

June/July: CIP Creation Process

Identify the needs for facilities/programs/projects, the timing, costs (uses) and means of financing (sources) for each.

Set priorities/rankings/justifications/budget impacts for each identified CIP program and project.

Use of CIP template forms for consistency and uniformity.

Review Established Policies: CIP Threshold; Complete Fixed Asset Inventory w/Useful lives/life remaining; Disposal of Equipment.

Review fixed asset replacement schedule & adequately funded equipment/building replacement fund.

July:

CIP Data due to City Clerk-Treasurer and City Administrator for compilation and then, following review, given back to departments for review and discussion with their respective standing committees: (City Council, Plan Commission. Park Committee)

August/September:

Distribution to Gov't Leaders.

Review and comment on recommended projects and priorities through standing committee meetings.

Board review and approval of CIP with adoption of first year's projects as a capital budget item in the proposed annual budget.

Full CIP used as a tool in the annual budget process and adoption.

October:

Budget adoption w/CIP.

Discussions/Planning with Financial Advisors & Bond Counsel for debt issuance to finance projects.

Submit to Rating Agency to assist with Bond Rating Analysis.

CIP Components (Tabs)

Funding Sources Chart

This worksheet graphically shows the funding sources detailed on the bottom of the chart for each CIP year. The chart is automatically generated by the data contained on the summary of funds worksheet.

Uses by Category Chart

This worksheet graphically shows the uses by category detailed on the right side of the chart for each CIP year. The chart is automatically generated by the data contained on the summary of funds worksheet.

Summary of Funds

This worksheet summarizes the estimated beginning and ending fund balance, individual funding sources, and individual uses by category for each CIP year. The worksheet is automatically generated by combining data contained on each individual category worksheet.

Category Worksheets

A worksheet is created for each individual CIP category. All cells with a black text need user input and all cells with a blue text have a numeric formula which users cannot change. The user will need to type in a name at the top of each category tab on line 4 for that category to show properly on the summary and chart tabs. The first year estimated or actual beginning fund balance for the category needs to be entered. The combined totals of sources and uses will be calculated from individual project/program worksheets for each CIP year. The user needs to insert the required number of program/project lines for each individual CIP category. Formulas from the program or project description & justification tabs are then created for each individual program/project name and the year-by-year totals. When the worksheet is printed on a black and white printer it will display all cells in the same color.

Program or Project Description & Justification

A worksheet is completed for each CIP project or program. The program or project is identified by category, name, and number. Department, contact, type, useful life, priority, and purpose are also available for identification. A narrative description and justification are required for the program or project. For each CIP year, the program or project total expenditure (uses) and funding sources (detailed by type) are entered in the black text cells. Blue text cells have a numeric formula which users cannot change. A narrative budget impact and other relevant information are required at the bottom of the worksheet.

Drop-down menus are available for selection of priority, purpose, and funding sources.

Upon completion of the worksheet, the program or project category name, identification number, uses and funding sources will be transferred by manually creating a formula to the individual category tab created by the user.

Proposed Budget Funding

This worksheet gives a detailed listing of the individual program or project for the proposed budget year by category, identification number, priority ranking, and purpose. The data entered in these columns will be from the program and project worksheet. The individual line item is then identified by the requested, defunded, and final budget dollar amount. The budgeted dollar amounts will tie back to the requested, defunded, and budget columns found on the individual category worksheet uses by category section.

Beyond 5-Year Period

This worksheet details individual program and project by category that are beyond the 5-Year CIP timeline. The year planned, ranking criteria, purpose, and estimated cost are identified.

A drop-down menu is available for the ranking criteria and purpose.

Capital Improvement Plan Policy Information

Capital Asset Policy

- Purpose:** The purpose of this policy is to establish a consistent methodology for recording in the financial records of the City of Berlin ("City"), the capitalization and depreciation of capital assets, consistent with current reporting requirements as determined by the State of Wisconsin and the Governmental Accounting Standards Board ("GASB").
- General:** The City of Berlin holds certain capital assets which include land, buildings, vehicles, machinery and equipment, parks and roads infrastructure, furniture, and fixtures, and all other tangible or intangible assets, which are used in operations and that have initial useful lives extending beyond a one-year period.
- These assets must be accounted for at historical cost or estimated historical cost and be fairly represented in the City of Berlin's Annual Financial Report.
- Valuation:** All costs shall be documented, including methods and sources used to establish such cost basis.
1. Purchased assets: the recording of purchased assets shall be made based on actual costs, including all ancillary costs, based on the vendor invoice or other supporting documentation.
 2. Self-constructed assets: all direct costs (including labor) associated with the construction project shall be included in establishing a self-constructed asset valuation. If the City is unable to identify all direct costs, an estimate of the direct cost is acceptable but must be supported by a reasonable methodology.
 3. Donated assets: assets acquired by gift, donation, or payment of a nominal sum not reflective of the asset's fair market value shall be assigned a cost equal to the fair market value at the time of acquisition.
 4. Leased property: capital lease property shall be recorded as an asset and depreciated as though it had been purchased.
 5. Dedicated assets: requires installation by developers of public improvements, including but not limited to sanitary sewer mains, manholes, laterals, water mains, hydrants, valves, storm and sanitary sewers, streets, curb and gutter, streetlights, street signs, sidewalks will be dedicated to the City upon completion. Recording of infrastructure assets will be made based on actual costs, including ancillary costs,

based on vendor invoice or other supporting documentation provided by the developer.

6. Shared purchases: assets shared with other municipalities or entities shall be made based on the City's share of actual costs, including ancillary costs, based on vendor invoice or other supporting documentation.

Ancillary costs: Ancillary costs are to be included in the capitalized cost of a fixed asset. However, minor costs, not measurable at the time a fixed asset is recorded in the City's fixed asset inventory system, may be expensed.

Ancillary costs include:

- Buildings and Improvements: professional fees of architects, attorneys, appraisers, financial advisors, etc.; damage claims; costs of fixtures permanently attached to a building or structure; insurance premiums and related costs incurred during construction; and other expenditures necessary to place a building or structure into its intended state of operation.
- Equipment: transportation charges, installation costs, and any other normal and necessary expenditures required to place the asset into its intended state of operation.
- Land: legal and title fees, surveying fees, appraisal and negotiation fees, damage payments, site preparation costs, and costs related to demolition of unwanted structures.

Classification: Capital assets include items with useful lives greater than one year, land, land improvements, buildings, building improvements, construction work in progress, machinery and equipment, vehicles, infrastructure, easements, and works of art and historic treasures. A capital asset is to be reported and, with certain exceptions, depreciated in government-wide statements. Assets that are not capitalized are expended in the year of acquisition.

Infrastructure assets are long-lived assets that normally can be preserved for a significantly greater number of years than most capital assets and that are normally stationary in nature. Examples include roads, bridges, drainage systems, and water systems. Infrastructure assets do not include buildings, drives, parking lots, or any other examples given above that are incidental to property or access to the property.

Long-term assets can be classified into the following:

- Furniture and equipment: office furniture; office, data processing, and special department equipment

- Vehicles and equipment: vehicles, operating and mechanical equipment.
- Land: land, land improvements.
- Buildings: buildings, building improvements.
- Infrastructure: streets, bridges, water and sewer systems, drainage systems, sidewalks, curb, and gutter, etc.

Capitalization: Capital asset value thresholds for capitalization are to be applied to individual capital assets rather than to groups of similar capital assets. Capital assets must have an initial value of \$10,000 or more. This will be known as the “capitalization threshold” for reporting purposes in the Annual Financial Report.

Repair and maintenance costs are expenditures that keep the property in ordinary efficient operating condition. The cost of the repair does not add to the value or prolong the life of the asset. All repair and maintenance costs to capital assets are to be treated as an annual operating expense and charged to the appropriate department and fund.

Improvements are expenditures for additions, alterations, and renovations that appreciably prolong the life of the asset, materially increase its value, or adapt it to a different use. Improvement costs of \$10,000 or more to an individual capital asset are to be capitalized.

Depreciation: All long-term assets (except for land, certain land improvements, and construction in progress) identified in the capital assets policy will be depreciated/amortized. Regardless of the month the asset is placed in service, a full year of depreciation/amortization will be recorded in the first year. Once the asset has been fully depreciated, the asset will be kept on the books until disposed of. When the asset is disposed of prior to the end of its useful life, the remaining “book” value will be written off as depreciation unless it will materially affect the City’s financial statements.

Useful Life: To determine the useful life of an asset for depreciation purposes, the City shall consider an asset’s present condition and how long it is expected to meet its service demands in addition to applying applicable industry standards for useful life.

Inventory: An inventory of all long-term assets should be reviewed and updated annually.

Capital Assets Policy
Developed: August 2025
Adopted: September 2025

Capital Improvement Plan Summary Information

Components

Summary of Funds

This worksheet summarizes the estimated beginning and ending fund balance, individual funding sources, and individual uses by category for each CIP year. The worksheet is automatically generated by combining data contained on each individual category worksheet.

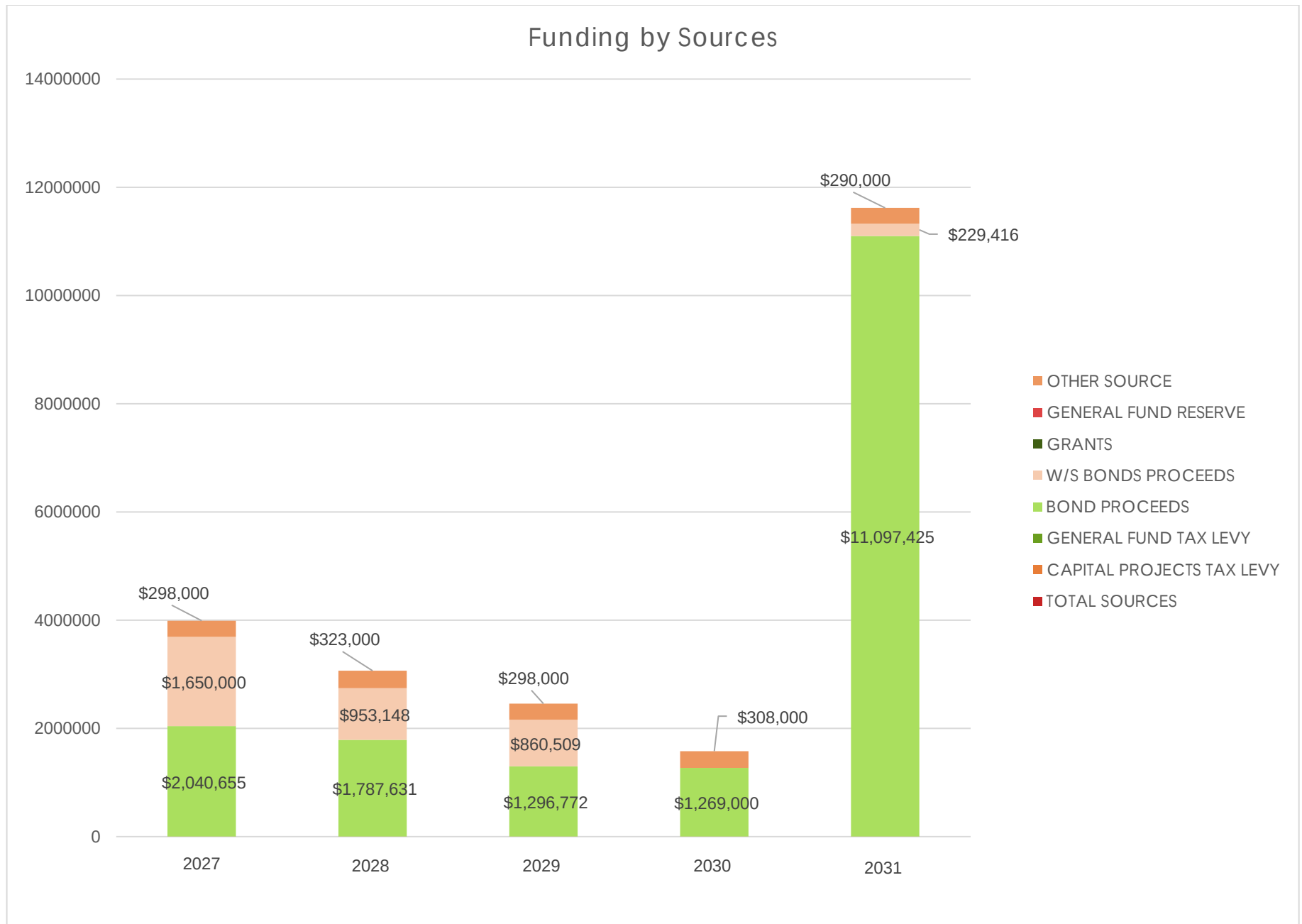
Funding Sources Charts

These graphically show the funding sources detailed on the bottom of the charts for each CIP year. The charts are automatically generated by the data contained on the summary of funds worksheet.

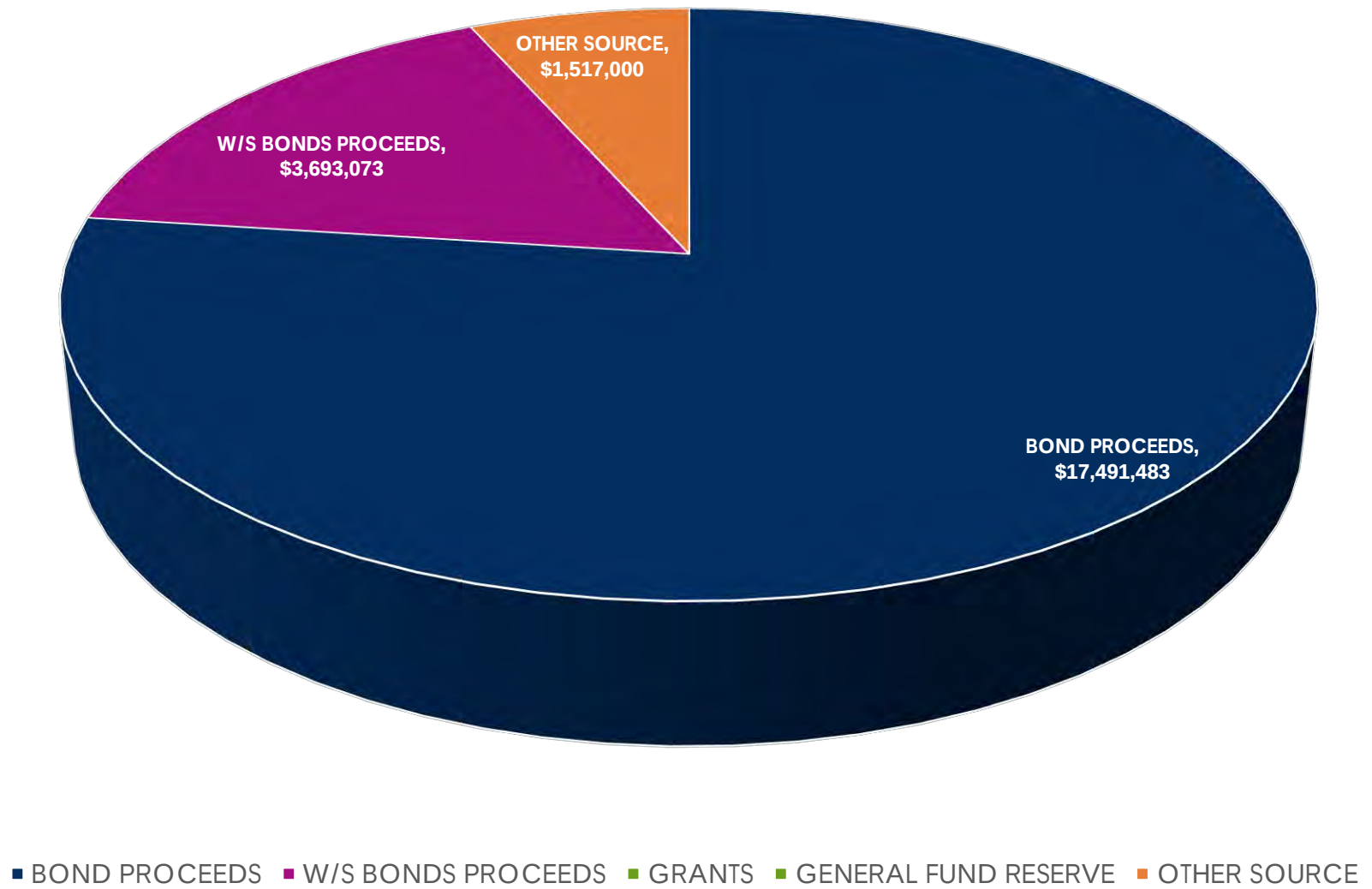
Uses by Category Charts

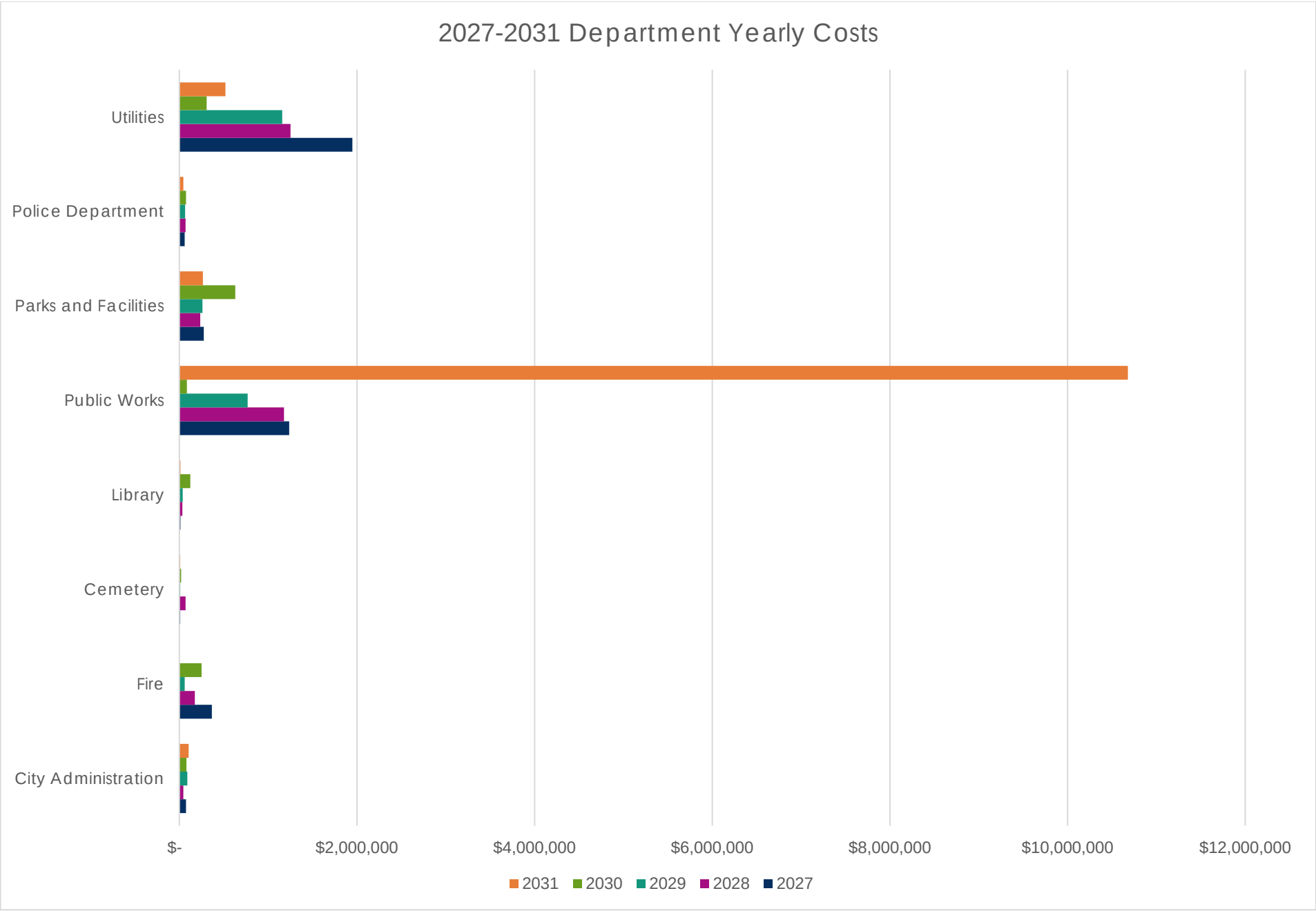
These graphically show the uses by category detailed on the bottom of the charts for each CIP year. The charts are automatically generated by the data contained on the summary of funds worksheet.

CITY OF BERLIN CAPITAL IMPROVEMENT PLAN 2027-2031 SUMMARY OF FUNDS						
	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ -	\$ 5,000	\$ 10,000	\$ 15,000	\$ 20,000	
FUNDING SOURCES						
CAPITAL PROJECTS TAX LEVY						\$ -
GENERAL FUND TAX LEVY						\$ -
BOND PROCEEDS	\$ 2,040,655	\$ 1,787,631	\$ 1,296,772	\$ 1,269,000	\$ 11,097,425	\$ 17,491,483
W/S BONDS PROCEEDS	\$ 1,650,000	\$ 953,148	\$ 860,509	\$ -	\$ 229,416	\$ 3,693,073
GRANTS						\$ -
GENERAL FUND RESERVE						\$ -
OTHER SOURCE	\$ 298,000	\$ 323,000	\$ 298,000	\$ 308,000	\$ 290,000	\$ 1,517,000
TOTAL SOURCES	<u>\$ 3,988,655</u>	<u>\$ 3,063,779</u>	<u>\$ 2,455,281</u>	<u>\$ 1,577,000</u>	<u>\$ 11,616,841</u>	<u>\$ 22,701,556</u>
TOTAL AVAILABLE FUNDS	<u>\$ 3,988,655</u>	<u>\$ 3,068,779</u>	<u>\$ 2,465,281</u>	<u>\$ 1,592,000</u>	<u>\$ 11,636,841</u>	
USES BY CATEGORY						
City Administration	\$ 75,000	\$ 45,000	\$ 90,000	\$ 80,000	\$ 105,000	\$ 395,000
Fire	\$ 366,000	\$ 175,000	\$ 60,000	\$ 250,000	\$ -	\$ 851,000
Cemetery	\$ 10,000	\$ 70,000	\$ 10,000	\$ 20,000	\$ 10,000	\$ 120,000
Library	\$ 12,500	\$ 34,000	\$ 37,500	\$ 124,000	\$ 12,500	\$ 220,500
Public Works	\$ 1,237,155	\$ 1,178,631	\$ 769,272	\$ 85,000	\$ 10,679,925	\$ 13,949,983
Parks and Facilities	\$ 275,000	\$ 235,000	\$ 260,000	\$ 630,000	\$ 265,000	\$ 1,665,000
Police Department	\$ 60,000	\$ 70,000	\$ 65,000	\$ 75,000	\$ 45,000	\$ 315,000
Utilities	\$ 1,948,000	\$ 1,251,148	\$ 1,158,509	\$ 308,000	\$ 519,416	\$ 5,185,073
TOTAL USES BY CATEGORY	<u>\$ 3,983,655</u>	<u>\$ 3,058,779</u>	<u>\$ 2,450,281</u>	<u>\$ 1,572,000</u>	<u>\$ 11,636,841</u>	<u>\$ 22,701,556</u>
EST. ENDING FUND BALANCE	<u>\$ 5,000</u>	<u>\$ 10,000</u>	<u>\$ 15,000</u>	<u>\$ 20,000</u>	<u>\$ -</u>	

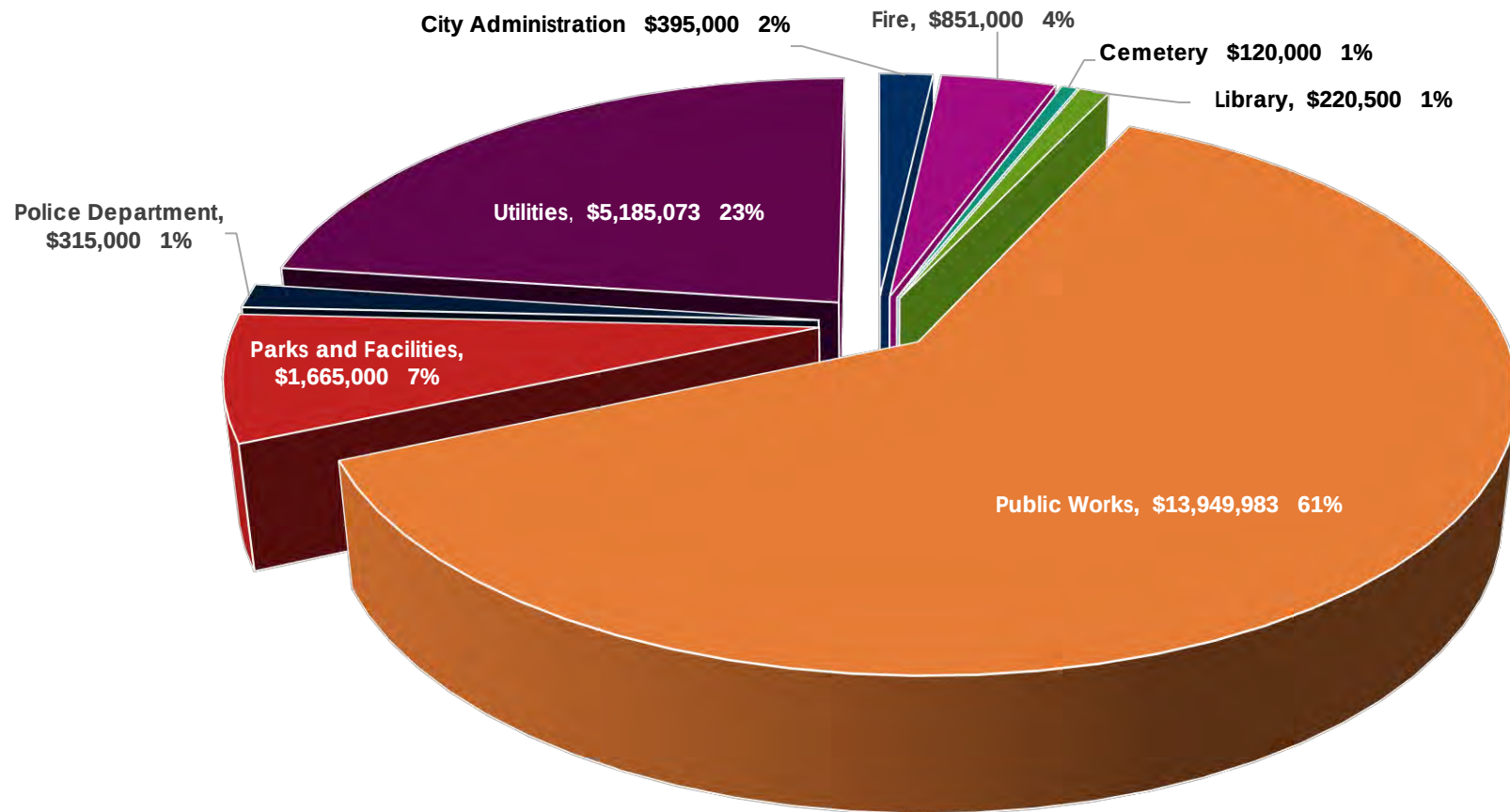


Funding by Sources





Uses by Category



Capital Improvement Program Department Summaries/Justifications

Department Summary Categories

A worksheet is created for each individual CIP Department with sources and uses categories. The first year estimated or actual beginning fund balance for the category needs to be entered. The combined totals of sources and uses will be calculated from individual project/program worksheets for each CIP year.

Program or Project Description & Justification

A worksheet is completed for each CIP project or program. The program or project is identified by category, name, and number. Department, contact, type, useful life, priority, and purpose are identified. A narrative description and justification are required for the program or project. A narrative budget impact and other relevant information are required at the bottom of the worksheet.

CITY OF BERLIN CAPITAL IMPROVEMENT PLAN 2027-2031 City Administration						
	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ -	\$ 5,000	\$ 10,000	\$ 15,000	\$ 20,000	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY						\$ -
GENERAL FUND LEVY						\$ -
BOND PROCEEDS	\$ 80,000	\$ 50,000	\$ 95,000	\$ 85,000	\$ 85,000	\$ 395,000
GRANTS						\$ -
OTHER SOURCE						\$ -
TOTAL SOURCES	\$ 80,000	\$ 50,000	\$ 95,000	\$ 85,000	\$ 85,000	\$ 395,000
TOTAL AVAILABLE FUNDS	\$ 80,000	\$ 55,000	\$ 105,000	\$ 100,000	\$ 105,000	
USES BY PROGRAM/PROJECT						
City Server Replacement Fund	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
Finance Software Replacement	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
Safeguard Site Development	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
Downtown Signage-Wayfinding	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Badger Books	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
Historical Society Designation	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
Cloud Storage-Document Storage	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 30,000
CORP	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Market Study-Housing Update	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
Zoning Code Update	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 35,000
Subdivision Code Update	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
TOTAL USES BY PROJECT	\$ 75,000	\$ 45,000	\$ 90,000	\$ 80,000	\$ 105,000	\$ 395,000
EST. ENDING FUND BALANCE	\$ 5,000	\$ 10,000	\$ 15,000	\$ 20,000	\$ -	

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	City Administration
Program/Project Name:	City Server Replacement Fund
Program/Project #:	CA1-2027

Department:	General Government
Contact:	City Administrator
Type:	Software Maintenance
Useful Life:	5-10 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

The City Administration wishes to create a replacement fund to cover the cost of the eventual replacement of the city technology servers. The goal is to eventually get up to a fund balance of \$25,000 to cover the replacement of the server system.

Justification

The city's technology servers have a useful life between 5-10 years. By creating a replacement fund to cover the future cost of replacing/updating the server system this will ensure their will be funding available to continue to have the most up to date technology systems and support.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
City Server Replacement Fund	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
Total	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000

Budget Impact/Other

Financial Impact to budget of \$5,000 to be levied in 2027-2031 under general obligation borrowing proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	City Administration
Program/Project Name:	Finance Software Replacement
Program/Project #:	CA2-2027

Department:	General Government
Contact:	City Administrator
Type:	Software Maintenance
Useful Life:	5-10 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Expanded Service

Note: Program/Project Name and # Referenced on Category Sheet.

Description
City Administration would like to create a capital fund for future replacements for financial software. Fund will be utilized to allow for upgrades to current system, consideration of new financial package in the future. Goal will be to cap fund at \$25,000 and replenish as funds are spent in future years.

Justification
City Administration is always looking for ways to improve current financial processes and with the creation of a software fund this will allow for funding to provide future upgrades to the financial systems replacement.

Expenditures (Uses)	2027	2027	2028	2029	2030	Total
Finance Software Replacement	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
Total	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000

Funding Sources	2026	2027	2028	2029	2030	Total
Bond Proceeds	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
Total	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000

Budget Impact/Other
Financial Impact to budget of \$5,000 to be levied in 2027-2031 under general obligation borrowing proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	City Administration
Program/Project Name:	Safeguard Site Development
Program/Project #:	CA3-2027

Department:	General Government
Contact:	City Administrator
Type:	Economic Development
Useful Life:	5-10 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Expanded Service

Note: Program/Project Name and # Referenced on Category Sheet.

Description
City Administration would like to create a capital fund for future expenses to be utilized for economic development incentives/construction/development of the former Safeguard site.

Justification
By creating a fund for future utilization towards either development incentives or construction this will allow for future planning or development to fund improvements or enhancements to the safeguard site to make it more plausible for development.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Safeguard Site Development	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
Total	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
Total	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000

Budget Impact/Other
Financial Impact to budget of \$5,000 to be levied in 2027-2031 under general obligation borrowing proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	City Administration
Program/Project Name:	Downtown Signage-Wayfinding
Program/Project #:	CA4-2027

Department:	General Government
Contact:	City Administrator
Type:	Signage
Useful Life:	15-20 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
City Administration would like to create a capital fund for future expenses to continually update downtown and wayfinding signage.

Justification
By creating a fund for future utilization towards updating downtown and wayfinding signage the city can ensure funding available to deter from deterioration of key wayfinding and location markers.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Downtown Signage-Wayfinding	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Total	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Total	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000

Budget Impact/Other
Financial Impact to budget of \$25,000 to be levied in 2027-2031 under general obligation borrowing proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	City Administration
Program/Project Name:	Badger Books
Program/Project #:	CA5-2027

Department:	General Government
Contact:	City Administrator
Type:	Election Equipment
Useful Life:	5-10 Years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	New Program/Service

Note: Program/Project Name and # Referenced on Category Sheet.

Description
CIP Line item to cover the cost of purchasing badger books which are utilized for elections.

Justification
By creating a fund for future utilization towards purchasing elections equipment the city can ensure they will have the most up to date technology.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Badger Books	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
Total	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
Total	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000

Budget Impact/Other
Financial Impact to budget of \$5,000 to be levied in 2027-2031 under general obligation borrowing proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	City Administration
Program/Project Name:	Historical Society Designation
Program/Project #:	CA6-2027

Department:	General Government
Contact:	City Administrator
Type:	Planning/Program
Useful Life:	15-30 Years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	New Program/Service

Note: Program/Project Name and # Referenced on Category Sheet.

Description
CIP Item to cover the future cost of submitting properties within the city for historical society designation.

Justification
By creating a fund for future utilization towards historical society expenses the city can ensure those properties that meet that criteria can be added to the official designation.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Historical Society Designation	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
Total	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
Total	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000

Budget Impact/Other
Financial Impact to budget of \$5,000 to be levied in 2027-2031 under general obligation borrowing proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	City Administration
Program/Project Name:	Cloud Storage-Document Storage
Program/Project #:	CA7-2027

Department:	General Government
Contact:	City Administrator
Type:	Software
Useful Life:	5-10 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	New Program/Service

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Funding to implement moving paper documents to cloud storage/document system for improved searchability and records retention.

Justification

Currently city information is split between old paper copies and information saved on various drives within the city. Implementing a cloud storage system would allow for centralization of assets and easier search functionality.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Cloud Storage-Document Storage	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 30,000
Total	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 30,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 30,000
Total	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 30,000

Budget Impact/Other

Financial Impact to budget of \$10,000 to be levied in 2027, 2029 and 2031 under general obligation borrowing proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	City Administration
Program/Project Name:	CORP
Program/Project #:	CA8-2027

Department:	General Government
Contact:	City Administrator
Type:	City Required Planning Document
Useful Life:	5 years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

A prerequisite to participation in outdoor recreation grant programs is the adoption and subsequent Department of Natural Resources acceptance of a local comprehensive outdoor recreation plan.

Justification

A CORP helps local units of government develop comprehensive park and recreation plans that will: 1) guide them in acquiring and developing public outdoor parks and recreation facilities, and 2) ensure that plans meet the minimum requirements for participation in both state and federal programs. CORP's should be updated every 5 years to maintain compliance and grant acceptance and eligibility.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
CORP	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Total	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Total	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

Budget Impact/Other

Financial Impact to budget of \$20,000 to be levied in 2027 under general obligation borrowing proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	City Administration
Program/Project Name:	Market Study-Housing Update
Program/Project #:	CA1-2031

Department:	General Government
Contact:	City Administrator
Type:	Planning/Program
Useful Life:	5-10 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Housing - Market Study

Justification
The last Market Study was done in 2019 and a Housing Study was last conducted in 2023. In anticipation of going after grant, state, and federal funding these plans should be updated every five years in order to continue compliance.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Market Study-Housing Update	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000

Budget Impact/Other
Financial Impact to budget of \$25,000 to be levied in 2031 under general obligation borrowing proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	City Administration
Program/Project Name:	Zoning Code Update
Program/Project #:	CA1-2029

Department:	General Government
Contact:	City Administrator
Type:	Planning/Program
Useful Life:	5-10 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Zoning Code Update

Justification
Code should be updated to ensure compliance with statutes and address rule changes regarding nonconforming uses and structures.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Zoning Code Update	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 35,000
Total	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 35,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 35,000
Total	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 35,000

Budget Impact/Other
Financial Impact to budget of \$35,000 to be levied in 2029 under general obligation borrowing proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	City Administration
Program/Project Name:	Subdivision Code Update
Program/Project #:	CA1-2030

Department:	General Government
Contact:	City Administrator
Type:	Planning/Program
Useful Life:	5-10 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Subdivision Code Update

Justification
Rewrite to encourage development.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Subdivision Code Update	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
Total	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
Total	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000

Budget Impact/Other
Financial Impact to budget of \$35,000 to be levied in 2030 under general obligation borrowing proceeds.

CITY OF BERLIN CAPITAL IMPROVEMENT PLAN 2027-2031 Fire Department						
	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	-
FUNDING SOURCES						
CAPITAL PROJECTS LEVY						\$ -
GENERAL FUND LEVY						\$ -
BOND PROCEEDS	\$ 366,000	\$ 175,000	\$ 60,000	\$ 250,000	\$ -	\$ 851,000
GRANTS						\$ -
OTHER SOURCE						\$ -
TOTAL SOURCES	<u>\$ 366,000</u>	<u>\$ 175,000</u>	<u>\$ 60,000</u>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ 851,000</u>
TOTAL AVAILABLE FUNDS	<u>\$ 366,000</u>	<u>\$ 175,000</u>	<u>\$ 60,000</u>	<u>\$ 250,000</u>	<u>\$ -</u>	
USES BY PROGRAM/PROJECT						
Engine 66	\$ 266,000	\$ -	\$ -	\$ -	\$ -	\$ 266,000
Rescue 68	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Fire Station Furniture	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
Engine 69 Chassis	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Kitchen Upgrades	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Gear Dryer	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
Command Vehicle	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000
TOTAL USES BY PROJECT	<u>\$ 366,000</u>	<u>\$ 175,000</u>	<u>\$ 60,000</u>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ 851,000</u>
EST. ENDING FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Fire Department
Program/Project Name:	Rescue 68
Program/Project #:	FIRE1-2027

Department:	Fire Department
Contact:	Fire Chief
Type:	Fire Department
Useful Life:	20 years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of Rescue Vehicle 68

Justification
Current rescue vehicle has reached its useful life and is currently being repaired in order to function.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Rescue 68	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Budget Impact/Other
Financial Impact to Budget of \$100,000 to be paid via general obligation bond proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Fire Department
Program/Project Name:	Engine 66
Program/Project #:	FIRE2-2027

Department:	Fire Department
Contact:	Fire Chief
Type:	Fire Department
Useful Life:	20 years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of Engine 66.

Justification
Engine 66 has reached its maximum useful life and per rotation schedule needs to be replaced.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Engine 66	\$ 266,000	\$ -	\$ -	\$ -	\$ -	\$ 266,000
Total	\$ 266,000	\$ -	\$ -	\$ -	\$ -	\$ 266,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 266,000	\$ -	\$ -	\$ -	\$ -	\$ 266,000
Total	\$ 266,000	\$ -	\$ -	\$ -	\$ -	\$ 266,000

Budget Impact/Other
Financial Impact to Budget of \$266,000 to be paid via general obligation bond proceeds.



**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Fire Department
Program/Project Name:	Fire Station Furniture
Program/Project #:	FIRE1-2029

Department:	Fire Department
Contact:	Fire Chief
Type:	Fire Department
Useful Life:	20 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Purchase of furniture for fire station.

Justification
Department is requesting purchase of new furniture over two year period to replace existing worn out furniture.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Fire Station Furniture	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
Total	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
Total	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000

Budget Impact/Other
Financial Impact to Budget of \$10,000 in 2029 to be paid by bond proceeds.



**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Fire Department
Program/Project Name:	Engine 69 Chassis
Program/Project #:	FIRE1-2028

Department:	Fire Department
Contact:	Fire Chief
Type:	Fire Department
Useful Life:	20 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of Engine 69 Chassis

Justification
Engine 69 Chassis has reached its maximum useful life and per rotation schedule needs to be replaced.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Engine 69 Chassis	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Total	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Total	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000

Budget Impact/Other
Financial Impact to Budget of \$150,000 to be paid via general obligation bond proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Fire Department
Program/Project Name:	Kitchen Upgrades
Program/Project #:	FIRE2-2028

Department:	Fire Department
Contact:	Fire Chief
Type:	Fire Department
Useful Life:	20 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Upgrade of Fire Department kitchen. Currently have typical home kitchen not equiped for full staff or paid on call. Also this would allow for increased event capacity for fundraising without a larger kitchen.

Justification
Current facility kitchen does not allow for full scale cooking operations for department. In planning for future of either paid on call or full time staff upgrade to allow for cooking on site is requested.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Kitchen Upgrades	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000

Budget Impact/Other
Financial Impact to Budget of \$25,000 to be paid via general obligation bond proceeds.



**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Fire Department
Program/Project Name:	Gear Dryer
Program/Project #:	FIRE2-2029

Department:	Fire Department
Contact:	Fire Chief
Type:	Fire Department
Useful Life:	20 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of Gear Dryer.

Justification
Current gear dryer has reached useful life and requires replacement in order to maintain decontamination safety procedures and requirements.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Gear Dryer	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
Total	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
Total	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000

Budget Impact/Other
Financial Impact to Budget of \$50,000 to be paid via general obligation bond proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Fire Department
Program/Project Name:	Command Vehicle
Program/Project #:	FIRE1-2030

Department:	Fire Department
Contact:	Fire Chief
Type:	Fire Department
Useful Life:	20 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of Command Vehicle.

Justification
Current command vehicle has reached useful life and requires replacement.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Command Vehicle	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000
Total	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000
Total	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000

Budget Impact/Other
Financial Impact to Budget of \$250,000 to be paid via general obligation bond proceeds.

CITY OF BERLIN CAPITAL IMPROVEMENT PLAN 2027-2031 Cemetery							
	2027	2028	2029	2030	2031	Total	
EST. BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
FUNDING SOURCES							
CAPITAL PROJECTS LEVY						\$ -	
GENERAL FUND LEVY						\$ -	
BOND PROCEEDS	\$ 10,000	\$ 45,000	\$ 10,000	\$ 20,000	\$ 10,000	\$ 95,000	
GRANTS						\$ -	
OTHER SOURCE		\$ 25,000				\$ 25,000	
TOTAL SOURCES	<u>\$ 10,000</u>	<u>\$ 70,000</u>	<u>\$ 10,000</u>	<u>\$ 20,000</u>	<u>\$ 10,000</u>	<u>\$ 120,000</u>	
TOTAL AVAILABLE FUNDS	<u>\$ 10,000</u>	<u>\$ 70,000</u>	<u>\$ 10,000</u>	<u>\$ 20,000</u>	<u>\$ 10,000</u>		
USES BY PROGRAM/PROJECT							
Weed Whips	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000	
Lawn Mower	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	
Gator UTV	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	
Cemetery Garage	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	
TOTAL USES BY PROJECT	<u>\$ 10,000</u>	<u>\$ 70,000</u>	<u>\$ 10,000</u>	<u>\$ 20,000</u>	<u>\$ 10,000</u>	<u>\$ 120,000</u>	
EST. ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Cemetery
Program/Project Name:	Weed Whips
Program/Project #:	CEMETERY1-2028

Department:	Cemetery
Contact:	Streets Superintendent
Type:	Equipment
Useful Life:	20 years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Staggered purchase of weed whips to replace older ones that are at end of life, broken, and damaged from years of utilization.

Justification

weed whips have reached useful life and are in need of staggered replacing over the next five years.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Weed Whips	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000
Total	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000
Total	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000

Budget Impact/Other

Financial Impact to budget of \$10,000 in years 2028 and 2030. Paid for by general obligation debt proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Cemetery
Program/Project Name:	Lawn Mower
Program/Project #:	CEMETERY1-2027

Department:	Cemetery
Contact:	Streets Superintendent
Type:	Equipment
Useful Life:	5 years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of lawn mowers utilized by cemetery.

Justification
Lawn mowers are scheduled to be placed on rotation for replacment when reached or exceeded useful life.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Lawn Mower	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Total	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Total	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000

Budget Impact/Other
Financial Impact to budget of \$10,000 in years 2027-2031. Paid for by general obligation debt proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Cemetery
Program/Project Name:	Gator UTV
Program/Project #:	CEMETERY2-2028

Department:	Cemetery
Contact:	Streets Superintendent
Type:	Equipment
Useful Life:	5 years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of gator utv utilized by cemetery.

Justification
The Gator UTV is scheduled to be replacment when reached or exceeded useful life.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Gator UTV	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000

Budget Impact/Other
Financial Impact to budget of \$25,000 in 2028. Paid for by general obligation debt proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Cemetery
Program/Project Name:	Cemetery Garage
Program/Project #:	CEMETERY3-2028

Department:	Cemetery
Contact:	Streets Superintendent
Type:	Structure
Useful Life:	5 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Repair/replacement of garage utilized by cemetery

Justification
The garage is scheduled to be replaced when reached or exceeded useful life.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Cemetery Garage	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000

Budget Impact/Other
Financial Impact to budget of \$25,000 in 2028. Paid for by cemetery board.

CITY OF BERLIN CAPITAL IMPROVEMENT PLAN 2027-2031 Library						
	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY						\$ -
GENERAL FUND LEVY						\$ -
BOND PROCEEDS	\$ 12,500	\$ 34,000	\$ 37,500	\$ 124,000	\$ 12,500	\$ 220,500
GRANTS						\$ -
OTHER SOURCE						\$ -
TOTAL SOURCES	<u>\$ 12,500</u>	<u>\$ 34,000</u>	<u>\$ 37,500</u>	<u>\$ 124,000</u>	<u>\$ 12,500</u>	<u>\$ 220,500</u>
TOTAL AVAILABLE FUNDS	<u>\$ 12,500</u>	<u>\$ 34,000</u>	<u>\$ 37,500</u>	<u>\$ 124,000</u>	<u>\$ 12,500</u>	
USES BY PROGRAM/PROJECT						
Window Replacement	\$ 12,500	\$ -	\$ 12,500	\$ -	\$ 12,500	\$ 37,500
Furniture Replacement	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
Library Roof Updates	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
HVAC	\$ -	\$ 24,000	\$ -	\$ 24,000	\$ -	\$ 48,000
Brick Sealing	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000
TOTAL USES BY PROJECT	<u>\$ 12,500</u>	<u>\$ 34,000</u>	<u>\$ 37,500</u>	<u>\$ 124,000</u>	<u>\$ 12,500</u>	<u>\$ 220,500</u>
EST. ENDING FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Library
Program/Project Name:	Window Replacement
Program/Project #:	LIBRARY1-2027

Department:	Library
Contact:	Library Director
Type:	Building Maintenance
Useful Life:	20 years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Staggered purchase of new windows to replace older ones that are warping, broken, and damaged from years of utilization.

Justification
Library windows have reached useful life and are in need of staggered replacing over the next five years.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Window Replacement	\$ 12,500	\$ -	\$ 12,500	\$ -	\$ 12,500	\$ 37,500
Total	\$ 12,500	\$ -	\$ 12,500	\$ -	\$ 12,500	\$ 37,500

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 12,500	\$ -	\$ 12,500	\$ -	\$ 12,500	\$ 37,500
Total	\$ 12,500	\$ -	\$ 12,500	\$ -	\$ 12,500	\$ 37,500

Budget Impact/Other
Financial Impact to budget of \$12,500 in years 2027, 2029 and 2031. Paid for by general obligation debt proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Library
Program/Project Name:	Furniture Replacement
Program/Project #:	LIBRARY1-2028

Department:	Library
Contact:	Library Director
Type:	Building Maintenance
Useful Life:	20 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of outdated and used furniture.

Justification
Friends of the Library will be covering the cost of replacing the outdated and end of life furniture.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Furniture Replacement	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
Total	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
Total	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000

Budget Impact/Other
Financial Impact to budget of \$10,000 in 2028. Paid for by general obligation debt proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Library
Program/Project Name:	Library Roof Updates
Program/Project #:	LIBRARY1-2030

Department:	Library
Contact:	Library Director
Type:	Building Maintenance
Useful Life:	20 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Updates to Library Roof System to ensure useful life is extended.

Justification

Repairs/Updates to section of Library Room system to ensure useful life is extended.

Expenditures (Uses)		2027	2028	2029	2030	2031	Total
Library Roof Updates		\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Total		\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000

Funding Sources		2027	2028	2029	2030	2031	Total
Bond Proceeds		\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Total		\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000

Budget Impact/Other

Financial Impact to budget of \$100,000 in year 2030. Paid for by general obligation debt proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Library
Program/Project Name:	HVAC
Program/Project #:	LIBRARY2-2028

Department:	Library
Contact:	Library Director
Type:	Building Maintenance
Useful Life:	20 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Updates to Library HVAC System to ensure useful life is extended.

Justification
Updates to HVAC system.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
HVAC	\$ -	\$ 24,000	\$ -	\$ 24,000	\$ -	\$ 48,000
Total	\$ -	\$ 24,000	\$ -	\$ 24,000	\$ -	\$ 48,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ 24,000	\$ -	\$ 24,000	\$ -	\$ 48,000
Total	\$ -	\$ 24,000	\$ -	\$ 24,000	\$ -	\$ 48,000

Budget Impact/Other
Financial Impact to budget of \$24,000 in year 2028 and 2030. Paid for by general obligation debt proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Library
Program/Project Name:	Brick Sealing
Program/Project #:	LIBRARY1-2029

Department:	Library
Contact:	Library Director
Type:	Building Maintenance
Useful Life:	20 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Updates to Library bricks to ensure useful life is extended.

Justification

Sealing of bricks will extend the building life.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Brick Sealing	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000
Total	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000
Total	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000

Budget Impact/Other

Financial Impact to budget of \$25,000 in year 2029. Paid for by general obligation debt proceeds.

CITY OF BERLIN CAPITAL IMPROVEMENT PLAN 2027-2031 Public Works						
	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	-
FUNDING SOURCES						
CAPITAL PROJECTS LEVY						\$ -
GENERAL FUND LEVY						\$ -
BOND PROCEEDS	\$ 1,237,155	\$ 1,178,631	\$ 769,272	\$ 85,000	\$ 10,679,925	\$ 13,949,983
GRANTS						\$ -
OTHER SOURCE						\$ -
TOTAL SOURCES	<u>\$ 1,237,155</u>	<u>\$ 1,178,631</u>	<u>\$ 769,272</u>	<u>\$ 85,000</u>	<u>\$ 10,679,925</u>	<u>\$ 13,949,983</u>
TOTAL AVAILABLE FUNDS	<u>\$ 1,237,155</u>	<u>\$ 1,178,631</u>	<u>\$ 769,272</u>	<u>\$ 85,000</u>	<u>\$ 10,679,925</u>	
USES BY PROGRAM/PROJECT						
East Park Avenue	\$ 962,155	\$ -	\$ -	\$ -	\$ -	\$ 962,155
West Berlin Street	\$ -	\$ -	\$ 684,272	\$ -	\$ -	\$ 684,272
West Liberty Street	\$ -	\$ 633,631	\$ -	\$ -	\$ -	\$ 633,631
1997 Pickup Truck	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
Parking Lot Replacement Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Chip and Seal Roads	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Crack Filling	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
Front End Loader with Plow and Wing	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
Single Axel Dump Truck 1987	\$ 190,000	\$ -	\$ -	\$ -	\$ -	\$ 190,000
City Dumpsite Security Gate	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Lawn Mowers	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Connecting Highways	\$ -	\$ -	TBD	TBD	TBD	\$ -
DPW Building	\$ -	\$ -	\$ -	\$ -	\$ 10,000,000	\$ 10,000,000
Wisconsin Street Reconstruction	\$ -	\$ -	\$ -	TBD	\$ -	\$ -
Marquette Street Reconstruction	\$ -	\$ -	\$ -	\$ -	\$ 594,925	\$ 594,925
TOTAL USES BY PROJECT	<u>\$ 1,237,155</u>	<u>\$ 1,178,631</u>	<u>\$ 769,272</u>	<u>\$ 85,000</u>	<u>\$ 10,679,925</u>	<u>\$ 13,949,983</u>
EST. ENDING FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Public Works
Program/Project Name:	East Park Avenue
Program/Project #:	Streets1-2027

Department:	Public Works
Contact:	Streets Superintendent
Type:	Streets
Useful Life:	25 Years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of East Park Avenue from Wisconsin St to N Swetting St, including N. Swetting (\$222,000)

Justification
Current road has reached its useful life and is in need of replacement

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
East Park Avenue	\$ 962,155	\$ -	\$ -	\$ -	\$ -	\$ 962,155
Total	\$ 962,155	\$ -	\$ -	\$ -	\$ -	\$ 962,155

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 962,155	\$ -	\$ -	\$ -	\$ -	\$ 962,155
Total	\$ 962,155	\$ -	\$ -	\$ -	\$ -	\$ 962,155

Budget Impact/Other
Financial Impact to budget of \$962,155 will be incorporated into the 2027 Capital Improvement Bond Proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Public Works
Program/Project Name:	West Berlin Street
Program/Project #:	Streets1-2029

Department:	Public Works
Contact:	Streets Superintendent
Type:	Streets
Useful Life:	25 Years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of West Berlin Street from Traverse Street to N Wisconsin Street

Justification
Current road has reached its useful life and is in need of replacement

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
West Berlin Street	\$ -	\$ -	\$ 684,272	\$ -	\$ -	\$ 684,272
Total	\$ -	\$ -	\$ 684,272	\$ -	\$ -	\$ 684,272

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ -	\$ 684,272	\$ -	\$ -	\$ 684,272
Total	\$ -	\$ -	\$ 684,272	\$ -	\$ -	\$ 684,272

Budget Impact/Other
Financial Impact to budget of \$684,272 will be incorporated into the 2029 Capital Improvement Bond Proceeds.



CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Public Works
Program/Project Name:	West Liberty Street
Program/Project #:	Streets1-2028

Department:	Public Works
Contact:	Streets Superintendent
Type:	Streets
Useful Life:	25 Years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Replacement of West Liberty Street from Traverse Street to N Wisconsin Street

Justification

Current road has reached its useful life and is in need of replacement

Expenditures (Uses)		2027	2028	2029	2030	2031	Total
West Liberty Street		\$ -	\$ 633,631	\$ -	\$ -	\$ -	\$ 633,631
Total		\$ -	\$ 633,631	\$ -	\$ -	\$ -	\$ 633,631

Funding Sources		2027	2028	2029	2030	2031	Total
Bond Proceeds		\$ -	\$ 633,631	\$ -	\$ -	\$ -	\$ 633,631
Total		\$ -	\$ 633,631	\$ -	\$ -	\$ -	\$ 633,631

Budget Impact/Other

Financial Impact to budget of \$633,631 will be incorporated into the 2028 Capital Improvement Bond Proceeds.

CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Public Works
Program/Project Name:	1997 Pickup Truck
Program/Project #:	Streets2-2028

Department:	Public Works
Contact:	Streets Superintendent
Type:	Streets
Useful Life:	20 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of 1997 DPW Pickup Truck

Justification
Pickup Truck has exceeded useful life and is in need of replacement.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
1997 Pickup Truck	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
Total	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
Total	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000

Budget Impact/Other
Financial Impact to budget of \$35,000 and will be incorporated into the 2028 Capital Improvement Bond Proceeds.

CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Public Works
Program/Project Name:	Parking Lot Replacement Fund
Program/Project #:	Streets2-2027

Department:	Public Works
Contact:	Streets Superintendent
Type:	Streets
Useful Life:	25 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Creation of parking lot replacment fund to cover yearly and future improvements to various parking lots in City of Berlin.

Justification
Parking lots are in need of continual repair and maintenance to continue their longevity. Fund will allow for either yearly improvements or to build up funds for later years.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Parking Lot Replacement Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Total	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Total	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

Budget Impact/Other
Financial Impact to budget of \$50,000 and will be incorporated into the 2027-2031 Capital Improvement Bond Proceeds.



**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Public Works
Program/Project Name:	Chip and Seal Roads
Program/Project #:	Streets3-2027

Department:	Public Works
Contact:	Streets Superintendent
Type:	Streets
Useful Life:	25 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Creation of Chip and Seal fund to cover yearly and future improvements to various streets in City of Berlin.

Justification

Roads are in need of continual repair and maintenance to continue their longevity. Fund will allow for either yearly improvements or to build up funds for later years.

Expenditures (Uses)

	2027	2028	2029	2030	2031	Total
Chip and Seal Roads	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Total	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000

Funding Sources

	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Total	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000

Budget Impact/Other

Financial Impact to budget of \$20,000 and will be incorporated into the 2027-2031 Capital Improvement Bond Proceeds.



CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Public Works
Program/Project Name:	Crack Filling
Program/Project #:	Streets4-2027

Department:	Public Works
Contact:	Streets Superintendent
Type:	Streets
Useful Life:	25 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Creation of Crack Filling fund to cover yearly and future improvements to various streets in City of Berlin.

Justification
Roads are in need of continual repair and maintenance to continue their longevity. Fund will allow for either yearly improvements or to build up funds for later years.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Crack Filling	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
Total	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
Total	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000

Budget Impact/Other
Financial Impact to budget of \$15,000 and will be incorporated into the 2027-2031 Capital Improvement Bond Proceeds.



CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Public Works
Program/Project Name:	Single Axel Dump Truck 1987
Program/Project #:	Streets5-2027

Department:	Public Works
Contact:	Streets Superintendent
Type:	Streets
Useful Life:	20 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Replacement of 1987 Single Axel Dump Truck

Justification

1987 Dumptruck has exceeded useful life and is in need of replacement.

Expenditures (Uses)		2027	2028	2029	2030	2031	Total
Single Axel Dump Truck 1987		\$ 190,000	\$ -	\$ -	\$ -	\$ -	\$ 190,000
Total		\$ 190,000	\$ -	\$ -	\$ -	\$ -	\$ 190,000

Funding Sources		2027	2028	2029	2030	2031	Total
Bond Proceeds		\$ 190,000	\$ -	\$ -	\$ -	\$ -	\$ 190,000
Total		\$ 190,000	\$ -	\$ -	\$ -	\$ -	\$ 190,000

Budget Impact/Other

Financial Impact to budget of \$190,000 and will be incorporated into the 2027 Capital Improvement Bond Proceeds.



CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Public Works
Program/Project Name:	City Dumpsite Security Gate
Program/Project #:	Streets3-2028

Department:	Public Works
Contact:	Streets Superintendent
Type:	Streets
Useful Life:	20 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Installation of a security gate at city dumpsite.

Justification
Security Gate will allow for better control of dumpsite and allow for mechanism to capture non resident dumping or better statistical data of non resident utilization.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
City Dumpsite Security Gate	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000

Budget Impact/Other
Financial Impact to budget of \$25,000 and will be incorporated into the 2028 Capital Improvement Bond Proceeds.



CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Public Works
Program/Project Name:	Front End Loader with Plow and Wing
Program/Project #:	Streets4-2028

Department:	Public Works
Contact:	Streets Superintendent
Type:	Streets
Useful Life:	20 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Increase Safety

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Front End Loader with Plow and Wing

Justification
Front End Loader with Plow and Wing has reached useful life.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Front End Loader with Plow and Wing	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
Total	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
Total	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000

Budget Impact/Other
Financial Impact to budget of \$350,000 in 28 being covered by Capital Projects Bond Proceeds.



CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Public Works
Program/Project Name:	Lawn Mowers
Program/Project #:	Streets5-2028

Department:	Public Works
Contact:	Streets Superintendent
Type:	Streets
Useful Life:	20 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of DPW Lawn Mowers

Justification
Lawn Mowers have exceeded useful life and are in need of replacement.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Lawn Mowers	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Total	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Total	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000

Budget Impact/Other
Financial Impact to budget of \$50,000 and will be incorporated into the 2028 Capital Improvement Bond Proceeds.



**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Public Works
Program/Project Name:	Connecting Highways
Program/Project #:	Streets2-2029

Department:	Public Works
Contact:	Streets Superintendent
Type:	Streets
Useful Life:	20 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Placeholder for the eventual replacement share cost of connecting highways within Berlin scheduled to occur in 2029, 2030 and 2031.

Justification
Placeholder for the eventually replacement share cost of connecting highways within Berlin scheduled to occur in 2029, 2030 and 2031.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Connecting Highways	\$ -	\$ -	TBD	TBD	TBD	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ -	TBD	TBD	TBD	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Impact/Other
Financial Impact to budget TBD



CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Public Works
Program/Project Name:	DPW Building
Program/Project #:	Streets1-2031

Department:	Public Works
Contact:	Streets Superintendent
Type:	Streets
Useful Life:	20 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of current DPW Building.

Justification
Current DPW Building needs to be replaced/update to allow for larger storage of equipment and vehicles as well as improve on increased safety and efficiency.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
DPW Building	\$ -	\$ -	\$ -	\$ -	\$ 10,000,000	\$ 10,000,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 10,000,000	\$ 10,000,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ 10,000,000	\$ 10,000,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 10,000,000	\$ 10,000,000

Budget Impact/Other
Financial Impact to budget of \$10,000,000 will be incorporated into the 2031 Capital Improvement Bond Proceeds.



CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Public Works
Program/Project Name:	Wisconsin Street Reconstruction
Program/Project #:	Streets1-2030

Department:	Public Works
Contact:	Streets Superintendent
Type:	Streets
Useful Life:	25 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Stage 1 reconstruction of Wisconsin Street.

Justification
Road has reached useful life and is in need of replacement.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Wisconsin Street Reconstruction	\$ -	\$ -	\$ -	TBD	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ -	\$ -	TBD	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Impact/Other
Financial Impact to budget of TBD will be incorporated into the 2030 Capital Improvement Bond Proceeds.



CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Public Works
Program/Project Name:	Marquette Street Reconstruction
Program/Project #:	Streets2-2031

Department:	Public Works
Contact:	Streets Superintendent
Type:	Streets
Useful Life:	25 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Stage 1 reconstruction of Marquette Street.

Justification
Road has reached useful life and is in need of replacement.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Marquette Street Reconstruction	\$ -	\$ -	\$ -	\$ -	\$ 594,925	\$ 594,925
Total	\$ -	\$ -	\$ -	\$ -	\$ 594,925	\$ 594,925

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ 594,925	\$ 594,925
Total	\$ -	\$ -	\$ -	\$ -	\$ 594,925	\$ 594,925

Budget Impact/Other
Financial Impact to budget of \$594,925 will be incorporated into the 2031 Capital Improvement Bond Proceeds.

CITY OF BERLIN CAPITAL IMPROVEMENT PLAN 2027-2031 Parks and Facilities						
	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY						\$ -
GENERAL FUND LEVY						\$ -
BOND PROCEEDS	\$ 275,000	\$ 235,000	\$ 260,000	\$ 630,000	\$ 265,000	\$ 1,665,000
GRANTS						\$ -
OTHER SOURCE						\$ -
TOTAL SOURCES	<u>\$ 275,000</u>	<u>\$ 235,000</u>	<u>\$ 260,000</u>	<u>\$ 630,000</u>	<u>\$ 265,000</u>	<u>\$ 1,665,000</u>
TOTAL AVAILABLE FUNDS	<u>\$ 275,000</u>	<u>\$ 235,000</u>	<u>\$ 260,000</u>	<u>\$ 630,000</u>	<u>\$ 265,000</u>	
USES BY PROGRAM/PROJECT						
Lawn Mowers	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Ball Diamond Fencing	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Park Signage	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Playground Improvements	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 40,000	\$ 180,000
Erosion Control/Rip Rap/ Park Riverbeds	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
Duck Unlimited Property Maintenance	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Parking Lot Improvements	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Campground Parking Improvements	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Scoreboards	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 50,000
Pickup Trucks	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ 105,000
Picnic Tables, Bleachers, Benches	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ -	\$ 30,000
Weed Whips - Blowers	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 45,000
Seawall Improvements	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000
Locks Fishing Wharf	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
TOTAL USES BY PROJECT	<u>\$ 275,000</u>	<u>\$ 235,000</u>	<u>\$ 260,000</u>	<u>\$ 630,000</u>	<u>\$ 265,000</u>	<u>\$ 1,665,000</u>
EST. ENDING FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Lawn Mowers
Program/Project #:	Parks1-2027

Department:	Parks
Contact:	Streets Superintendent
Type:	Equipment
Useful Life:	10 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of Lawn Mowers for Parks Department.

Justification
Lawn Mowers have reached useful life expectancy and are in need of replacement.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Lawn Mowers	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Total	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Total	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000

Budget Impact/Other
Financial impact to budget - \$10,000 to be applied in 2027 thru 2031. Paid by General Obligation Debt Proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Ball Diamond Fencing
Program/Project #:	Parks2-2027

Department:	Parks
Contact:	Streets Superintendent
Type:	Equipment
Useful Life:	10 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Phased replacement of ball diamond fencing in various parks.

Justification
In order to keep up with needed replacement of sport fencing in parks phased approach is being considered to address the needed improvements.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Ball Diamond Fencing	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Total	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Total	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000

Budget Impact/Other
Financial impact to budget - \$25,000 to be applied 2027-2031. Paid by General Obligation Debt Proceeds.



**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Park Signage
Program/Project #:	Parks3-2027

Department:	Parks
Contact:	Streets Superintendent
Type:	Equipment
Useful Life:	10 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Phased replacement of park signage in various parks.

Justification
In order to keep up with needed replacement of signage in parks phased approach is being considered to address the needed improvements.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Park Signage	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Total	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Total	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000

Budget Impact/Other
Financial impact to budget - \$25,000 to be applied in 2027 thru 2031. Paid by General Obligation Debt Proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Playground Improvements
Program/Project #:	Parks4-2027

Department:	Parks
Contact:	Streets Superintendent
Type:	Equipment
Useful Life:	10 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Phased replacement of playgrounds in various parks.

Justification

In order to keep up with needed replacement of playgrounds in parks phased approach is being considered to address the needed improvements.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Playground Improvements	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 40,000	\$ 180,000
Total	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 40,000	\$ 180,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 40,000	\$ 180,000
Total	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 40,000	\$ 180,000

Budget Impact/Other

Financial impact to budget - \$35,000 to be applied in 2027 thru 2030 and then increased to \$40,000. Paid by General Obligation Debt Proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Erosion Control/Rip Rap/ Park Riverbeds
Program/Project #:	Parks5-2027

Department:	Parks
Contact:	Streets Superintendent
Type:	Equipment
Useful Life:	10 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Phased replacement of erosion control rip rap in various parks riverbeds.

Justification
In order to decrease the erosion of park riverbeds phased replacmeent of rip rap is planned to be done each year.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Erosion Control/Rip Rap/ Park Riverbed	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
Total	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
Total	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000

Budget Impact/Other
Financial impact to budget - \$15,000 to be applied in 2027 thru 2031. Paid by General Obligation Debt Proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Duck Unlimited Property Maintenance
Program/Project #:	Parks6-2027

Department:	Parks
Contact:	Streets Superintendent
Type:	Equipment
Useful Life:	10 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Phased property maintenance of Ducks Unlimited Property.

Justification
In order to keep up with needed property maintenance of Ducks Unlimited property phased approach is being considered to address the needed maintenance.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Duck Unlimited Property Maintenance	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Total	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Total	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000

Budget Impact/Other
Financial impact to budget - \$25,000 to be applied in 2027 thru 2031. Paid by General Obligation Debt Proceeds.



**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Parking Lot Improvements
Program/Project #:	Parks7-2027

Department:	Parks
Contact:	Streets Superintendent
Type:	Equipment
Useful Life:	10 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Phased parking lot improvements of various parks.

Justification

In order to keep up with needed replacement/updating of parking lots within various city parks phased approach is proposed.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Parking Lot Improvements	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Total	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Total	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

Budget Impact/Other

Financial impact to budget - \$50,000 to be applied in 2027 thru 2031. Paid by General Obligation Debt Proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Campground Parking Improvements
Program/Project #:	Parks8-2027

Department:	Parks
Contact:	Streets Superintendent
Type:	Equipment
Useful Life:	10 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Phased campground paving improvements of various sites.

Justification
In order to keep up with needed replacement/updating of campground lots phased approach is proposed.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Campground Parking Improvements	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Total	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Total	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000

Budget Impact/Other
Financial impact to budget - \$25,000 to be applied 2027 thru 2031. Paid by General Obligation Debt Proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Scoreboards
Program/Project #:	Parks1-2028

Department:	Parks
Contact:	Streets Superintendent
Type:	Equipment
Useful Life:	10 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of Scoreboards in various parks

Justification
Scoreboards have reached useful life expectancy and are in need of replacement.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Scoreboards	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 50,000
Total	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 50,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 50,000
Total	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 50,000

Budget Impact/Other
Financial impact to budget - \$25,000 to be applied to 2028 and 2030. Paid by General Obligation Debt Proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Pickup Trucks
Program/Project #:	Parks9-2027

Department:	Parks
Contact:	Streets Superintendent
Type:	Equipment
Useful Life:	10 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of Pickup Truck for Parks Department.

Justification
Pickup trucks have reached useful life expectancy and are in need of replacement.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Pickup Trucks	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ 105,000
Total	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ 105,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ 105,000
Total	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ 105,000

Budget Impact/Other
Financial impact to budget - \$35,000 to be applied in 2027, 2029 and 2031. Paid by General Obligation Debt Proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Picnic Tables, Bleachers, Benches
Program/Project #:	Parks10-2027

Department:	Parks
Contact:	Streets Superintendent
Type:	Equipment
Useful Life:	10 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Replacement of Picnic Tables, Bleachers, and Benches for Parks Department.

Justification

Phased replacement of Picnic Tables, Bleachers, and Benches which have reached useful life expectancy and are in need of replacement.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Picnic Tables, Bleachers, Benches	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ -	\$ 30,000
Total	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ -	\$ 30,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ -	\$ 30,000
Total	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ -	\$ 30,000

Budget Impact/Other

Financial impact to budget - \$15,000 to be applied 2027 and 2030. Paid by General Obligation Debt Proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Weed Whips - Blowers
Program/Project #:	Parks11-2027

Department:	Parks
Contact:	Streets Superintendent
Type:	Equipment
Useful Life:	10 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of Weed Whips and Blowers for Parks Department.

Justification
Weed Whips and Blowers have reached useful life expectancy and are in need of replacement.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Weed Whips - Blowers	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 45,000
Total	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 45,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 45,000
Total	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 45,000

Budget Impact/Other
Financial impact to budget - \$15,000 to be applied to 2027, 2029 and 2031. Paid by General Obligation Debt Proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Seawall Improvements
Program/Project #:	Parks1-2030

Department:	Parks
Contact:	Streets Superintendent
Type:	Equipment
Useful Life:	10 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Scheduled replacement of City Seawall.

Justification
Seawall will have reached useful life expectancy and is in need of replacement.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Seawall Improvements	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000
Total	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000
Total	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000

Budget Impact/Other
Financial impact to budget - \$350,000 to be applied in 2030. Paid by General Obligation Debt Proceeds.



**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Locks Fishing Wharf
Program/Project #:	Parks2-2030

Department:	Parks
Contact:	Streets Superintendent
Type:	Equipment
Useful Life:	10 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Scheduled replacement of Locks Fishing Wharf.

Justification
Locks Fishing Wharf will have reached useful life expectancy and is in need of replacement.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Locks Fishing Wharf	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Total	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Total	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000

Budget Impact/Other
Financial impact to budget - \$30,000 to be applied in 2030. Paid by General Obligation Debt Proceeds.

CITY OF BERLIN CAPITAL IMPROVEMENT PLAN 2027-2031 Police Department							
	2027	2028	2029	2030	2031	Total	
EST. BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		
FUNDING SOURCES							
CAPITAL PROJECTS LEVY						\$ -	
GENERAL FUND LEVY						\$ -	
BOND PROCEEDS	\$ 60,000	\$ 70,000	\$ 65,000	\$ 75,000	\$ 45,000	\$ 315,000	
GRANTS						\$ -	
OTHER SOURCE						\$ -	
TOTAL SOURCES	\$ 60,000	\$ 70,000	\$ 65,000	\$ 75,000	\$ 45,000	\$ 315,000	
TOTAL AVAILABLE FUNDS	\$ 60,000	\$ 70,000	\$ 65,000	\$ 75,000	\$ 45,000		
USES BY PROGRAM/PROJECT							
Squad Car Replacement	\$ 40,000	\$ 40,000	\$ 40,000	\$ 45,000	\$ 45,000	\$ 210,000	
Body Camera Replacement	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000	
Portable Radios	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000	
Portable Tasers	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 50,000	
IT Server Upgrade	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000	
TOTAL USES BY PROJECT	\$ 60,000	\$ 70,000	\$ 65,000	\$ 75,000	\$ 45,000	\$ 315,000	
EST. ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -		

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Police Department
Program/Project Name:	Squad Car Replacement
Program/Project #:	POLICE1-2027

Department:	Police Department
Contact:	Police Chief
Type:	Police Vehicle
Useful Life:	15 years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of Squad Cars on 2-Year rotation cycle.

Justification
Have established goal of replacing squad vehicles every 2 years. This request will continue to have the city stay on track with squad vehicles. Cost is broken out to include new vehicle, sale of old vehicle, and charge to uplift equipment to new vehicle.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Squad Car Replacement	\$ 40,000	\$ 40,000	\$ 40,000	\$ 45,000	\$ 45,000	\$ 210,000
Total	\$ 40,000	\$ 40,000	\$ 40,000	\$ 45,000	\$ 45,000	\$ 210,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 40,000	\$ 40,000	\$ 40,000	\$ 45,000	\$ 45,000	\$ 210,000
Total	\$ 40,000	\$ 40,000	\$ 40,000	\$ 45,000	\$ 45,000	\$ 210,000

Budget Impact/Other
Financial Impact to budget of \$40,000 in 2027-2029 and \$45,000 in 2030 & 2031 to be covered by general obligation bonds proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Police Department
Program/Project Name:	Body Camera Replacement
Program/Project #:	POLICE1-2028

Department:	Police Department
Contact:	Police Chief
Type:	Police Equipment
Useful Life:	15 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Replacement of Body Cameras.

Justification

Have established goal of replacing body cameras when they reach useful life. This request will continue to have the city stay on track with body cameras.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Body Camera Replacement	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000
Total	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000
Total	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000

Budget Impact/Other

Financial Impact to budget of \$10,000 in 2028 and 2030 to be covered by general obligation bonds proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Police Department
Program/Project Name:	Portable Radios
Program/Project #:	POLICE2-2028

Department:	Police Department
Contact:	Police Chief
Type:	Police Equipment
Useful Life:	10 Years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of Portable Radios

Justification
Have established goal of replacing portable radios when they reach useful life. This request will continue to have the city stay on track with replacement schedule.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Portable Radios	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000
Total	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000
Total	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 20,000

Budget Impact/Other
Financial Impact to budget of \$10,000 in 2028 and 2030 to be covered by general obligation bonds proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Police Department
Program/Project Name:	Portable Tasers
Program/Project #:	POLICE2-2027

Department:	Police Department
Contact:	Police Chief
Type:	Police Equipment
Useful Life:	5-6 years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of Portable Tasers

Justification
Have established goal of replacing portable tasers when they reach useful life. This request will continue to have the city stay on track with replacement schedule.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Portable Tasers	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 50,000
Total	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 50,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 50,000
Total	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 50,000

Budget Impact/Other
Financial Impact to budget of \$20,000 for 2027 and then \$10,000 between 2028-2030 to be covered by general obligation bonds proceeds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Police Department
Program/Project Name:	IT Server Upgrade
Program/Project #:	POLICE1-2029

Department:	Police Department
Contact:	Police Chief
Type:	Technology
Useful Life:	5 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Upgrade of Police Specific IT Server.

Justification

Schedule upgrade of Police specific IT Server to ensure system is up to date with DOJ standards and police storage requirements.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
IT Server Upgrade	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000
Total	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000

Funding Sources	2027	2028	2029	2030	2031	Total
Bond Proceeds	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000
Total	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000

Budget Impact/Other

Financial Impact to budget of \$15,000 in 2029 to be covered by general obligation bonds proceeds.

CITY OF BERLIN CAPITAL IMPROVEMENT PLAN 2027-2031 Utilities						
	2027	2028	2029	2030	2031	Total
EST. BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY						\$ -
GENERAL FUND LEVY						\$ -
BOND PROCEEDS						\$ -
GRANTS						\$ -
W/S BONDS PROCEEDS	\$ 1,650,000	\$ 953,148	\$ 860,509	TBD	\$ 229,416	\$ 3,693,073
OTHER SOURCE	\$ 298,000	\$ 298,000	\$ 298,000	\$ 308,000	\$ 290,000	\$ 1,492,000
TOTAL SOURCES	<u>\$ 1,948,000</u>	<u>\$ 1,251,148</u>	<u>\$ 1,158,509</u>	<u>\$ 308,000</u>	<u>\$ 519,416</u>	<u>\$ 5,185,073</u>
TOTAL AVAILABLE FUNDS	<u>\$ 1,948,000</u>	<u>\$ 1,251,148</u>	<u>\$ 1,158,509</u>	<u>\$ 308,000</u>	<u>\$ 519,416</u>	
USES BY PROGRAM/PROJECT						
Digester Coating	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
Pumps Replacement	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Pickup Truck Replacement Fund	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 175,000
Dump Truck Replacement Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Equipment Replacement Fund	\$ 78,000	\$ 78,000	\$ 78,000	\$ 78,000	\$ 100,000	\$ 412,000
Roof Replacement Fund	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 20,000	\$ 260,000
Wells/Water Tower Maintenance	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
UV Lights System	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 20,000
East Park Avenue	\$ 1,650,000	\$ -	\$ -	\$ -	\$ -	\$ 1,650,000
West Berlin Street	\$ -	\$ -	\$ 860,509	\$ -	\$ -	\$ 860,509
West Liberty	\$ -	\$ 953,148	\$ -	\$ -	\$ -	\$ 953,148
Connecting Highways	\$ -	\$ -	TBD	\$ -	\$ -	\$ -
Marquette Street Reconstruction	\$ -	\$ -	\$ -	\$ -	\$ 229,416	\$ 229,416
Wisconsin Street Reconstruction	\$ -	\$ -	\$ -	TBD	\$ -	\$ -
TOTAL USES BY PROJECT	<u>\$ 1,948,000</u>	<u>\$ 1,251,148</u>	<u>\$ 1,158,509</u>	<u>\$ 308,000</u>	<u>\$ 519,416</u>	<u>\$ 5,185,073</u>
EST. ENDING FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Utilities
Program/Project Name:	Digester Coating
Program/Project #:	UTILITIES1-2027

Department:	Utilities
Contact:	Utilities Superintendent
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Contingency for Annual Coating of Digester

Justification

Goal of establishing funding for coating of digester each year. Contingency account will allow staff to monitor and make improvements up to contingency amount each year.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Digester Coating	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
Total	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
Total	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000

Budget Impact/Other

Financial Impact to budget of \$15,000 each year to be added to the utilities cash on hand.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Utilities
Program/Project Name:	Pumps Replacement
Program/Project #:	UTILITIES2-2027

Department:	Utilities
Contact:	Utilities Superintendent
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Contingency for Replacement of sewer pumps

Justification

Goal of establishing funding for replacement of sewer pumps each year. Contingency account will allow staff to monitor and make improvements up to contingency amount each year.

Expenditures (Uses)		2027	2028	2029	2030	2031	Total
Pumps Replacement		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Total		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

Funding Sources		2027	2028	2029	2030	2031	Total
Other Source		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Total		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

Budget Impact/Other

Financial Impact to budget of \$50,000 each year to be added to the utilities cash on hand.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Utilities
Program/Project Name:	Pickup Truck Replacement Fund
Program/Project #:	UTILITIES3-2027

Department:	Utilities
Contact:	Utilities Superintendent
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Contingency fund for future replacement of pickup trucks.

Justification
Goal of establishing funding for replacement of pickup truck on three year basis. Contingency account will allow staff to monitor and when needed replace pickup trucks to ensure fleet being utilized by department is up to date.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Pickup Truck Replacement Fund	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 175,000
Total	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 175,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 175,000
Total	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 175,000

Budget Impact/Other
Financial Impact to budget of \$35,000 each year to be added to the utilities cash on hand.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Utilities
Program/Project Name:	Dump Truck Replacement Fund
Program/Project #:	UTILITIES4-2027

Department:	Utilities
Contact:	Utilities Superintendent
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Contingency fund for future replacement of dump trucks.

Justification

Goal of establishing funding for replacement of dump truck on three year basis. Contingency account will allow staff to monitor and when needed replace dump trucks to maintain quality fleet of vehicles

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Dump Truck Replacement Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Total	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Total	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

Budget Impact/Other

Financial Impact to budget of \$50,000 each year to be added to the utilities cash on hand.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Utilities
Program/Project Name:	Equipment Replacement Fund
Program/Project #:	UTILITIES5-2027

Department:	Utilities
Contact:	Utilities Superintendent
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Contingency fund for future replacement of Water/Sewer Equipment.

Justification
Goal of establishing funding for replacement of water/sewer equipment. Contingency account will allow staff to monitor and when needed replace equipment as needed or utilize funds to reduce overall purchase of new or used equipment.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Equipment Replacement Fund	\$ 78,000	\$ 78,000	\$ 78,000	\$ 78,000	\$ 100,000	\$ 412,000
Total	\$ 78,000	\$ 78,000	\$ 78,000	\$ 78,000	\$ 100,000	\$ 412,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ 78,000	\$ 78,000	\$ 78,000	\$ 78,000	\$ 100,000	\$ 412,000
Total	\$ 78,000	\$ 78,000	\$ 78,000	\$ 78,000	\$ 100,000	\$ 412,000

Budget Impact/Other
Financial Impact to budget of \$78,000 each year through 2030, and then increased to \$100,000 to be added to the utilities cash on hand.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Utilities
Program/Project Name:	Roof Replacement Fund
Program/Project #:	UTILITIES6-2027

Department:	Utilities
Contact:	Utilities Superintendent
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Contingency fund for future replacement of various roofs on utilities buildings.

Justification
Goal of establishing funding for replacement of water/sewer roofs. Contingency account will allow staff to monitor and when needed replace roofs as needed.

Expenditures (Uses)	2026	2027	2028	2029	2030	Total
Roof Replacement Fund	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 20,000	\$ 260,000
Total	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 20,000	\$ 260,000

Funding Sources	2026	2027	2028	2029	2030	Total
Other Source	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 20,000	\$ 260,000
Total	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 20,000	\$ 260,000

Budget Impact/Other
Financial Impact to budget of \$60,000 each year through 2030, then decreased to \$20,000 to be added to the utilities cash on hand.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Utilities
Program/Project Name:	Wells/Water Tower Maintenance
Program/Project #:	UTILITIES7-2027

Department:	Utilities
Contact:	Utilities Superintendent
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Contingency fund for yearly maintenance of Wells/Water Tower.

Justification
Goal of establishing funding for annual wells/water tower maintenance. Contingency account will allow staff to monitor and when maintenance needs to be conducted.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Wells/Water Tower Maintenance	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Total	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Total	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000

Budget Impact/Other
Financial Impact to budget of \$10,000 each year to be added to the utilities cash on hand.



**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Utilities
Program/Project Name:	UV Lights System
Program/Project #:	UTILITIES1-2030

Department:	Utilities
Contact:	Utilities Superintendent
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacment of UV Lights System in WWTP.

Justification
UV Light System is scheduled to be replaced in order to continue to function at high level in years 2030 and 2031.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
UV Lights System	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 20,000
Total	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 20,000

Funding Sources	2027	2028	2029	2030	2031	Total
Other Source	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 20,000
Total	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 20,000

Budget Impact/Other
Financial Impact to budget of \$10,000 in years 2030 and 2031 to be added to the utilities cash on hand.



**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Utilities
Program/Project Name:	East Park Avenue
Program/Project #:	UTILITIES8-2027

Department:	Utilities
Contact:	Utilities Superintendent
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Road construction of East Park Avenue from N Wisconsin Street to North Swetting Street, Aprox 1950 feet.

Justification

Required replacement of watermain and service laterals as they have reach maximum useful life and are in need of repair.

Expenditures (Uses)		2027	2028	2029	2030	2031	Total
East Park Avenue		\$ 1,650,000	\$ -	\$ -	\$ -	\$ -	\$ 1,650,000
Total		\$ 1,650,000	\$ -	\$ -	\$ -	\$ -	\$ 1,650,000

Funding Sources		2027	2028	2029	2030	2031	Total
Water Revenue Bonds		\$ 1,650,000	\$ -	\$ -	\$ -	\$ -	\$ 1,650,000
Total		\$ 1,650,000	\$ -	\$ -	\$ -	\$ -	\$ 1,650,000

Budget Impact/Other

Financial Impact to budget of \$1,650,000 in 2027 to be covered by future water/sewer revenue bond

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Utilities
Program/Project Name:	West Berlin Street
Program/Project #:	UTILITIES1-2029

Department:	Utilities
Contact:	Utilities Superintendent
Type:	Equipment
Useful Life:	25 Years
Priority:	3 - Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Road construction of West Berlin Street from Traverse St to North Wisconsin Street, Aprox 1450 feet.

Justification

Required replacement of watermain and service laterals as they have reached maximum useful life and are in need of repair.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
West Berlin Street	\$ -	\$ -	\$ 860,509		\$ -	\$ 860,509
Total	\$ -	\$ -	\$ 860,509	\$ -	\$ -	\$ 860,509

Funding Sources	2027	2028	2029	2030	2031	Total
Water Revenue Bonds	\$ -	\$ -	\$ 860,509		\$ -	\$ 860,509
Total	\$ -	\$ -	\$ 860,509	\$ -	\$ -	\$ 860,509

Budget Impact/Other

Financial Impact to budget of \$860,509 in 2029 to be covered by future water/sewer revenue bonds.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Utilities
Program/Project Name:	West Liberty
Program/Project #:	UTILITIES1-2028

Department:	Utilities
Contact:	Utilities Superintendent
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Road construction of West Liberty Street from Traverse St to North Wisconsin Street, Aprox 1450 feet.

Justification
Required replacement of watermain and service laterals as they have reached maximum useful life and are in need of repair.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
West Liberty	\$ -	\$ 953,148	\$ -	\$ -	\$ -	\$ 953,148
Total	\$ -	\$ 953,148	\$ -	\$ -	\$ -	\$ 953,148

Funding Sources	2027	2028	2029	2030	2031	Total
Water Revenue Bonds	\$ -	\$ 953,148	\$ -	\$ -	\$ -	\$ 953,148
Total	\$ -	\$ 953,148	\$ -	\$ -	\$ -	\$ 953,148

Budget Impact/Other
Financial Impact to budget of \$953,148 in 2028 to be covered by future water/sewer revenue bond

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Utilities
Program/Project Name:	Connecting Highways
Program/Project #:	UTILITIES2-2029

Department:	Utilities
Contact:	Utilities Superintendent
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Placeholder for eventual construction work of Connecting Highways in Berlin.

Justification

Required replacement of watermain and service laterals as they have reached maximum useful life and are in need of repair.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Connecting Highways	\$ -	\$ -	TBD	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Sources	2027	2028	2029	2030	2031	Total
Water Revenue Bonds	\$ -	\$ -	TBD	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Impact/Other

Financial Impact to budget TBD.

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Utilities
Program/Project Name:	Marquette Street Reconstruction
Program/Project #:	UTILITIES1-2031

Department:	Utilities
Contact:	Utilities Superintendent
Type:	Equipment
Useful Life:	25 Years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Road construction of Marquette Street Phase 1

Justification

Required replacement of watermain and service laterals as they have reached maximum useful life and are in need of repair.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Marquette Street Reconstruction	\$ -	\$ -	\$ -	\$ -	\$ 229,416	\$ 229,416
Total	\$ -	\$ -	\$ -	\$ -	\$ 229,416	\$ 229,416

Funding Sources	2027	2028	2029	2030	2031	Total
Water Revenue Bonds	\$ -	\$ -	\$ -	\$ -	\$ 229,416	\$ 229,416
Total	\$ -	\$ -	\$ -	\$ -	\$ 229,416	\$ 229,416

Budget Impact/Other

Financial Impact to budget of \$229,416 in 2031 to be covered by future water/sewer revenue bond

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Utilities
Program/Project Name:	Wisconsin Street Reconstruction
Program/Project #:	UTILITIES1-2030

Department:	Utilities
Contact:	Utilities Superintendent
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Road construction of Wisconsin Street Phase 1

Justification
Required replacement of watermain and service laterals as they have reached maximum useful life and are in need of repair.

Expenditures (Uses)	2027	2028	2029	2030	2031	Total
Wisconsin Street Reconstruction	\$ -	\$ -	\$ -	TBD	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Sources	2027	2028	2029	2030	2031	Total
Water Revenue Bonds	\$ -	\$ -	\$ -	TBD	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Impact/Other
Financial Impact to budget to be determined in 2030 to be covered by future water/sewer revenue bond

Berlin Aquatic Center Potential Project Improvements/Complete Reconstruction

**CITY OF BERLIN
CAPITAL IMPROVEMENT PLAN
2027-2031
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Swimming Pool and Bath House
Program/Project #:	Parks

Department:	Parks
Contact:	
Type:	Equipment
Useful Life:	25 Years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description

In 2024 Ramaker provided the City with a cost estimate of \$2,000,000 for fixing structural/maintenance deficiencies of the Berlin Aquatic Center. The cost of fixing these structural issues is anticipated to be greater than the estimate due to inflation, economic factors, and further improvements possibly needed to address additional wear and tear as well as addressing upgrades needed for ADA compliance.

Justification

In order to potentially tackle the needed improvements for the pool an estimate of \$4,000,000 has been put into this project scenario for future consideration. The desire would be to have this project funded via a number of possible sources including city funding, donations/community raised funds, and possible grant or legislative funding if available. At this time with the unknown nature of when this project could occur with available funding sources it has been estimated into this project sheet as occurring in 2029. This allows city staff, the common council, and the community to consider the impact this project would have if undertaken in 2029 versus the remainder of items needed to be addressed by the City in the CIP. There is always the potential this project if undertaken could occur earlier or need to be shifted to a later year.

Expenditures (Uses)	2026	2027	2028	2029	2030	Total
Swimming Pool and Bath House	\$ -	\$ -	\$ -	\$ 4,000,000	\$ -	\$ 4,000,000
Total	\$ -	\$ -	\$ -	\$ 4,000,000	\$ -	\$ 4,000,000

Funding Sources	2026	2027	2028	2029	2030	Total
Bond Proceeds	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -	\$ 2,000,000
Other Source	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -	\$ 2,000,000
Total	\$ -	\$ -	\$ -	\$ 4,000,000	\$ -	\$ 4,000,000

Budget Impact/Other

Financial impact to budget - Currently the project description sheet is showing a split of funding between a city borrowing of \$2,000,000 and \$2,000,000 to come from other sources which currently is projected community fundraising/donations. If grant funds are able to be awarded towards this project then a reduction in either the city portion or community fundraising/donations could be applied or the potential for funds to be set aside in the future for repairs/maintenance could be considered.

On July 28, 2025, City Administrator Jessi Balcom provided the common council with a staff report detailing information regarding the options for the future of the Berlin Aquatic Center. In 2024 the city was provided with an estimate of structural/maintenance deficiencies needed to be undertaken by Ramaker for a cost estimate of around \$2,000,000. The common council in subsequent meetings reviewed scenarios ranging from the city borrowing completely to undertake the repairs, fully funded via donations/community funding, combination of borrowing and donations, as well as consideration of demolishing the existing pool and reconstruction of a new upgraded facility. The above project sheet is intended to be a resource for the council and the community to continue to discuss the possible funding of structural/maintenance deficiencies and/or complete reconstruction of the Berlin Aquatic Center to determine the potential inclusions with the five-year capital improvement plan or long-term planning for the future.

2027 Capital Improvement Plan Proposed Budget Funding

A detailed department by department listing of the individual program or project for the proposed budget year by category, identification number, priority ranking, and purpose. The data entered in these worksheets will be from the program and project worksheet. The individual line item is then identified by the requested, defunded, and final budget dollar amount. The budgeted dollar amounts will tie back to the amounts found on the individual category worksheet uses by category section.

CITY OF BERLIN CAPITAL IMPROVEMENT PLAN 2027 RECOMMENDED BUDGET CAPITAL EXPENDITURE FUNDING								
CATEGORY	PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2027 Requested	2027 Defunded	2027 Approved	
City Administration	City Server Replacement Fund	CA1-2027	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ 5,000			
City Administration	Finance Software Replacement	CA2-2027	2 -Improvement Benefit/Desired Want/2-3 Years	Expanded Service	\$ 5,000			
City Administration	Safeguard Site Development	CA3-2027	2 -Improvement Benefit/Desired Want/2-3 Years	Expanded Service	\$ 5,000			
City Administration	Downtown Signage-Wayfinding	CA4-2027	1 -Maintain/Public Want/Greater than 3 Years	Replace Worn Out Equipment	\$ 25,000			
City Administration	Badger Books	CA5-2027	5 -Mandated/Mission Driven/Immediate Need	New Program/Service	\$ 5,000			
City Administration	Historical Society Designation	CA6-2027	2 -Improvement Benefit/Desired Want/2-3 Years	New Program/Service	\$ 5,000			
City Administration	Cloud Storage-Document Storage	CA7-2027	3 -Preventive Need/Public Benefit/1-2 Years	New Program/Service	\$ 10,000			
City Administration	CORP	CA8-2027	5 -Mandated/Mission Driven/Immediate Need	Scheduled Replacement	\$ 20,000			
Budget Funding Totals					<u>\$ 80,000</u>	<u>\$ -</u>	<u>\$ -</u>	

PRIORITY	PURPOSE
1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement
2 -Improvement Benefit/Desired Want/2-3 Years	Current Equipment Obsolete
3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment
4 -Critical Need/Obligated/Within 6-12 Months	New Program/Service
5 -Mandated/Mission Driven/Immediate Need	Expanded Service
	Improve Policies/Procedures
	Reduce Personnel Time
	Increase Safety

CITY OF BERLIN CAPITAL IMPROVEMENT PLAN 2027 RECOMMENDED BUDGET CAPITAL EXPENDITURE FUNDING								
CATEGORY	PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2027 Requested	2027 Defunded	2027 Approved	
Fire Department	Rescue 68	FIRE1-2027	5 -Mandated/Mission Driven/Immediate Need	Replace Worn Out Equipment	\$ 100,000			
Fire Department	Engine 66	FIRE2-2027	5 -Mandated/Mission Driven/Immediate Need	Replace Worn Out Equipment	\$ 266,000			
Budget Funding Totals					<u>\$ 366,000</u>	<u>\$ -</u>	<u>\$ -</u>	

PRIORITY	PURPOSE
1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement
2 -Improvement Benefit/Desired Want/2-3 Years	Current Equipment Obsolete
3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment
4 -Critical Need/Obligated/Within 6-12 Months	New Program/Service
5 -Mandated/Mission Driven/Immediate Need	Expanded Service
	Improve Policies/Procedures
	Reduce Personnel Time
	Increase Safety

CITY OF BERLIN CAPITAL IMPROVEMENT PLAN 2027 RECOMMENDED BUDGET CAPITAL EXPENDITURE FUNDING								
CATEGORY	PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2027 Requested	2027 Defunded	2027 Approved	
Cemetery	Lawn Mower	CEMETERY1-2027	5 -Mandated/Mission Driven/Immediate Need	Scheduled Replacement	\$ 10,000			
Budget Funding Totals					<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>	

PRIORITY	PURPOSE
1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement
2 -Improvement Benefit/Desired Want/2-3 Years	Current Equipment Obsolete
3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment
4 -Critical Need/Obligated/Within 6-12 Months	New Program/Service
5 -Mandated/Mission Driven/Immediate Need	Expanded Service
	Improve Policies/Procedures
	Reduce Personnel Time
	Increase Safety

<u>PRIORITY</u>	<u>PURPOSE</u>
1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement
2 -Improvement Benefit/Desired Want/2-3 Years	Current Equipment Obsolete
3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment
4 -Critical Need/Obligated/Within 6-12 Months	New Program/Service
5 -Mandated/Mission Driven/Immediate Need	Expanded Service
	Improve Policies/Procedures
	Reduce Personnel Time
	Increase Safety

CITY OF BERLIN CAPITAL IMPROVEMENT PLAN 2027 RECOMMENDED BUDGET CAPITAL EXPENDITURE FUNDING							
CATEGORY	PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2027 Requested	2027 Defunded	2027 Approved
Public Works	East Park Avenue	Streets1-2027	4 -Critical Need/Obligated/Within 6-12 Months	Scheduled Replacement	\$ 962,155		
Public Works	Parking Lot Replacement Fund	Streets2-2027	4 -Critical Need/Obligated/Within 6-12 Months	Scheduled Replacement	\$ 50,000		
Public Works	Chip and Seal Roads	Streets3-2027	4 -Critical Need/Obligated/Within 6-12 Months	Scheduled Replacement	\$ 20,000		
Public Works	Crack Filling	Streets4-2027	4 -Critical Need/Obligated/Within 6-12 Months	Scheduled Replacement	\$ 15,000		
Public Works	Single Axel Dump Truck 1987	Streets5-2027	4 -Critical Need/Obligated/Within 6-12 Months	Scheduled Replacement	\$ 190,000		
Budget Funding Totals					\$ 1,237,155	\$ -	\$ -

PRIORITY	PURPOSE
1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement
2 -Improvement Benefit/Desired Want/2-3 Years	Current Equipment Obsolete
3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment
4 -Critical Need/Obligated/Within 6-12 Months	New Program/Service
5 -Mandated/Mission Driven/Immediate Need	Expanded Service
	Improve Policies/Procedures
	Reduce Personnel Time
	Increase Safety

CITY OF BERLIN CAPITAL IMPROVEMENT PLAN 2027 RECOMMENDED BUDGET CAPITAL EXPENDITURE FUNDING								
CATEGORY	PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2027 Requested	2027 Defunded	2027 Approved	
Parks	Lawn Mowers	Parks1-2027	4 -Critical Need/Obligated/Within 6-12 Months	Replace Worn Out Equipment	\$ 10,000			
Parks	Ball Diamond Fencing	Parks2-2027	4 -Critical Need/Obligated/Within 6-12 Months	Replace Worn Out Equipment	\$ 25,000			
Parks	Park Signage	Parks3-2027	4 -Critical Need/Obligated/Within 6-12 Months	Replace Worn Out Equipment	\$ 25,000			
Parks	Playground Improvements	Parks4-2027	4 -Critical Need/Obligated/Within 6-12 Months	Replace Worn Out Equipment	\$ 35,000			
Parks	Erosion Control/Rip Rap/ Park Riverbeds	Parks5-2027	4 -Critical Need/Obligated/Within 6-12 Months	Replace Worn Out Equipment	\$ 15,000			
Parks	Duck Unlimited Property Maintenance	Parks6-2027	4 -Critical Need/Obligated/Within 6-12 Months	Replace Worn Out Equipment	\$ 25,000			
Parks	Parking Lot Improvements	Parks7-2027	4 -Critical Need/Obligated/Within 6-12 Months	Replace Worn Out Equipment	\$ 50,000			
Parks	Campground Parking Improvements	Parks8-2027	4 -Critical Need/Obligated/Within 6-12 Months	Replace Worn Out Equipment	\$ 25,000			
Parks	Pickup Trucks	Parks9-2027	4 -Critical Need/Obligated/Within 6-12 Months	Replace Worn Out Equipment	\$ 35,000			
Parks	Picnic Tables, Bleachers, Benches	Parks10-2027	4 -Critical Need/Obligated/Within 6-12 Months	Replace Worn Out Equipment	\$ 15,000			
Parks	Weed Whips - Blowers	Parks11-2027	4 -Critical Need/Obligated/Within 6-12 Months	Replace Worn Out Equipment	\$ 15,000			
Budget Funding Totals					\$ 275,000	\$ -	\$ -	

PRIORITY	PURPOSE
1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement
2 -Improvement Benefit/Desired Want/2-3 Years	Current Equipment Obsolete
3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment
4 -Critical Need/Obligated/Within 6-12 Months	New Program/Service
5 -Mandated/Mission Driven/Immediate Need	Expanded Service
	Improve Policies/Procedures
	Reduce Personnel Time
	Increase Safety



CITY OF BERLIN CAPITAL IMPROVEMENT PLAN 2027-2031 CAPITAL EXPENDITURE FUNDING								
CATEGORY	PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2027 Requested	2027 Defunded	2027 Approved	
Police Department	Squad Car Replacement	POLICE1-2027	5 -Mandated/Mission Driven/Immediate Need	Scheduled Replacement	\$ 40,000			
Police Department	Portable Tasers	POLICE2-2027	5 -Mandated/Mission Driven/Immediate Need	Scheduled Replacement	\$ 20,000			
Budget Funding Totals					<u>\$ 60,000</u>	<u>\$ -</u>	<u>\$ -</u>	

PRIORITY	PURPOSE
1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement
2 -Improvement Benefit/Desired Want/2-3 Years	Current Equipment Obsolete
3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment
4 -Critical Need/Obligated/Within 6-12 Months	New Program/Service
5 -Mandated/Mission Driven/Immediate Need	Expanded Service
	Improve Policies/Procedures
	Reduce Personnel Time
	Increase Safety



CITY OF BERLIN CAPITAL IMPROVEMENT PLAN 2027 RECOMMENDED BUDGET CAPITAL EXPENDITURE FUNDING								
CATEGORY	PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2027 Requested	2027 Defunded	2027 Approved	
W/S	Digester Coating	W/S 2027-1	5 -Mandated/Mission Driven/Immediate Need	Scheduled Replacement	\$ 15,000			
	Pumps Replacement	W/S 2027-2	5 -Mandated/Mission Driven/Immediate Need	Scheduled Replacement	\$ 50,000			
	Pickup Truck Replacement Fund	W/S 2027-3	5 -Mandated/Mission Driven/Immediate Need	Scheduled Replacement	\$ 35,000			
	Dump Truck Replacement Fund	W/S 2027-4	5 -Mandated/Mission Driven/Immediate Need	Scheduled Replacement	\$ 50,000			
	Equipment Replacement Fund	W/S 2027-5	5 -Mandated/Mission Driven/Immediate Need	Scheduled Replacement	\$ 78,000			
	Roof Replacement Fund	W/S 2027-6	5 -Mandated/Mission Driven/Immediate Need	Scheduled Replacement	\$ 60,000			
	Wells/Water Tower Maintenance	W/S 2027-7	5 -Mandated/Mission Driven/Immediate Need	Scheduled Replacement	\$ 10,000			
	East Park Avenue	W/S 2027-8	5 -Mandated/Mission Driven/Immediate Need	Scheduled Replacement	\$ 1,650,000			
Budget Funding Totals					<u>\$ 1,948,000</u>	<u>\$ -</u>	<u>\$ -</u>	

PRIORITY	PURPOSE
1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement
2 -Improvement Benefit/Desired Want/2-3 Years	Current Equipment Obsolete
3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment
4 -Critical Need/Obligated/Within 6-12 Months	New Program/Service
5 -Mandated/Mission Driven/Immediate Need	Expanded Service
	Improve Policies/Procedures
	Reduce Personnel Time
	Increase Safety

Capital Improvement Plan Beyond 2031

This section details department by department individual program and projects by category that are beyond the 5-Year CIP timeline. The year planned, ranking criteria, purpose, and estimated cost are identified.

CITY OF BERLIN CAPITAL IMPROVEMENT PLAN CAPITAL EXPENDITURE PLANNING BEYOND 5-YEAR PERIOD					
CATEGORY	PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	Estimated Cost
City Administration	City Hall HVAC System Replacement	2032	3 - Long Term	Scheduled Replacement	\$ 250,000.00
	Comprehensive Plan	2035	3 - Long Term	Scheduled Replacement	\$ 50,000.00
	City Hall Elevator	2044	3 - Long Term	Scheduled Replacement	\$ 300,000.00
	City Hall Upgrade	TBD	4 - Future	Scheduled Replacement	TBD
Budget Funding Totals					<u>\$ 600,000.00</u>

<u>RANKING CRITERIA FOR FUTURE PROJECTS - when resources are available:</u>	<u>PURPOSE</u>
1 - Immediate: May be moved to the 5-Year plan within a year.	Scheduled Replacement
2 - Near Term: May be moved to the 5-Year plan in 2-3 years.	Current Equipment Obsolete
3 - Long Term: May be moved to the 5-Year plan in 4-5 years.	Replacement Worn Out Equipment
4 - Future: Anticipated but not yet scheduled.	Expanded Service
	New Program/Service
	Expanded Service
	Increase Safety
	Improve Policies/Procedures
	Reduce Personnel Time

CITY OF BERLIN CAPITAL IMPROVEMENT PLAN CAPITAL EXPENDITURE PLANNING BEYOND 5-YEAR PERIOD					
CATEGORY	PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	Estimated Cost
Fire Department	Turn-out Gear	2035	3 - Long Term	Replacement Worn Out Equipment	TBD
Fire Department	Flooring	2035	3 - Long Term	Replacement Worn Out Equipment	\$ 500,000.00
	Parking Lot	2035	3 - Long Term	Scheduled Replacement	\$ 350,000.00
	Air Packs	2039	3 - Long Term	Replacement Worn Out Equipment	TBD
	Engine 64	2040	4 - Future	Replacement Worn Out Equipment	\$ 1,000,000.00
	Commercial Washing Machine	2040	4 - Future	Replacement Worn Out Equipment	TBD
	Ladder Truck 67	2043	4 - Future	Replacement Worn Out Equipment	\$ 2,000,000.00
	Generator	2045	4 - Future	Replacement Worn Out Equipment	TBD
	2nd Floor Building Remodel	2045	4 - Future	Expanded Service	TBD
	UTV	2045	4 - Future	Replacement Worn Out Equipment	\$ 50,000.00
	FWD Pickup Truck	2045	4 - Future	Replacement Worn Out Equipment	\$ 50,000.00
	FWD Pickup Truck	2045	4 - Future	Replacement Worn Out Equipment	\$ 50,000.00
Budget Funding Totals					<u>\$ 4,000,000.00</u>

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	Expanded Service
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CITY OF BERLIN CAPITAL IMPROVEMENT PLAN CAPITAL EXPENDITURE PLANNING BEYOND 5-YEAR PERIOD					
CATEGORY	PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	Estimated Cost
Cemetery	Mortuary Chapel	TBD	4 - Future	Scheduled Replacement	\$ 500,000.00
	Tool Shed	TBD	4 - Future	Scheduled Replacement	\$ 15,000.00
	Granite Fence	TBD	4 - Future	Scheduled Replacement	\$ 200,000.00
Budget Funding Totals					<u>\$ 715,000.00</u>

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	New Program/Service
	Expanded Service
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CITY OF BERLIN CAPITAL IMPROVEMENT PLAN CAPITAL EXPENDITURE PLANNING BEYOND 5-YEAR PERIOD					
CATEGORY	PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	Estimated Cost
Library	Elevator	2046	3 - Long Term	Current Equipment Obsolete	\$ 350,000.00
	Carpet	2047	4 - Future	Replacement Worn Out Equipment	\$ 50,000.00
	Building Tuckpointing	2040	3 - Long Term	Scheduled Replacement	TBD
	Painting	TBD	4 - Future	Scheduled Replacement	TBD
Budget Funding Totals					<u>\$ 400,000.00</u>

<u>RANKING CRITERIA FOR FUTURE PROJECTS - when resources are available:</u>	<u>PURPOSE</u>
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	New Program/Service
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CITY OF BERLIN CAPITAL IMPROVEMENT PLAN CAPITAL EXPENDITURE PLANNING BEYOND 5-YEAR PERIOD						
CATEGORY	PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	Estimated Cost	
Public Works	Pickup Truck Replacement	2044	4 - Future	Replacement Worn Out Equipment	\$	80,000.00
	Pickup Truck Replacement	2044	4 - Future	Replacement Worn Out Equipment	\$	80,000.00
	Pickup Truck Replacement	2044	4 - Future	Replacement Worn Out Equipment	\$	80,000.00
	Snow Plow Replacement	2045	4 - Future	Replacement Worn Out Equipment	\$	150,000.00
	Snow Plow Replacement	2045	4 - Future	Replacement Worn Out Equipment	\$	150,000.00
	Snow Plow Replacement	2045	4 - Future	Replacement Worn Out Equipment	\$	150,000.00
	Single Axel Dump Truck Replacement	TBD	4 - Future	Replacement Worn Out Equipment	\$	150,000.00
	Single Axel Dump Truck Replacement	TBD	4 - Future	Replacement Worn Out Equipment	\$	150,000.00
	Single Axel Dump Truck Replacement	TBD	4 - Future	Replacement Worn Out Equipment	\$	150,000.00
	Single Axel Dump Truck Replacement	TBD	4 - Future	Replacement Worn Out Equipment	\$	150,000.00
	Single Axel Dump Truck Replacement-25	2045	4 - Future	Replacement Worn Out Equipment	\$	150,000.00
	Air Compressor	2031	4 - Future	Replacement Worn Out Equipment	\$	5,000.00
	1991 Snow Blower	2032	4 - Future	Replacement Worn Out Equipment	\$	50,000.00
	1993 Wood Chipper	2033	4 - Future	Replacement Worn Out Equipment	\$	9,500.00
	1994 Leaf Sucker	2034	4 - Future	Replacement Worn Out Equipment	\$	6,000.00
	1998 Paving Roller	2035	4 - Future	Replacement Worn Out Equipment	\$	10,500.00
	1998 Skidloader	2036	4 - Future	Replacement Worn Out Equipment	\$	10,000.00
	1998 Portable Generator Set	2037	4 - Future	Replacement Worn Out Equipment	\$	10,000.00
	1999 Wheel Loader	2038	4 - Future	Replacement Worn Out Equipment	\$	85,000.00
	2000 Grapple Bucket	2040	4 - Future	Replacement Worn Out Equipment	\$	5,000.00
	2001 Hammer	2041	4 - Future	Replacement Worn Out Equipment	\$	12,500.00
	2001 John Deere TLB	2041	4 - Future	Replacement Worn Out Equipment	\$	47,000.00
	2004 Generator	2041	4 - Future	Replacement Worn Out Equipment	\$	35,000.00
	2005 Lawn Tractor	2035	4 - Future	Replacement Worn Out Equipment	\$	15,000.00
	2008 Mower	2038	4 - Future	Replacement Worn Out Equipment	\$	12,000.00
	2008 Riding Mower	2038	4 - Future	Replacement Worn Out Equipment	\$	14,000.00
	2008 ODB LCT 600 Leaf	2040	4 - Future	Replacement Worn Out Equipment	\$	19,000.00
	2008 Plow Wing	2038	4 - Future	Replacement Worn Out Equipment	\$	22,000.00
	2009 Trailer	2049	4 - Future	Replacement Worn Out Equipment	\$	7,600.00
	2017 Back/Hoe	2037	4 - Future	Replacement Worn Out Equipment	\$	98,000.00
	2017 Dry Prime 6" Pump	2037	4 - Future	Replacement Worn Out Equipment	\$	45,000.00
	2021 Mower	2041	4 - Future	Replacement Worn Out Equipment	\$	55,000.00
	2022 Fork Lift	2042	4 - Future	Replacement Worn Out Equipment	\$	35,000.00
	2024 Broom ID# 23W00872 for CAT Track	2044	4 - Future	Replacement Worn Out Equipment	\$	9,950.00
	2024 Harley Rake for CAT Track Loader	2044	4 - Future	Replacement Worn Out Equipment	\$	11,650.00
	2024 Snow Blower for CAT Track Loader	2044	4 - Future	Replacement Worn Out Equipment	\$	9,750.00
	2024 Compact Track Loader ID# 23M0531	2044	4 - Future	Replacement Worn Out Equipment	\$	72,000.00
	2024 Sweeper	2044	4 - Future	Replacement Worn Out Equipment	\$	292,500.00
	2024 Shredder	2044	4 - Future	Replacement Worn Out Equipment	\$	40,500.00
	2024 Stump Cutter	2044	4 - Future	Replacement Worn Out Equipment	\$	27,134.00
	Waterfront Plan Phases 1-3	TBD	4 - Future	Increase Safety	\$	10,000,000.00
	Walk Bridge Repair	2040	4 - Future	Increase Safety	\$	500,000.00
	Marquette Street Reconstruction- Stage 2	TBD	4 - Future	Increase Safety	\$	560,509.00
	Marquette Street Reconstruction- Stage 3	2032	4 - Future	Increase Safety	\$	739,649.00
	SW Ceresco Street	2032	4 - Future	Increase Safety	\$	390,700.00
	N. Kossuth Street	2033	4 - Future	Increase Safety	\$	733,499.00
	Frontier Street-Water to Moore	2034	4 - Future	Increase Safety	\$	125,000.00
	Frontier Street- Berlin to Marquette	2035	4 - Future	Increase Safety	\$	275,000.00
	Oak Street	2036	4 - Future	Increase Safety	\$	365,784.00
	Monroe Street	2037	4 - Future	Increase Safety	\$	109,920.00
	Greeley Street	2038	4 - Future	Increase Safety	\$	507,652.00
	Greenwood Street	2039	4 - Future	Increase Safety	\$	100,000.00
	Jefferson Street	2040	4 - Future	Increase Safety	\$	294,690.00
	Mound Street	2041	4 - Future	Increase Safety	\$	121,175.00
	Safety Building	TBD	4 - Future	Expanded Service	\$	1,289,509.00
	Salt Storage Shed #1	TBD	4 - Future	Expanded Service	\$	160,500.00
	Salt Storage Shed #2	TBD	4 - Future	Expanded Service	\$	27,820.00
	Storage	TBD	4 - Future	Expanded Service	\$	312,387.00
	City Hall	TBD	4 - Future	Expanded Service	\$	5,249,379.00
	City Garage	TBD	4 - Future	Expanded Service	\$	1,442,920.00
	Storage Building	TBD	4 - Future	Expanded Service	\$	294,711.00
	Garage	TBD	4 - Future	Expanded Service	\$	211,472.00
Budget Funding Totals					\$	26,263,860.00

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- 3 - Long Term: May be moved to the 5-Year plan in 4-5 years.
- 4 - Future: Anticipated but not yet scheduled.

PURPOSE

- Scheduled Replacement
- Current Equipment Obsolete
- Replacement Worn Out Equipment
- Expanded Service
- New Program/Service
- Expanded Service
- Increase Safety
- Improve Policies/Procedures
- Reduce Personnel Time

CITY OF BERLIN CAPITAL IMPROVEMENT PLAN CAPITAL EXPENDITURE PLANNING BEYOND 5-YEAR PERIOD					
CATEGORY	PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	Estimated Cost
Parks and Facilities	Ice Rink Warming House	TBD	4-Future	Scheduled Replacement	\$ 23,009
	Concession Stand	TBD	4-Future	Scheduled Replacement	\$ 31,641
	Restroom/Shelter	TBD	4-Future	Scheduled Replacement	\$ 71,222
	Shelter	TBD	4-Future	Scheduled Replacement	\$ 25,000
	Shelter House - Restroom 1	TBD	4-Future	Scheduled Replacement	\$ 183,823
	Shelter House - Restroom 2	TBD	4-Future	Scheduled Replacement	\$ 15,726
	Cooking Shelter	TBD	4-Future	Scheduled Replacement	\$ 15,000
	Open Shelter/Restroom 2	TBD	4-Future	Scheduled Replacement	\$ 939,253
	Pump House	TBD	4-Future	Scheduled Replacement	\$ 166,361
	Maintenance-Storage	TBD	4-Future	Scheduled Replacement	\$ 12,006
	Restrooms Bldg	TBD	4-Future	Scheduled Replacement	\$ 15,000
	Maintenance Building	TBD	4-Future	Scheduled Replacement	\$ 129,849
	New Restrooms	TBD	4-Future	Scheduled Replacement	\$ 80,000
	Senior Center	TBD	4-Future	Scheduled Replacement	\$ 884,834
	Kiwanis Concession Stand NB Diamond	TBD	4-Future	Scheduled Replacement	TBD
	Cook Shack Shelter	TBD	4-Future	Scheduled Replacement	TBD
	Recreational Trails Improvements	TBD	4-Future	Scheduled Replacement	TBD
	Gazebos	TBD	4-Future	Scheduled Replacement	TBD
	Locks Restroom Improvements	TBD	4-Future	Scheduled Replacement	TBD
	Piers connected to boardwalk	TBD	4-Future	Scheduled Replacement	TBD
	Basketball Court	TBD	4-Future	Scheduled Replacement	TBD
	Volleyball Court	TBD	4-Future	Scheduled Replacement	TBD
	Kayak Landing	TBD	4-Future	Scheduled Replacement	TBD
	Campground Bathhouse Expansion	TBD	4-Future	Scheduled Replacement	TBD
	Updated Park/Recreation Facility	TBD	4-Future	Scheduled Replacement	TBD
	Pedestrian Bridge	TBD	4-Future	Scheduled Replacement	TBD
	Electrical Panels for Campground	TBD	4-Future	Scheduled Replacement	TBD
	Campground Water/Parking Pad Update	TBD	4-Future	Scheduled Replacement	TBD
	Campground Tile Update	TBD	4-Future	Scheduled Replacement	TBD
	Park Camera Update	TBD	4-Future	Scheduled Replacement	\$ 75,000
	Disc Golf Course Upgrades	TBD	4-Future	Scheduled Replacement	TBD
	Fireman's Park Monuments	TBD	4-Future	Scheduled Replacement	TBD
	Riverside Veterans Memorial	TBD	4-Future	Scheduled Replacement	TBD
	Nathan Strong Park Memorial	TBD	4-Future	Scheduled Replacement	TBD
	Friends/Volunteer Park	TBD	4-Future	Scheduled Replacement	TBD
	Downtown Boat Dock	TBD	4-Future	Scheduled Replacement	TBD
Budget Funding Totals					<u>\$ 2,667,724</u>

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PURPOSE

Scheduled Replacement
Current Equipment Obsolete
Replacement Worn Out Equipment
Expanded Service
New Program/Service
Expanded Service
Increase Safety
Improve Policies/Procedures
Reduce Personnel Time

CITY OF BERLIN CAPITAL IMPROVEMENT PLAN CAPITAL EXPENDITURE PLANNING BEYOND 5-YEAR PERIOD						
CATEGORY	PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	ESTIMATED COST	
Utilities	Riverside Park South Lift Station	TBD	4 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	1,000,000	
	Riverside Park Pump House	TBD	5 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	175,000	
	Riverside Park Well 4	TBD	6 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	1,250,000	
	Water Tower	TBD	7 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	1,500,000	
	Water Tower	TBD	8 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	1,500,000	
	Pump House & Well # 5	TBD	9 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	1,000,000	
	Building Garage/Office	TBD	10 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	593,142	
	Chlorination Blower Building	TBD	11 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	413,754	
	Digester Building	TBD	12 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	2,707,539	
	Garage	TBD	13 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	770,969	
	Grit Processing Building	TBD	14 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	111,640	
	Lift Stations (3)	TBD	15 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	2,095,544	
	Office Garage	TBD	16 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	1,350,434	
	Processing Bldg - Stationary Equip	TBD	17 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	14,000	
	WWTP Building	TBD	18 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	9,903,734	
	Sludge Processing Bldg	TBD	19 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	2,928,300	
	Well House #6	TBD	20 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	720,126	
	Johnson Street Package Lift Station	TBD	21 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	100,000	
	Broadway Package Lift Station	TBD	22 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	108,646	
	N Washington Package Lift Station	TBD	23 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	108,646	
	Water Street Lift Station 1	TBD	24 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	525,839	
	Quarry Street Lift Station	TBD	25 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	100,000	
	Hunters Pond Lift Station	TBD	26 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	100,000	
	S Wisconsin Lift Station	TBD	27 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	566,499	
	Water Street Lift Station 2	TBD	28 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	470,000	
	Oakwood Water Tower	TBD	29 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	900,000	
	SCADA	2040	30 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	400,000	
	Backhoe	2035	31 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	150,000	
	Lawn Mower	2040	32 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	40,000	
	1998 Utility Tractor	2041	33 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	11,000	
	Marquette Street Reconstruction- Stage 2	2032	34 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	269,616	
	Marquette Street Reconstruction- Stage 3	2033	35 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	227,700	
	SW Ceresco Street	2033	36 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	474,800	
	N. Kossuth Street	2034	37 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	164,635	
	Frontier Street-Water to Moore	2035	38 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	TBD	
	Frontier Street- Berlin to Marquette	2036	39 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	TBD	
	Oak Street	2037	40 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	768,428	
	Monroe Street	2038	41 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	TBD	
	Greeley Street	2039	42 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	464,490	
	Greenwood Street	2040	43 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	TBD	
	Jefferson Street	2041	44 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	TBD	
	Mound Street	2042	45 - Future: Anticipated but not yet scheduled.	Scheduled Replacement	TBD	
	Budget Funding Totals				33,984,481	

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PURPOSE

- Scheduled Replacement
- Current Equipment Obsolete
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- Expanded Service
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Important Disclosures

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Bicycles, Electric Bicycles and Electric Scooters
MEETING DATE: October 13, 2026

BACKGROUND

The City's Municipal Code does not address the use of electric bicycles and scooters. Many communities are working to address this issue as people of all ages are utilizing these devices. It is important the City update the code to improve public safety, encourage responsible use of shared space, and communicate rules and expectations.

The Council has reviewed the ordinance and sent proposed changes to the City Attorney to be put in the correct format.

SUGGESTED MOTION

Motion to approve Ordinance 13-26 to repeal and recreate certain sections in Chapter 70 of the City of Berlin Municipal Code.

ORDINANCE # 13-26

**AN ORDINANCE TO REPEAL AND RECREATE CERTAIN SECTIONS IN CHAPTER 70 OF
THE CITY OF BERLIN MUNICIPAL CODE**

WHEREAS, the increase of electronic assisted modes of transportation has resulted in concerns for safety; and

WHEREAS, the City of Berlin recognizes the increasing popularity of electric assisted modes of transportation like electric bicycles, electric scooters and electric transportation devices as convenient and accessible modes of transportation; and

WHEREAS, the City of Berlin seeks to promote public safety, protect pedestrians and other roadway users, and ensure the responsible operation of electric bicycles and electric scooters within its jurisdiction; and

WHEREAS, the City of Berlin aims to align its regulations with state law identified in Wisconsin Statutes Chapter 340 to provide clear and consistent guidelines for electric bicycle and electric scooter use; and

WHEREAS, the City Council of the City of Berlin finds it necessary to establish local regulations to address specific community needs, including restrictions and enforcement mechanisms, while encouraging the use of electric bicycles and electric scooters as a sustainable transportation option.

WHEREAS, the City Council of the City of Berlin finds it appropriate to amend Chapter 70 of the City of Berlin Municipal Code to update its regulations in this chapter and to regulate the use of electric bicycles, electric scooters, and play vehicles.

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

SECTION 1: Chapter 70 of the City of Berlin Municipal Code entitled "Traffic and Vehicles," Article III entitled "Bicycles and Play Vehicles," Division 1 entitled "Generally," Section 70-96 is hereby created as follows:

Sec. 70-96 Purpose.

The purpose of this Article is to promote the safe and enjoyable use of sidewalks, trails, and bicycle ways within the City of Berlin, while allowing citizens to responsibly enjoy these devices, by outlining operational standards and prohibiting reckless or unsafe operation of bicycles, electric bicycles, electric scooters, inline skates and play vehicles.

SECTION 2: Chapter 70 of the City of Berlin Municipal Code entitled "Traffic and Vehicles," Article III entitled "Bicycles and Play Vehicles," Division 1 entitled "Generally," Section 70-113 is hereby created as follows:

Sec. 70-113. Definitions

As used in this Article:

- (1) "Bicycle" means every device propelled by feet or hands acting upon pedals or cranks and having wheels, any two of which are not less than 14 inches in diameter.
- (2) "Electric bicycle" (e-bike), as defined in Wis. Stat. § 340.01(15ph) shall mean a bicycle that is equipped with fully operative pedals for propulsion by human power and an electric motor of 750 watts or less and that meets the requirements of any of the following classifications:
 1. "Class 1 e-bike" is an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.
 2. "Class 2 e-bike" is an electric bicycle that may be powered solely by the motor and is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour.
 3. "Class 3 e-bike" is an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour.
- (3) "Electric scooter" (e-scooter), as defined in Wis. Stat. § 340.01(15ps) means a device weighing fewer than 100 pounds that has handlebars and an electric motor, is powered solely by the electric motor and human power, and has a maximum speed of not more than 20 miles per hour on a paved level surface when powered solely by the electric motor. "Electric scooter" does not include an electric personal assistive mobility device, motorcycle, motor bicycle, electric bicycle, or moped.
- (4) "Helmet" means a properly fitted and fastened protective head covering designed for bicycle safety that meets or exceeds the impact standards set by the American National Standards Institute (ANSI) or the Snell Memorial Foundation.

SECTION 3: Chapter 70 of the City of Berlin Municipal Code entitled "Traffic and Vehicles," Article III entitled "Bicycles and Play Vehicles," Division 1 entitled "Generally," Section 70-114 is hereby created as follows:

Sec. 70-114. Rules for operation of bicycles, electric bicycles and electric scooters

- (a) State laws applicable. Every person operating a bicycle, e-bike or e-scooter on any street, sidewalk or any property within the City shall be subject to the provisions of all Berlin ordinances and any applicable Wisconsin statutes relating to equipping and operating bicycles, including but not limited to Wis. Stat. § 340.01 and Wis. Stat § 347.489.
- (b) Where prohibited and Restricted. No bicycles, e-bikes or e-scooters shall be operated on any public sidewalks, in any roadway, trail, path or property where a sign is erected indicating that bicycles and/or e-bikes and/or e-scooters are prohibited or otherwise restricted.

- (c) Riding on roadway. Every person operating a bicycle, e-bike or e-scooter upon a two-way public street shall ride within five feet of the right curb or edge of the roadway, except when passing another vehicle or making a left-hand turn; and when riding in groups, operators shall ride in single file, except on residential streets which are not divided by painted or other marked extra lines where they may ride two abreast. On one-way roads, the user may ride as near as practicable to within five feet of the left-hand or right-hand curbs or edges of the roadway.
- (d) Bicycle ways. Operation of bicycles, e-bikes and e-scooters shall be permitted on any ways, lanes, trails, paths, or other property designated for the use and operation of bicycles.
- (e) Observance of traffic regulations and speed limits. Every person operating a bicycle, e-bike or e-scooter upon a public roadway shall obey all the instructions of official traffic-control devices, signs, and signals applicable to motor vehicles and shall not operate a bicycle, e-bike or e-scooter at a speed greater than the posted or otherwise applicable speed limit. School zone speed limits are in effect at all times for bicycles, e-bikes and e-scooters, including the zone near the Boys & Girls Club.
- (f) Yielding to traffic. The operator of a vehicle shall yield the right-of-way to a person operating a bicycle, e-bike or e-scooter in the same manner as bicyclists and pedestrians. When operating a bicycle, e-bike or e-scooter, every person shall, upon entering a public roadway, yield the right-of-way to motor vehicles, except to a person operating a bicycle, e-bike or e-scooter shall be subject to the same regulations as bicyclists and pedestrians. Operators of e-bikes or e-scooters shall offer the right-of-way to bicycles in bike lanes, ways, trails, and on bike paths.
- (g) Equipment regulations; lamps, brake lights and reflectors. Every person operating a bicycle, e-bike or e-scooter between one-half hour after sunset and one-half hour before sunrise shall be equipped with a lamp firmly attached to the front of such electric bike or scooter exhibiting a white light to the front, brake lights in the rear and a reflector or lamp mounted on the rear of the vehicle visible at a distance of 500 feet. The reflector shall not be less than two inches in diameter.
- (h) Special events regulations. By the authority of the Berlin Police Department, or the Senior Center and Recreational Facilities Director or the Street Superintendent, any area of the City whereupon a special event is present, signage may be temporarily placed to further restrict or prohibit bicycles, e-bikes and/or e-scooters from being ridden, operated or present in such designated areas for reasonable periods of time before, during or after such special events.
- (i) Pursuant to Wis. Stat. § 346.806(4), no person under the age of 16 may operate a Class 3 e-bike. Operators under the age of 18 shall wear a helmet.

SECTION 4: Chapter 70 of the City of Berlin Municipal Code entitled "Traffic and Vehicles," Article III entitled "Bicycles and Play Vehicles," Division 2 entitled "Bicycles," Section 70-116 entitled "Trick riding" is hereby repealed and recreated as follows:

Sec. 70-116. Unsafe Operation

No person shall unsafely operate a bicycle, e-bike or e-scooter within the city. Unsafe operation includes but is not limited to:

- (a) Clinging to other vehicles. No person operating a bicycle, e-bike or e-scooter shall cling to, attach themselves to, or in any manner permit themselves to be pulled or towed by any moving vehicle.
- (b) Towing of persons, vehicles, trailers. No person operating a bicycle, e-bike or e-scooter shall tow, drag, or cause to be drawn behind the bicycle, e-bike or e-scooter any coaster wagon, sled, toy vehicle or any similar vehicle, trailer, person on in-line or roller skates, or any other type of conveyance.
- (c) Contests with other electric devices or vehicles. No person operating a bicycle, e-bike or e-scooter shall participate in any race, speed or endurance contest with any other e-scooter or e-bike or moving vehicle on a city roadway.
- (d) Stunt riding. No person shall operate a bicycle, e-bike or e-scooter in a manner involving acrobatic riding, wheelies, or other stunts, while operating such bicycle, e-bike or e-scooter that creates an unreasonable risk of injury to any person or damage to property.
- (e) Trick riding. No person shall operate a bicycle, e-bike or e-scooter without having manual control of the handlebars, hand or foot braking system, and foot pedals. Operation which necessitates the element of unusual extraordinary skill and/or involves unnecessary risk is prohibited.
- (f) Carrying of passengers. No bicycle, e-bike, or electric scooter may be used to carry or transport more persons at one time than the number for which it is designed, except as provided herein. In addition to the operator, a bicycle or e-bike otherwise designed to carry only the operator may be used to carry or transport a child seated in an auxiliary child's seat or trailer designed for attachment to a bicycle or e-bike if the seat or trailer is securely attached to the bicycle or e-bike according to the directions of the manufacturer of the seat or trailer.
- (g) Speed. No person shall operate a bicycle, e-bike or e-scooter at a speed greater than is reasonable and prudent under existing conditions or in excess of any posted speed limit. No person shall operate an e-bike or e-scooter on a City sidewalk at a speed greater than 5 MPH.
- (h) Use of electronic devices. No person shall hold, look at, use or operate an electronic device while operating a bicycle, e-bike or e-scooter.

SECTION 5: Chapter 70 of the City of Berlin Municipal Code entitled "Traffic and Vehicles," Article III entitled "Bicycles and Play Vehicles," Division 2 entitled "Bicycles," Section 70-116.5 is hereby created as follows:

Sec. 70-116.5. Where Prohibited

Riding of bicycles, e-bikes and e-scooters shall not be permitted on/in athletic fields, playgrounds, ball diamonds, park shelters or landscaped areas.

SECTION 6: Chapter 70 of the City of Berlin Municipal Code entitled "Traffic Vehicles," Article III entitled "Bicycles and Play Vehicles," Division 2 entitled "Bicycles," Section 70-117 entitled "Parking" is hereby repealed and recreated as follows:

No person shall leave a bicycle, e-bike or e-scooter at a place or in such a way as to create a hazard to pedestrians, automobile operators or to another person. Bicycles, e-bikes and e-scooters shall be parked either upon the roadway against the curb, in bicycle racks or, if parked on the sidewalk, in such a manner as to afford the least obstruction to pedestrian traffic, and not in such a manner as to obstruct the ingress and egress to buildings used by the public. If there is no bicycle rack or other facility intended to be used for the parking of bicycles in the vicinity, the operator of the bicycle, e-bike or e-scooter may park the bicycle, e-bike or e-scooter on the sidewalk in an upright position, parallel to, and within 24 inches of, the curb.

SECTION 7: Chapter 70 of the City of Berlin Municipal Code entitled "Traffic Vehicles," Article III entitled "Bicycles and Play Vehicles," Division 2 entitled "Bicycles," Section 70-118 entitled "Inspection and registration" is hereby repealed and recreated as follows:

- a) *Registration required.* No person shall operate a bicycle, e-bike or e-scooter customarily kept within the city upon any street, sidewalk, public property, including the city school district grounds, bicycle pathway or public highway within the city unless the bicycle, e-bike or e-scooter shall first have been properly registered under the terms of this section, and an identification tag is attached as provided in subsection (b)(2) of this section.
- b) *Form of registration.*
 1. *Application.* Applications for registration of bicycles, e-bikes and e-scooters shall be in such form as the police department shall adopt. Such application form shall include the name, address and telephone number of the applicant, the name of the owner of the bicycle, e-bike or e-scooter and the serial number of the bicycle, e-bike or e-scooter. The owner of a bicycle, e-bike or e-scooter which does not have a serial number stamped upon it shall cause such a number to be stamped on the bicycle, e-bike or e-scooter prior to filing the application for registration. The application fee shall be as set forth in the fee schedule adopted by the common council on file in the city clerk-treasurer's office, and shall be the maximum rate allowed by state statutes.
 2. *License plate or tag.* On receipt of payment of the bicycle, e-bike or e-scooter registration fee as provided in subsection (b)(1) of this section, the police department shall provide a suitable identifying license decal tag or plate, serially numbered to correspond with the registration number of the bicycle, e-bike or e-scooter. The owner shall affix the license decal or plate to a location as specified by the police department on the frame of the bicycle, e-bike or e-scooter for which the license decal or plate is issued.
 3. *Term of registration.* Once a bicycle, e-bike or e-scooter is registered, such registration shall not expire, except upon transfer of ownership as set forth in subsection (e) of this section. Further, if a registered owner changes his or her address or telephone number, or makes any substantial modifications to the bicycle, e-bike or e-scooter, including but not limited to a color change, the registered owner shall be required to notify the police department of such change, within five days of the change, and such change shall be made to the registration by the police department for no additional fee.

c) *Records and transmittal fees.*

1. The police department shall keep at its office a suitable book and duplicate record of bicycle, e-bike or e-scooter applications and registrations.
2. A complete report shall be made to the clerk-treasurer by the chief of police of funds received for bicycle, e-bikes and e-scooters registration fees, and all such fees shall be paid to the clerk-treasurer for deposit as city revenues.

d) *Bicycles, e-bikes and e-scooters to be kept in safe condition.* No bicycle, e-bike or e-scooter shall be registered in the city which is in an unsafe mechanical condition. Before any bicycle, e-bike or e-scooter shall be registered, the mechanical condition of such bicycle, e-bike or e-scooter shall be examined by the police department. If the police department finds such bicycle, e-bike, or e-scooter to be in an unsafe mechanical condition, the police department may refuse to issue such license until such bicycle, e-bike or e-scooter is placed in a proper mechanical condition. The chief of police shall have authority to suspend the registration of and remove the identification tag from any bicycle, e-bike or e-scooter, or to impound any bicycle, e-bike or e-scooter operated contrary to law or ordinance, or which is being operated in an unsafe mechanical condition. The registration shall not be reinstated or such identification tag replaced while such bicycle, e-bike or e-scooter is in an unsafe condition. Such suspension and removal shall be in addition to other penalties provided in this division.

e) *Change of ownership.* Within ten days after a bicycle, e-bike or e-scooter registered under this section shall have changed ownership or been dismantled and taken out of operation, such information shall be reported to the police department by the person in whose name the bicycle, e-bike or e-scooter was registered. In the event of the sale or other transfer of a bicycle, e-bike or e-scooter which is registered in the city, the new owner shall, within five days after the sale or transfer of such bicycle, e-bike or e-scooter, make application for registration, and a new registration and tag shall be issued for the bicycle, e-bike or e-scooter. The fee for such change of ownership and registration shall be as set forth in the fee schedule adopted by the common council on file in the city clerk-treasurer's office.

f) *Registration to be displayed.* The identification tag issued under this section shall be affixed to the registered bicycle, e-bike or e-scooter in such a manner as to be plainly seen and read, and shall remain affixed in such manner until it is ordered to be removed by the police department, for cause, or until expiration of the registration. In the case of theft or loss of the bicycle, e-bike or e-scooter, a replacement tag shall be issued upon payment of a fee, which shall be as set forth in the fee schedule adopted by the common council on file in the city clerk-treasurer's office.

g) *Exemption from registration.* A nonresident may operate a bicycle, e-bike or e-scooter which is duly registered in any municipality without obtaining local registration if a valid identification tag is attached to such bicycle, e-bike or e-scooter.

h) *Removal and alteration of identification tags.*

1. No person shall remove an identification tag from a bicycle, e-bike or e-scooter during the period for which such tag is issued except upon a transfer of ownership, or when the bicycle, e-bike or e-scooter is dismantled and no longer operated upon any highway within the city.

2. No person shall alter or counterfeit a bicycle, e-bike or e-scooter identification tag.

SECTION 8: Chapter 70 of the City of Berlin Municipal Code entitled "Traffic Vehicles," Article III entitled "Bicycles and Play Vehicles," Division 3 entitled "Inline Skates," Section 70-153 entitled "Cling to moving vehicles" is hereby repealed and recreated as follows:

It shall be unlawful for any person using inline skates within the city to cling or attach to any bicycle, e-bike or e-scooter or other moving vehicle upon a public roadway

SECTION 9: 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 10: EFFECTIVE DATE. This ordinance shall take effect immediately upon passage and posting or publication as provided by law.

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

CITY OF BERLIN

CATRINA BURGESS, MAYOR

ATTEST:

JESSI BALCOM, CITY ADMINISTRATOR/CLERK

ORDINANCE

AN ORDINANCE TO REPEAL AND RECREATE CERTAIN SECTIONS IN CHAPTER 70 OF THE CITY OF BERLIN MUNICIPAL CODE

WHEREAS, the increase of electronic assisted modes of transportation has resulted in concerns for safety; and

WHEREAS, the City of Berlin recognizes the increasing popularity of electric assisted modes of transportation like electric bicycles, electric scooters and electric transportation devices as convenient and accessible modes of transportation; and

WHEREAS, the City of Berlin seeks to promote public safety, protect pedestrians and other roadway users, and ensure the responsible operation of electric bicycles and electric scooters within its jurisdiction; and

WHEREAS, the City of Berlin aims to align its regulations with state law identified in Wisconsin Statutes Chapter 340 to provide clear and consistent guidelines for electric bicycle and electric scooter use; and

WHEREAS, the City Council of the City of Berlin finds it necessary to establish local regulations to address specific community needs, including restrictions and enforcement mechanisms, while encouraging the use of electric bicycles and electric scooters as a sustainable transportation option.

WHEREAS, the City Council of the City of Berlin finds it appropriate to amend Chapter 70 of the City of Berlin Municipal Code to update its regulations in this chapter and to regulate the use of electric bicycles, electric scooters, and play vehicles.

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

SECTION 1: Chapter 70 of the City of Berlin Municipal Code entitled "Traffic and Vehicles," Article III entitled "Bicycles and Play Vehicles," Division 1 entitled "Generally," Section 70-96 is hereby created as follows:

Secs. 70-96 Purpose.

The purpose of this ordinance Chapter Article is to promote the safe and enjoyable use of sidewalks, trails, and bicycle ways within the City of Berlin, while allowing citizens to responsibly enjoy these devices, by outlining operational standards and restricting the use and prohibiting reckless or unsafe operation of bicycles, electric bicycles, electric scooters, inline skates and play vehicles.

SECTION 2: Chapter 70 of the City of Berlin Municipal Code entitled "Traffic and Vehicles," Article III entitled "Bicycles and Play Vehicles," Division 1 entitled "Generally," Section 70-113 is hereby created as follows:

Sec. 70-113. Definitions

As used in this Article:

- (1) "Bicycle" means every device propelled by feet or hands acting upon pedals or cranks and having wheels, any two of which are not less than 14 inches in diameter.
- (2) "Electric bicycle" (e-bike), as defined ~~by WI S.S.~~ in Wis. Stat. § 340.01(15ph) shall mean a bicycle that is equipped with fully operative pedals for propulsion by human power and an electric motor of 750 watts ~~(1 horsepower)~~ or less and that meets the requirements of any of the following classifications:
 1. "Class 1 e-bike" is an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.
 2. "Class 2 e-bike" is an electric bicycle that may be powered solely by the motor and is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour.
 3. "Class 3 e-bike" is an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour.
~~Operators of a Class 3 e-bike must be 16 years of age or older, operators under 18 years of age must wear a helmet~~
- ~~(1)~~(3) "Electric scooter" (e-scooter), as defined ~~by WI S.S.~~ in Wis. Stat. § 340.01(15ps) means a device weighing fewer than 100 pounds that has handlebars and an electric motor, is powered solely by the electric motor and human power, and has a maximum speed of not ~~greater~~ ~~more~~ than 20 miles per hour on a paved level surface when powered solely by the electric motor. "Electric scooter" does not include an electric personal assistive mobility device, motorcycle, motor bicycle, electric bicycle, or moped.
- (4) "Helmet" means a properly fitted and fastened protective head covering designed for bicycle safety that meets or exceeds the impact standards set by the American National Standards Institute (ANSI) or the Snell Memorial Foundation.

SECTION 3: Chapter 70 of the City of Berlin Municipal Code entitled "Traffic and Vehicles," Article III entitled "Bicycles and Play Vehicles," Division 1 entitled "Generally," Section 70-114 is hereby created as follows:

Sec. 70-114. Regulations Rules for operation of bicycles, electric bicycles and electric scooters

- (a) State laws applicable. Every person using operating a bicycle, e-bike or e-scooter upon a public roadway on any street, sidewalk or any property within the City shall be subject to the provisions of all Berlin ordinances and any applicable Wisconsin statutes relating to equipping and operating bicycles, including but not limited to Wis.

~~Stat. § 340.01 and Wis. Stat § 347.489. state laws applicable to the operator of any vehicle, except the provisions thereof applicable to the equipment of vehicles and other provisions that, by their nature and context, would have no application.~~

- (b) Where prohibited and Restricted. No bicycles, e-bikes or e-scooters shall be operated on any public sidewalks, in any roadway, trail, path or property where a sign is erected indicating that bicycles and/or e-bikes and/or e-scooters are prohibited or otherwise restricted.
- (c) Riding on roadway. Every person ~~using~~ **operating** a bicycle, e-bike or e-scooter upon a two-way public street shall ride within five feet of the right curb or edge of the roadway, except when passing another vehicle or making a left-hand turn; and when riding in groups, ~~users~~ **operators** shall ride in single file, except on residential streets which are not divided by painted or other marked extra lines where they may ride two abreast. On one-way roads, the user may ride as near as practicable to within five feet of the left-hand or right-hand curbs or edges of the roadway.
- (d) Bicycle ways. Operation of bicycles, e-bikes and e-scooters shall be permitted on any ways, lanes, trails, paths, or other property designated for the use and operation of bicycles.
- (e) Observance of traffic regulations and speed limits. Every person ~~using~~ **operating** a bicycle, e-bike or e-scooter upon a public roadway shall obey all the instructions of official traffic-control devices, signs, and signals applicable to motor vehicles and shall not operate a bicycle, e-bike or e-scooter at a speed greater than the posted or otherwise applicable speed limit. School zone speed limits are in effect at all times for bicycles, e-bikes and e-scooters, including the zone near the Boys & Girls Club.
- (f) Yielding to traffic. The operator of a vehicle shall yield the right-of-way to a person ~~using~~ **operating** a bicycle, e-bike or e-scooter in the same manner as bicyclists and pedestrians. When ~~using~~ **operating** a bicycle, e-bike or e-scooter, every person shall, upon entering a public roadway, yield the right-of-way to motor vehicles, except to a person ~~using~~ **operating** a bicycle, e-bike or e-scooter shall be subject to the same regulations as bicyclists and pedestrians. Operators of e-bikes or e-scooters shall offer the right-of-way to bicycles in bike lanes, ways, trails, and on bike paths.
- (g) Equipment regulations; lamps, brake lights and reflectors. Every person ~~using~~ **operating** a bicycle, e-bike or e-scooter between one-half hour after sunset and one-half hour before sunrise shall be equipped with a lamp firmly attached to the front of such electric bike or scooter exhibiting a white light to the front, brake lights in the rear and a reflector or lamp mounted on the rear of the vehicle visible at a distance of 500 feet. The reflector shall not be less than two inches in diameter.
- ~~(a)~~(h) Special events regulations. By the authority of the Berlin Police Department, or the Senior Center and Recreational Facilities Director or the Street Superintendent, any area of the City whereupon a special event is present, signage may be temporarily placed to further restrict or prohibit bicycles, e-bikes and/or e-scooters from being ridden, operated or present in such designated areas for reasonable periods of time before, during or after such special events.

- (i) Pursuant to Wis. Stat. § 346.806(4), no person under the age of 16 may operate a Class 3 e-bike. Operators under the age of 18 shall wear a helmet.

SECTION 4: Chapter 70 of the City of Berlin Municipal Code entitled "Traffic and Vehicles," Article III entitled "Bicycles and Play Vehicles," Division 2 entitled "Bicycles," Section 70-116 entitled "Trick riding" is hereby repealed and recreated as follows:

Sec. 70-116. ~~Trick riding.~~ Unsafe Operation

No person shall unsafely operate a bicycle, e-bike or e-scooter within the city. Unsafe operation includes but is not limited to: in any manner which necessitates the element of unusual extraordinary skill, and involves unnecessary risk. As used in this section, "trick riding" may include, but shall not be limited to, any of the following bicycle operations:

- ~~(1) — Operating a bicycle without manual steering control of the handlebars;~~
 - ~~(2) Operating a bicycle without manual control of the hand or foot braking system;~~
 - ~~(3) Operating a bicycle without manual control of the foot pedals;~~
 - ~~(4) Operating a bicycle in any manner which causes either wheel to leave the ground;~~
~~and~~
 - ~~(5) Any unnecessary weaving or jumping of any curb, ramp or other object.~~
- (a) Clinging to other vehicles. No person ~~using~~ operating a bicycle, e-bike or e-scooter shall cling to, attach themselves to, or in any manner permit themselves to be pulled or towed by any moving vehicle.
- (b) Towing of persons, vehicles, trailers. No person ~~using~~ operating a bicycle, e-bike or e-scooter shall tow, drag, or cause to be drawn behind the bicycle, e-bike or e-scooter any coaster wagon, sled, toy vehicle or any similar vehicle, trailer, person on in-line or roller skates, or any other type of conveyance.
- (c) Contests with other electric devices or vehicles. No person ~~using~~ operating a bicycle, e-bike or e-scooter shall participate in any race, speed or endurance contest with any other e-scooter or e-bike or moving vehicle on a city roadway.
- (d) Stunt riding. No person ~~using~~ shall operate a bicycle, e-bike or e-scooter in a manner involving ~~shall practice any fancy~~ acrobatic riding, wheelies, or other stunts, while operating such bicycle, e-bike or e-scooter that creates an unreasonable risk of injury to any person or damage to property.
- (e) Trick riding. No person shall operate a bicycle, e-bike or e-scooter without having manual control of the handlebars, hand or foot braking system, and foot pedals. Operation which necessitates the element of unusual extraordinary skill and/or involves unnecessary risk is prohibited.

(f) Carrying of passengers. No bicycle, e-bike, or electric scooter may be used to carry or transport more persons at one time than the number for which it is designed, except as provided herein. In addition to the operator, a bicycle or e-bike otherwise designed to carry only the operator may be used to carry or transport a child seated in an auxiliary child's seat or trailer designed for attachment to a bicycle or e-bike if the seat or trailer is securely attached to the bicycle or e-bike according to the directions of the manufacturer of the seat or trailer. ~~No person shall operate a bicycle, e-bike or e-scooter with another person upon said bicycle, e-bike or e-scooter unless the bicycle, e-bike or e-scooter is so designed and equipped to carry more than one other person.~~

(g) Speed. No person shall operate a bicycle, e-bike or e-scooter at a speed greater than is reasonable and prudent under existing conditions or in excess of any posted speed limit. No person shall operate an e-bike or e-scooter on a City sidewalk at a speed greater than 5 MPH.

(h) Use of electronic devices. No person shall hold, look at, use or operate an electronic device while operating a bicycle, e-bike or e-scooter.

SECTION 5: Chapter 70 of the City of Berlin Municipal Code entitled "Traffic and Vehicles," Article III entitled "Bicycles and Play Vehicles," Division 2 entitled "Bicycles," Section 70-116.5 is hereby created as follows:

Sec. 70-116.5. Where Prohibited

Riding of bicycles, e-bikes and e-scooters shall not be permitted on/in athletic fields, playgrounds, ball diamonds, park shelters or landscaped areas.

SECTION 6: Chapter 70 of the City of Berlin Municipal Code entitled "Traffic Vehicles," Article III entitled "Bicycles and Play Vehicles," Division 2 entitled "Bicycles," Section 70-117 entitled "Parking" is hereby repealed and recreated as follows:

No person shall leave a bicycle, e-bike or e-scooter at a place or in such a way as to create a hazard to pedestrians, automobile operators or to another person. Bicycles, e-bikes and e-scooters shall be parked either upon the roadway against the curb, in bicycle racks or, if parked on the sidewalk, in such a manner as to afford the least obstruction to pedestrian traffic, and not in such a manner as to obstruct the ingress and egress to buildings used by the public. If there is no bicycle rack or other facility intended to be used for the parking of bicycles in the vicinity, the operator of the bicycle, e-bike or e-scooter may park ~~the bicycle, e-bike or e-scooter~~ on the sidewalk in an upright position, parallel to, and within 24 inches of, the curb.

SECTION 7: Chapter 70 of the City of Berlin Municipal Code entitled "Traffic Vehicles," Article III entitled "Bicycles and Play Vehicles," Division 2 entitled "Bicycles," Section 70-118 entitled "Inspection and registration" is hereby repealed and recreated as follows:

- a) *Registration required.* No person shall operate a bicycle, e-bike or e-scooter customarily kept within the city upon any street, sidewalk, public property, including the city school

district grounds, bicycle pathway or public highway within the city unless the bicycle, e-bike or e-scooter shall first have been properly registered under the terms of this section, and an identification tag is attached as provided in subsection (b)(2) of this section.

b) *Form of registration.*

1. *Application.* Applications for registration of bicycles, e-bikes and e-scooters shall be in such form as the police department shall adopt. Such application form shall include the name, address and telephone number of the applicant, the name of the owner of the bicycle, e-bike or e-scooter and the serial number of the bicycle, e-bike or e-scooter. The owner of a bicycle, e-bike or e-scooter which does not have a serial number stamped upon it shall cause such a number to be stamped on the bicycle, e-bike or e-scooter prior to filing the application for registration. The application fee shall be as set forth in the fee schedule adopted by the common council on file in the city clerk-treasurer's office, and shall be the maximum rate allowed by state statutes.
2. *License plate or tag.* On receipt of payment of the bicycle, e-bike or e-scooter registration fee as provided in subsection (b)(1) of this section, the police department shall provide a suitable identifying license decal tag or plate, serially numbered to correspond with the registration number of the bicycle, e-bike or e-scooter. The ~~bicycle~~ owner shall affix the license decal or plate to a location as specified by the police department on the frame of the bicycle, e-bike or e-scooter for which the license decal or plate is issued.
3. *Term of registration.* Once a bicycle, e-bike or e-scooter is registered, such registration shall not expire, except upon transfer of ownership as set forth in subsection (e) of this section. Further, if a registered owner changes his or her address or telephone number, or makes any substantial modifications to the bicycle, e-bike or e-scooter, including but not limited to a color change, the registered owner shall be required to notify the police department of such change, within five days of the change, and such change shall be made to the ~~bicycle~~ registration by the police department for no additional fee.

c) *Records and transmittal fees.*

1. The police department shall keep at its office a suitable book and duplicate record of bicycle, e-bike or e-scooter applications and registrations.
2. A complete report shall be made to the clerk-treasurer by the chief of police of funds received for bicycle, e-bikes and e-scooters registration fees, and all such fees shall be paid to the clerk-treasurer for deposit as city revenues.

d) *Bicycles, e-bikes and e-scooters to be kept in safe condition.* No bicycle, e-bike or e-scooter shall be registered in the city which is in an unsafe mechanical condition. Before any bicycle, e-bike or e-scooter shall be registered, the mechanical condition of such bicycle, e-bike or e-scooter shall be examined by the police department. If the police department finds such bicycle, e-bike, or e-scooter to be in an unsafe mechanical condition, the police department may refuse to issue such license until such bicycle, e-bike or e-scooter is placed in a proper mechanical condition. The chief of police shall

have authority to suspend the registration of and remove the identification tag from any bicycle, [e-bike or e-scooter](#), or to impound any bicycle, [e-bike or e-scooter](#) operated contrary to law or ordinance, or which is being operated in an unsafe mechanical condition. The registration shall not be reinstated or such identification tag replaced while such bicycle, [e-bike or e-scooter](#) is in an unsafe condition. Such suspension and removal shall be in addition to other penalties provided in this division.

- e) *Change of ownership.* Within ten days after a bicycle, [e-bike or e-scooter](#) registered under this section shall have changed ownership or been dismantled and taken out of operation, such information shall be reported to the police department by the person in whose name the bicycle, [e-bike or e-scooter](#) was registered. In the event of the sale or other transfer of a bicycle, [e-bike or e-scooter](#) which is registered in the city, the new owner ~~of the bicycle~~ shall, within five days after the sale or transfer of such bicycle, [e-bike or e-scooter](#), make application for registration, and a new registration and tag shall be issued for the bicycle, [e-bike or e-scooter](#). The fee for such change of ownership and registration shall be as set forth in the fee schedule adopted by the common council on file in the city clerk-treasurer's office.
- f) *Registration to be displayed.* The identification tag issued under this section shall be affixed to the registered bicycle, [e-bike or e-scooter](#) in such a manner as to be plainly seen and read, and shall remain affixed in such manner until it is ordered to be removed by the police department, for cause, or until expiration of the registration. In the case of theft or loss of the bicycle, [e-bike or e-scooter](#), a replacement tag shall be issued upon payment of a fee, which shall be as set forth in the fee schedule adopted by the common council on file in the city clerk-treasurer's office.
- g) *Exemption from registration.* A nonresident may operate a bicycle, [e-bike or e-scooter](#) which is duly registered in any municipality without obtaining local registration if a valid identification tag is attached to such bicycle, [e-bike or e-scooter](#).
- h) *Removal and alteration of identification tags.*
 - 1. No person shall remove an identification tag from a bicycle, [e-bike or e-scooter](#) during the period for which such tag is issued except upon a transfer of ownership ~~of the bicycle~~, or when the bicycle, [e-bike or e-scooter](#) is dismantled and no longer operated upon any highway within the city.
 - 2. No person shall alter or counterfeit a bicycle, [e-bike or e-scooter](#) identification tag.

SECTION 8: Chapter 70 of the City of Berlin Municipal Code entitled "Traffic Vehicles," Article III entitled "Bicycles and Play Vehicles," Division 3 entitled "Inline Skates," Section 70-153 entitled "Cling to moving vehicles" is hereby repealed and recreated as follows:

It shall be unlawful for any person using inline skates within the city to cling or attach to any bicycle, [e-bike or e-scooter](#) or other moving vehicle upon a public roadway

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Accept Library Board Resignation
MEETING DATE: October 13, 2026

BACKGROUND

Kay Roethel has submitted her resignation from the Library Board after more than 53 years of dedicated service, many of which she held the position of Board President.

Kay has been a long-time dedicated, knowledgeable and active member of the Library Board for as long as most can remember. Her stewardship and leadership will be dearly missed and are greatly appreciated.

SUGGESTED MOTION

Motion to accept the resignation of Kay Roethel from the Library Board.

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Concurrence Letter regarding Firefighter's Park on Hwy 49 project
MEETING DATE: October 13, 2026

BACKGROUND

Attached please find a map that shows a small portion of the right-of-way along the northern portion of Firefighter's being added to the park to make up for the small piece of the park that will be added to the right-of-way to accommodate the needed curb ramp and sidewalk at the northwest corner.

The enclosed letter notes that the City concurs with this and finds no adverse impact.

SUGGESTED MOTION

Motion to approve the Concurrence Letter regarding Firefighter's Park on the Hwy 49 project.



City of Berlin

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

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

10.13.2026

Wendy Arneson, PE
WisDOT NC Project Manager
1681 2nd Avenue South
Wisconsin Rapids WI 54495

SUBJECT: Section 4(f) De Minimis Concurrence – Firefighter's Park
Project ID: 6210-00-04/74
Limits: South Street to S Washington Street
Highway: WIS 49
County: Green Lake

Dear Ms. Arneson:

As the official with jurisdiction over Firefighter's Park, the City of Berlin has reviewed the proposed improvements associated with the subject project and the anticipated effects on Firefighter's Park. The public was provided an opportunity to review and comment on the proposed project and its effects on the park. No comments regarding impacts to Firefighter's Park were received. Based on its review of the proposed project and the results of public involvement, the City of Berlin concurs that the project would not adversely affect the activities, features, or attributes that qualify Firefighter's Park for protection under Section 4(f).

It is the City's understanding that the Wisconsin Department of Transportation (WisDOT), in cooperation with the Federal Highway Administration (FHWA), is proposing improvements to WIS 49 in the City of Berlin. At the WIS 49/WIS 91 (Huron/Spring Street) intersection, the project would include sidewalk and intersection improvements, replacement of traffic signals and pedestrian push buttons, and new crosswalk markings.

The proposed improvements would require approximately 123 square feet of Firefighter's Park for roadway right-of-way to accommodate the sidewalk and intersection improvements. Approximately 126 square feet of existing roadway right-of-way would be transferred to the City of Berlin and incorporated into Firefighter's Park. Temporary use of park property would also be required during construction. The improvements would occur along the existing roadway edge. Existing park features, including the landscaped area and flagpole, would remain, and the proposed improvements would not interfere with the continued recreational use of the park.

Firefighter's Park is a publicly owned park afforded protection under Section 4(f) of the U.S. Department of Transportation Act (49 U.S.C. 303 and 23 U.S.C. 138). The project has been designed to avoid and minimize impacts to the park by limiting the improvements and associated property needs to the existing roadway and park edge. Temporary construction disturbance would be limited in duration, and disturbed areas would be revegetated and returned to their original condition following construction unless otherwise authorized by the City of Berlin. The park would remain open during construction unless otherwise authorized by the City.

With this understanding, and after consideration of the public involvement conducted for the project, the City of Berlin concurs that the proposed project would not adversely affect the activities, features, or attributes that qualify Firefighter's Park for protection under Section 4(f). The City therefore concurs with a **de minimis impact determination** for Firefighter's Park pursuant to 23 CFR 774.7(b).

Sincerely,

Jessi Balcom
City Administrator
City of Berlin, Wisconsin

Cc: Wendy Arneson, WisDOT Project Manager
Michael Jelinak, WisDOT Project Leader
Emma Graves, WisDOT Regional Environmental Coordinator

STH 49 & STH 91 INTERSECTION

IMPROVE SE AND SW CORNER GEOMETRY, COMBINE WB APPROACH LANE CONFIGURATION, ADJUST STOP BARS, IMPROVE CURB RAMP, AND ADD SIGNING FOR LANE USE BY TURNING TRUCKS.

THIS ASSUMES THE WB-40/SU-40 COULD BE THE DESIGN VEHICLE AND THE WB-65 WOULD BE A CHECK VEHICLE, OTHERWISE THE WEST AND SOUTH APPROACH LANES COULD BE COMBINED.

TRUCK TURNING MOVEMENT ENCROACHMENT REQUIREMENTS MET*			
MOVEMENTS	WB-40	SU-40	WB-65
NB LT	YES	YES	NO
NB RT	YES	YES	NO
EB RT	YES	YES	NO
WB LT	YES	YES	YES

*DESIGN VEHICLE: WB-40 & SU-40, CHECK VEHICLE: WB-65 FOR THIS CONCEPT

