

COMMITTEE OF THE WHOLE MEETING AGENDA
OCTOBER 6, 2026 7:00PM
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.
5. Approval of Minutes. RECOMMENDATION: Approve the minutes of the 9.1.2026 Committee of the Whole meeting.
6. Review Proposals for "Zoning Administration Services."
 - a. Interview with Kunkel Engineering Group
 - b. Interview with Foth Infrastructure & Environment, LLC
 - c. Interview with Vandewall & Associates Inc
7. Business Associate Agreement and Employee Benefits Service Agreement with Vizance. RECOMMENDATION: Recommend approval and authorize staff signatures on the Business Associate Agreement and Employee Benefits Service Agreement with Vizance.
8. Review Proposals received in response to the RFP "The Future of the Berlin Aquatic Center – Pool Facility Reuse Proposal." RECOMMENDATION: Discussion and action as appropriate.
9. Motion to convene into closed session pursuant to *Wis. Stats. 19.85 (1) (e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.* Terms and Conditions of To Be Appointed Zoning Administrator Contract.
10. Reconvene into open session and action as appropriate from closed session discussion.
11. Adjourn.

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

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

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

COMMITTEE OF THE WHOLE MEETING MINUTES

SEPTEMBER 1, 2026 7:00PM

1. Call to order/Roll Call – *Mayor Burgess called the meeting to order at 7:00PM. Alderpersons Cauley, Hill, Klawitter, Przybyl, and Sorenson. Also present were City Administrator, Jessi Balcom; Deputy Clerk-Treasurer, Debra Thiel; Street Superintendent, Scott Zabel; Senior Center and Park Facilities Director, Susan Kiener; and Interim Police Chief, Noah Knetzger.*
2. Seat Virtual Attendees – *None.*
3. Pledge of Allegiance
4. General Public Comments – *None.*
5. Approval of Minutes – *Aldersperson Hill made a motion to approve the minutes of the 8.4.2026 Committee of the Whole meeting and Closed Session Minutes from the 8.4.2026 Committee of the Whole meeting, with a second by Aldersperson Przybyl. Voice vote carried.*
6. Special Event – *Curly Concepts Car Meetup and Family Event from noon -5PM on September 20, 2026. (Set up to begin at 10:30AM). Special Events on Street, Highways, and Municipal Parking Lots to allow use of City owned lot and green space at 255 Webster Street – Aldersperson Hill commented the application was well organized, security, noise, and affirmations from the neighbors were well considered, and the event is a good thing for the city. City Administrator Balcom confirmed the event was signed off by the Police Chief and Street Superintendent. She noted Mr. Kettlewell collected signatures from several neighboring property owners, some properties having more than one signature. Mr. Wyatt Kettlewell gave a summary of his proposed event. Mayor Burgess explained safety at the event was discussed at a previous meeting with Mr. Kettlewell, and she asked Mr. Kettlewell to explain his security plans. He discussed enforcing safety rules with participants and having a separate kids area away from the cars. Aldersperson Hill made a motion to recommend to the Common Council to approve the special event permit to allow temporary use of a city-owned property at 255 Webster Street by Curly Concepts for a car meetup and family event on September 20, 2026, with a second by Aldersperson Sorenson. Voice vote carried.*
7. Street Privilege Permit request by Randy Roxbury for boathouse to remain on the right-of-way of South Adams Avenue along the river – *Mayor Burgess called Brian Brock and he was placed on speaker phone. Mayor Burgess read a portion of the Committee of the Whole minutes from March 2026 discussing the boat house in the right-of-way on South Adams Avenue, which were included on the staff report for this meeting. Mayor Burgess stated that Randy Roxbury applied for the use of the right-of-way for the boat house, and that the Council would not take action on this item, except for a possible recommendation to the Common Council next week. Mr. Brock explained what happened in 2014. He started renovating the building. Someone in the City noticed, and he was told he may need a building permit to renovate it. Although he was paying taxes on the building, the City couldn't find documentation on the building, and Mr. Brock was advised to reach out to Green Lake County because he didn't have any formal paperwork. He restated he was paying taxes, and he stated the property had been in his family for an extended period. Mr. Brock only has bill-of-sale from people to people, however, it doesn't go back to the original owner. Mr. Brock stated a gentleman at Green Lake County dug through the archives of files, paperwork, maps, and zoning documents, but didn't find anything. This gentleman referenced*

maps and noted the structure had been there for a significant amount of time and stated that in the 1970s and 1980s it wasn't uncommon for the City to say they weren't going to use this and to make a handshake agreement, whether it was the mayor or the common council. He added that it could have been a piece of paper that got lost in somebody's desk drawer or filing cabinet, and not everything was documented the way it should have been in that era. Mr. Brock stated he had a bill-of-sale for the boat house, and he hadn't had issues with the City. Then the City had to decide how to move forward and asked similar questions then, as is happening now. Mr. Brock explained it is a fishing premises, his family has maintained it all along, and he'd like to continue to utilize it. At the time, the City agreed to grant a lease for the property because there were no plans to develop or build there, and there was no reason to revoke it. The lease began as a quarterly lease that was switched to an annual lease. He added that the City became concerned about potential injury on the grounds and requested he get a million-dollar insurance policy. He said the City told him he could continue to utilize it if he insured and maintained the grounds and renewed the lease. The only reason the City would change their plans is if there was going to be development, although it was not foreseen to happen in the near future. Mayor Burgess clarified a few of Mr. Brock's statements. The taxes paid were not property taxes, but were personal property taxes on the structure itself. Mr. Brock never owned the property, the City has ownership and there is not a parcel there, it is a continuation of the street. The lease Mr. Brock referred to was not a lease but was a temporary street permit. No one has any documentation or knowledge of anyone owning that land other than the City of Berlin. Alderperson Hill asked why if the property were to be vacated it would revert to the properties adjacent to the right of way. City Administrator Balcom explained this is not a parcel, but road right-of-way, set aside for future road use or utilities. If it is determined that the City is not going to need the land for that purpose, then it goes to the parcels that it is next to. This is the process for any road vacation. Alderperson Hill noted that the City is not attempting to vacate the property and City Administrator Balcom confirmed. Mayor Burgess explained she contacted a former Alderperson who was on the Council in 2014 when this was discussed. She stated he said it was a hard call for the Council at that time as well. He added that this agreement was only for Mr. Brock to continue. Mayor Burgess confirmed the agreement was not in the minutes. Alderperson Hill shared that if the City has no plans to vacate, Brian and his family continue to upkeep the property and insurance, and it doesn't inhibit City personnel, then Council can give a street permit to the owner of the structure, noting it was not permission to own the land and within the Council's power to revoke the permit if excellent use was not kept. Mayor Burgess read a personal statement acknowledging Brian's frustration, especially because his family has used the boathouse for many years, but there is no legal documentation proving ownership or a permanent right to use the City's property. There is a need to be fair to all city taxpayers, and provide the same opportunity to all. Alderperson Hill asked if there was an option to lease the land. Alderperson Klawitter asked if there was an option to get the land zoned for purchase. City Administrator Balcom explained that according to State Statute a long-term lease on public right-of-way cannot be done, which is why she thinks in 2014 the Council used the street permit, which had to be renewed. She added that the Statute says if there is no permit, 10 days are given to remove personal property from the right-of-way. Alderperson Hill asked for the situations in which street permits are given. City Administrator Balcom explained that street and right-of-way permits are usually given for events, walks, and construction projects that may block a portion of the street. Mayor Burgess expressed concern that this topic has been brought to the attention of the public twice since 2014 and that if someone else wanted the same privilege, they could refer to the Council allowing this privilege. Mr. Brock asked if there were any complaints about his boathouse, especially after the front-page news article. Mayor Burgess confirmed there were none. Mr. Brock said he has complied with everything the City has asked including complying

with insurance, forms, attending meetings, and sending emails in advance. He added there have not been any complaints about his boathouse nor has anything bad happened to disallow the use. Mr. Brock referred to points he sent to the group and Mayor Burgess said the Council had those points in their possession. Mr. Brock explained his family has had the boathouse, there have been no complaints, they have maintained the land, there are no issues for the City, it is insured, there is no liability, there haven't been any problems, and there haven't been questions from residents. This creates an opportunity for him to hand the boathouse off to Randy Roxbury to enjoy and creates good press for the City of Berlin. He stated he thinks Council should give Mr. Roxbury the opportunity to sign a one-year lease and then reassess it in one year. Alderperson Hill explained the Board of Appeals has three very strict rules. One way to get around the rules is precedence, explaining that when you create precedence, it creates opportunities to do something different than what the City has decided. She also explained that public complaints do not compare to the legality of an issue. She also explained the Council has to follow the City ordinances and be fair to all. Alderperson Przybyl noted the City Attorney recommended the regulation of the issue be elevated to provide better protection to the City if the Council chose to continue use, and then asked what his best recommendation legally was. City Administrator Balcom said she would ask him if the Council would like, although she hasn't spoken with him regarding this matter since before the March 2026 meeting. She explained he didn't think the right-of-way permit was a lease and the City cannot offer a lease on a right-of-way. She said she could ask if he has an alternative, or if the current right-of-way permit could be edited with extra language. Mayor Burgess stated that depending on the outcome, although the statute gives 10 days for removal, she would like to be flexible. Alderperson Cauley asked if it was known how long the structure was there. Mr. Brock said that it was in his family since he was 12 when his great uncle had it and later sold it to his father. Any documentation at that time was not retained, but guesses that it has been there since the 1970s. Alderperson Hill asked what permission was given to allow Mr. Brock to build on City Property. Mr. Brock explained the building was there when he purchased it. He explained that he thought it was there since around the 1970s, and may have been built by the railroad. Alderperson Sorenson explained that this is why there are rules to get rid of non-confirming structures. This is City property, Mr. Brock now lives in Florida, and this is when you move on and get rid of it. She stated she feels this has reached its life. Scott Zabel, Street Superintendent, stated that the permit used should be understood by both parties that it can be revoked at any time. Alderperson Klawitter stated this is an unfortunate situation, it wasn't documented properly in the past, and this Council has to do things the right and legal way. Alderperson Cauley stated it is unfortunate for the party that wants to purchase the boathouse, but now is a good time to make a break if Mr. Brock is wanting to sell it now. Randy Roxbury, asked if Mr. Brock was asked to remove the boathouse from the City property, if that spot would be opened to the public for fishing. Mayor Burgess said it was her understanding that it would open up, and be City property no different than a park. Zabel stated that the property would be allowed to grow up like the surrounding property in the area. Alderperson Hill made a motion to recommend to the Common Council to deny the permit application for Randy Roxbury, with a second by Alderperson Cauley. Voice vote carried. Alderperson Hill further explained that the current agreement goes until September 29th. It does not do anything about the property yet, but does not transfer permit. Mr. Brock asked what options he has and if the structure needed to be removed by September 29th. Mayor Burgess said the City would reach out to the attorney for guidance on how to move forward and would hopefully have an answer by next week.

8. Campground and Park Facilities Rental Software – Alderperson Przybyl stated she was excited for facility rentals to be online. Susan Kiener, Senior Center and Park Facilities Director stated the main objective has been to make it more convenient and user friendly to the public.

Aldersperson Hill stated she appreciated Kiener's work and investigation on this project. Aldersperson Przybyl made a motion to recommend to the Common Council the recommendation of the Park and Recreation Commission, with a second by Aldersperson Hill. Voice vote carried.

9. *Health Insurance Renewal – City Administrator explained the employee renewal packet from Vizance was received late this afternoon and that it was sent out via email to department heads to share with everyone. There will be two in-person meetings for employees to get more information or ask questions on September 10th. There was also a video within the email that explains the insurance renewal too. Employees will have until September 18th to make elections. City Administrator Balcom said she reached out to the state plan and received general information back. Because the City of Berlin is an employer of over 50, the City will have to go through the underwriting process, which will cost about \$3,000. Then the City would be told what would need to be paid for a surcharge, up to 24 months. The surcharge is an additional percentage of what it would cost compared to everyone else as new members. They allow people to join quarterly, but it takes several weeks to complete the underwriting process. Balcom stated she hoped that by April 2027, the City would receive the costs for Council to discuss. If the State plan was determined to be best, everything could be in place to transfer October 1, 2027. Aldersperson Hill asked if Balcom had reached out to the State plan initially. Balcom explained that the State plan is operated differently and does not provide quotes. You have to go through underwriting and pass a resolution to join. Balcom stated she reached out last year to get general costs, but determined it wasn't feasible especially with the surcharge. She added that she asked the broker to look into the state plan this year, and was told that it was quite a bit more expensive. She noted it was difficult to compare because there are many options within the state plan and they can vary depending on the providers and networks within different territories. To know what it would actually cost, the City has to go through underwriting. Balcom stated a question she has asked is if the City would need to go through underwriting again if the intent was to join in October. Mayor Burgess said she received a lot of negative staff feedback due to the price increase. Discussion on the employee cost share of health insurance going from \$75 per month for a family plan two years ago to the current rates. Administrator Balcom explained the Police Department contract states the 10% employee cost share will go into effect January 1, 2027. The City renews October 1, so the Police Department would still be under the 7.5% with a \$150 cap. She explained the Council can have the Police Department pay the 7.5% with a \$150 cap on the new rates, and have other employees pay the 10% on October 1, or have all employees pay the 10% beginning January 1, 2027. Choosing to implement 10% employee share on January 1 would cost the City about \$15,000. Mayor Burgess read a statement she prepared. She acknowledges employees' frustration over rising health insurance costs, noting that premiums have increased from around \$75 to more than \$400 per month. She wants to see employee wages and benefits be competitive, but the City has a budget deficit and cannot provide raises without making cuts elsewhere. Discussion that the Council has had to make many tough financial decisions and is making efforts to balance the budget. Aldersperson Hill stated she would like to see the contributions for all employees begin January 1, but questioned if the City could afford it. Burgess stated that last year contributions for all employees began January 1 to align with the Police Department and that if it is going to continue it needs to be budgeted for. Balcom stated that in November and again in January, a true up will be done to show exactly what was spent, where the City was over and under, and move things around, and decide if reserves would need to be used. Aldersperson Przybyl asked if the police contract always began January 1 with their insurance. Balcom explained that is how it is currently written, and they will probably be in negotiation next year for a contract in 2028, 2029, and 2030 because they usually negotiate for three years. Discussion on getting employee groups on the same January 1 cycle. Aldersperson*

Hill made a motion to direct staff to inquire into the state plan underwriting for next year's insurance, with a second by Alderperson Sorenson. Voice vote Carried. Alderperson Przybyl made a motion that the City will continue to fund the difference of the increase for the City workers to match the police department until January 1, with a second by Alderperson Cauley. Voice vote carried.

10. Residency Requirements of Committee, Board, and Commission Members – City Administrator Balcom explained this was under two ordinances, chapter 66 and chapter 2. Chapter 2 is the City Charter Ordinance and requires a longer process that includes publishing in the paper, allowing people to file a petition which would become a referendum question. If no petition comes forward, then the ordinance would be adopted after the time frame. Balcom explained that the Council asked the CDA (Community Development Authority) to be included to have up to two non-resident members, but that is not allowed per State Statutes. Alderperson Przybyl made a motion to recommend to the Common Council the ordinance amendments for residency requirements for the travel and tourism commission, cemetery board, park and recreation commission, and the committee on aging, with a second by Alderperson Klawitter. Voice vote carried.

Mayor Burgess asked if staff was able to divide the health insurance withdrawals from two checks rather than one check. Balcom explained that it will be discussed at the employee health insurance meetings. The withdrawals can only be made per pay period or monthly, and cannot be based on how each individual staff member prefers.

11. Recycling Fee Implementation process – Administrator Balcom explained the letter was going to be sent out to the list of property owners as this is the best idea of whom will be impacted that may be receiving service that should not be per ordinance, and that this list may be more extensive than is actually being serviced. Staff is working on preparing a full list that will be uploaded onto the tax system with each property and what the fee will be. The fee is \$6.20 per month per residential unit, with homes up to four residential units. Alderperson Przybyl asked who pays for single family homes with two-sets of cans. Deputy Clerk Treasurer Thiel confirmed if a resident requests additional cans, they are responsible for paying for them. No action taken.
12. Implementation of Pooled Cash Accounting – City Administrator Balcom explained the audit firm suggested moving to pooled cash to improve the process and utilization of software. The City has many accounts that will be put together into one account. They will continue to be tracked separately. Pooling the accounts will allow for fewer transfers between accounts, especially when bills are shared between departments. Utility will be kept separately for the time being. KerberRose recommended Government Solutions, LLC as they will be cheaper than KerberRose and will be more available. Government Solutions, LLC is a retired finance director and has helped other communities with various projects. The goal is to have this implemented by January 1. Some accounts may still need to be separated, for example if certain signers can only sign for certain values. Alderperson Cauley asked what Mountaineer was. City Administrator Balcom explained the accounting software the City uses is not well utilized in this area of the country, and the woman who set it up for the City was in Alaska. Mayor Burgess stated the Council was not aware of this at the time of implementation. Mountaineer works as a third party, exclusively with Accufund, that the City can ask software questions to. Balcom stated the contract has not been sent to the attorney but can if Council wants. Alderperson Hill made a motion to recommend to the Common Council the approval of a consulting agreement with Government Solutions, LLC, not to exceed \$12,000 to assist with the implementation of pooled cash accounting and other

recommendations of the City's audit firm, with a second by Alderperson Klawitter. Voice vote carried.

13. *Adjourn – Alderperson Hill made a motion to adjourn at 8:43PM, with a second by Alderperson Przybyl. Voice vote carried.*

Minutes respectfully submitted by
Brittani Majeskie, Deputy Clerk-Treasurer

DRAFT

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

TO: Common Council
FROM: Jessi Balcom, City Administrator
AGENDA ITEM: Proposals for Zoning Administration Services
MEETING DATE: October 6, 2026

BACKGROUND

The Council issued a Request for Proposals for Zoning Administration Services on August 21, 2026 with a due date of September 21, 2026. The RFP anticipated the consultant provided zoning administrator structure to begin November 1, 2026.

Three proposals were received:

Vandewalle & Associates Inc – proposed monthly billing on a time and materials basis. Did not provide anticipated number of hours or proposed office schedule. Primary staff member assigned to the City is out of the Madison office.

Foth Infrastructure and Environment LLC – proposed hourly billing rate. Anticipated annual cost to the City of \$50,000-\$65,000 per year, proposed one full day per week of in office hours. Primary staff member assigned is local to the Berlin area.

Kunkel Engineering Group – proposed monthly fixed fee of \$6,240 plus additional services provided at an hourly rate, proposed 12 hours per week (two ¾ days per week) of in office hours. Kunkel Engineering currently serves as the City Engineer and provides Building Inspection services.

Those submitting a proposal were invited to come to the Committee of the Whole meeting to participate in an interview with Council in person or via zoom.

Following Council's review of the proposals, it is anticipated that the Council will move forward with selecting a firm to provide Zoning Administration Services at the October 13 Common Council meeting.

Request for Proposals

City of Berlin - Zoning Administration Services



Presented by:

Kunkel Engineering Group
107 Parallel Street
Beaver Dam, WI 53916
920.356.9447

Presented to:

City of Berlin
108 N. Capron Street
Berlin, WI 54923
920.361.5400

Dated September 21, 2026





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SECTION 1 – COVER LETTER



KUNKEL
engineering
group

September 21, 2026

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

VIA EMAIL ONLY
cityadministrator@cityofberlin.wi.gov

Re: City of Berlin Zoning Administrator Contract

Dear Jessi:

On behalf of Kunkel Engineering Group, I am pleased to submit our proposal for Zoning Administrator services for the City of Berlin. In our current roles as the City's Building Inspector and Engineer, we have developed a strong understanding of the City's ordinances, staff, operations, needs, and community values. These established relationships and our familiarity with ongoing projects uniquely position us to ensure a smooth transition and continuity of service.

Zoning administration, building inspection, and municipal engineering are closely related disciplines, with each contributing to the successful review and implementation of development projects. By entrusting our firm to provide these complementary services, the City will benefit from improved coordination, reduced duplicative efforts, and consistent guidance for property owners, developers, and City staff. Our team's combined expertise would help identify zoning, building, and infrastructure considerations early in the review process, enabling us to address potential issues before they cause unnecessary delays.

In addition to our ongoing work with the City of Berlin, our firm provides zoning administration services for several other communities. This broad experience gives us practical insight into ordinance administration, application review, and common zoning challenges. We will leverage this expertise while customizing our approach to align with Berlin's ordinances, procedures, and priorities.

As General Manager, I will serve as the primary contact for all communications regarding this proposal and ongoing project coordination.

Our proposed team includes Don Neitzel and Tammy Hampton serving as Co-Zoning Administrators, with Mitch Leisses, Zahoor Ahmad, P.E., CPE, and Nick Chikowski contributing their experience. This structure brings together a range of expertise to deliver practical solutions. Our organizational structure is outlined in Section 3 of the proposal.

Our team is well-equipped to also assist with grant writing. Tammy Hampton is one of only two Certified Grant Writers® in the State of Wisconsin, as credentialed by the American Grant Writers Association. Her expertise in identifying and preparing successful funding applications will provide the

City of Berlin with valuable opportunities to access additional resources and funding to benefit the community.

Our fee structure includes a fixed monthly fee that covers the primary scope of services. In addition, we have provided our hourly rates for any supplemental services the City may request beyond the core agreement. For a detailed breakdown of costs and rates, please refer to Section 4 of the proposal.

Examples of development coordination, zoning verification letters, and site plan reviews we have prepared are included in Appendix A of this proposal.

We appreciate the opportunity to expand our service to the City of Berlin and support your community's growth and development. Please contact me if you have any questions or need additional information.

Thank you for your consideration.

Sincerely,

KUNKEL ENGINEERING GROUP

A handwritten signature in black ink, appearing to read 'D. Neitzel', written over a horizontal line.

Don Neitzel
General Manager



SECTION 2 – FIRM PROFILE, PROJECT TEAM, AND REFERENCES



Firm Profile

Kunkel Engineering Group, a wholly owned subsidiary of Geo-Logic Associates, provides consulting, engineering, economic development, surveying, construction management, building inspection, zoning administration, funding procurement, and grant administration services exclusively to municipal clients. We currently serve as Village, Town, and City Engineers for many communities within south central and southeast Wisconsin, providing a comprehensive approach that integrates zoning administration and economic development initiatives into municipal engineering solutions.



Beaver Dam Office

Kunkel Engineering Group has been established in Beaver Dam for over 45 years. In 2013, our firm opened a second office in the City of West Bend within City Hall to better serve our clients' needs. Our firm employs 17 people, including building inspectors, civil engineers, civil engineering technicians, construction managers, construction inspectors, survey technicians, funding specialists, and administrative staff.

At Kunkel Engineering Group, we emphasize adding value at every phase of a project—whether through municipal engineering expertise, zoning administration, or support for local economic development. This philosophy, combined with our diverse design capabilities, has contributed to our strong history of repeat business. We have established ourselves in many communities as their primary engineer and zoning administrator, forging relationships that have lasted decades and supporting sustainable economic growth, which speaks volumes about our commitment to the communities we serve.



West Bend Office

Small communities can face big challenges. Sometimes growth demands costly infrastructure improvements. Where will the money come from to make such improvements, especially in today's economic climate? We can help establish budgets and help your community access funding from agencies such as the USDA-Rural Development, Wisconsin Department of Administration, Wisconsin Department of Natural Resources, and the Wisconsin Department of Transportation. Kunkel Engineering Group excels at identifying the right funding sources for your project and helps your community acquire and manage those dollars. In fact, over the past 15 years, Kunkel Engineering Group has successfully assisted our clients in procuring nearly \$68M in grant and loan dollars from state and federal funding programs. Assessing needs, optimizing resources, and securing funding—while fostering economic development and community well-being—are at the heart of what we do, and we do it without sacrificing quality of service on any level.

We want to know your community, and know it well, so we can put that knowledge to work for you. We help build for the future and expand horizons while nurturing the heart of the community. "Building Relationships that Build Communities." It's what we do.



Project Team

Kunkel Engineering Group is composed of experienced and well-respected professionals. Key personnel assigned to the City of Berlin for Zoning Administration Services include the following:

Co-Zoning Administrators: Tammy Hampton and Don Neitzel



Don Neitzel brings 28 years of experience in zoning administration and economic development, along with expertise in project coordination, management, budgeting, and contract administration. He currently provides zoning administration services to the City of Mayville and has previously completed plan reviews for the City of Berlin. His in-depth understanding of municipal processes, regulatory requirements, and community planning uniquely qualifies him to address a wide range of zoning challenges. He is known for his collaborative approach, clear communication, and ability to find practical solutions that balance development goals with community interests.

His leadership and commitment to service will be a valuable asset as he works alongside Tammy to support the community's zoning needs.

Tammy Hampton has 15 years of experience in funding procurement and administration and is one of only two Certified Grant Writers® in Wisconsin, as credentialed by the American Grant Writers Association. She will share Zoning Administrator responsibilities with Don Neitzel. She has extensive experience reviewing ordinances and collaborating with municipal staff on regulatory compliance. Tammy brings a proven track record of managing complex administrative processes and will apply her strong organizational skills and attention to detail to support the community alongside Don in the Zoning Administrator role.



Planning & Zoning Support: Mitch Leisses



Mitch Leisses has 28 years of civil engineering experience and serves as the Office Manager/Senior Project Manager for our West Bend office. He currently serves on the Plan Commission for the City of Waterloo, where he provides valuable insight into community planning and development decisions. In addition to his engineering expertise, Mitch regularly reviews plans for both the City of Waterloo and the Village of Kewaskum, ensuring that projects meet local zoning and regulatory requirements. He also provides zoning administration support to the City of West Bend as needed. Mitch's comprehensive understanding of municipal regulations, paired with his practical engineering and zoning experience, enables him to offer well-rounded, effective guidance to local governments. He is a trusted resource for communities seeking thoughtful, compliant, and sustainable growth.

Engineering Support: Zahoor Ahmad, P.E., CPE

Zahoor Ahmad, P.E., CPE, will provide engineering support and brings eight years of civil engineering experience. As a licensed professional engineer, Zahoor has extensive expertise in reviewing development and construction plans for compliance with municipal standards and regulations. He has worked closely with local governments, developers, and design teams to ensure projects are feasible and aligned with community objectives. Zahoor's technical proficiency, combined with his detail-oriented approach, makes him a valuable resource for thorough, efficient plan reviews. His commitment to high-quality engineering solutions supports successful project outcomes for the communities he serves.



Zoning, GIS, & Mapping Support: Nick Chikowski



Nick Chikowski will also provide zoning administration, GIS, and mapping support. With over 20 years of experience, Nick has assisted the City of Mayville with zoning administration and brings a strong background in municipal project support. He is highly skilled in GIS/AutoCAD, research, field data collection, and surveying, and has extensive experience in preliminary design, construction staking and layout, and as-built documentation. Nick's expertise extends to preparing easements and surveying documents for a wide range of municipal and commercial projects. Clients rely on Nick's thoroughness and technical precision to deliver accurate mapping and zoning documentation that support sound municipal decision-making.



References

We are proud to highlight our experience and success in providing zoning administration services to municipalities. To demonstrate our expertise in this specialized area, we have included a list of professional references familiar with our engineering and zoning administration work. These references can attest to our team's responsiveness, depth of knowledge, and ability to navigate complex zoning issues.



City of Mayville
Rob Boelk
Mayor
15 S. School Street
Mayville, WI 53050
920.387.7900
mayor@mayvillecity.com

We provide comprehensive City Engineering, Building Inspection, and Zoning Administration services, which include plat and plan reviews, CSM reviews, zoning administration and enforcement, zoning map updates, funding assistance, and regular meeting attendance.



Village of Kewaskum
Tammy Butz
Interim Village Administrator
204 First Street
Kewaskum, WI 53040-0038
262.626.8484
tbutz@kewaskumwi.gov

We provide comprehensive Village Engineering, Building Inspection, and Zoning Administration services, which include plat and plan reviews, CSM reviews, zoning administration and enforcement, zoning map updates, funding assistance, and regular meeting attendance.



City of Waterloo
Jenifer Quimby
Mayor
136 N. Monroe Street
Waterloo, WI 53594
920.478.3025
mayor@waterloowi.us

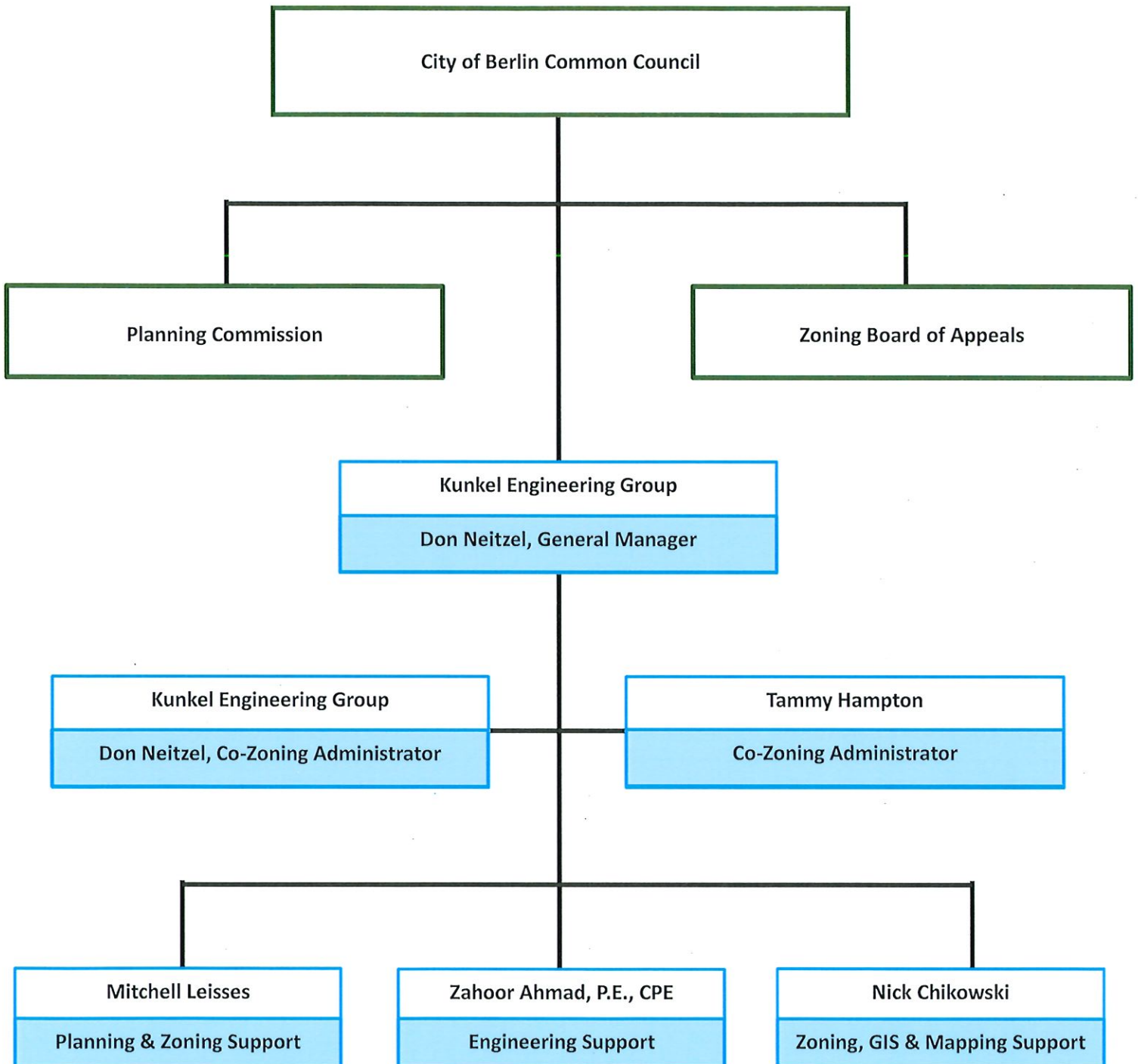
We provide comprehensive City Engineering and Zoning Administration services, which include plat and plan reviews, CSM reviews, zoning administration and enforcement, zoning map updates, funding assistance, and regular meeting attendance. Mitch Leisses also serves on the Plan Commission.



SECTION 3 – ORGANIZATIONAL STRUCTURE



Zoning Administration Organizational Structure





SECTION 4 – PROPOSED FEE STRUCTURE



Proposed Fee Structure

Zoning Administration — Fixed Monthly Fee: \$6,240.00

Kunkel Engineering Group will provide a Zoning Administrator onsite for two three-quarter days per week, approximately 12 hours per week. The fixed monthly fee includes the following services:

- Zoning administration, application review, and customer service for residents, applicants, and City staff
- Preparation for and attendance at regularly scheduled Plan Commission and Zoning Board of Appeals meetings
- Routine zoning enforcement, including review of complaints, site visits, correspondence, and follow-up with Berlin Police Department and/or City Attorney as needed
- Monthly activity reports and an annual report summarizing zoning administration and enforcement activities
- Coordination with City staff on zoning matters

The proposed fee reflects the City's reported activity of approximately one to two zoning applications and one to three nuisance enforcement cases per month. The monthly fee will remain the same even if activity varies from month to month. If the scope or volume of work changes substantially and remains elevated, Kunkel Engineering Group and the City may review the level of service and agree to an adjustment before any change to the fee takes effect.

Additional Services — Hourly

Grant funding assistance, economic development work, and other assignments outside the scope of ongoing zoning administration will be performed only upon the City's authorization and at an hourly rate. Before beginning an additional assignment, Kunkel Engineering Group will provide a description of the work and an estimated fee or proposed not-to-exceed amount for the City's approval. Authorized work will be billed at the hourly rates included in this proposal. These rates are effective from November 1, 2026, to December 21, 2027.

Special meetings or unusually extensive projects outside the regular zoning administration schedule will be discussed with the City in advance to determine whether they can be accommodated within the monthly fee or require separate authorization.



2026-2027 Hourly Rates

Classification	Hourly Rate
Principal Professional	\$200.00 - \$220.00
Senior Professional	\$145.00 - \$175.00
Project Professional	\$115.00 - \$135.00
Staff Professional	\$100.00 - \$110.00
CADD Specialist	\$89.00 - \$98.00
Technician	\$ 89.00 - \$99.00
Project Assistant	\$80.00 - \$88.00



SECTION 5 – CERTIFICATE OF INSURANCE



Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

12/31/2025 12/19/2025

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

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

PRODUCER	Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 8110 E Union Ave., Ste. 100 Denver CO 80237 denver-cert@lockton.com	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED	Kunkel Engineering Group 1515763 107 Parallel Street Beaver Dam WI 53916	INSURER(S) AFFORDING COVERAGE INSURER A: Steadfast Insurance Company INSURER B: Zurich American Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 19047624 REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ X.C.U Included ☒ Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:	N	N	GPL-0160068-08	12/31/2025	12/31/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 6,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED ☐ AUTOS ONLY ☐ HIRED ☐ AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY	N	N	BAP-0160068-10	12/31/2025	12/31/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
A	UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$	N	N	SXS-0160078-08	12/31/2025	12/31/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	WC-0160000-00	12/31/2025	12/31/2026	☒ STATE STATUTE ☐ PER OTH E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability: Env Contr Pol:	N	N	GPL-0160068-08	12/31/2025	12/31/2026	Each Claim: \$2,000,000 Aggregate: \$6,000,000 Per Occur: \$2,000,000 Aggre: \$6,000,000

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

CERTIFICATE HOLDER

CANCELLATION

19047624 Kunkel Engineering Group Evidence of Insurance 107 Parallel Street Beaver Dam WI 53916	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---



SECTION 6 – NO CONFLICT-OF-INTEREST STATEMENT



No Conflict-of-Interest Statement

Kunkel Engineering Group currently serves as the City Engineer for the City of Berlin and also provides Building Inspection services to the City. These existing professional relationships do not create a conflict of interest with Kunkel Engineering Group also serving as the City's Zoning Administrator.

SEPARATION OF RESPONSIBILITIES

The responsibilities associated with zoning administration complement, but are distinct from, the engineering and building inspection services the firm currently provides. *Kunkel Engineering Group can perform each of these functions independently, objectively, and in accordance with applicable City ordinances, policies, and professional standards.*

COORDINATION AND CONTINUITY

Serving in multiple professional capacities can also improve coordination and continuity among zoning, building, infrastructure, and development-related matters while maintaining appropriate separation of responsibilities and decision-making authority.

CONFLICT SAFEGUARDS AND DISCLOSURE

Kunkel Engineering Group is not aware of any existing financial, organizational, personal, or other interest that would impair, or appear to impair, our ability to objectively and impartially perform the duties of Zoning Administrator for the City of Berlin. Should a potential conflict arise in connection with a specific property, applicant, project, or matter, Kunkel Engineering Group will promptly disclose it to the City and take appropriate measures to ensure the matter is handled impartially and in accordance with applicable requirements.

Dated: September 21, 2026

Don Neitzel, General Manager



SECTION 7 – APPENDIX A (RELEVANT WORK EXAMPLES)

- Email Correspondence Examples
- Zoning Verification Letters
- Site Plan Review Letters

Hampton, Tammy

From: Neitzel, Donald
Sent: Monday, September 21, 2026 11:01 AM
To: Hampton, Tammy
Subject: FW: City of Mayville - Updated TID #7 Boundary
Attachments: TID #7 - Expansion Exhibit Maps_6-11-26.pdf; Mayville TID-Proposed TID Expansion_REV 6-11-26.xlsx

From: Neitzel, Donald
Sent: Friday, June 12, 2026 8:33 AM
To: 'Ariana Schmidt' <[REDACTED]>; Philip L. Cosson <[REDACTED]>
Subject: RE: City of Mayville - Updated TID #7 Boundary

Good Morning,

Please find attached the revised exhibit and spreadsheet for the TID #7 amendment.. Any questions on this please let me know.

In terms of the potential development with PRE-3, they would be looking at construction of 3 buildings with 12 units each. The development would go on the parcel marked as #22 on the last page of the attached exhibit. We also discussed them taking the parcel marked as 131 and a portion of the parcel marked at 132, so their parcel would meet the road right of way on Metalcraft Drive. They stated that the assessed value of the development would be around \$140K per unit or a little over \$5M. They said they typically like to get somewhere around \$2K/month for rent, but in Mayville they feel they will be asking \$1,700-\$1,750/month (I will have to see what the recent multi-family development on Dayton Street in Mayville is getting for rent). In terms of incentives, we discussed the possibility of the City selling the land for \$1 or something minimal as a part of the incentive. Once we get more information from PRE-3, we'll want you to layout the possible scenarios for the incentive and let the City know what makes the most sense. A schedule for the development was not discussed, however we did layout the plan commission & city council meeting schedules and the different approval processes for a project like this. At this point in time they are going to have a conceptual design/layout put together for this site and get that to us. Once we get that I will share it with you and let you know where things are headed from there.

Any questions please let me know.

Thanks,
Don

From: Ariana Schmidt <[REDACTED]>
Sent: Thursday, June 11, 2026 3:59 PM
To: Neitzel, Donald <dneitzel@geo-logic.com>; Philip L. Cosson <[REDACTED]>
Subject: RE: City of Mayville - Updated TID #7 Boundary

Thanks Don, sounds good we'll keep an eye out for the revised exhibit, and development update.

Ariana Schmidt
Associate Municipal Advisor



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From: Neitzel, Donald <dneitzel@geo-logic.com>

Sent: Thursday, June 11, 2026 12:06 PM

To: Philip L. Cosson <PCosson@ehlers-inc.com>; Ariana Schmidt <ASchmidt@ehlers-inc.com>

Subject: RE: City of Mayville - Updated TID #7 Boundary

Just noticed a typo on last page of exhibit. I'll get that fixed and get this resent to you yet this afternoon.

We are having a meeting this afternoon with Nicolet or PRE-3 about a proposed multi-family development on the north end of the City on the parcel labeled #22 in the current TID #7. I'll update you more after our meeting.

Thanks,
Don

From: Neitzel, Donald

Sent: Thursday, June 11, 2026 11:38 AM

To: 'Philip L. Cosson' <PCosson@ehlers-inc.com>; 'Ariana Schmidt' <ASchmidt@ehlers-inc.com>

Subject: City of Mayville - Updated TID #7 Boundary

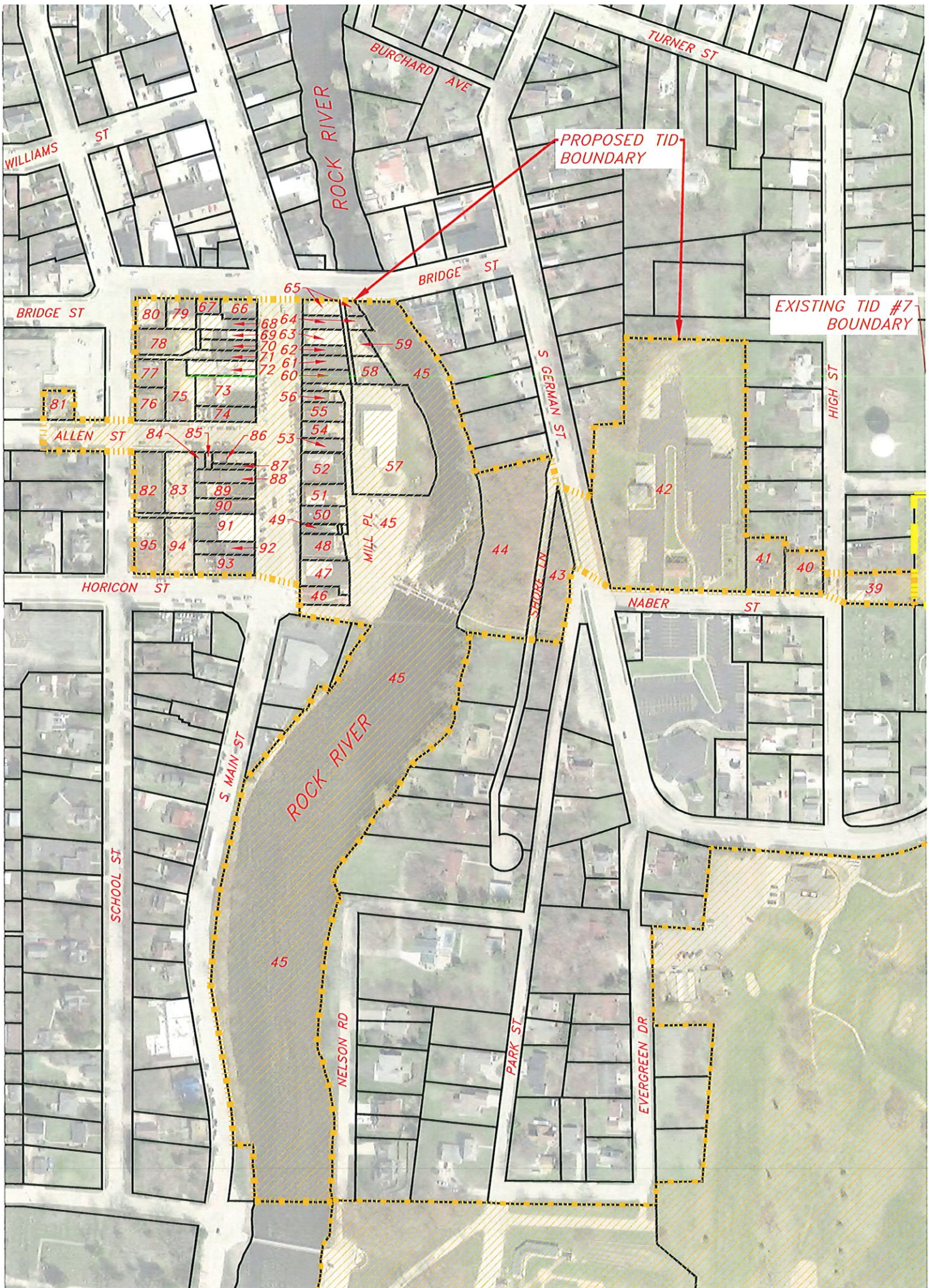
Hello,

Please find attached the updated exhibit and spreadsheet for the TID #7 amendment. Following your review please let me know if you have any questions and/or revisions.

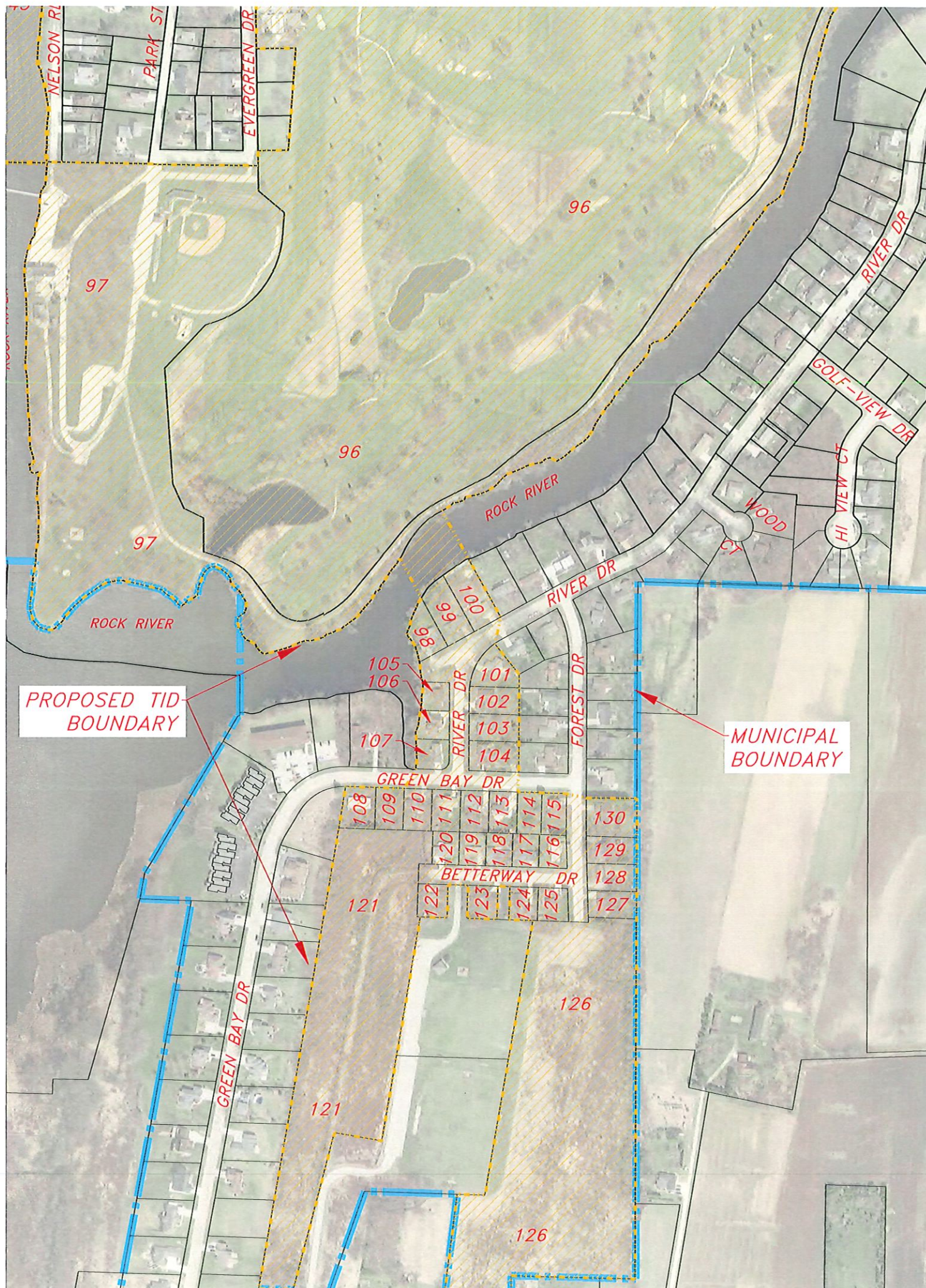
Thanks,
Don

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

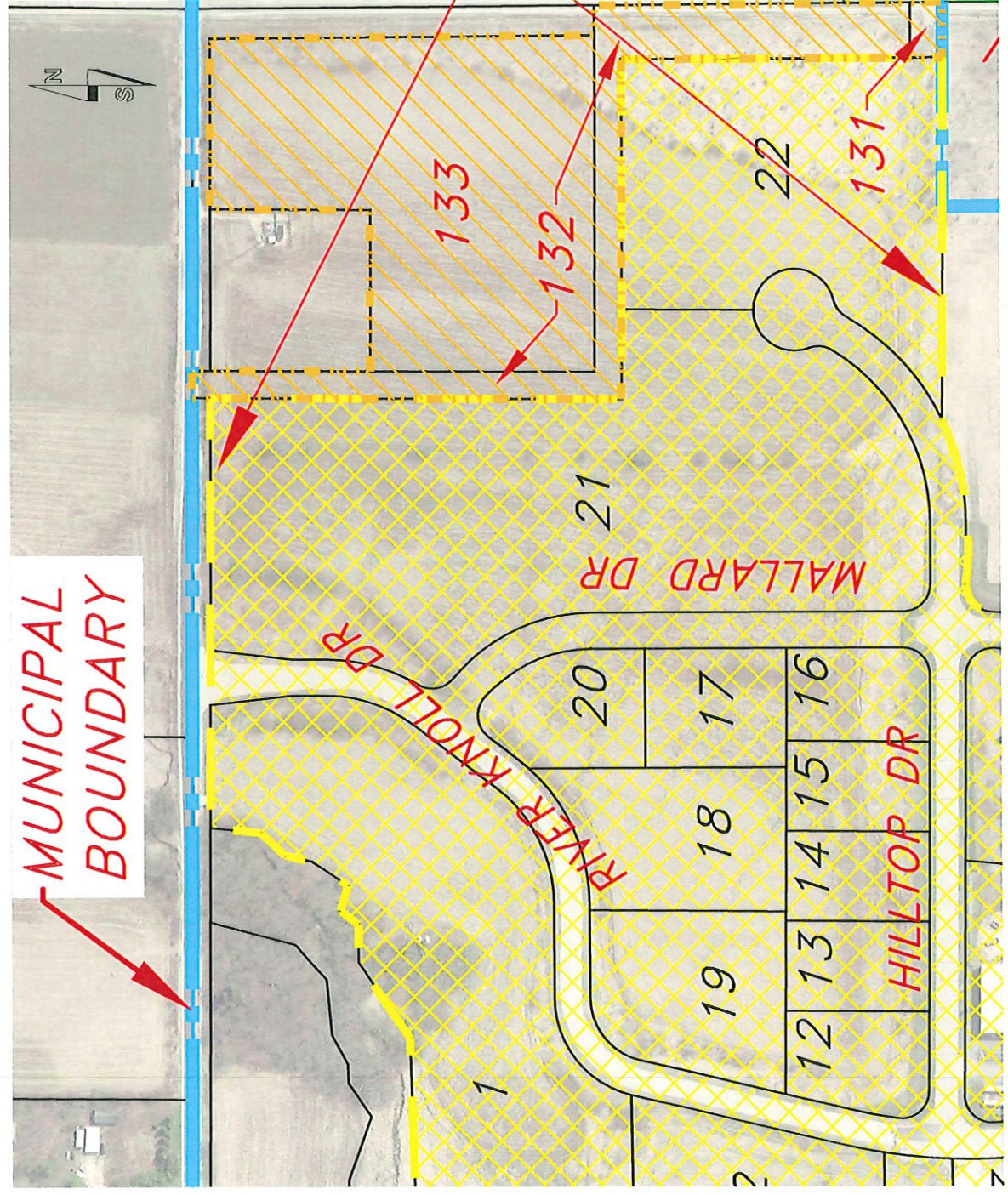
23-019
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22-049
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23-016
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22-041
22-042
23-009
22-043
22-044
22-045
22-015



Map Ref #	Parcel Number
131	251-1216-1414-006
132	251-1216-1411-006
133	251-1216-1411-002



CITY OF MAYVILLE
PROPOSED TID #7 BOUNDARY ADDITION

LEGEND

- MUNICIPAL BOUNDARY
- EXISTING TID #7 BOUNDARY
- PROPOSED TID #7 ADDITION
- PARCEL LINES



DATE: 6-11-26

Hampton, Tammy

From: Neitzel, Donald
Sent: Thursday, June 11, 2026 12:37 PM
To: Emily McFarland; Mayor Boelk; Anastasia Gonstead; Bob Murray; Joshua Kenitzer
Subject: RE: Mayville Property Discussion
Attachments: Mayville - Site Location.pdf; City of Mayville - Site 1.pdf; City of Mayville - Site 2.pdf; City of Mayville - Strip to be divided.pdf; Sewer&Water Map.pdf; Mayville Zoning Map.pdf; RM Multiple-Family District.pdf

Hello Emily,

That makes sense. We can make that work. I've attached some information regarding the parcels, utilities, and zoning that I was going to have available at the meeting. If you have trouble opening or viewing any of this please let me know.

Thanks,

Don Neitzel

Vice President/General Manager

Kunkel Engineering Group

a Geo-Logic Company

107 Parallel Street

Beaver Dam, WI 53916

Office: (920)356-9447 | Direct: (920)210-6335

dneitzel@kunkelengineering.com or dneitzel@geo-logic.com



www.kunkelengineering.com | www.geo-logic.com

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From: Emily McFarland

Sent: Thursday, June 11, 2026 12:20 PM

To: Mayor Boelk ; Anastasia Gonstead ; Bob Murray ; Joshua Kenitzer ; Neitzel, Donald

Cc: Neitzel, Donald

Subject: RE: Mayville Property Discussion

Importance: High

Good afternoon everyone,

Sincere apologies for the late notice, with the impending weather we would like to do this meeting remotely versus have folks driving after the meeting concludes. If it works for everyone, let's use the Teams link below. Thank you for the understanding!

Microsoft Teams meeting

Join:

<https://teams.microsoft.com/meet/236207504915193?p=QTekLQPvQ1238kYxPp>

Meeting ID: 236 207 504 915 193

Passcode: n9vS9Dn6

[Need help?](#) | [System reference](#)

For organizers: [Meeting options](#)

-----Original Appointment-----

From: Emily McFarland

Sent: Friday, May 22, 2026 12:29 PM

To: Emily McFarland; Mayor Boelk; Anastasia Gonstead; Bob Murray; Joshua Kenitzer; Neitzel, Donald

Cc: Neitzel, Donald

Subject: Mayville Property Discussion

When: Thursday, June 11, 2026 1:00 PM-2:00 PM (UTC-06:00) Central Time (US & Canada).

Where: 15 S School Street, Mayville, WI

From: Mayor Boelk <Mayor@mayvillecity.com>

Sent: Friday, May 22, 2026 12:00 PM

To: Emily McFarland <Emily.McFarland@pre-3.com>; Anastasia Gonstead <agonstead@mayvillecity.com>

Cc: Bob Murray <Bob.Murray@pre-3.com>; Joshua Kenitzer <joshua@pre-3.com>; Neitzel, Donald <dneitzel@kunkelengineering.com>; Mayor Boelk <Mayor@mayvillecity.com>

Subject: RE: Mayville property

Hi Emily

That sounds good, Next week my schedule is already full and the following week Ill be in DC but I could do 12PM on 6/5? Otherwise 6/11 at 1PM, 6/12 after noon.

Any of them dates and times good?

Thanks

Mayor Rob

Mayor

City of Mayville

PO Box 273

15 S School St.

Mayville, WI 53050

920-387-7900 Ext. 1206



www.mayvillecity.com

From: Emily McFarland <Emily.McFarland@pre-3.com>

Sent: Friday, May 22, 2026 10:28 AM

To: Anastasia Gonstead <agonstead@mayvillecity.com>; Mayor Boelk <Mayor@mayvillecity.com>

Cc: Bob Murray <Bob.Murray@pre-3.com>; Joshua Kenitzer <joshua@pre-3.com>

Subject: Mayville property

Good morning Mayor and Anastasia,

We've been reviewing projects and sites for 2027 and would like to further discuss the opportunity to do 36 units on the 6 acres attached to this email. Would you please share some dates and times that work well for you?

Have a good Friday,

Emily

Emily McFarland | Vice President of Development & Administration

PRE / 3™

Premier Real Estate Management, LLC

3120 Gateway Rd, Brookfield, WI 53045

(262) 790.4560 (main office) | (920) 988.5874 (mobile)

Emily.McFarland@pre-3.com

PRE-3.com

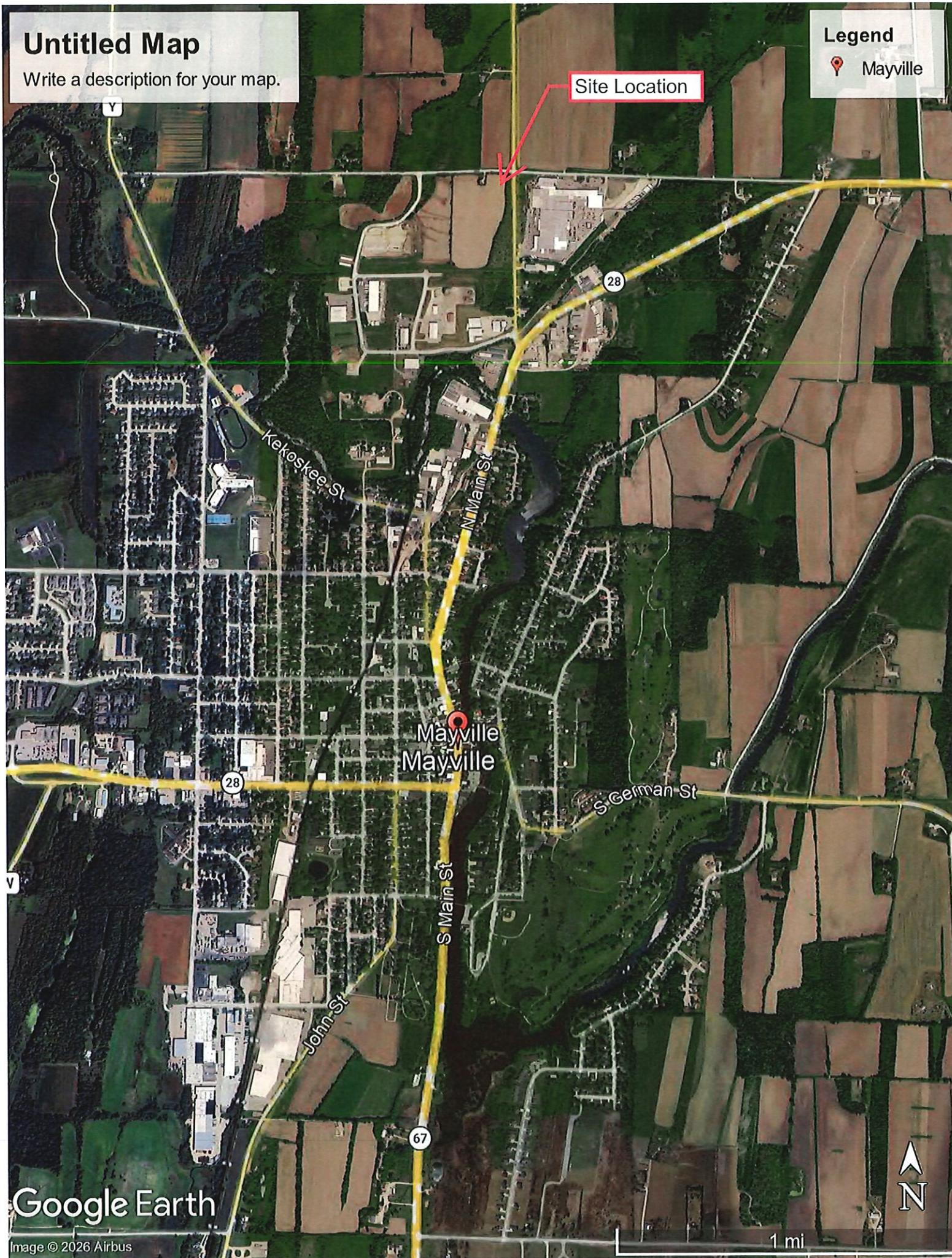
Untitled Map

Write a description for your map.

Legend

 Mayville

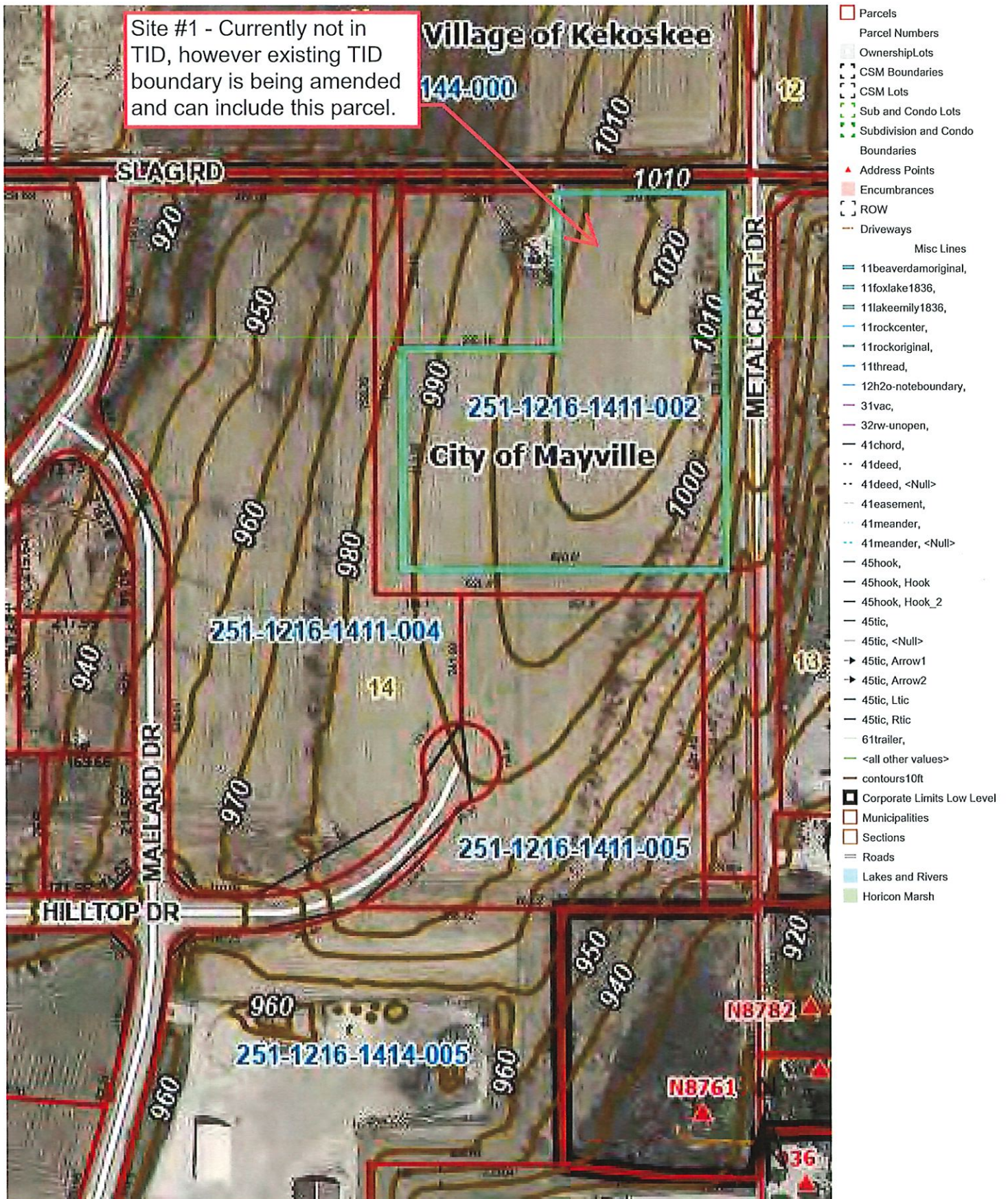
Site Location

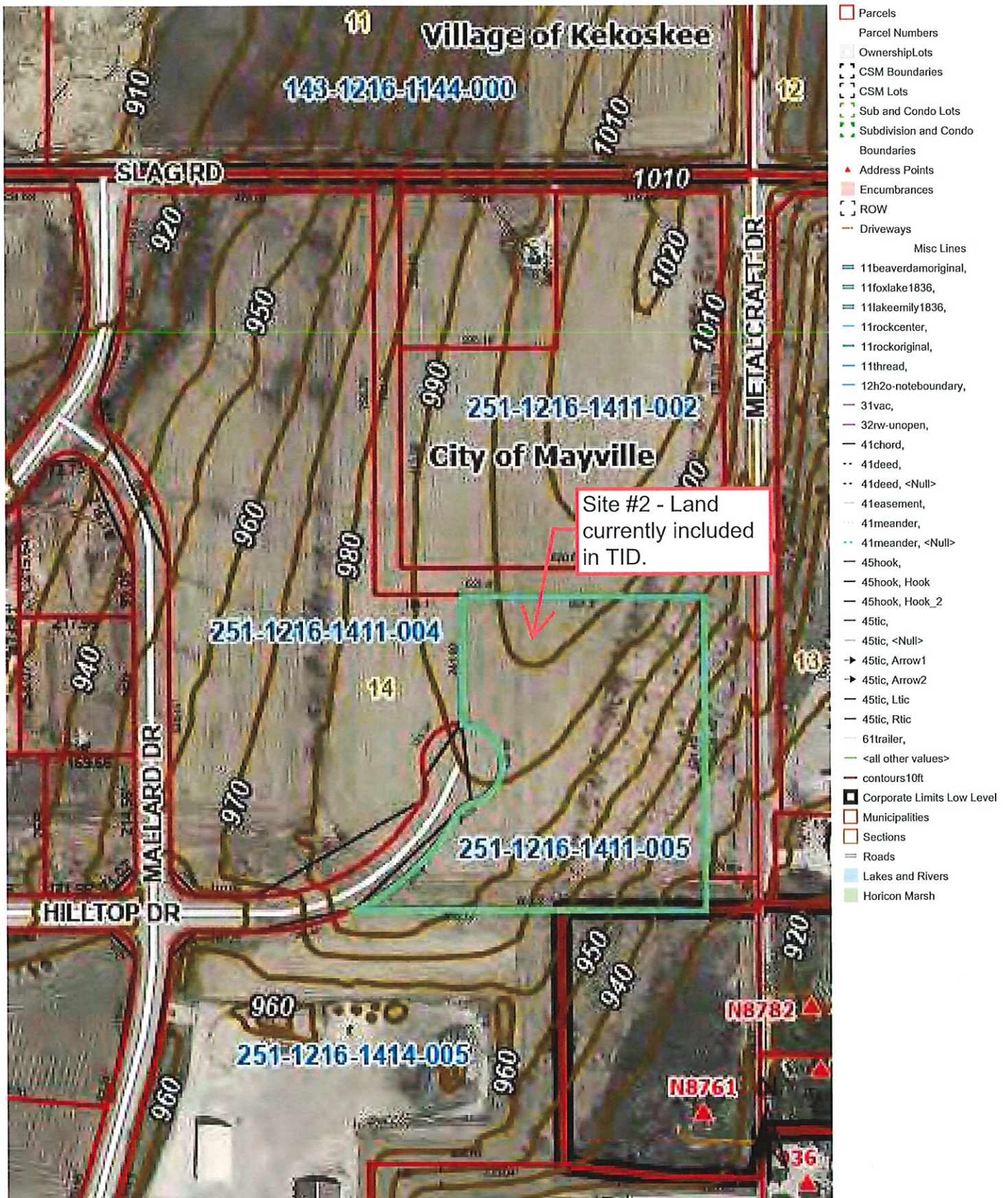


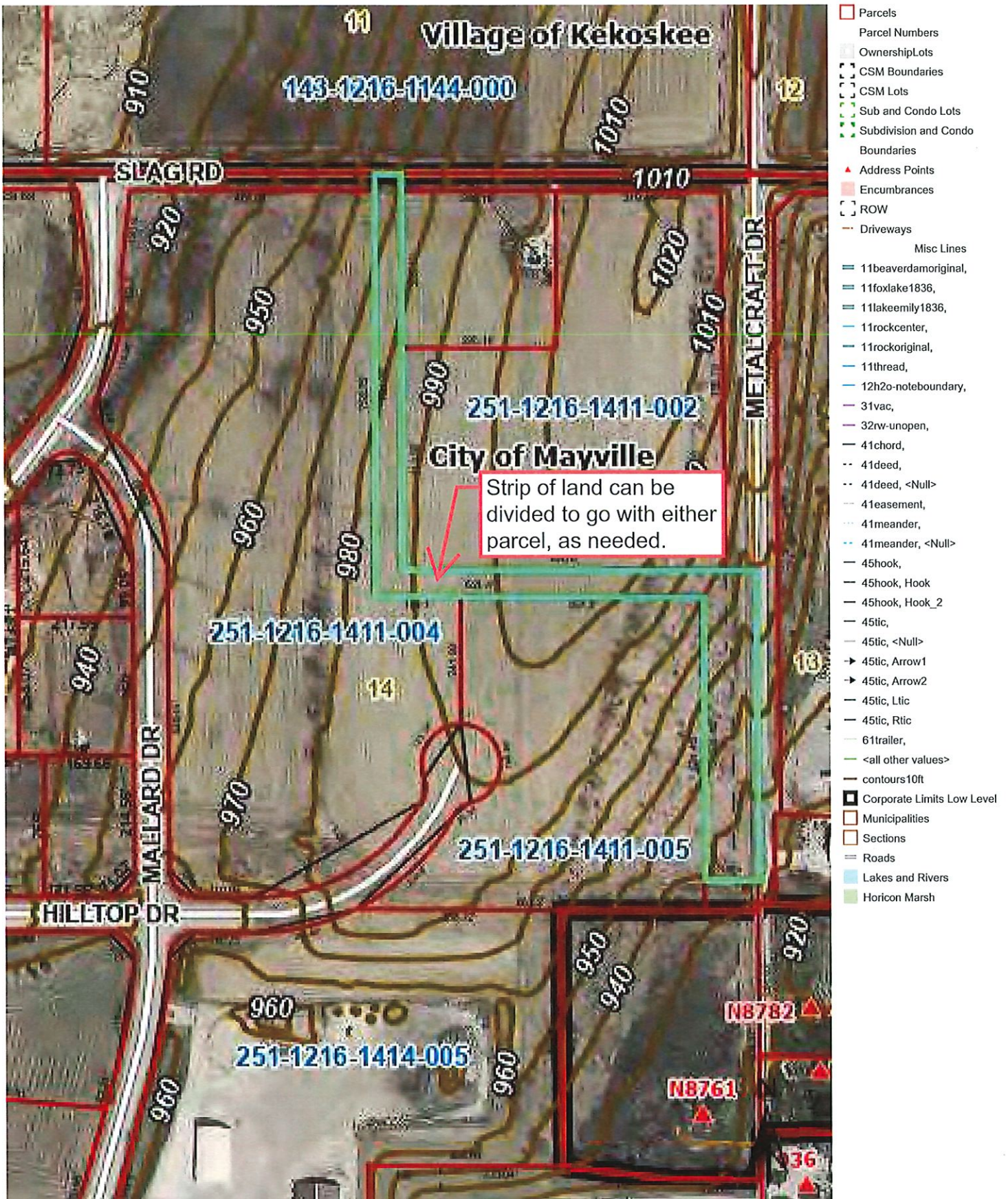
Google Earth

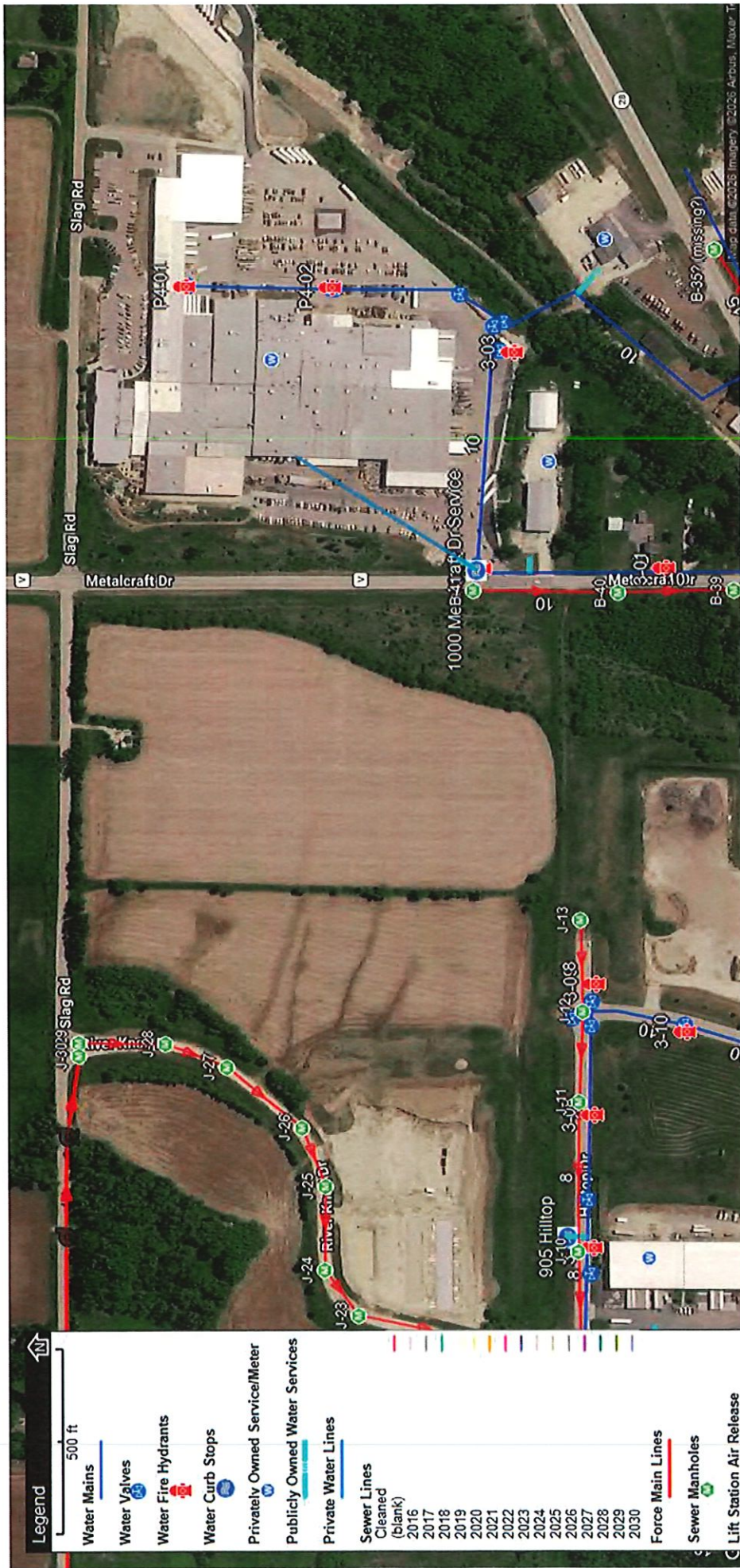
Image © 2026 Airbus

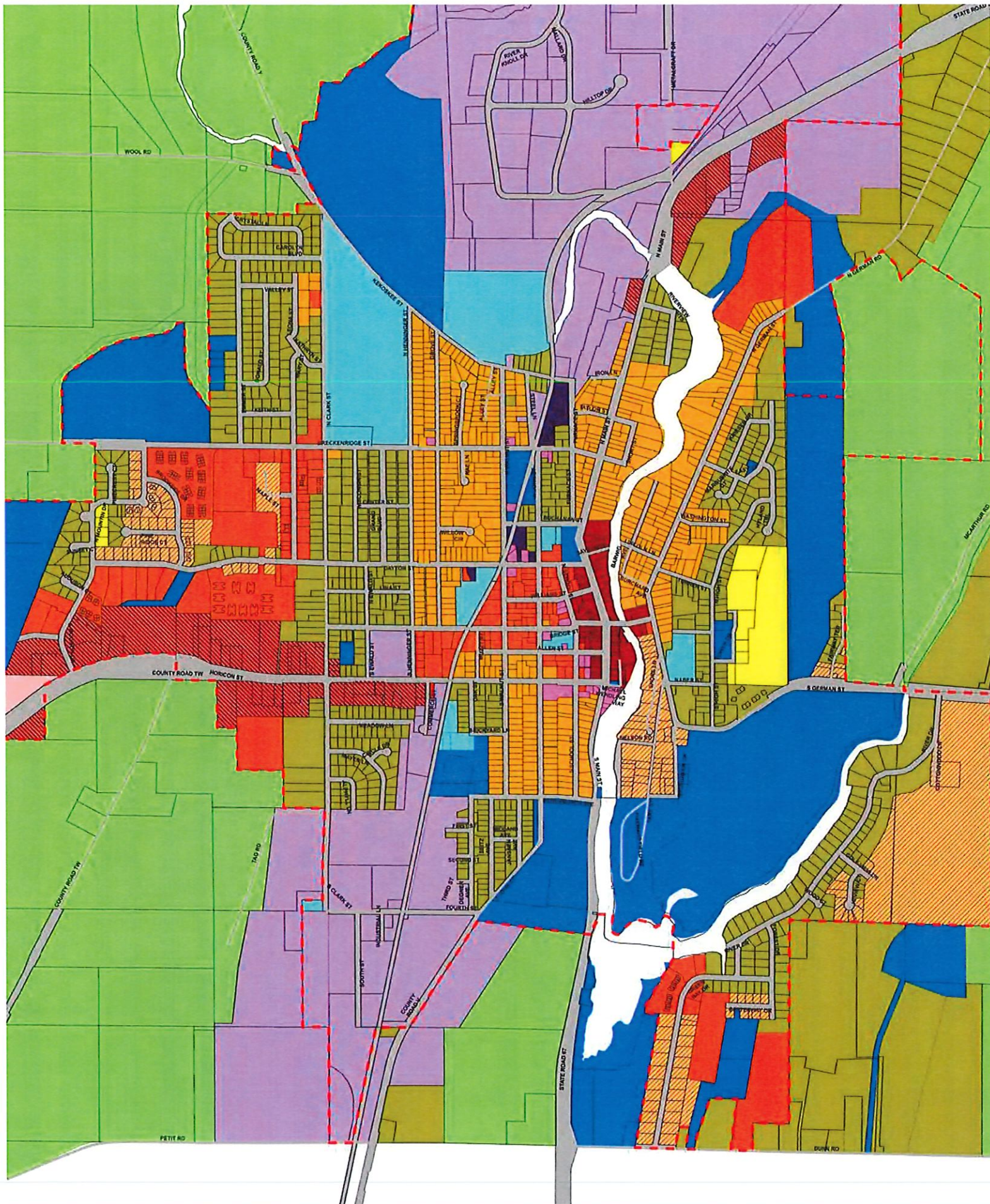
1 mi











strict

Family
Family

B-4 Highway Commercial District
 M-1 Light Manufacturing

Chapter 430. Zoning

Article V. Basic District Regulations

§ 430-38. RM Multiple-Family District.

[Amended 4-12-2004 by Ord. No. 955-2004; 12-12-2023 by Ord. No. 1136-2023]

- A. Intent. The RM Residence District is intended to provide for multiple-family residential development served by municipal sewer and water facilities.
- B. Principal uses. Principal uses are as follows:
- (1) Multiple-family dwellings of not fewer than three units and not to exceed eight units per structure.
 - (2) Community-based residential facility or community living arrangement for nine to 15 or more residents.
- C. Permitted accessory uses. Permitted accessory uses are as follows:
- (1) Attached private garages and carports.
 - (2) Detached gardening, tool and storage sheds not in excess of 200 square feet, which are incidental to the residential use, not exceeding one per lot.
 - (3) Swimming pools and tennis courts incidental to the residential use.
 - (4) Detached private garages, provided that they are constructed of a similar type of construction as the principal structure. Different construction types may be used provided that they receive prior Plan Commission approval.
- D. Conditional uses. Conditional uses are as follows:
- (1) Multiple-family structures over eight units.
 - (2) Governmental and cultural uses such as fire and police stations, community centers, libraries, public emergency shelters, parks, playgrounds and museums.
 - (3) Public, parochial, and private elementary and secondary schools and churches.

- (4) Rest homes, nursing homes, homes for the aged, clinics, and children's nurseries.
- (5) Two-family dwelling.

E. Lot area and width. Lot area and width requirements are as follows:

- (1) Minimum lot area: 15,000 square feet with no less than 2,000 square feet per efficiency, 2,500 square feet per one-bedroom unit and 3,000 square feet per two-bedroom unit, with 500 square feet added for each additional bedroom over two bedrooms.
- (2) Minimum lot width: 120 feet.

F. Building height and area. Building height and area requirements are as follows:

- (1) No building or parts of a building shall exceed 35 feet in height.
- (2) Minimum living area: 600 square feet per unit.

G. Yards. Yard requirements are as follows:

- (1) Minimum street yard: 25 feet.
- (2) Minimum side yard: 20 feet.
- (3) Minimum rear yard: 50 feet.

H. Site plan. Every builder of any building hereafter erected or structurally altered for multiple-family use shall, before a building permit is issued, present a detailed site plan as pertaining to the proposed structures to the City Plan Commission, which will approve said plans only after determining that the proposed building(s) will not impair an adequate supply of light and air to adjacent property or substantially increase the danger of fire or traffic congestion or otherwise endanger the public health or safety or substantially diminish or impair property values within the neighborhood.



15 SOUTH SCHOOL STREET, PO Box 273, MAYVILLE, WI
53050

PHONE: (920)387-7900 FAX: (920)387-7919

WWW.MAYVILLE.CITY.COM

Zoning Verification Letter

Parcel Number: 251-1216-1323-006
Owner: Myrons Dream LLC
Property Address: 936 Metalcraft Drive
Mayville, WI 53050

To Whom It May Concern:

In response to your request for information regarding the above-referenced property, we have researched our files and present the following:

1. The current zoning classification for the subject property is R-A
2. According to the zoning ordinances and regulations of the district, the use of the subject property currently is:

Single-Family Dwelling

- ☒ Permitted Use by Right
- ☐ Permitted Use by Special Use
- ☐ Permitted Use by Conditional Use
- ☐ Legal Non-Conforming
- ☐ Non-Permitted Use

3. Adjacent Property zoning designation: North: AG
South: M-2
East: M-2
West: M-2

4. Conformance: Per current zoning ordinances and regulations applicable to the subject property, the current structure(s) is:

- ☒ Legal Conforming (complies with, or is otherwise exempt from, applicable zoning regulations, including parking)
- ☐ Legal Non-Conforming (does not meet the current zoning requirements due to amendments, rezoning, variance granted or other changes. see comments)
- ☐ Grandfathered (developed prior to the adoption of the zoning code / ordinance)
Non-Conforming (see comments)

Comment(s): _____



15 SOUTH SCHOOL STREET, PO Box 273, MAYVILLE, WI
53050

PHONE: (920)387-7900 FAX: (920)387-7919

WWW.MAYVILLE.CITY.COM

5. Rebuild: In the event of a casualty, in whole or in part, the structure located on the subject property:

- ☒ May be rebuilt in its current form (i.e. no loss of square footage, same footprint, with drive through(s), if applicable).
- ☐ May not be rebuilt in its current form, except upon satisfaction of certain conditions, limitations or requirements.
- Please see section _____ of the current zoning code / ordinance for details.

6. Code Violation Information:

- ☒ There do **NOT** appear to be any outstanding or open zoning or building code violations that apply to the subject property.
- ☐ The following outstanding / open _____ zoning / _____ building code violations apply to the subject property:

Comment(s): _____

This information was researched on February, 2024, by the undersigned, per request and as a public service. The undersigned certifies that the above information contained herein is believed to be accurate and is based upon or relates to the information supplied by the requestor. The Authority assumes no liability for errors and omissions. All information was obtained from public records, which may be inspected during regular business hours.

Zoning Authority:

By: Nicholas Chikowski

Municipality: City of Mayville

Title: City Engineer

Department: Engineering Department

Printed Name: Nicholas Chikowski

Phone: 920-387-7900



15 SOUTH SCHOOL STREET, PO Box 273, MAYVILLE, WI
53050

PHONE: (920)387-7900 FAX: (920)387-7919

WWW.MAYVILLE.CITY.COM

Zoning Verification Letter

Parcel Number: 251-1216-2323-023
Owner: Barstow Properties LLC New Owner JMARK LLC
Property Address: 1124 Horicon Street
Mayville, WI 53050

To Whom It May Concern:

In response to your request for information regarding the above-referenced property, we have researched our files and present the following:

1. The current zoning classification for the subject property is B-2 Outlying Business
2. According to the zoning ordinances and regulations of the district, the use of the subject property currently is:

-
- ☐ Permitted Use by Right
☐ Permitted Use by Special Use
☐ Permitted Use by Conditional Use
☒ Legal Non-Conforming
☐ Non-Permitted Use

3. Adjacent Property zoning designation: North: RM Multiple Family
South: B-2 Outlying Business
East: B-2 Outlying Business
West: B-2 Outlying Business

4. Conformance: Per current zoning ordinances and regulations applicable to the subject property, the current structure(s) is:

- ☐ Legal Conforming (complies with, or is otherwise exempt from, applicable zoning regulations, including parking)
☐ Legal Non-Conforming (does not meet the current zoning requirements due to amendments, rezoning, variance granted or other changes. see comments)
☒ Grandfathered (developed prior to the adoption of the zoning code / ordinance)
Non-Conforming (see comments)

Comment(s): The Zoning was discussed by the Plan Commission and it was decided the the current
use was grandfathered in with the property



15 SOUTH SCHOOL STREET, PO Box 273, MAYVILLE, WI
53050

PHONE: (920)387-7900 FAX: (920)387-7919

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5. Rebuild: In the event of a casualty, in whole or in part, the structure located on the subject property:

- ☐ May be rebuilt in its current form (i.e. no loss of square footage, same footprint, with drive through(s), if applicable).
- ☒ May not be rebuilt in its current form, except upon satisfaction of certain conditions, limitations or requirements.
- Please see section 430-41 of the current zoning code / ordinance for details.

6. Code Violation Information:

- ☒ There do **NOT** appear to be any outstanding or open zoning or building code violations that apply to the subject property.
- ☐ The following outstanding / open _____ zoning / _____ building code violations apply to the subject property:

Comment(s): _____

This information was researched on December, 2023, by the undersigned, per request and as a public service. The undersigned certifies that the above information contained herein is believed to be accurate and is based upon or relates to the information supplied by the requestor. The Authority assumes no liability for errors and omissions. All information was obtained from public records, which may be inspected during regular business hours.

Zoning Authority:

By: Nicholas Chikowski

Municipality: City of Mayville

Title: City Engineer

Department: Engineering Department

Printed Name: Nicholas Chikowski

Phone: 920-387-7900 ext 1205



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June 20, 2025

Tim Ludolph
Zoning Administrator
City of Berlin
108 N. Capron Street
P.O. Box 272
Berlin, WI 54923

**Re: Premier Berlin Multi-Family Development
Site Plan Review**

Dear Tim:

As requested, our office has reviewed plans for the proposed Premier Berlin Multifamily Development project to be constructed within the City. The proposed project is slated to be constructed on a 7-acre vacant parcel located at the intersection of St. Stanislaus Drive and N. Wisconsin Street. The proposed project consists of the erection of four (4) 12-unit multifamily buildings in addition to an onsite office and mailroom building. The property is currently zoned R-3 Residential District.

Site improvements include the extension of Riverview Court and municipal utilities, the construction of a service road, parking area, stormwater management facilities, landscaping, and entrance signage. The multifamily apartment project is projected to be constructed in the late summer of 2025 and be completed within 12 months.

The site civil and landscaping plans were prepared by Vierbicher while building and lighting plans were developed by LINEWORX Architecture. Plans submitted in support of the project consist of the following.

- Civil Plans & Specifications (8 sheets – C000 to C502)
- Landscaping Plans (2 sheets – L100 & L200)
- Building Plans (3 sheets – A101 to A201)
- Site Lighting Plans/Photometric Plan (SLP 101)

Notes:

- (1) The Stormwater Management Report, as required by the City of Berlin, was not provided within the submittal.
- (2) Site civil plans were initially provided on June 10, 2025 with a revised set received on June 18, 2025. The plan, as reviewed, will be required to be updated to provide additional information and details for the following elements:

- Municipal utility extension (watermain)
- Erosion control BMP locations
- Pavement details
- Storm sewer design
- Dimensions and facades of both the office and mail room structures
- Location of monument sign

Any City Plan Commission approval will need to incorporate conditions reflecting that additional information, as noted above, to be provided by the developer and approved by the City prior to the inception of site work.

BUILDING & APPURTENANCES

The proposed buildings will be of 2-story construction, encompassing 18,460 SF. Each building will house 12 apartment units in addition to 12 single-car garages. The apartment buildings have approximate overall dimensions of 147 feet in length by 89 feet in width. The four multifamily buildings are radially located along the exterior property lines with green space provided within the center of the parcel. All of the proposed apartments are 2-bedroom units with the upper units having access to individual decks. Additionally, an onsite office, mailroom, and dumpster enclosure will be erected within a central location in the development.

Site improvements specified include the extension of municipal sanitary sewer, watermain, and storm sewer from those recently installed within the Oak Street Extension Project. A service roadway will be extended throughout the development. The plans provide for the placement of 53 parking spaces along the service road.

STREET AND PARKING

An internal paved service road will extend through the development to provide service to the apartment complex. Riverview Circle will be completed, and a 24-foot-wide service road will be constructed with onsite parking provided adjacent to the buildings. The pavement width will be increased to 4 feet along the sides of the buildings to facilitate access to the garages. A limited amount of 18-inch curb and gutter will be constructed adjacent to the garage entrances to direct surface runoff to the stormwater management facilities. A total of 53 parking spaces will be provided with dimensions of 18 feet in length by 9 feet in width. Five of the parking spaces have been designated as ADA accessible.

STORMWATER MANAGEMENT

The proposed grading and erosion control plan (sheet C300) reflects that the site will continue to drain in a westerly direction. Stormwater management facilities, consisting of a wet basin and an infiltration basin, are located in the SW quadrant of the site. A drainage swale is proposed to be constructed along both the eastern and southern property lines to direct surface water to the wet pond. In addition, 840 LF of storm sewer will be provided upstream of the stormwater ponds. The wet basin is approximately 7 feet in depth based on the grading plan. Additionally, a small detention/infiltration basin is proposed to be constructed along the entranceway to the development.

Discharge from the stormwater management facilities will be routed through a 480 feet long outfall storm sewer and connect to the existing 18-inch storm sewer within

Riverview Court. Vierbicher provided a Memorandum outlining the design parameters for the stormwater management facilities, which appear to be consistent with City of Berlin ordinance requirements.

As previously addressed, a Stormwater Management Report will still need to be submitted by the developer prior to receiving final approval.

UTILITIES

Watermain is proposed to be extended from the existing 12-inch pipe on Riverview Court, along the service drive, and is intended to serve the individual buildings and fire hydrants. There are no pipe sizes, pipe lengths or watermain details provided within the plan set.

Sanitary sewer will also be extended through the development from the existing 8-inch sewer within Riverview Court. The sanitary sewer is to be extended along both the east and west legs of the internal roadway to serve all four buildings. A total of 740 LF of sanitary sewer between 6-inch and 8-inch diameter, with manholes, is proposed for the development.

SITE LIGHTING & LANDSCAPING

The proposed site lighting and photometric plan, sheet SLP101, reflects that no surface lighting is proposed. The only exterior illumination will consist of wall packs affixed to the exterior of the buildings. The 96 units consist of LED fixtures with 120 V – 800 LUMAN output.

The photometric plan also denotes that the light spillage emitted at the property line will be less than 0.5-foot candle in compliance with the City of Berlin ordinance requirements.

The landscape plans (sheets L100 & L200) provide a conceptual planting schedule for the property once the grading is complete and the buildings erected. Specific planting notes address the sensitive areas within both the southern and northern areas designated for infiltration.

EROSION CONTROL

Plan sheets C500 and C501 provide general erosion control details and specifications. However, other than noting that a tracking pad, silt fence, inlet protection and erosion mat will be utilized, no locations are depicted on the plan sheets. Therefore, the plans will need to be revised to indicate the placement of the erosion control BMPs.

In addition, it is presumed that the area of the 7-acre site to be disturbed by grading will exceed 1 acre and therefore, is subject to the requirements within NR 216 for submittal of a Notice of Intent to the Wisconsin Department of Natural Resources.

SIGNAGE

The plans (Sheet 501) reflect that a monument sign will be erected at a yet undisclosed location within the development. A location for the sign will need to be depicted on the plans, and a sign permit secured from the City of Berlin.

BUILDING ARCHITECTURE

Exterior elevations of the apartment complex are reflected on sheet A201 and the floorplans are depicted on sheets A101 and A102. There are four (4) units on the 1st floor of the apartment buildings and eight (8) units on the 2nd floor. The two-story structures have an overall height of 28 feet with an eve height of 18 feet. A brick veneer ledge, 2 feet- 8 inches in height, will extend along all sides of the structures. Dimensional asphalt shingles will cap the hip roof. The siding is proposed as the horizontal lap type. The single-car garages, appended to both sides of the buildings, will have multipaneled garage doors.

CONCLUSIONS & RECOMMENDATIONS

It should be acknowledged that the site civil plans will need to be completed in order to incorporate the prerequisite information as annotated above. Moreover, since Stormwater Management Report has not yet been developed, we recommend that the City Plan Commission withhold granting final approval for the Premier Berlin Multifamily Project. It does appear, however, that the project orientation, scope and density are consistent with the requirements established for the R-3 Residential Zoning District. We therefore recommend that the City of Berlin Plan Commission consider granting preliminary approval of the Premier Berlin Multifamily Development Project.

Final approval of the project would be withheld until such time that the following material is provided in support of the development project:

- 1) A comprehensive set of civil site plans are prepared and submitted including the following elements:
 - The site plans are to be comprehensive and reflect both the location and dimensions of the on-site office and mailroom buildings. In addition, final elevations of the stormwater management facilities are to be determined based upon the findings within the Stormwater Management Report yet to be developed.
 - Utility extension details for the watermain including pipe sizes, lengths, and elevations, in addition to any pertinent construction/material details.
 - Storm sewer information, including design calculations for pipe sizing and construction details.
 - Erosion control plans are to be developed, indicating the location of erosion control BMPs. In addition, a sequence of construction is to be prepared to ensure that erosion control measures are in place prior to the initiation of grading and inspected and repaired, as necessary, throughout construction in accordance with both City and WDNR requirements.
 - The plans are to incorporate pavement details and typical cross sections and construction details.
- 2) A Stormwater Management Plan is to be developed in accordance with City of Berlin Ordinance Article XII – Stormwater Management.
- 3) That the developer applies for a WDNR Notice of Intent (NOI) to undertake grading in accordance with the Wisconsin Administrative Code NR 216.
- 4) The developer will be required to apply for and procure a “sign permit” from the City prior to erecting the proposed monument sign within the development.
- 5) Any other conditions or requirements as set forth by the City of Berlin Plan Commission.

Tim, the above completes our review of the proposed Premier Berlin Multifamily Development Project. It may be necessary to impose additional conditions of final approval by the City Plan Commission once the resubmittal documents, as noted herein, are received for approval by the City. Should either you or Plan Commission representatives have any questions or concerns, please do not hesitate to contact me.

Sincerely,

KUNKEL ENGINEERING GROUP

A handwritten signature in black ink, appearing to read 'Don Neitzel', with a stylized, cursive script.

Don Neitzel
General Manager



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July 16, 2025

Ms. Anastasia Gonstead, Clerk
City of Mayville
PO Box 273
Mayville, WI 53050

Via email: agonstead@mayvillecity.com

**RE: Old Fashioned Foods – Building Addition
Site Plan Review**

Dear Anastasia:

Old Fashioned Foods has submitted plans for a proposed building addition at their facility, located at 650 Furnace Street, in Mayville. Kunkel Engineering Group has reviewed the site plans for the proposed building addition, as reflected within the context of this transmittal.

The Old Fashioned Foods complex consists of a number of independent structures constructed within the confines of its Furnace Street property. The current plans provide for the erection of a 505 SF structure that provides a corridor between two of its buildings, earmarked Buildings A and B. The plans, as submitted by Bayland Buildings of Green Bay, Wisconsin, and reviewed herein, consist of the following:

- Site civil Plans – 2 sheets
- Architectural Plans – 3 sheets
- Structural Plans – 2 sheets

Bayland Buildings also completed the Plan Commission Application as required by the City of Mayville.

The construction of the proposed building addition will provide for an interior access corridor between buildings A and B. The proposed building corridor will be approximately 505 SF with dimensions of 35 FT in length by 18 FT in width. The floor elevation of Building B is 6.5 FT above Building A and therefore a set of stairs will be extended within the building addition. A new main door will exit the building addition to the west. The exterior building construction will consist of vertical 26 GA steel siding matching the colors of the existing structure. Similarly, the roof system will consist of a metal deck erected over the new building addition. The site plan reflects the existing ADA parking provided along the south side of Building A. No additional site work, exterior lighting, signage, or landscaping has been proposed in conjunction with the project.



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Anie, based upon our review of the site plans, as submitted in support of the Old Fashioned Foods building addition, we recommend that the same be approved by the Mayville Plan Commission subject to the following conditions:

- 1) That Bayland Buildings apply for and procure a building permit from the City of Mayville prior to the initiation of construction.
- 2) That construction debris and/or excavated material be maintained within the property and not be tracked onto the Furnace Street ROW.
- 3) Any other conditions as set forth by the City of Mayville Plan Commission.

The above narrative concludes our review of the Old Fashioned Foods building addition site plan. Should either you or the City of Mayville Plan Commission have any questions or comments, please let me know.

Sincerely,

Kunkel Engineering Group

Don Neitzel
General Manager

cc: Rob Boelk, Mayor
Stephanie Justmann, Administrator
Rob Froh, Building Inspector



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August 26, 2024

Mr. Adam Gitter, Administrator
Village of Kewaskum
204 First Street
PO Box 38
Kewaskum, WI 53040-0038

VIA EMAIL ONLY agitter@village.kewaskum.wi.us

**RE: Wisconsin Real Estate Development Group
J MART Convenience Store & Restaurant**

Dear Adam:

As requested, our office has reviewed the site plans and related documents for an automotive convenience store & restaurant to be located in an existing building at 1245 Fond du Lac Ave., Kewaskum. The property comprises approximately 0.82 -acres and is zoned B-3 Central Business District. Mike's Automotive Service currently operates a Sonoco service station and auto repair shop on the premises.

The Wisconsin Real Estate Development Group LLC is undertaking the project and will initially maintain a five (5) bay automotive service center and approximately 1,562 SF of retail space. The automotive repair shop is to be converted into a 1,500 SF restaurant. The developer indicates that there would be extensive interior remodeling to accommodate these new uses, and the end product would provide for a new convenience store and restaurant.

Given the scale of the proposed reuse of the structure from a gas station/automotive repair business to a convenience store with restaurant (as noted within the plan of operation), we recommend that the developer apply for and secure a "Conditional Use Permit" prior to initiating construction.

The site plan submittal package consists of the following documents:

- Kewaskum Site Plan & Plan of Operation forms
- Kewaskum Plan Commission Application
- Project Narrative & Executive Summary – Wisconsin Real Estate Development Group
- Civil Site Plan-(1 sheet) by Aspire Architecture & Design
- Architectural Plans – (8 sheets) by Aspire Architecture & Design
- Photocopy "Plat of Survey"

Note: The following plans have not been provided within the submittal package: exterior lighting plan, signage plan, dimensioned exterior building elevations, landscaping plan, or dumpster

enclosure. The developer will be required to furnish the above documents and plans to the Village of Kewaskum for review and approval prior to initiating construction.

PROPOSED PROJECT

The proposal calls for the remodeling of the existing service station/automotive repair garage into a service station/convenience store and restaurant. The service station/convenience store will be expanded, and the offerings will include beer and liquor in addition to tobacco items and hot food options. The existing garage will be renovated into a restaurant. No timetable has been provided for the restaurant conversion. The proposed restaurant will occupy approximately 1,500 SF and include a dining area, counter space and commercial kitchen. The restaurant will also include five (5) digital multi-gaming machines for entertainment purposes. The owner/developer is expected to obtain the prerequisite licenses to serve alcoholic beverages on the premises.

The existing parking lot will remain and will be restriped to include 48 spaces, with two (2) marked as ADA accessible. The only other exterior space provided will serve as a new dumpster enclosure. The existing service pumps and overhead canopy will remain in service.

Architectural treatment to the exterior of the existing building consists of new windows coupled with metal vertical siding on the front façade (reference Option 1 sheet A.201). Additional architectural drawings will be required for the other exterior modifications intended for the other building façades. Moreover, the façade drawings will need to incorporate exterior lighting if wall packs are to be attached to the structure.

CONCLUSIONS & RECOMMENDATIONS

Adam, as evidenced, the developer has a worthwhile concept to pursue. The site and architectural plans, however, are best described as conceptual, with details yet to be provided. Given the definitive change in use from an existing service station/automotive repair garage to a proposed convenience store/restaurant, we believe that a conditional use permit is required in order to move forward with the proposed project.

The Village of Kewaskum Plan Commission can consider granting conditional project approval subject to the following:

- 1) That the owner/developer obtain a conditional use permit for the mixed-use convenience store/restaurant prior to undertaking construction.
- 2) That additional plans be submitted for review and approval by the Village and are to include:
 - Civil site plans reflecting building dimensions, setbacks, driveway widths, dumpster enclosure, fencing, and general construction details.
 - Exterior lighting plans, including a photometric plan, for all exterior lighting, including wall packs affixed to the building.



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- Architectural plans, with dimensions, building materials, and windows for all four (4) exterior elevations.
- Signage plans

3) That the owner/developer secure building permits and any required licenses to sell and consume alcoholic beverages on-site.

Adam, should you have any questions or comments relating to this matter, please feel free to contact me.

Sincerely,

Kunkel Engineering Group

Mitch Leisses
Office/Senior Project Manager

cc: Tammy Butz, Assistant Administrator/Clerk (tbutz@village.kewaskum.wi.us)