



**CITY OF NEW BERLIN
COMMON COUNCIL MEETING**

Tuesday, March 8, 2022

6:00 PM

Zoom Meeting

<https://us02web.zoom.us/j/81462105590>

The Council has satisfied the requirements as directed by the Common Council on June 22, 2021 and Ordinance No. 2651 to hold this meeting via electronic means. The full text of this ordinance and the minutes from the above mentioned meeting can be viewed at www.newberlin.org

Any comments that the public wishes to make may be communicated to the city via email at citizencomments@newberlin.org and will be forwarded to the Mayor and City Council. Interested parties may also participate by:

- Downloading the ZOOM app located at <https://zoom.us/> and utilize this unique ID to join: 814 6210 5590
- Following this direct link to the meeting: <https://us02web.zoom.us/j/81462105590>
- Find your local number: <https://us02web.zoom.us/j/81462105590>

AGENDA

CALL TO ORDER, PLEDGE OF ALLEGIANCE

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

APPROVAL OF MINUTES

February 8, 2022 Common Council Meeting Minutes

February 22, 2022 Common Council Meeting Minutes

REPORTS

City Clerk

Council President

Mayor

UTILITY COMMITTEE

UT 02-22 Recommend to the Common Council to approve the Professional Services Agreement Amendment #2 in the amount of \$74,900.00 for construction services, administration, inspection services and project closeout needed to complete the reconstruction project. Total cost for consultant services not to exceed \$149,000.00.

UT 05-22 Recommend to the Common Council to award the construction contract for the West Ridge Lift Station Upgrade to the lowest responsive bidder, August Winter & Sons, Inc. in the amount of \$1,346,000.00.

UT 06-22 Recommend to the Common Council to award the construction contract for the 2022 Private Property I/I Dye Water Testing Project to the lowest responsive bidder, Visu-Sewer, Inc. in the amount of \$64,089.40

RECREATION COMMISSION

Discussion and Possible Action to recommend to Common Council the approval of the 2022 Summer Program Fees.

ITEMS REMOVED FROM CONSENT AGENDA, if any

CONSENT AGENDA*****

MINUTES

February 8, 2022 Committee of the Whole Meeting Minutes

February 22, 2022 Committee of the Whole Minutes

UTILITY & FINANCE

Approval of March 9, 2022 claims for Water Utility in the amount \$331,547.87, Sewer Utility claims in the amount of \$16,447.67, General City claims in the amount of \$543,024.38. Tax overpayment checks totaling \$141,380.90 were also generated.

LICENSES & PERMITS

Operator (Bartender) license applications for the licensing period ending June 30, 2023 per the list as presented.

MISCELLANEOUS

Update from City Assessor Tim Kosteretz

END CONSENT AGENDA*****

ADJOURN

PLEASE NOTE:

- ✓ It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that members of and possible a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
- ✓ Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact City Clerk Georgia Stanford (262) 786-8610.



City of New Berlin

City of New Berlin ▪ 3805 S. Casper Drive ▪ New Berlin, Wisconsin 53151-0921 ▪ (262)786-8610 ▪ www.newberlin.org

ITEM INFORMATION COVER SHEET

ITEM:

February 8, 2022 Common Council Meeting Minutes

ATTACHMENTS:

1. 2/8/22 CC MINUTES

DEPARTMENT:

CLERK'S OFFICE

ITEM INTRODUCED AT:

COMMITTEE OF THE WHOLE, 2/22/22 MEETING

FURTHER REVIEW/ACTION REQUIRED?:

YES, COMMON COUNCIL – CONSENT AGENDA, 2/22/22 MEETING



ITEM INFORMATION COVER SHEET

ITEM:

UT 02-22 Recommend to the Common Council to approve the Professional Services Agreement Amendment #2 in the amount of \$74,900.00 for construction services, administration, inspection services and project closeout needed to complete the reconstruction project. Total cost for consultant services not to exceed \$149,000.00.

ATTACHMENTS:

1. PROFESSIONAL SERVICES AGREEMENT AMENDMENT #2

DEPARTMENT:

UTILITY

ITEM INTRODUCED AT:

UTILITY COMMITTEE, 2/22/22 MEETING

FURTHER REVIEW/ACTION REQUIRED?:

YES, COMMON COUNCIL – 3/8/22 MEETING



March 8, 2022

TO: Common Council
Mayor Ament
Alderman Ken Harenda

FROM: Utility Committee

RE: Items from the Utility Committee Meeting from February 22, 2022 requiring Common Council action.

UT 02-22 Recommend to the Common Council to approve the Professional Services Agreement Amendment #2 in the amount of \$74,900.00 for construction services, administration, inspection services and project closeout needed to complete the reconstruction project. Total cost for consultant services not to exceed \$149,000.00.

This item was considered at the Utility Committee meeting on February 22, 2022. It was recommended to the Common Council on a vote of 3-0. Motion to approve Professional Services Agreement Amendment #2 to Clark Dietz in the amount of \$74,900.00 for construction services, administration, inspection services and project closeout needed to complete the reconstruction project. Total cost for consultant services not to exceed \$149,000.00.

UT 05-22 Recommend to the Common Council to award the construction contract for the West Ridge Lift Station Upgrade to the lowest responsive bidder, August Winter & Sons, Inc. in the amount of \$1,346,000.00

This item was considered at the Utility Committee meeting on February 22, 2022. It was recommended to the Common Council on a vote of 3-0. Motion to approve the construction contract for the West Ridge Lift Station Upgrade to the lowest responsive bidder, August Winter & Sons, Inc. in the amount of \$1,345,000.00 with alternate #1 of \$11,000.00 for a steel constructed roof for a total of \$1,346,000.00 with an additional 10% contingency of \$134,600.00. Total project cost \$1,480,600.00.

UT 06-22 Recommend to the Common Council to award the construction contract for the 2022 Private Property I/I Dye Water Testing Project to the lowest responsive bidder, Visu-Sewer, Inc. in the amount of \$64,089.40

This item was considered at the Utility Committee meeting on February 22, 2022. It was recommended to the Common Council on a vote of 3-0. Motion to award the construction contract for the 2022 Private Property I/I Dye Water Testing Project to the lowest responsive bidder, Visu-Sewer, Inc. in the amount of \$64,089.40 with a 5% contingency of \$3,204.47. Total project not to exceed \$67,293.87.

UTILITY STAFF REPORT

EXECUTIVE SUMMARY

CUSTOMER/PROJECT: West Ridge Lift Station Reconstruction Project

LOCATION: 4950 S Moorland Road

REQUEST:

To approve professional services contract revision for construction engineering services, administration services and inspection services for the project.

UTILITY MANAGER RECOMMENDATION:

Recommend to the Common Council to approve the Professional Services Agreement Amendment #2 in the amount of \$74,900.00 for construction services, administration, inspection services and project closeout needed to complete the reconstruction project. Total cost for consultant services not to exceed \$149,000.00.

Initial Contract:	\$66,500.00
Revision #1:	\$ 7,600.00
<u>Revision #2:</u>	<u>\$74,900.00</u>
Total	\$149,000.00

DETAILS IN ATTACHED STAFF REPORT

**CITY OF NEW BERLIN
UTILITIES DEPARTMENT
STAFF REPORT**

WEST RIDGE LIFT STATION RECONSTRUCTION PROJECT

DATE STAFF REPORT CREATED: February 15, 2022

CUSTOMER/PROJECT NAME: West Ridge Lift Station Reconstruction Project

ISSUE/DESCRIPTION OF PROJECT:

The accepted bid for this project came in below the budget, thus staff is requesting the West Ridge Reconstruction Project to proceed as planned. As stated in the original Professions Services Agreement, staff recognized that the need for a Construction Service Agreement would be needed to complete this project.

DATE OF COMPLETENESS:

REQUESTED ACTION:

Recommend to the Common Council to approve the Professional Services Agreement Amendment #2 in the amount of \$74,900.00 for construction services, administration, inspection services and project closeout needed to complete the reconstruction project. Total cost for consultant services not to exceed \$149,000.00.

Initial Contract:	\$66,500.00
Revision #1:	\$ 7,600.00
<u>Revision #2:</u>	<u>\$74,900.00</u>
Total	\$149,000.00

FISCAL IMPACT: \$149,000.00

SOURCE OF FUNDS: Wastewater CIP

RATIONALE:

This work is necessary to complete the plans to perform the upgrade in 2022/2023.

NOTE: Construction Services Agreement will be needed when project takes place.

PROFESSIONAL SERVICES AGREEMENT

AMENDMENT NUMBER 2

Project Name ("Project")

Westridge Lift Station Rehabilitation

This Amendment to the Westridge Lift Station Rehabilitation project dated May 10, 2021 is by and between:

City of New Berlin ("Client")

3805 S Casper Drive
New Berlin, WI 53151

and

Clark Dietz, Inc. ("Clark Dietz")

500 North 3rd Street, Suite 703
Wausau, WI 54403

Who agree as follows:

Whereas; Clark Dietz will provide Construction Engineering Services for the Westridge Lift Station Rehabilitation project.

Now Therefore; this Amendment engages Clark Dietz to perform the services set forth in Part I - Services and Clark Dietz agrees to perform the Services for the compensation set forth in Part III - Compensation. Clark Dietz shall be authorized to commence the Services upon execution of this Amendment by both parties and written or verbal authorization to proceed from Client. Client and Clark Dietz agree that this signature page, together with Parts I - III of this Amendment and the original Agreement, incorporated and made a part herewith, constitute the entire Agreement between them relating to the Project.

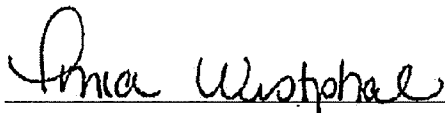
Agreed to by Client

By: _____

Title: _____

Date: _____

Agreed to by Clark Dietz

By: 

Title: Vice President

Date: 2/11/22

PART I
SERVICES BY CLARK DIETZ

A. Amendment Description

The work of this amendment includes construction engineering services for the Westridge Lift Station Rehabilitation project. Construction engineering services shall consist of part-time onsite observation, contractor coordination, and associated documentation.

B. Scope

The original contract scope shall be modified as follows:

1. DESIGN PHASE – No change.
2. BIDDING/NEGOTIATION PHASE – No change.
3. CONSTRUCTION PHASE
 - a. Prepare Notice to Proceed and issue to the Contractor.
 - b. Set up a pre-construction conference between the Contractor and City staff. Prepare and distribute minutes from the meeting.
 - c. Review all contractor submittals, shop drawings, test results, etc. prior to Contractor fieldwork.
 - d. Act as the City's representative throughout construction of the project.
 - e. Provide part-time onsite engineering observation services during construction to check for consistency with the bid documents.
 - f. The construction observer will authorize minor variations in the work in the field that do not affect the contract cost or time, if such variations are consistent with the general requirements of the Contract Documents.
 - g. The construction observer will provide the Contractor with technical clarifications and interpretations while onsite.
 - h. The Project Manager will provide oversight and provide regular updates to City staff during project construction.
 - i. Review Contractor pay request submittals for accuracy and verify work completed. Upon review, make a recommendation to the City for payment.
 - j. Review change order requests to assess their need. If a change order is warranted, provide documentation why a change order is needed and then forward the request to City staff for review and implementation into the contract.
 - k. Assist with the project close-out. Perform a final inspection of the work after the work is completed. Prepare and present punch-lists to Contractor. Provide an "As-Built" set of plans, including a set of reproducible record drawings in an electronic Autocad version.

C. Schedule

The schedule will be revised from the Professional Services Agreement as shown.

Project Bid Date	February 10, 2022
Issue Notice to Proceed	March 9, 2022
Pre-construction Meeting	March 29, 2022
All Work Complete	June 2, 2023*

*This is the final completion date included in the project manual. The schedule is contingent upon the lead time and delivery of the project materials and equipment which is solely controlled by the manufacturers.

D. Assumptions/Conditions – No Change

E. Electronic Data Format – No Change

**PART II
CLIENT'S RESPONSIBILITIES**

Client shall, at its expense, do the following in a timely manner so as not to delay the Amended services:

A. Information/Reports – No Change

B. Representative – No Change

C. Decisions – No Change

D. Other – No Change

**PART III
COMPENSATION**

A. Compensation

Compensation for the Services under this Amendment shall be as follows:

Total compensation to Clark Dietz for services rendered on the Project in accordance with PART I, SERVICES BY CLARK DIETZ of this Amendment will be a lump sum amount of \$74,900.00. This lump sum compensation includes salaries, payroll taxes and insurance, employee fringe benefits, general overhead costs, profit, and project related expenses. This Amendment increases the total compensation authorized to \$149,000.00.

B. Billing and Payment – No Change



ITEM INFORMATION COVER SHEET

ITEM:

UT 05-22 Recommend to the Common Council to award the construction contract for the West Ridge Lift Station Upgrade to the lowest responsive bidder, August Winter & Sons, Inc. in the amount of \$1,346,000.00.

ATTACHMENTS:

1. CONSTRUCTION CONTRACT FOR THE WEST RIDGE LIFT STATION

DEPARTMENT:

UTILITY

ITEM INTRODUCED AT:

UTILITY COMMITTEE, 2/22/22 MEETING

FURTHER REVIEW/ACTION REQUIRED?:

YES, COMMON COUNCIL – 3/8/22 MEETING

STAFF REPORT

EXECUTIVE SUMMARY

CUSTOMER/PROJECT: West Ridge Lift Station Upgrade

LOCATION: West Ridge Lift Station
4950 S Moorland Road

REQUEST:

Award construction contract for the West Ridge Lift Station Upgrade Project.

UTILITY MANAGER RECOMMENDATION:

Recommend to the Common Council to award the construction contract for the West Ridge Lift Station Upgrade to the lowest responsive bidder, August Winter & Sons, Inc., in the amount of \$1,346,000.00 with an additional \$134,600.00 ten percent (10%) for contingencies. Total construction cost of the project is not to exceed \$1,480,600.00

1. In February 2022, the City of New Berlin solicited bids for the West Ridge Lift Station Upgrade Project. This Project consists of upgrading the lift station electrically, eliminating a major safety hazard in removing the elevator, adding a new building above ground for new pump controls, pumps and generator to the site.
2. On February 10, 2022, the Utility received two (2) bids for the West Ridge Upgrade Project. Staff received the bids and determined that August Winter & Sons, Inc. was the lowest responsive bidder.
3. A bid award recommendation letter is attached to the Staff Report.

DETAILS IN ATTACHED STAFF REPORT

**CITY OF NEW BERLIN
UTILITIES DEPARTMENT
STAFF REPORT**

WEST RIDGE LIFT STATION UPGRADE PROJECT

DATE STAFF REPORT CREATED: February 15, 2022

CUSTOMER/PROJECT NAME: City of New Berlin
West Ridge Lift Station Upgrade Project

ISSUE/DESCRIPTION OF PROJECT:

This project consists of eliminating the elevator, a major safety issue. Upgrading the lift station pump controls and electrical components.

DATE OF COMPLETENESS DETERMINATION:

REQUESTED ACTION:

Recommend to the Common Council to award the construction contract for the West Ridge Lift Station Upgrade to the lowest responsive bidder, August Winter & Sons, Inc., in the amount of \$1,346,000.00 with an additional \$134,600.00 ten percent (10%) for contingencies. Total construction cost of the project is not to exceed \$1,480,600.00

FISCAL IMPACT:

Construction Contract:	\$1,346,000.00
<u>Contingencies:</u>	<u>\$ 134,000.00</u>
Total	\$1,480,600.00

SOURCE OF FUNDS: Wastewater CIP Account #80-107000

RATIONAL:

This project is needed to upgrade this lift station, plus eliminating a safety hazard by removing an elevator from this site.

Safety Issues:

- Electrical
- Elevator Issues
- Can only control pumps from down in the dry well
- Have to perform pump repairs in a confined space

PREVIOUS ACTION: N/A

FINDINGS: N/A

UTILITY MANAGER RECOMMENDATION: See Executive Summary

ATTACHMENTS: Award Letter



February 11, 2022

Jim Hart
Utility Manager
City of New Berlin
4000 S. Casper Drive
New Berlin, WI 53151

Re: Westridge Lift Station Rehabilitation

Dear Jim,

We have reviewed and tabulated the two bids received for the Westridge Lift Station Rehabilitation project and confirmed that the as-read low bidder, August Winter & Sons, Inc. of Appleton, Wisconsin, is the low bidder for this project. The bid amounts received are as follows:

August Winter & Sons, Inc.	\$ 1,335,000.00
Mid City Corporation	\$ 1,346,000.00

Clark Dietz recommends that the City award a contract to the low bidder, **August Winter & Sons, Inc.** for the bid amount of **\$1,335,000.00**. The City also has the option of accepting the alternate addition of \$11,000 for a standing seam metal roof instead of a shingled roof.

If you have any questions or require additional information regarding this matter, please contact our office.

Sincerely,

Diane L. Thoune, PE
Project Manager
Clark Dietz, Inc.

City of New Berlin Utilities
 Westridge Lift Station Rehabilitation
 Bid Tabulation

Date: 2/10/2022, 10:00 a.m.

Date: 2/10/2022, 10:00 a.m.					Mid City Corporation		August Winter & Sons, Inc.	
					12930 W. Custer Avenue		P.O. Box 1896	
					Butler, WI 53007		Appleton, WI 54912-1896	
No.	Items	Unit	Quantity	Unit Price	Cost	Unit Price	Cost	
1	Base Bid	Lump Sum	1	\$ 1,346,000.00	\$ 1,346,000.00	\$ 1,335,000.00	\$ 1,335,000.00	
2	Alternate	Lump Sum	1	\$ 17,500.00	\$ 17,500.00	\$ 11,000.00	\$ 11,000.00	



City of New Berlin

City of New Berlin ▪ 3805 S. Casper Drive ▪ New Berlin, Wisconsin 53151-0921 ▪ (262)786-8610 ▪ www.newberlin.org

ITEM INFORMATION COVER SHEET

ITEM:

UT 06-22 Recommend to the Common Council to award the construction contract for the 2022 Private Property I/I Dye Water Testing Project to the lowest responsive bidder, Visu-Sewer, Inc. in the amount of \$64,089.40

ATTACHMENTS:

1. CONSTRUCTION CONTRACT FOR 2022 PRIVATE PROPERTY I/I DYE WATER TESTING PROJECT

DEPARTMENT:

UTILITY

ITEM INTRODUCED AT:

UTILITY COMMITTEE, 2/22/22 MEETING

FURTHER REVIEW/ACTION REQUIRED?:

YES, COMMON COUNCIL – 3/8/22 MEETING

UTILITY STAFF REPORT

EXECUTIVE SUMMARY

CUSTOMER/PROJECT: City of New Berlin 2022 Private Property I/I Dye Water Testing Project (PPII)

LOCATION: Green Ridge East Area

REQUEST: Award Construction Contract for 2022 Private Property I/I Dye Water Testing Project.

UTILITY MANAGER RECOMMENDATION:

Recommend to the Common Council to award the construction contract for the 2022 Private Property I/I Dye Water Testing Project to the lowest responsive bidder, Visu-Sewer, Inc., in the amount of \$64,089.40 with an additional \$3,204.47 (5%) for contingencies. Total project cost not to exceed \$67,293.87.

1. In July, 2022, the City of New Berlin Utility solicited bids for Private Property I/I Dye Water Testing Investigation in Green Ridge East area.
2. On February 10th, 2022, the Utility received two (2) bids for the PP I/I Project. Staff reviewed the bids and determined that Visu-Sewer, Inc. was the lowest responsive, responding bidder.
3. A bid award recommendation and summary of bid job is attached to the staff report.

DETAILS IN ATTACHED STAFF REPORT

**CITY OF NEW BERLIN
UTILITIES DEPARTMENT
STAFF REPORT**

2022 Private Property I/I Dye-Water Testing Project

DATE STAFF REPORT CREATED: February 15, 2022

CUSTOMER/PROJECT NAME: City of New Berlin

ISSUE/DESCRIPTION OF PROJECT: The project consists of cleaning, CCTVing and inspection of approximately 44,000 lineal feet of sanitary sewer in the Green Ridge East area.

DATE OF COMPLETENESS DETERMINATION:

REQUESTED ACTION:
Recommend to the Common Council to award the construction contract for the 2022 Private Property I/I Dye Water Testing Project to the lowest responsive bidder, Visu-Sewer, Inc., in the amount of \$64,089.40 with an additional \$3,204.47 (5%) for contingencies. Total project cost not to exceed \$67,293.37.

FISCAL IMPACT: \$67,293.37 - Funds to be reimbursed from MMSD Intergovernmental Agreement

SOURCE OF FUNDS: #8100-1131-52050 - MMSD Grant Fund
Account/Utility will be reimbursed for expenses.

RATIONALE:
To investigate our system for I/I and Private Property I/I. We need to continue using funds available for cleaning, testing and inspections. MMSD will reimburse funds used to the City of New Berlin for all costs associated with the project.

UNIQUE SITE CHARACTERISTICS: N/A

SANITARY SEWER PROVISION: N/A

WATER USAGE CALCULATION: N/A

ENVIRONMENTAL IMPACT: N/A

PLANNING COMMISSION APPROVAL:

TRAFFIC IMPACT: N/A

City of New Berlin 2022 Sewer Dye Water Testing (#8105803)

Owner: City of New Berlin

raSmith Project Number: 1214611

Bid Opening: 02/10/2022 11:00 AM CST

				Visu-Sewer		Northern Pipe, Inc.	
Item No.	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
Bid Schedule							
1	Traffic Control	LS	1	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00
2	Televiser Sanitary Lateral	EA	73	\$250.00	\$18,250.00	\$149.00	\$10,877.00
3	Clean & Televiser Sanitary Sewer with Storm Sewer/Ditch Dye Water Testing	LF	16669	\$2.60	\$43,339.40	\$4.24	\$70,676.56
	Base Bid Total:				\$64,089.40		\$82,553.56

July 17, 2015

Mr. Jim Hart, Utility Manager
City of New Berlin Water and Wastewater Utility
3805 South Casper Drive
New Berlin, WI 53151

Re: City of New Berlin
2015 Sewer Dye Water Testing - Award Recommendation

Dear Mr. Hart:

We have reviewed the bids for the above referenced project that were opened at 2:00 p.m. on July 16, 2015. A summary of the bids is as follows (also enclosed are the itemized bids for each contractor):

	<u>Total Bid</u>
Visu-Sewer, Inc.	\$117,260.00
Mi-Tech Services, Inc.	\$129,169.00
The Expeditors, Inc.	\$150,092.00
National Power Rodding Corp.	\$388,100.00

We believe that the Visu-Sewer, Inc. price is reasonable and is submitted competitively in good faith.

We recommend that the City of New Berlin Water and Wastewater Utility award the contract to the low bidder, Visu-Sewer, Inc., in the amount of \$117,260.00.

Please feel free to call me if you have any questions or comments regarding the above.

Sincerely,
R.A. Smith National, Inc.



Chris M. Stamborski, P.E.
Senior Project Manager

Enclosure

c: Kari Morgan, City of New Berlin Clerk (email copy)
Jerome Flogel, P.E., MMSD-Sr. Project Manager, PPII Program (email copy)

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Deliver excellence, vision, and responsive service to our clients.

CITY OF NEW BERLIN
CITY OF NEW BERLIN - 2015 SEWER DYE WATER TESTING
BID SUMMARY
BID OPENING: JULY 16, 2015

U7-15

Item	Item Description	Qty.	Unit	Low Bidder		2		3		4	
				Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total
1	Clean and Televis 8"-18" Sanitary Sewer with Storm Sewer Dye Water Testing	43,700	L.F.	\$ 2.30	\$ 100,510.00	\$ 2.87	\$ 125,419.00	\$ 3.16	\$ 138,092.00	\$ 8.00	\$ 349,600.00
2	Televis Sanitary Lateral (Less than 3 per set-up)	10	EA	\$395.00	\$ 3,950.00	\$ 75.00	\$ 750.00	\$300.00	\$ 3,000.00	\$850.00	\$ 8,500.00
3	Televis Sanitary Lateral (3 or more per set-up)	40	EA	\$320.00	\$ 12,800.00	\$ 75.00	\$ 3,000.00	\$225.00	\$ 9,000.00	\$750.00	\$ 30,000.00
TOTALS				\$	117,260.00	\$	129,169.00	\$	150,092.00	\$	388,100.00

R.A. Smith National
*Beyond Surveying
and Engineering*



March 1, 2022

TO: Common Council
Mayor Ament
Alderman Harenda

FROM: Recreation Commission

RE: Items from the Recreation Commission Meeting from February 28, 2022 requiring Common Council action.

Discussion and Possible Action to recommend to Common Council the approval of the 2022 Summer Program Fees.

Council Motion:

This item was considered at the Recreation Commission meeting on February 28, 2022. It was recommended to the Common Council on a vote of 4-0 to approve the 2022 Summer Program Fees as presented.

2022 Recreation Program Summer Fee Review

Program	2018 Fee	2019 Fee	2020 Fee	2021 Fee	2022 Fee	Notes
Community Playground - 3 week sessions	\$ 275.00					We no longer use this pricing structure
New Berlin Specialty Camp - 1 Week			\$ 160.00	\$ 160.00		
New Berlin Day Camp - 1 week sessions		\$ 110.00	\$ 140.00	\$ 140.00		
New Berlin Day Camp @ ARC (1 wk)					\$ 165.00	price for one week, M-F, 7am-6pm
New Berlin Day Camp @ Lions (1 wk)					\$ 160.00	price for one week, M-F, 7am-6pm
Early Bird Day Camp		\$ 20.00				Early Bird is now included in 1 wk camp fee
Extended Day Day Camp		\$ 20.00				Extd Day is now included in 1 wk camp fee
SNAP Playground (Special Needs)	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$300.00	Price for full 6 weeks
Swim Field Trips	\$ 30.00					included in 1 wk camp price
Mini Youth Enrichment Camps					\$ 65.00	New**
Safety Town	\$ 67.00	\$ 67.00	\$ 70.00	\$70.00	\$ 70.00	
Babysitting Safety	\$ 59.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	
Youth Tennis FUN-damentals		\$ 44.00	\$ 44.00	\$ 44.00	\$ 52.00	Class is one week longer than previous years
Adult Tennis	\$ 40.00	\$ 42.00	\$ 42.00	\$ 42.00	\$ 52.00	Class is one week longer than previous years
Parent and Me Sports			\$ 42.00	\$ 42.00	\$ 42.00	
Youth Painting Course		\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	
Family Painting Course		\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	
One Week Youth Sports Camp					\$ 65.00	New **
Mini Sports	\$ 38.00	\$ 38.00	\$ 42.00	\$ 42.00	\$ 42.00	
Archery Lessons-Youth	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	
Yoga	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	
Home Buying Selling Classes	\$ 15.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	
Adult Bocce League (New)				\$ 50.00	\$ 50.00	
Adult Cornhole League			\$ 70.00	\$ 70.00	\$ 70.00	
Couch to 5k Running course		\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00	
Program	2018 Fee	2019 Fee	2020 Fee	2021 Fee	2022 Fee	Notes
Pickleball - Whole Summer		\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	
Pickleball - Monthly Fee	\$ 12.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	
Pickleball - Drop in Fee	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$2 for residents, \$3 for non-residents
Cornhole Tournament	\$ 20.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	
Tumbling	\$ 42.00	\$ 42.00	\$ 42.00	\$ 42.00	\$ 42.00	
MKE Reign Gymnastics Classes			\$ 59.00	\$ 59.00	\$ 59.00	
Hip-Hop Funk Dance	\$ 42.00	\$ 42.00	\$ 49.00	\$ 49.00	\$ 49.00	
Cheerleading Camp	\$ 42.00	\$ 42.00	\$ 49.00	\$ 49.00	\$ 49.00	
Youth Ballet and Tap/DOYS	\$ 42.00	\$ 42.00	\$ 49.00	\$ 49.00	\$ 49.00	
Staci Joers Cooking Classes	\$ 26.00	\$ 26.00	\$ 26.00	\$ 26.00	\$ 26.00	
Broadway Series	\$ 59.00	\$ 59.00	\$ 59.00	\$ 59.00	\$ 59.00	
Stamping - Christmas Cards	\$ 25.00	\$ 26.00	\$ 26.00	\$ 26.00	\$ 26.00	
Stamping - Thinking Outside The Box	\$ 19.00		\$ 19.00	\$ 19.00	\$ 19.00	
Cool Kids Chemistry			\$ 32.00	\$ 32.00	\$ 32.00	
Music Makers and More	\$ 40.00	\$ 40.00	\$ 42.00	\$ 42.00	\$ 42.00	
Culinary Kids			\$ 32.00	\$ 32.00	\$ 32.00	
Lego Mania			\$ 32.00	\$ 32.00	\$ 32.00	
Red Cross First Aid & CPR		\$ 82.00	\$ 82.00	\$ 82.00	\$ 82.00	
Sculpt-Stretch	\$ 44.00	\$ 44.00	\$ 44.00	\$ 44.00	\$ 44.00	Based on 11 meetings
Total Body Interval	\$ 44.00	\$ 44.00	\$ 44.00	\$ 44.00	\$ 44.00	Based on 11 meetings
Pilates-Mat	\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00	Based on 9 meetings
Zumba	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	Based on 6 meetings
Cardio Combo	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00	based on 22 meetings
Lawn Game Olympics					\$ 20.00	Per team of 2 - New **
Camping in the Park	\$ 25.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	(per family)
MAX ADDITIONAL NON-RES PROGRAM FEE	\$ 23.00	\$ 23.00	\$ 23.00	\$ 23.00	\$ 32.00	**Updated for the first time in 8 years to stay in line with increase costs.



City of New Berlin

City of New Berlin ▪ 3805 S. Casper Drive ▪ New Berlin, Wisconsin 53151-0921 ▪ (262)786-8610 ▪ www.newberlin.org

ITEM INFORMATION COVER SHEET

ITEM:

February 8, 2022 Committee of the Whole Meeting Minutes

ATTACHMENTS:

1. 2/8/22 COW MINUTES

DEPARTMENT:

CLERK'S DEPARTMENT

ITEM INTRODUCED AT:

COMMITTEE OF THE WHOLE, 2/22/22 MEETING

FURTHER REVIEW/ACTION REQUIRED?:

YES, COMMON COUNCIL – CONSENT AGENDA, 2/22/22 MEETING



NEW OPERATOR (BARTENDER) LICENSE APPLICANTS

Council Meeting Date: March 8, 2022

The below individuals hereby make application to the Common Council of the City of New Berlin for an Operator's (Bartender) License to serve fermented malt beverages and intoxicating liquors subject to Wisconsin Statutes and City of New Berlin Ordinances for the period ending June 30, 2023.

Page: 1

Applicant's Name		Invited	Place of Employment as Operator	Applying for License
1.	Lydia Heczko		Mary's Caddyshack	Operator's 2 Year
2.	Nathan Johnson		Varsity Club	Operator's 2 Year
3.	Tyler T. Savignac		n/a	Operator's 2 Year
4.	Shalissa F. Klosky		Speedway	Operator's 2 Year



CITY ASSESSOR'S OFFICE 2022 UPDATE



Mission

- ▶ **Produce** fair & equitable property assessments
- ▶ **Defend** the tax-base
 - ▶ Request for Review - of property record and assessment
 - ▶ Appeals - Board of Review; Circuit Court; Tax Appeals Commission
- ▶ **Administer** assessment, property tax exemption & classification statutes
- ▶ **Document & Report** overall assessment performance
- ▶ **Provide** excellent service to the public & public officials
- ▶ **Support** peer agencies
 - ▶ Department of Revenue - Div. of State and Local Finance
 - ▶ Waukesha County - Property Lister's office
 - ▶ New Berlin - Development, Planning, GIS, Engineering, Inspection, Finance, Emergency Management

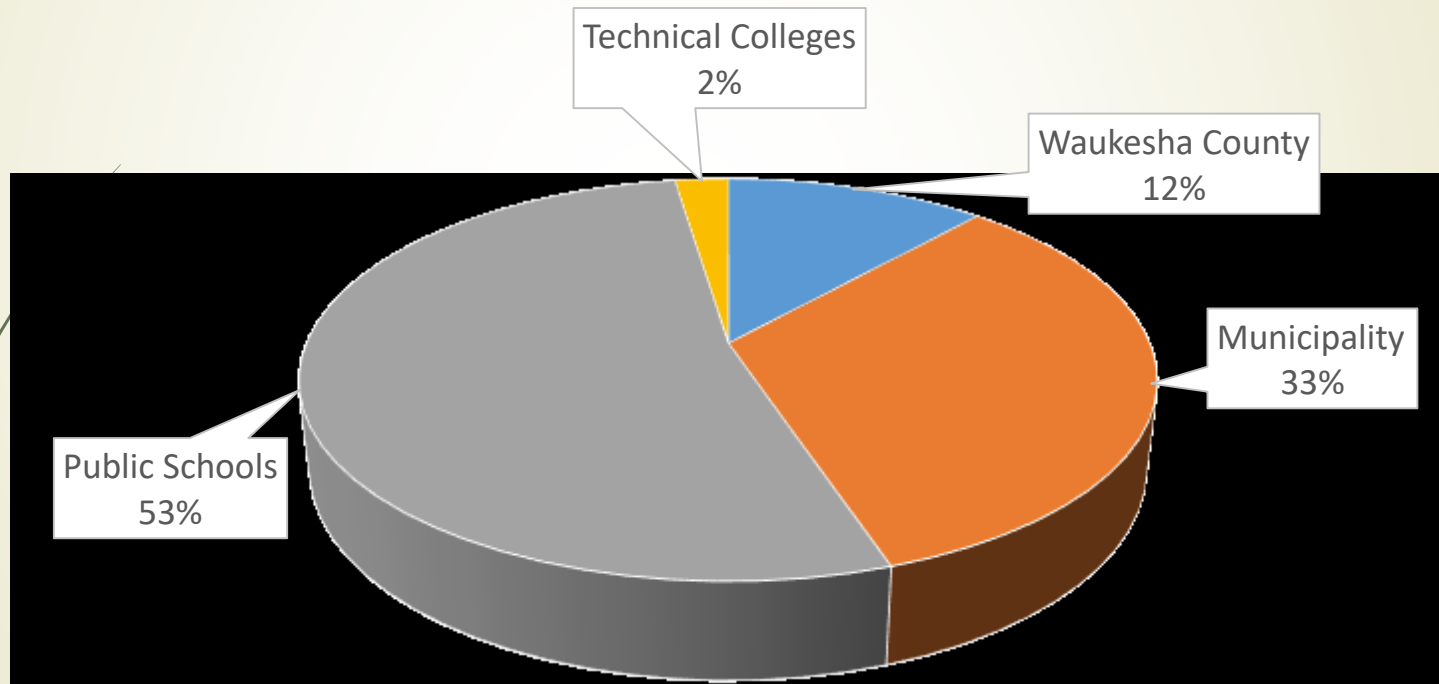


Why we Assess Property

- 
- ▶ Property Tax is the most stable revenue source compared to fees, sales or income tax
 - ▶ Assessments allocate taxes fairly between commercial & residential property and among neighbors.

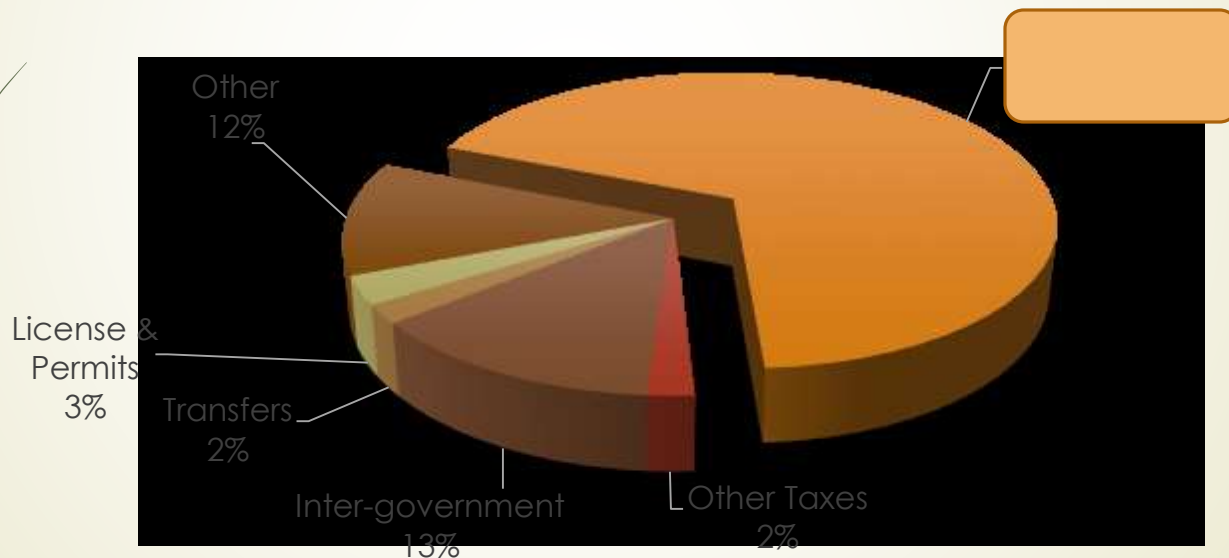
The Tax Levy supports

City, Schools, County, Tech Colleges (using 2021 data)



Tax Levy results in almost 70% of annual revenues - 2020

Revenue Sources





How We Assess Property

- ▶ **Record** property ownership & use updates
 - ▶ **View**, sketch & photograph assessable property
 - ▶ **Describe** wear & tear, utility & market influence factors
 - ▶ **Estimate** market impact of physical changes to property
 - ▶ **Identify** market trends as they affect supply & demand
 - ▶ **Evaluate** market factors to identify non-market sales
 - ▶ **Design & calibrate** mass appraisal valuation model
- 

Total Equalized Value \$6,270,870,100 (+ 7%)

Net New Construction = 1.23 %

City or Village	2021 % Eq. County Value	2021 Equalized Value	2021 DOR Economic Change	2021 NNC	2020 NNC	2019 NNC	2018 NNC
Brookfield	12.26%	8,192,033,600	6%	2.05%	2.39%	1.46%	1.23%
Waukesha	11.33%	7,762,818,900	9%	.81%	1.18%	1.01%	0.86%
New Berlin	9.59%	6,270,870,100	7%	1.23%	1.12%	1.28%	1.10%
Men. Falls	8.97%	6,150,246,600	9%	2.53%	2.08%	1.76%	2.39%
Pewaukee	5.76%	3,741,123,300	6%	.86%	1.40%	1.66%	2.22%
Muskego	5.52%	3,695,735,500	6%	1.92%	1.68%	1.05%	2.05%
All other Waukesha County Communities are below 5% of Equalized							

New Berlin – 2021

Total Equalized Value \$6,270,870,100 (+ 7%)

Commercial Class = 24% of tax-base

City or Village	MFG	2021 Equalized Commercial	% of Total	April 1, 2020 Pop	Per Capita EQV
Brookfield	37	2,444,666,381	33%	41,464	58,959
Waukesha	139	2,448,502,942	37%	71,158	34,409
New Berlin	107	1,593,458,083	30%	40,451	39,392
Menomonee Falls	152	1,929,349,614	39%	38,527	50,078
Pewaukee	55	1,258,303,293	35%	15,914	79,069
Muskego	31	434,536,600	12%	25,032	17,359

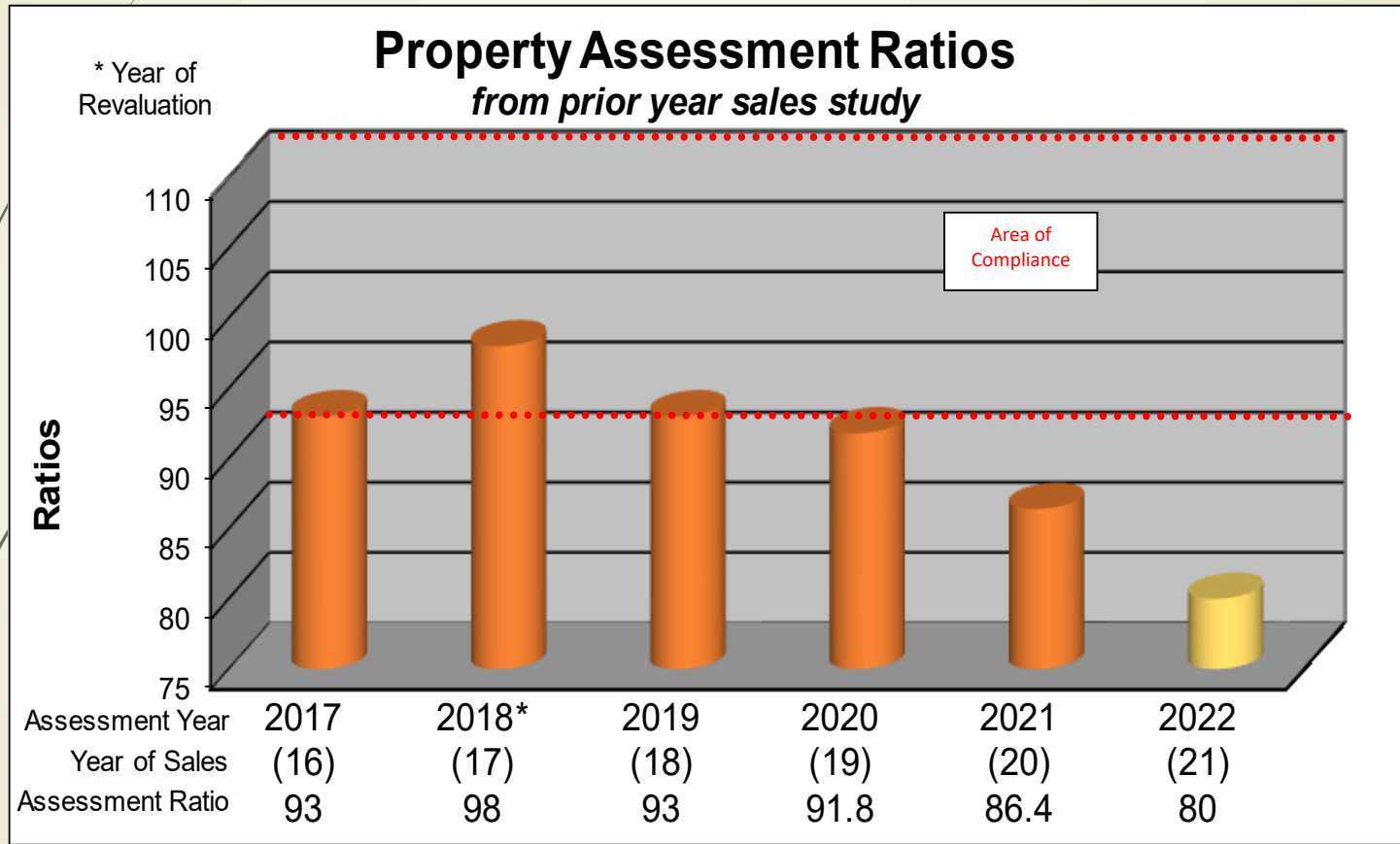


2021 Assessment Roll Activity

Maintenance year

- ▶ **Land records recorded – 9,293**
 - ▶ 1,323 - Conveyance Documents Investigated
 - ▶ 146 Miscellaneous recordings reviewed
 - ▶ 486 Non-market sales identified
 - ▶ 691 Market sales verified
- ▶ **Property records reviewed or physically inspected**
 - ▶ 691 Real estate sales
 - ▶ 1,727 Building permits
 - ▶ 878 Assessment changes made
- ▶ **Appeals**
 - ▶ 42 Open Book reviews over 10 days
 - ▶ 5 Commercial & 4 Residential Value changes
 - ▶ Zero Board of Review hearings
 - ▶ Walmart appeals at Circuit Court
 - ▶ 2018, 2019, 2020 & 2021*

Assessment Level Trend



2022 Projected ratio = 80%
From 2021 sales ratio study



Assessment Performance

Residential Coefficient of Dispersion

Sales-Year	COD
2017	7.80%
2018 revaluation	6.81%
2019	7.75%
2020	8.95%
2021	13.81%

The COD measures how close the sale price of each property was to our assessment.

05 – 10	Excellent
11 – 15	Good
16 – 20	Fair
21 – 30	Poor

Equalized Value Changes by Class

Classification	% +/-	2021 Equalized
Residential	8%	\$4,633,052,500
Commercial	8%	\$1,288,255,300
Farm Improvements	9%	\$16,159,700
Forest	-8%	\$5,106,200
Undeveloped	3%	\$1,633,800
Agricultural	1%	\$567,400
Manufacturing PP	-13%	\$18,434,000
Manufacturing RE	-2%	\$228,251,000
Personal Property	-11%	\$79,410,200
Total	7%	\$6,270,870,100

TID #3 - Growth

New Berlin - Class A Industrial

2020 Full Base Value	2020 Full Value	% Change	2021 Increment	2021 Full Value
729,000	24,938,900	50%	12,420,400	37,359,300



ECM
Industries



Amazon

TID #4 - Growth

New Berlin – Mid Class Hotel

2020 Full Base Value	2020 Full Value	% Change	2021 Increment	2021 Full Value
13,234,500	13,234,500	5%	709,600	13,944,100



Equalized Values Over Time



Equalized Value Ranking

2021 Rank	Municipality	2021 Equalized Value	% Change	2020 Equalized Value	2020 Rank
1	Milwaukee	35,331,228,900	12.3%	31,452,246,300	2
2	Madison	32,940,368,400	-0.3%	33,036,794,000	1
3	Kenosha	8,308,462,100	9.0%	7,621,873,500	4
4	Brookfield	8,192,033,600	6.2%	7,713,940,200	3
5	Green Bay	8,051,247,100	8.8%	7,399,206,300	5
6	Waukesha	7,762,818,900	9.1%	7,117,690,000	6
7	Wauwatosa	7,545,981,900	9.9%	6,863,838,600	7
8	Appleton	6,688,360,800	7.9%	6,200,311,200	8
9	Eau Claire	6,487,588,600	10.2%	5,885,065,600	9
10	New Berlin	6,270,870,100	7.2%	5,849,283,800	10
11	Menom. Falls	6,150,246,600	9.4%	5,621,021,400	11
12	Janesville	6,069,240,100	8.5%	5,591,259,700	12
13	Mequon	5,403,150,300	3.3%	5,232,431,000	13
14	Franklin	4,887,373,400	6.5%	4,587,752,500	14
15	Pleasant Prairie	4,854,697,900	13.1%	4,293,777,600	18
16	Oshkosh	4,821,112,500	8.1%	4,460,244,100	15
17	West Allis	4,780,905,200	10.6%	4,324,118,600	17
18	La Crosse	4,672,574,900	7.9%	4,331,406,700	16
19	Oak Creek	4,618,317,600	9.5%	4,215,753,700	19
20	Middleton	4,263,315,100	4.6%	4,077,208,800	20
21	Racine	4,252,000,400	6.9%	3,977,875,700	21

Average = 8%



Current Real Estate Market Overview



New Berlin Single Family Market as of end of Summer market 2021

- ▶ Average Marketing Metrics:
 - ▶ List to Sale Ratio = 103%
 - ▶ Marketing-time - 4 days
 - ▶ (2020 - 6 days)
 - ▶ Absorption – 22 Days
 - ▶ (2020 – 30 days)
- 



New Berlin Single Family Market as of end of Summer market 2021

- ▶ Volume:
 - ▶ Sales – down 15%
 - ▶ Listings – down 22%

 - ▶ Pricing
 - ▶ Average List Price
 - ▶ \$334,950 up 4.7%

 - ▶ Average Sale Price
 - ▶ \$340,950 up 10%
- 



New Berlin Single Family Market - Current

- ▶ Mortgage Rates
 - ▶ 30-year fixed – 4.23%
 - ▶ Up 50% on the year
- ▶ 16 Lots for sale currently
 - ▶ 12 – Randomly situated
 - ▶ 100,000 – 475,000
 - ▶ 3 - Upland Ridge
 - ▶ ~\$210,000
 - ▶ 1- Kohler Ridge
 - ▶ ~\$142,900

Looking Forward 2022

Residential Market Uncertainty

▶ Residential Market Prospective

Current robust market conditions may extend or expand in 2022 with rising interest rates, and continued long-term diminished supply as buyers and sellers hop into the market to beat rising rates.

Improving
unemployment

Improving job-
growth numbers

Historically low
interest rates



Lagging
consumer
confidence

Global &
domestic supply
chain problems

Patterns of local,
regional and
global conflict

It is difficult to predict how 2022 will unfold.

Looking Forward 2022

Commercial Market Uncertainty

➤ Commercial Market Prospective

The commercial market will continue to experience instability. Although New Berlin has a relatively stable mix of commercial property types that ride out economic instability well with minimal areas of market risk overall.

Investment Property of
all types selling well

Lagging consumer
confidence

Industrial & Multi-
family property has
been at a premium



Evolving
Workplace Models

Historically low
interest rates

Degrading global &
domestic production &
distribution trends

It is difficult to predict how 2022 will unfold.

Assessor's Office

Current Status

Data Conversion and Mass Appraisal Modeling projects

2022 will be a maintenance year so assessment changes will be limited to remodeling & new construction in newly platted or legacy neighborhoods.

In consultation with the Supervisor of Equalization at the Department of Revenue, it has been recommended that we complete our data perfection process prior to developing the new mass-appraisal valuation model

Therefore, we are advised to delay the next citywide revaluation until 2024.

- ▶ *Data Conversion 2020 - 2021*
 - ▶ *Mainframe legacy Tyler-mass appraisal system to SQL-server Market Drive (used by 68% of jurisdictions in the State)*
 - ▶ *Data conversion successful*
 - ▶ *Data perfection still in process*

- ▶ *Mass Appraisal Model Development 2022 - 2023*
 - ▶ *Three stages - Design, specification & calibration*
 - ▶ *Valuation and testing*

Assessor's Office

*Public Relations Plan
for the upcoming citywide revaluation
~In conjunction with the Clerk's office~*

Setting

- ▶ Historic property value increases since 2020 and the necessity of the a delay in performing the next citywide revaluation
 - ▶ Property values will be taxed at assessment levels well-below current market values for 2022 and 2023.
 - ▶ The assessment ratio that appears on tax bills will be much lower than normal and may reach below 80% of full market value before the Revaluation is complete.
 - ▶ The Supervisor of Equalization at the Department of Revenue has indicated that our plan to perform a delayed 2024 revaluation is permissible within the regulatory compliance framework when approved by his office.

Public Relations Plan - 2023

- ▶ Tax bill inserts & quarterly articles and reminders & website features (Community Relations)
 - ▶ Unusual historic nature of recent market activity
 - ▶ Low pre-surge property assessments
 - ▶ Likelihood of large increases to most property assessments
 - ▶ Reminder that when all assessments increase at the same time, the tax-rate decreases proportionally, when the tax levy remains stable.

Assessor's Office

Five Year Plan

2020 - 2025

2022 will be a maintenance year so assessment changes will be limited to remodeling & new construction in newly platted or legacy neighborhoods.

In consultation with the Supervisor of Equalization at the Department of Revenue, we have decided to hold the next revaluation in 2024.

Assessment Year	Time Frame	Action Plan	Level of Assessment
2020	June 2019 - May 2020	DATA CONVERSION (MAPPING + VALIDATION)	91%
2021	June 2020 - May 2021	POST-CONVERSION DATA PERFECTION	86%
2022	June 2021 - May 2022	REVALUATION DATA PERFECTION & MODEL SPECIFICATION	~ 80%
2023	June 2022 - May 2023	REVALUATION MODEL CALIBRATION, TESTING & VALUATION	~ 77%
2024	June 2023 - May 2024	FIRST REVALUATION YEAR PER DOR	100%
2025	June 2024 - May 2025	FIRST MAINTENANCE YEAR POST REVALUATION	~ 98%



*Thank you for
your support
of our mission*