

**CITY OF EDGERTON  
FINANCE COMMITTEE MEETING  
EDGERTON CITY HALL, COUNCIL CHAMBERS  
12 ALBION STREET**

**Monday, May 3, 2021 at 6:30 p.m.**

**NOTE: PER EMERGENCY ORDER FACE COVERINGS ARE REQUIRED**

**REMOTE PARTICIPATION:** To participate or view the meeting, please select the link to the meeting listed on the **calendar events** on the City website's home page at [www.cityofedgerton.com](http://www.cityofedgerton.com).

1. Call to order; Roll call
2. Confirmation of appropriate meeting notice posted on Friday, April 30, 2021.
3. Elect Chair.
4. Consider approval of minutes from the April 19, 2021 Finance meeting.
5. Consider approval of minutes from the April 26, 2021 Finance meeting.
6. Consider approval of bills and payroll vouchers.
7. Consider licenses applications.
  - a. Consider Operator's License for Ashlyn Oren.
  - b. Consider Temporary Class "B" Beer and Wine License to Edgerton Lions Club for July 3, 2021
8. Consider approval of public event packet for Concerts in the Park Series and waive any fees.
9. Consider awarding bid for stump grinding and tree planting.
10. Consider policy decisions regarding the affordable housing program.
11. Consider selection of MSA for Affordable Housing Program administration.
12. Finance Director's report.
13. Adjourn.

Notice: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: (608) 884-3341.

Notice is hereby given that a majority of the Common Council is expected to be present at the above scheduled noticed meeting to gather information about a subject over which they have decision-making responsibility. The only action to be taken at this meeting will be action by the Finance Committee.



**APRIL 19, 2021 FINANCE COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:15 p.m.

Present: Sarah Braun (remotely joined the meeting at 6:20 p.m.), Candy Davis, and Tim Shaw.

Others Present: City Administrator Ramona Flanigan, Library Director Kirsten Almo (remote), Municipal Services Director Howard Moser, Police Chief Robert Kowalski, and a few citizens.

City Administrator Ramona Flanigan confirmed the meeting agendas were properly posted on Friday, April 16th, 2021 at the Post Office, Edgerton Library, and City Hall.

**MINUTES:** Tim Shaw/Candy Davis motion to approve the minutes from the April 5, 2021 Finance meeting passed on a 2/0 roll call vote.

**BILLS AND PAYROLL:** A Candy Davis/Tim Shaw motion to approve the bills and payroll in the amount of \$222,602.84 passed on a 2/0 roll call vote.

**PUBLIC EVENT PACKETS:** Candy Davis stated there are four event packets for consideration this evening. In 2020 she noted the Council voted to not provide any services to events due to the pandemic. She asked if the DPW staff is comfortable with providing services in 2021. Municipal Services Director Howard Moser stated they are.

Candy Davis recommended all event packet applicants be made aware that the Committee wants them to adhere to the Rock County Health Department guidelines that are in effect at the time of the event and if the guidelines change, the Council may reconsider the services provided.

Candy Davis/Tim Shaw moved to approve the public event packet for Edgerton United Methodist Church Worship in the Park with the following conditions:

1. Waive the fees,
2. City to provide the needed services,
3. Adhere to the Rock County Health Department pandemic guidelines;
4. Be aware the Council may reconsider the event packet if guidelines become stricter.

The motion passed on a 3/0 roll call vote.

Candy Davis/Sarah Braun moved to approve the public event packet for July 3<sup>rd</sup> Edgerton Lion's Club Fireworks with the following conditions:

1. Waive the fees,
2. City to provide the needed services,
3. Adhere to the Rock County Health Department pandemic guidelines;
4. Be aware the Council may reconsider the event packet if guidelines become stricter.

The motion passed on a 3/0 roll call vote.

Candy Davis/Tim Shaw moved to approve the public event packet for Edgerton Conservation Club's Kid Fishing Derby with the following:

1. Waive the fees,

2. City to provide the needed services,
3. Adhere to the Rock County Health Department pandemic guidelines;
4. Be aware the Council may reconsider the event packet if guidelines become stricter.

The motion passed on a 3/0 roll call vote.

Candy Davis noted there are additional dates for the Summer Reading program using different parks. Should the event packet include those dates? Library Director Kirsten Almo stated she has only applied for services for the two large Summer Program events. The other dates will be on a small basis and not need any services.

Candy Davis/Sarah Braun moved to approve the public event packets for Edgerton Library's Summer Reading Program's events on June 30 and July 26 with the following:

1. Waive the fees,
2. City to provide the needed services,
3. Adhere to the Rock County Health Department pandemic guidelines;
4. Be aware the Council may reconsider the event packet if guidelines become stricter.

The motion passed on a 3/0 roll call vote.

**BIDS FOR POLICE VEHICLE:** Police Chief Robert Kowalski stated the 2021 budget include the purchase of a new Dodge Durango SUV. Since that time, Ford has introduced a SUV police hybrid vehicle. He is asking the Committee to consider the purchase of the hybrid vehicle based on the following:

- A large amount of an Officer's time in vehicle is at low-speed or idling while he/she perform routine duties;
- To compensate for the long period of low-speed and idling, the hybrid squad uses a lithium-ion battery to power on-board electric equipment, allowing the gas engine to shut off even at low or regular speed.
- During idle time the engine shuts off and only turns on when the battery is required to recharge.
- A hybrid vehicle offers significant fuel savings along with across-the-board improvements in performance.
- Ford stated the fuel savings and reduced costs of maintenance will pay back the increased cost of the hybrid powertrain in two years. He provided data from a number of communities that have seen the saving.
- These vehicles are environmentally friendly.

The budgeted amount for a squad is \$30,380. Chief Kowalski stated the trade-in vehicles have been selling for more than budgeted so some of the increased cost may be picked up from this. Also, the gas and maintenance costs should save money.

A Tim Shaw/Sarah Braun motion to approve the purchase of a Ford Hybrid SUV Police Interceptor from Ewald Automotive Group in the amount of \$35,959 passed on a 3/0 roll call vote.

**SIDEWALK BIDS FOR LORD ST PROJECT:** City Administrator Ramona Flanigan stated this project is to fill in a missing sidewalk on one property. The Council has passed a resolution to special assess the property owner for the project.

A Candy Davis/Tim Shaw motion to award the Lord St sidewalk project to Johnson Brothers in the amount of \$3,160 passed on a 3/0 roll call vote.

**BADGERLAND REFUSE AND RECYCLING CONTRACT EXTENSION:** City Administrator Ramona Flanigan stated the Council had discussed that with in the first year of the Badgerland contract, they have the potential to extend the 5-year contract to 7 years or to 10 years. The advantage of the extension is a savings in future year's costs. The disadvantage is the City cannot seek a new vendor after the 5 years if they are dissatisfied with the service.

In the past, the contracts were 3 years. When the City switched to mechanically picked up totes, contracts became 5 years. City Administrator Ramona Flanigan stated the transition to a new service has caused issues with scheduling, routes, and locations. Staff has seen a reduction in the number of calls as these items have been worked out.

The Committee felt a 10-year contract is longer than they are comfortable with. They supported the addition of 2 years, extending the contract to 7 years.

A Candy Davis/Tim Shaw motion to approve the Badgerland contract extension to 7 years passed on a 3/0 roll call vote.

**2021 SALARY AMENDMENT:** Municipal Services Director Howard Moser stated the current starting rate for summer part time help is \$9.25 per hour. This year he received one application. He contacted surrounding communities and learned they paying more than Edgerton and some are still having trouble finding help.

Moser suggested increasing the wage to \$11.00. Sarah Braun asked if there is money in the budget. Moser stated he will work within the budgeted amount. Candy Davis recommended going to \$12 so the full-time employees can do other things and not work overtime to mow.

Moser noted he has hired a cemetery grounds keeper so hopes to find two additional summer employees.

A Candy Davis/Sarah Braun motion to adopt the amendment to City of Edgerton Resolution 22-20D: 2021 Salary Resolution to increase the summer DPW part-time starting wage to \$12 passed on a 3/0 roll call vote.

Being no other business before the Committee, a Tim Shaw/Sarah Braun motion to adjourn passed on a 3/0 roll call vote.

Cindy Hegglund, City Clerk-Treasurer

Adopted May 3, 2021



**APRIL 26, 2021 FINANCE COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:14 p.m.

Present: Sarah Braun, Candy Davis, and Tim Shaw.

Others Present: City Administrator Ramona Flanigan, Mayor Christopher Lund, and Alderperson Casey Langan.

City Administrator Ramona Flanigan confirmed the meeting agendas were properly posted on Friday, April 23, 2021 at the Post Office, Edgerton Library and City Hall.

**WORKING SESSION TO DEVELOP DONATION POLICY:** City Administrator Ramona Flanigan stated the donation policy has been in the works for quite some time but never was completed. She reviewed policy decisions that the Committee may wish to weigh in on.

The policy covers the following major items:

1. The Council has the flexibility of determining whether to accept or decline any proposed gift or donation. One of the most common items the Council may not want to accept are high maintenance cost items.
2. What is the acceptable lifespan of the donation? Do you replace items that are worn out, damaged or destroyed?
3. What threshold, if any, should be set for who can accept a donation. The draft sets a value of \$1,500 in a major/minor donation. This was based on the price of park benches and trees that are below \$1,500. Minor donations may be approved administratively without Council approval. Major donations and naming rights would require Council approval.
4. Council would have the approval authority for donations with specific designations or conditions.
5. Council would have the approval authority on real property donations.
6. Naming rights guidelines for parks or other items are included in the policy.

Tim Shaw asked how would a donated object's value be determined. Ramona Flanigan stated some items can be determined such as a tree. Something like an art object would have to be determined by the donor's estimation of the value. He felt the \$1,500 threshold is good.

Ramona Flanigan stated there aren't a lot of donations that exceed \$1,500. Given the number of trees being donated and benches, she did not want to delay the donation by having to take it to Council.

The Committee was in agreement with the policies in the document and asked that it be moved on to Council for approval.

**WORKING SESSION TO DEVELOP AFFORDABLE HOUSING PROGRAM:** Once the Committee is satisfied with the policy decisions in the affordable housing program, a policy program document will be drafted and approved by the Council.

Ramona Flanigan stated she contacted the assessor to find out how many homes fall at or below the average \$207,968 assessed value of a home in Edgerton. There are 1,035 single family and condo units (57%) that would be eligible for the program if the average assessed value is used. The Committee members felt this threshold is a good starting point.

Ramona Flanigan asked if someone would be allowed the ability to present an appraisal done within 2 years to show that the assessed value is too high and they should be allowed to participate in the program. Due to the current market fluctuation and timing issue, the Committee decided to only use the assessed value for determining qualifications in the program.

Ramona Flanigan asked what dollar threshold should be used to determine a grant and/or loan value? Someone at the last meeting suggested a grant be offered first and then, at a given dollar amount, it becomes a loan. She stated this eliminates the need to have the costly loan evaluation costs on smaller projects.

Sarah Braun supported offering the grant component to every applicant to keep things fair.

Ramona Flanigan stated the 25% grant, 75% property owner cost along with 50% loan, 50% property owner cost is shown in the example. The Committee can set the percentages and maximum grant and loan dollars.

Tim Shaw stated he likes the numbers proposed. The grant funding gives a good incentive to participate in the program but leaves adequate funds for the loans that can be recycled back into the program when a loan is repaid. Sarah Braun agreed, she wants to see the program continue.

Ramona Flanigan stated Focus on Energy provides energy efficiency grants for items like solar energy and insulation (not windows). It appears they are not particular where the homeowner's share of the matching grant money comes from so the City's program could offer assistance in conjunction with Focus on Energy.

Casey Langan stated he had worked for Focus on Energy. He hopes that they may use Edgerton as a pilot and market both programs. Focus on Energy also works with the trade contractors to get them on board to schedule work.

The Committee supported the joint grant incentives and were comfortable with homeowners benefiting from both programs. Staff will look further into the Focus on Energy programs.

The minimum loan amount was set at \$10,000 with a maximum loan amount set at \$50,000. The grant maximum amount was set at \$2,500 with homeowner's paying 75% of the project costs.

The beginning interest rate was agreed to be 2%. Candy Davis asked if we find this is too high of an interest rate, could it be changed? Ramona Flanigan stated it could change but there should be a limit on when a change goes into effect once loans have already been issued, payments have been made, and how/if these would be affected. The Committee agreed on the 2%.



The types of projects that are eligible were discussed. Flanigan recommended maintenance type items like siding, roofing and furnaces not be included because they do not improve the housing stock, they are more maintenance items.

Tim Shaw asked about secondary structures. Ramona Flanigan stated these would be only garages and a lower priority than a primary structure improvement. A new garage can greatly increase the value of a property and is a higher priority than a deck or patio.

The loan analysis was discussed. The City's current housing program consultant, MSA is willing to administer this program. The estimated cost to administer a loan is \$350 - \$500. Because the process is time consuming, there needs to be an agreed upon payment with MSA for those applicants that never result in a loan.

From the information MSA would gather, they could determine the loan-to-value percentage and the debt-to-income standard. The Committee set the loan-to-value standard at 90% and the debt-to-income standard at 43%.

If the project will increase the value of the property and the applicant cannot meet the loan-to-value criterion, will the committee consider the value increase based on the proposed project? How is the project value amount be determined? Flanigan stated the options of determining the value can be provided by the City Assessor. This will cause a time delay and a need for a large amount of information being exchanged. The other option that is usually used is a value increase of 1/3 of the cost of the project. The Committee agreed to the later, 1/3 the cost of the work.

How long does a homeowner have to remain living in the home to comply with the program? The Committee agreed it must be an owner/occupied property and they must live there one year after the completion of the project. They agreed they would consider reasonable exceptions before applying a penalty. The penalty for not staying in the home was the repayment of the grant money.

Being no other business before the Committee, a Sarah Braun/Tim Shaw motion to adjourn passed on a 3/0 roll call vote.

Cindy Heggland, City Clerk-Treasurer

Adopted May 3, 2021



## Report Criteria:

Detail report.  
Invoices with totals above \$0 included.  
Paid and unpaid invoices included.  
Invoice.Invoice Date = 04/30/2021

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
<b>10011803</b>								
3845 c	BANK OF EDGERTON	2021	START-UP CASH FOR POOL	04/30/2021	200.00	200.00	04/26/2021	
Total 10011803:					200.00	200.00		
<b>10012320</b>								
908 ch	CITY OF JANESVILLE	906305	PP TAXES PARCEL 16281	04/30/2021	205.42	.00		
Total 10012320:					205.42	.00		
<b>10013100</b>								
2887 c	DELTA DENTAL OF WISCONSIN	1588845	MAY 2021 DENTAL INSURANCE	04/30/2021	58.87	.00		
Total 10013100:					58.87	.00		
<b>10021532</b>								
13 ch	AFLAC	300568	AFLAC MONTHLY PREMIUM	04/30/2021	167.63	.00		
Total 10021532:					167.63	.00		
<b>10023150</b>								
5173 c	EDGERTON AREA TOURISM CO	MARCH 2021	1ST QUARTER 2021 ROOM TAX	04/30/2021	366.51	.00		
Total 10023150:					366.51	.00		
<b>10023160</b>								
5181 c	CAMILA, MIRIAM	4/24/2021	RTP SHELTER RENTAL DEPOSIT REFUND	04/30/2021	110.00	.00		
5182 c	KELLEN, JASON	4/15/2021	RTP SHELTER DEPOSIT REFUND	04/30/2021	110.00	.00		
Total 10023160:					220.00	.00		
<b>10051310210</b>								
2936 c	MURPHY DESMOND LAWYERS	8126000	SPECIAL LEGAL SERVICES	04/30/2021	131.25	.00		
Total 10051310210:					131.25	.00		
<b>10051410153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	1588845	MAY 2021 DENTAL INSURANCE	04/30/2021	58.88	.00		
Total 10051410153:					58.88	.00		
<b>10051430153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	1588845	MAY 2021 DENTAL INSURANCE	04/30/2021	105.97	.00		
Total 10051430153:					105.97	.00		
<b>10051510153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	1588845	MAY 2021 DENTAL INSURANCE	04/30/2021	11.77	.00		
Total 10051510153:					11.77	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
<b>10051600210</b>								
596 ch	ROBINSON'S MARKETING DIV I	26928	CLEANING THROUGH 4/16/21-CITY HALL	04/30/2021	70.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	26950	CLEANING THROUGH 4/23/21-CITY HALL	04/30/2021	70.00	.00		
Total 10051600210:					140.00	.00		
<b>10051600225</b>								
311 ch	FRONTIER COMMUNICATIONS	APRIL 2021	608-884-3341 CITY HALL	04/30/2021	105.24	.00		
Total 10051600225:					105.24	.00		
<b>10051600340</b>								
118 ch	C & M PRINTING INC	70441	BUSINESS CARDS- COLSON	04/30/2021	40.50	.00		
557 ch	PHOENIX CONSULTING INC	1041904	MICROSOFT UPDATE-CITY HALL	04/30/2021	287.50	.00		
934 ch	STAPLES CREDIT PLAN	7329121592	DESK ORGANIZER, STAPLER, RUBBER BAN	04/30/2021	13.84	.00		
Total 10051600340:					341.84	.00		
<b>10051600810</b>								
2594 c	GENERAL CODE	PG000025006	CONTRACT SIGNING	04/30/2021	2,799.00	.00		
Total 10051600810:					2,799.00	.00		
<b>10052100153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	1588845	MAY 2021 DENTAL INSURANCE	04/30/2021	117.74	.00		
Total 10052100153:					117.74	.00		
<b>10052100340</b>								
633 ch	SCHWAAB INC	5257	SELF INKING STAMP-PD	04/30/2021	40.98	.00		
3090 c	TV & RP UNIT	APRIL 2021	WISCONSIN DOT SUSPENSIONS (9)	04/30/2021	27.00	.00		
Total 10052100340:					67.98	.00		
<b>10052120153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	1588845	MAY 2021 DENTAL INSURANCE	04/30/2021	902.70	.00		
Total 10052120153:					902.70	.00		
<b>10052120225</b>								
130 ch	US CELLULAR	0432239132	POLICE CELL PHONES	04/30/2021	129.00	.00		
Total 10052120225:					129.00	.00		
<b>10052120380</b>								
4293 c	US AUTO FORCE	4872334	(2)TIRES FOR SQUAD	04/30/2021	228.00	.00		
4869 c	GRIFFIN AUTO INC JEFFERSON	222807	18 PD SQUAD - MOTOR RADIATOR FAN REP	04/30/2021	850.90	.00		
4869 c	GRIFFIN AUTO INC JEFFERSON	222889	16 PD SQUAD - RADIATOR FAN, ANTIFREEZ	04/30/2021	1,248.38	.00		
Total 10052120380:					2,327.28	.00		
<b>10052150210</b>								
596 ch	ROBINSON'S MARKETING DIV I	26928	CLEANING THROUGH 4/17/21-POLICE STATI	04/30/2021	119.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	26950	CLEANING THROUGH 4/24/21-POLICE STATI	04/30/2021	119.00	.00		
Total 10052150210:					238.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
<b>10052150340</b>								
3977 c	EDWARDSON PLUMBING	4978	TOILET REPAIRS POLICE DEPT	04/30/2021	210.00	.00		
Total 10052150340:					210.00	.00		
<b>10052400210</b>								
2584 c	GENERAL ENGINEERING COMP	MARCH 2021	MARCH 2021 BUILDING INSPECTIONS	04/30/2021	3,121.00	.00		
Total 10052400210:					3,121.00	.00		
<b>10053100153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	1588845	MAY 2021 DENTAL INSURANCE	04/30/2021	117.74	.00		
Total 10053100153:					117.74	.00		
<b>10053230153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	1588845	MAY 2021 DENTAL INSURANCE	04/30/2021	235.52	.00		
Total 10053230153:					235.52	.00		
<b>10053230221</b>								
21 ch	ALLIANT ENERGY	MAR 21 37005	370054 ELECTRIC CHARGES	04/30/2021	119.05	.00		
Total 10053230221:					119.05	.00		
<b>10053230224</b>								
21 ch	ALLIANT ENERGY	MAR 21 37005	370054 GAS CHARGES	04/30/2021	177.37	.00		
Total 10053230224:					177.37	.00		
<b>10053230225</b>								
130 ch	US CELLULAR	0435038598	DPW CELL PHONE	04/30/2021	44.50	.00		
311 ch	FRONTIER COMMUNICATIONS	APRIL 2021	608-884-3341 DPW	04/30/2021	105.24	.00		
311 ch	FRONTIER COMMUNICATIONS	APRIL 2021	608-884-4037 DPW	04/30/2021	75.70	.00		
311 ch	FRONTIER COMMUNICATIONS	APRIL 2021	608-884-3809 TELEPHONE CHARGES	04/30/2021	37.48	.00		
Total 10053230225:					262.92	.00		
<b>10053240340</b>								
5175 c	LF GEORGE	IC77133A	THROTTLE	04/30/2021	225.95	.00		
Total 10053240340:					225.95	.00		
<b>10053240810</b>								
5179 c	DOUBLE D SERVICES, INC.	25718	SALTDogg SPREADER	04/30/2021	2,982.00	.00		
Total 10053240810:					2,982.00	.00		
<b>10053310380</b>								
700 ch	LAKESIDE INTERNATIONAL TR	5080355	TRANSMISSION-TRUCK #6	04/30/2021	4,526.02	.00		
3175 c	MOTOR PARTS & EXHAUST LLC	11440326389	50/50 BLEND OIL	04/30/2021	9.79	.00		
3175 c	MOTOR PARTS & EXHAUST LLC	11440326952	OIL FILTER, AIR FILTER	04/30/2021	24.85	.00		
3175 c	MOTOR PARTS & EXHAUST LLC	11440327243	FUEL FILTER	04/30/2021	3.40	.00		
3175 c	MOTOR PARTS & EXHAUST LLC	11440327520	OIL FILTER, FUEL FILTER	04/30/2021	15.38	.00		
Total 10053310380:					4,579.44	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
<b>10053310390</b>								
4874 c	PAUL'S TURF AND TREE	66166	ARBOR DAY TREES	04/30/2021	595.00	.00		
5177 c	TREE TO LUMBER SAWMILL	7	MILLING OF LOGS	04/30/2021	450.00	.00		
Total 10053310390:					1,045.00	.00		
<b>10053318340</b>								
4720 c	CITY OF MILTON	9182	SALT BRINE	04/30/2021	450.00	.00		
Total 10053318340:					450.00	.00		
<b>10053420221</b>								
21 ch	ALLIANT ENERGY	APRIL 21 8330	833074 ELECTRIC CHARGES	04/30/2021	4,514.04	.00		
Total 10053420221:					4,514.04	.00		
<b>10054910340</b>								
1009 c	FARM & FLEET CO	026484	WIRE SPRING CUSHION, BEADED SEAT CU	04/30/2021	110.94	.00		
3161 c	MENARDS	071495	SAFETY/SNOW FENCE-FASSETT	04/30/2021	29.95	.00		
Total 10054910340:					140.89	.00		
<b>10055110153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	1588845	MAY 2021 DENTAL INSURANCE	04/30/2021	215.87	.00		
Total 10055110153:					215.87	.00		
<b>10055110340</b>								
3586 c	MCGUIRE'S LANDSCAPE & GA	1101	DIRT, GRASS SEED, MULCH	04/30/2021	1,547.50	.00		
Total 10055110340:					1,547.50	.00		
<b>10055200225</b>								
130 ch	US CELLULAR	0435038598	WIFI RTP	04/30/2021	42.24	.00		
3534 c	CHARTER COMMUNICATIONS	96477032321	CITY POOL INTERENT	04/30/2021	64.99	.00		
Total 10055200225:					107.23	.00		
<b>10055200340</b>								
96 ch	BJOIN LIMESTONE INC	81614	AGLIME FOR BALL DIAMONDS-PARKS DEPT	04/30/2021	289.98	.00		
2933 c	ARCMATE MANUFACTURING C	168896	EZ REACHER W/PLAIN SLEEVE	04/30/2021	164.63	.00		
3014 c	NORTHWOODS SUPERIOR CH	299990	ODOR ERASER-PARKS	04/30/2021	365.98	.00		
3161 c	MENARDS	014762	CLOROX CLEANER, FRP DIVIDERS	04/30/2021	18.24	.00		
3161 c	MENARDS	090756	SWING WASTE BASKET	04/30/2021	11.88	.00		
3586 c	MCGUIRE'S LANDSCAPE & GA	0463	SEED-RTP	04/30/2021	250.00	.00		
3586 c	MCGUIRE'S LANDSCAPE & GA	1101	DIRT, GRASS SEED, MULCH	04/30/2021	1,547.50	.00		
4528 c	PICKLEBALLCENTRAL.COM	478183	PICKLEBALL REPLACEMENT NETS	04/30/2021	109.98	.00		
4862 c	ACE PORTABLES	38386	PUMP OUT PORT-A-POTTY AT FISH POND	04/30/2021	40.00	.00		
Total 10055200340:					2,798.19	.00		
<b>10055200810</b>								
3404 c	BURNS FULL SERVICE LLC	148084	PROTURN GRAVEL MOWER	04/30/2021	12,314.75	.00		
Total 10055200810:					12,314.75	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
<b>10055200820</b>								
1009 c	FARM & FLEET CO	099806	PAINT BRUSH, ROLLER, RED PAINT	04/30/2021	118.73	.00		
3161 c	MENARDS	009128	ADA RESTROOM SIGNS	04/30/2021	31.92	.00		
3161 c	MENARDS	028925	RACETRACK PARK BATHROOMS-MTN WRA	04/30/2021	239.91	.00		
3161 c	MENARDS	054080	RACETRACK PARK BATHROOMS	04/30/2021	234.59	.00		
3161 c	MENARDS	060080	RACETRACK PARK BATHROOMS-SCREWS,	04/30/2021	20.32	.00		
3977 c	EDWARDSON PLUMBING	4962	RACETRACK PARK BATHROOMS	04/30/2021	2,123.23	.00		
4946 c	PIEPER POWER	790517	RACETRACK PARK RESTROOMS	04/30/2021	2,105.60	.00		
5180 c	STOUGHTON LUMBER CO, INC.	0013	RTP BATHROOM-PAINT	04/30/2021	97.98	.00		
Total 10055200820:					4,972.28	.00		
<b>10055420225</b>								
311 ch	FRONTIER COMMUNICATIONS	APRIL 2021	608-884-3232 POOL	04/30/2021	30.40	.00		
Total 10055420225:					30.40	.00		
<b>10056300153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	1588845	MAY 2021 DENTAL INSURANCE	04/30/2021	35.32	.00		
Total 10056300153:					35.32	.00		
<b>10056700340</b>								
4163 c	WIX.COM	873944861	ANNUAL WEBSITE SUBSCRIPTION	04/30/2021	159.57	.00		
Total 10056700340:					159.57	.00		
<b>20653630297</b>								
5159 c	BADGERLAND DISPOSAL	0001563205	APRIL GARBAGE/RECYCLING FEE	04/30/2021	19,118.09	.00		
Total 20653630297:					19,118.09	.00		
<b>40057332820</b>								
2936 c	MURPHY DESMOND LAWYERS	8126000	SPECIAL LEGAL SERVICES	04/30/2021	169.02	.00		
Total 40057332820:					169.02	.00		
<b>40057612820</b>								
5178 c	WILSON BROS GARDENS	59338	SLENDER HINOKI CYPRESS TREES (2)	04/30/2021	119.68	.00		
Total 40057612820:					119.68	.00		
<b>40657121820</b>								
2936 c	MURPHY DESMOND LAWYERS	8126000	SPECIAL LEGAL SERVICES	04/30/2021	131.25	.00		
2936 c	MURPHY DESMOND LAWYERS	8126000	SPECIAL LEGAL SERVICES	04/30/2021	61.25	.00		
Total 40657121820:					192.50	.00		
<b>40657344820</b>								
373 ch	JB JOHNSON BROS LLC	571001	SIDEWALK 285 SF-W FULTON/CURB 82 LF C	04/30/2021	1,230.00	.00		
Total 40657344820:					1,230.00	.00		
Grand Totals:					69,886.40	200.00		

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
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Grand Total General Fund Vouchers: \$69,886.40  
Total Payroll Check Date 3/26/2021: \$69,407.78  
GRAND TOTAL OF GENERAL FUND: \$139,294.18  
Finance Committee Members Signatures of Approval:

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TIMOTHY SHAW

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CANDY DAVIS

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SARAH BRAUN

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Report Criteria:

- Detail report.
  - Invoices with totals above \$0 included.
  - Paid and unpaid invoices included.
  - Invoice.Invoice Date = 04/30/2021
-



# Memo

To: Common Council  
From: Staff  
Date: 4/30/2021  
Re: May 3, 2021 Meeting

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**Veterans' Memorial Lease:** To formalize the relationship between the City and the Veterans organization that created the new Memorial in Veterans' Park, the City has prepared the attached lease. The lease allows the Veterans Committee to make improvements; to continue to own the improvements that make up the memorial; and to keep them in the current location for a 30-year term (with 30-year extensions). The lease allows the Veterans group to make modifications to the memorial as they deem appropriate. The City has no obligation for maintenance (other than mow the lawn), repairs, or replacement of any of the improvements. The City can, and at this point has, provided property insurance for the improvements. The annual cost for this coverage is \$160. In the event an improvement is damaged, the City would contribute the insurance proceeds to the repair or replacement of the improvements but would not be obligated to pay for any repairs or replacement not covered by insurance including the deductible. If the City were to decide to cease providing property insurance coverage, the Tenant would be required to obtain property insurance. The lease rate is \$1 per year.

**Stump grinding/removal and tree planting bid award:** On April 26, 2021 bids were opened for the stump removal and planting of new trees in the downtown area to replace the diseased Ash trees that were removed this year. Madison Commercial Landscapes provided the lowest responsible bid. Staff recommends awarding this contract to Madison Commercial Landscapes in the amount of \$26,500. The 2021 TIF budget included \$20,000 for this project.

**MSA Services for Affordable Housing Program:** MSA administers our CDBG Housing Program. Staff recommends the City enter into a contact with MSA for the new Affordable Housing Program as opposed to seeking proposals from other firms for the following reasons: the two programs are similar in nature which will be more efficient than having separate consultants; the MSA contract is relatively easy to terminate; and MSA was selected through a RFP process a few years ago.

**Housing policy:** A draft policy should be available for the next Finance meeting. In preparing the manual. staff has the following policy questions:

- The Owner may select a bid that is within 10% of the lowest responsible bid. The Owner may choose a contractor who submits a higher bid only if the Owner agrees to pay the difference between the lowest responsible bid and the chosen bid.
- For projects receiving a Program Loan, the Borrower's **mortgage debt to assessed value ratio** must not be greater than 90% upon completion of the Project. For projects that include additions, major remodeling, or other improvements that measurably increase the assessed value, the Program will assume the assessed value of the Property will increase by 1/3 of the cost of the Project upon its completion. The Committee may increase the assumed post project value based on an opinion from the City Assessor.
- For projects receiving a Program Loan, if the applicant had an official appraisal of the property completed no more than the 18 months prior to the date the Application was filed, the appraisal may be utilized in place of the assessed value of the property.

Program name suggestions (so far): Edgerton Home Revival

PAID  
MAR 12 2021  
CITY OF EDGERTON

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10

Application Date: 3/12/2021

Town  Village  City of Edgerton County of Rock

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning July 3, 2021 and ending July 3, 2021 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box)  Bona fide Club  Church  Lodge/Society  Veteran's Organization  Fair Association

(a) Name Edgerton Lions Club

(b) Address P.O. Box 16 Edgerton WI 53534  
(Street)  Town  Village  City

(c) Date organized 11/1940

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

- (f) Names and addresses of all officers:
- President Russel Jorstad
- Vice President Rodney Rusch
- Secretary Bonnie Jorstad
- Treasurer Jack Rice

(g) Name and address of manager or person in charge of affair: RUSSEL JORSTAD  
935 Diane Dr. Edgerton WI 53534

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number Race Track Park 1K1 Dr. Edgerton WI 53534

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? \_\_\_\_\_

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

3. NAME OF EVENT

(a) List name of the event Edgerton Lions July 3 celebration

(b) Dates of event July 3, 2021

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Russel Jorstad  
(Signature/date)

Edgerton Lions Club  
(Name of Organization)  
Officer \_\_\_\_\_  
(Signature/date)

Officer Bonnie Jorstad 3/12/2021  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_





Event Name: Concerts in the Park Series  
Event Date: Various - Summer

### Special Event Permit Application

Event Name: Concerts in the Park Series  
Event Date(s): Various, See Attached

Advertised Time of Event: 6:30-8:00 p.m. Event Website: artscouncil.edgerton.com

Requested Location: Central Park

New Event  Repeat Event  Parade

Organization Name: Arts Council of Edgerton

For Profit  Nonprofit (must provide proof of nonprofit standing)  Other

Organization Address / City, State: P.O. Box 124, Edgerton, WI 53534

Organization Phone: 513/235-1220, President, Greg Sacks

Email: edgertonarts@gmail.com Website: artscouncil.edgerton.com

Event Planner/Contact Person: Karla Simpson

Address / City, State: 3834 Briar Crest Dr., Janesville, WI 53546

Cell Phone: 608/436-0560 Email: sim6767@att.net

Name of Contact On-Call during the Event: Karla or Greg Cell Phone: 608/436-0560 or 513/235-1220

What day will SET UP begin? Day of Concert What time will SET UP occur? 3:00 to 6:00 pm

What day will CLEAN UP occur? Same What time will CLEAN UP be complete? 9:00 pm

Estimated Attendance for this Event: 150 Previous Attendance for this Event: 150 ±

How many event staff will be at the event: 3-5

Divide Attendance by 3 to determine number of vehicles: 50 (Use this to develop your parking plan)

This form can be submitted one year **in advance of your event**. Submission of this form and payment of the application processing fee will put your event on the events calendar, but does not guarantee approval of your event. A complete application must be submitted **NO LATER THAN 30 DAYS** before your event. Your event is not approved until all required forms are submitted, all fees paid, and you have received notification of approval for your event. The event packet will be reviewed by the Finance Committee and Common Council. A representative should be in attendance at the meetings.

I, the undersigned, certify that the statements contained herein and attached hereto are true, accurate and complete to the best of my knowledge and belief.

[Signature]  
Applicant Signature Greg Sack, President

4-27-2021  
Date

Event Name: Concerts in the Park  
Event Date: Various

### Event Details & Summary

This form will help us understand the details of your event, and determine which approvals are needed. Answering the following questions will guide which forms and what supporting materials you will need to submit.

- Will your event require street closures?  No  Yes
- Will alcohol be served or sold?  No  Yes
- Will your event include food or retail sales?  No  Yes
- Will your event include a park or trail?  No  Yes
- Will your event include a parade?  No  Yes
- Will your event include a run, race or walk?  No  Yes
- Will your event use any structures, bleachers or stages?  No  Yes *Pavillon*
- Will your event use tents or canopies?  No  Yes
- Will your event include fireworks?  No  Yes
- Will your event include food trucks or vendors with open cooking fires?  No  Yes
- Will your event benefit a Edgerton based organization or charity?  
If yes, which one: Arts Council of Edgerton  No  Yes
- Will your event benefit an Edgerton area school?  
If yes, which one: Arts Scholarships - Edgerton Senior High  No  Yes
- Will your event require any services from the City of Edgerton?  No  Yes  Possible
- Will your event include amplified sound?  No  Yes
- Will your event require an exemption to any Noise Ordinance?  No  Yes

**Event Summary:** Please provide a brief summary of the Event. Include details about vendors, food or beer, parade, run or race component, live performances etc. This does not have to include specifics; just explain what a first time attendee might experience at the Event:

*1 1/2 hours of free band/concert music. Non alcoholic beverages + packaged snacks to be sold by Edgerton Band Boosters.*  
*Dependent on COVID restrictions, striping may be required to mark off 10' x 10' pods for families/groups.*

I, the undersigned, certify that the statements contained herein and attached hereto are true, accurate and complete to the best of my knowledge and belief.

*Greg Sacks* *4-27-2021*  
Applicant Signature *Greg Sacks, President* Date

### SECURITY AGREEMENT

To ensure the public's safety for your event, please answer the following questions to determine if adequate provisions are being made for alcohol sales and security at your event. Events serving alcohol will need to apply for the Temporary Class B license.

Estimated Attendance: ±150

Type of Event: Outdoor Concerts

Wholesaler: \_\_\_\_\_

All liquor must be purchased from a Wisconsin wholesaler.

1. Describe arrangements for the method and distribution of alcohol. Please include provisions to ensure service only to legal consumers.

N/A

2. Identify the licensed operators in charge of selling and distributing alcohol for the event.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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### TOBACCO USE

City of Edgerton Ordinance prohibits the use of tobacco products within 25 feet of any outdoor seating areas, service lines and/or other outdoor public gatherings.

1. As the event organizers, will the City's ordinance prohibiting the use of tobacco products be enforced during your event?

Yes

2. How will your event inform patrons of the prohibition?

Signage + Announcements

3. If a designated smoking area will be provided, where will it be located and how will you inform attendees on these areas?

N/A

#### City of Edgerton Use Only

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied

Police Department Recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FACILITY & EQUIPMENT NEEDS & COSTS

RACETRACK PARK \_\_\_\_\_ CENTRAL PARK ~~X~~ OTHER LOCATION \_\_\_\_\_  
 ENTIRE PARK \_\_\_\_\_ BALL DIAMONDS ~~X~~ SHELTER RENTAL \_\_\_\_\_

EQUIPMENT

Picnic Tables \_\_\_\_\_ Barricades \_\_\_\_\_ Striping ~~X~~  
 Trash Cans \_\_\_\_\_ Traffic Cones \_\_\_\_\_ Fencing \_\_\_\_\_  
 Signs \_\_\_\_\_ Posts \_\_\_\_\_ Benches \_\_\_\_\_

Please provide details to ensure all equipment needed is requested.

Dependent on COVID restrictions, striping may be required to mark off 10' x 10' pods. Rough sketch included. Call Karla 608/436-0560 to arrange meeting at site to review sketch.

*City of Edgerton Use Only*

Reviewed by: [Signature] Date: 4/28/21  Approved  Denied  
 Municipal Services Recommendations: PARTIAL SIGNS VERBS STAMPING.  
RECOMMEND SOCIAL DISTANCING.

DEPOSIT AMOUNTS FOR CITY FACILITIES

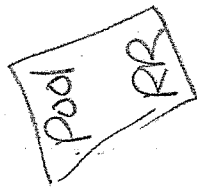
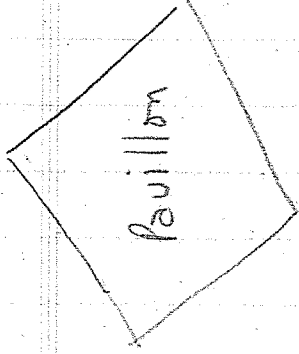
Parking Lots	\$200.00
City Streets	\$200.00 (excluding neighborhood block parties)
Central Park	\$250.00
Racetrack Park	\$350.00

The Common Council has the discretion to charge a rental fee in addition to the deposit. Security deposit must be made at time of reservation application. The City reserves the right to assess the deposit fee to cover any cost of clean-up of any area within after the event. Deposits will not be refunded until all keys have been returned to City Hall and an inspection has been completed of the facilities, equipment and grounds. All equipment or supplies must be removed within 24 hours of the event such as tents, trucks, flatbeds, and etc.

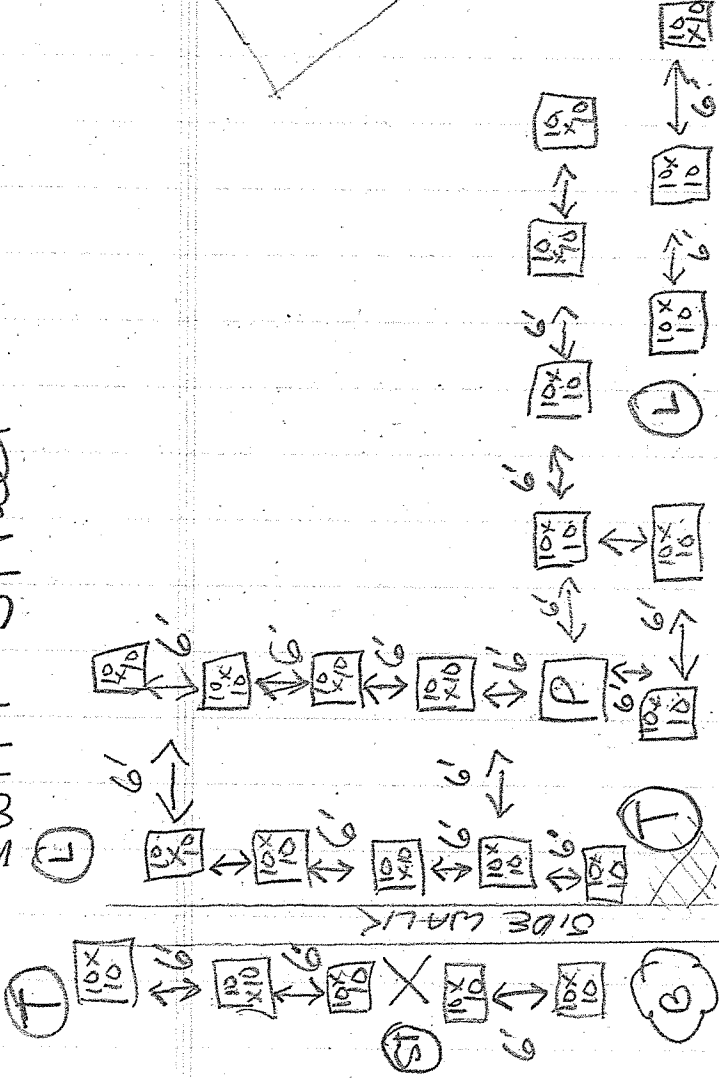
Keys must be picked up at the City Hall before 4:00 PM on the day before the reservation facility or Friday (if a weekend reservation). Keys are to be returned on the following day by 8:00 AM in the office or behind the building in the drop box.



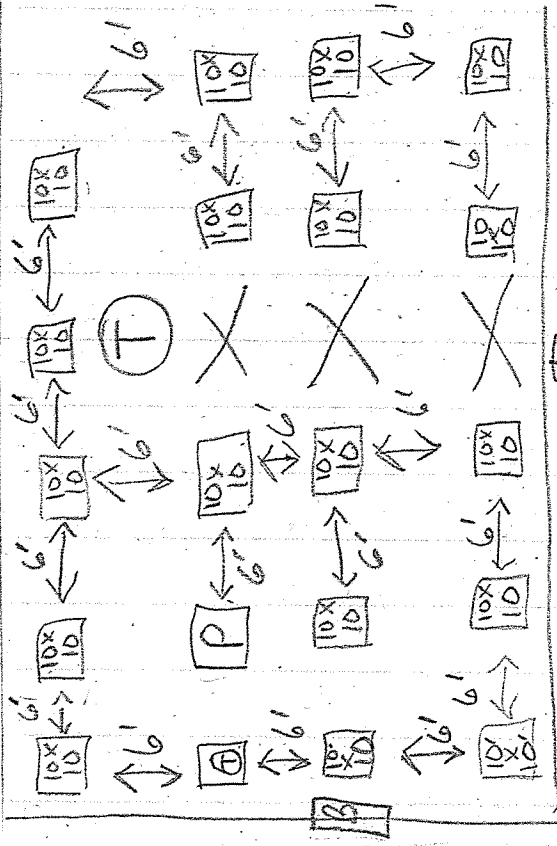
North  
N.T.S.



Swift Street

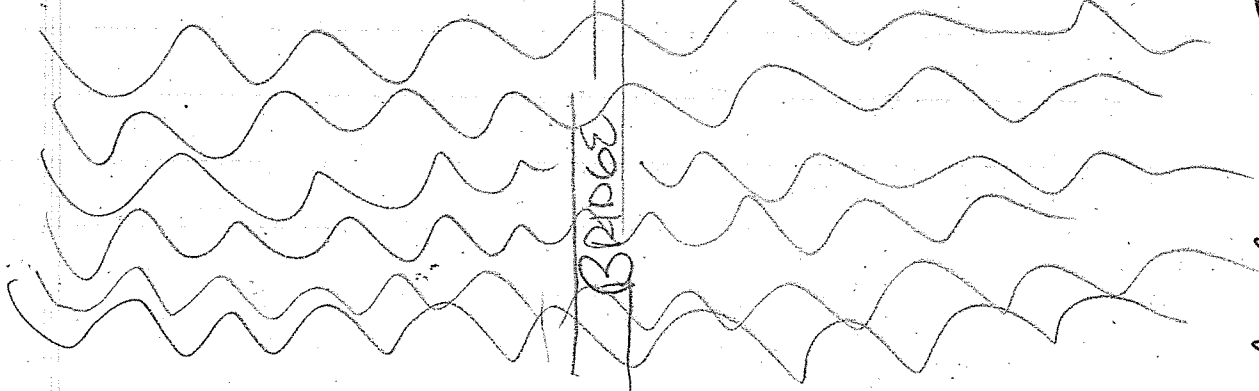


- (ST) = Stump
- (B) = Bush
- (T) = Tree
- X = tree blocking viewing
- (P) = Picnic Table
- (T) = tree
- (B) = Bench
- (L) = Light



Pickle Court

HWY 51



Arts Council of Edgerton  
Concerts in the Park

## Arts Council of Edgerton – Concerts in the Park Series

### 2021 Band Schedule

**Panchromatic Steel Drum Band** – Wednesday, June 23, 2021 – 6:30 to 8:00 p.m.

- Alternate rain date: TBA
- Madison's premiere steel drum band featuring a sound and repertoire that appeals to virtually everybody. With their smokin' rhythm section and beautiful vocals, this will be an evening to remember.
- Check them out at [www.panchromaticsteel.com](http://www.panchromaticsteel.com).

**The Jimmys** – Wednesday, July 14, 2021 – 6:30 to 8:00 p.m.

- Alternate rain date: TBA
- From Monticello, Jimmy Voegeli heads up this Blues and R&B band featuring this award-winning keyboardist and an all-star rhythm section. Get ready to sing, dance and tap your toes!
- Check them out at [www.thejimmys.net](http://www.thejimmys.net).

**Duke Otherwise Band** – Wednesday, August 4, 2021 – 6:30 to 8:00 p.m.

- Alternate rain location is the Edgerton Public Library, 101 Albion Street
- A playful wordsmith, a spirited performer, a skilled guitarist and captivating tap-dancer!
- Check him out at [dukeotherwise.com](http://dukeotherwise.com)

**Dirty Groove** – Wednesday, August 11, 2021 – 6:30 to 8:00 p.m.

- Alternate rain date is Wednesday, August 18, 2021
- This 4-piece band from Janesville hard to label. You will enjoy their eclectic musical mix and funky style!
- Check them out at <https://www.facebook.com/pg/thedirtygrooveband/about>

**Turtle Creek Chamber Orchestra** – Wednesday, August 25, 2021 – 6:30 to 8:00 p.m.

- Alternate rain date is Wednesday, September 1, 2021
- This small string orchestra provides a variety of classical and POPs music to South/Central Wisconsin and the Stateline region.
- Check them out at <https://www.facebook.com/TheTurtleCreekChamberOrchestra>

**Rainbow Bridge** – Wednesday, September 8, 2021 – 6:30 to 8:00 p.m.

- Alternate rain date is Wednesday, September 15, 2021
- This 4-piece band from Janesville plays a wide variety of classic country, retro country, classic rock and more!
- Check them out at <https://www.facebook.com/search/top?q=rainbow%20bridge%20band>

**Wisconsin Brass Quintet** – Wednesday, September 22, 2021 – 6:30 to 8:00 p.m.

- Alternate rain date is Wednesday, September ~~28~~, 2021 *29<sup>th</sup>*
- One of the superb brass ensembles in the USA that plays with more reckless abandon, warmth, stylistic variety and interpretive interest than any other quintet around!
- Check them out at <https://www.music.wisc.edu/wisconsin-brass-quintet>

Bring a lawn chair, relax and listen to an evening of free music! The concert series begins on June 23<sup>rd</sup> at the Menhall Pavilion in Central Park located at 310 North Main Street in Edgerton. Show times are from 6:30-8:00 p.m. on Wednesdays. Alternate rain dates/locations are noted or will be scheduled at a later date, if necessary. Packaged snacks and beverages will be sold at all of the music events by the Edgerton Band Boosters from 6 to 7:30 pm.