

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

Monday, March 2, 2020 at 6:30 p.m.

1. Call to order; Roll call
2. Confirmation of appropriate meeting notice posted on Friday, February 28, 2020
3. Consider Approval of February 17, 2020 minutes.
4. Consider approval of bills and payroll vouchers.
5. Consider approval of licenses.
6. Consider quotes for backstop in Racetrack Park.
7. Consider quotes for grinding existing compost pile.
8. Consider quotes for interior painting at police station.
9. Discuss and consider evaluation of realtor's RFPs and make recommendation to Council for realtor to advertise the sale of the Veteran's Memorial Building.
10. Finance Director's report.
11. Project updates.
12. 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.

**FEBRUARY 17, 2020 FINANCE COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:30 p.m.

Present: David Esau and Candy Davis.

Excused: Sarah Braun

Others Present: City Administrator Ramona Flanigan, City Clerk-Treasurer Cindy Heggglund, Police Chief Robert Kowalski, Utility Director Randy Oren, Municipal Services Director Howard Moser and a few citizens.

City Clerk-Treasurer Heggglund confirmed the meeting agendas were properly posted on Friday, February 14th at the Post Office, Edgerton Library and City Hall.

**APPROVE MINUTES:** A David Esau/Candy Davis motion to approve the minutes from the February 3, 2020 Finance Committee meeting passed, all voted in favor.

**BILLS AND PAYROLL:** A Candy Davis/David Esau motion to approve bills and payroll in the amount of \$3,184,609.26 passed on a 2/0 roll call vote.

**LICENSES:** A Candy Davis/David Esau motion to approve a Temporary Class "B" License to Edgerton FFA Alumni on March 7, 2020 passed on a 2/0 roll call vote.

**CEDAR CORP ADDENDUMS:** Flanigan stated the addendum is to include the design of the pond at the same time as the City constructs the street in the Industrial Park. The street addendum was approved at a previous meeting.

A Candy Davis/David Esau motion to approve the addendum to the Cedar Corp. agreement to include the west side Industrial Park pond design passed on a 2/0 roll call vote.

Flanigan stated the Public Works Committee reviewed and approved the Henderson Street project which is in the 2020 budget. There are two pieces to this contract: street resurfacing and a cul de sac at the end of the street.

A Candy Davis/David Esau motion to approve the addendum to the Cedar Corp. agreement to include the Henderson Street resurfacing design passed on a 2/0 roll call vote.

**RACETRACK PARK FIREPLACE SHELTER REPAIRS:** A Candy Davis/David Esau motion to approve the bid from Champion Showers and Flooring in the amount of \$1,445.77 to repair the fireplace in the shelter at Racetrack Park passed on a 2/0 roll call vote.

**RACETRACK PARK SCOREBOARD:** A Candy Davis/David Esau motion to approve the purchase of a scoreboard at Racetrack Park in the amount of \$1,418.75 for the City's share and use funds from the Racetrack Park advertising funds passed on a 2/0 roll call vote.

**CITY ATTORNEY CONTRACT:** A Candy Davis/David Esau motion to approve the contract with Murphy Desmond for city attorney services passed on a 2/0 roll call vote.

**TIF #5 INTEREST ON ADVANCE:** City Administrator Flanigan stated when a TIF borrows money (advance) from the General Fund, the General Fund charges the TIF interest on the loan. It has been the City's practice to charge the same interest rate that the City would have earned if the funds were in its savings. In the case of TIF #5, the remaining interest the TIF owes the General Fund is \$11,064.90.

A Candy Davis/David Esau motion to approve charging TIF #5 interest in the amount of \$11,064.90 on the advance from the General Fund the passed on a 2/0 roll call vote.

Being no other business before the Committee, a David Esau/Candy Davis motion to adjourn passed, all voted in favor.

Cindy Hegglund, City Clerk-Treasurer

Adopted March 2, 2020

Report Criteria:

Detail report.  
Invoices with totals above \$0 included.  
Paid and unpaid invoices included.  
Invoice.Invoice Date = 02/28/2020

| Vendor             | Vendor Name               | Invoice Number | Description                        | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voi |
|--------------------|---------------------------|----------------|------------------------------------|--------------|--------------------|-------------|-----------|-----|
| <b>10013100</b>    |                           |                |                                    |              |                    |             |           |     |
| 2887 c             | DELTA DENTAL OF WISCONSIN | MARCH 2020     | MAR 2020 DENTAL INSURANCE          | 02/28/2020   | 58.88              | .00         |           |     |
| Total 10013100:    |                           |                |                                    |              | 58.88              | .00         |           |     |
| <b>10021552</b>    |                           |                |                                    |              |                    |             |           |     |
| 788 ch             | WISCONSIN PROFESSIONAL P  | 6270/6720      | WPPA DUES                          | 02/28/2020   | 336.00             | .00         |           |     |
| Total 10021552:    |                           |                |                                    |              | 336.00             | .00         |           |     |
| <b>10051100340</b> |                           |                |                                    |              |                    |             |           |     |
| 231 ch             | EDGERTON REPORTER CO INC  | 8548           | SCHOOL BUS DRIVER AD - COUNCIL     | 02/28/2020   | 14.50              | .00         |           |     |
| Total 10051100340: |                           |                |                                    |              | 14.50              | .00         |           |     |
| <b>10051410153</b> |                           |                |                                    |              |                    |             |           |     |
| 2887 c             | DELTA DENTAL OF WISCONSIN | MARCH 2020     | MAR 2020 DENTAL INSURANCE          | 02/28/2020   | 58.88              | .00         |           |     |
| Total 10051410153: |                           |                |                                    |              | 58.88              | .00         |           |     |
| <b>10051410320</b> |                           |                |                                    |              |                    |             |           |     |
| 969 ch             | WCMA                      | 2020           | 2020 FULL MEMBERSHIP DUES          | 02/28/2020   | 136.54             | .00         |           |     |
| Total 10051410320: |                           |                |                                    |              | 136.54             | .00         |           |     |
| <b>10051430153</b> |                           |                |                                    |              |                    |             |           |     |
| 2887 c             | DELTA DENTAL OF WISCONSIN | MARCH 2020     | MAR 2020 DENTAL INSURANCE          | 02/28/2020   | 105.97             | .00         |           |     |
| Total 10051430153: |                           |                |                                    |              | 105.97             | .00         |           |     |
| <b>10051430320</b> |                           |                |                                    |              |                    |             |           |     |
| 231 ch             | EDGERTON REPORTER CO INC  | 8607           | DOG AND CAT LICENSE AD             | 02/28/2020   | 11.67              | .00         |           |     |
| Total 10051430320: |                           |                |                                    |              | 11.67              | .00         |           |     |
| <b>10051440340</b> |                           |                |                                    |              |                    |             |           |     |
| 231 ch             | EDGERTON REPORTER CO INC  | 8608           | VOTING MACHINE TESTING             | 02/28/2020   | 8.27               | .00         |           |     |
| 231 ch             | EDGERTON REPORTER CO INC  | 8610           | FEB ELECTION BALLOT HEADING AD     | 02/28/2020   | 88.75              | .00         |           |     |
| 231 ch             | EDGERTON REPORTER CO INC  | 8611           | FEB ELECTION BALLOT AD             | 02/28/2020   | 148.25             | .00         |           |     |
| Total 10051440340: |                           |                |                                    |              | 245.27             | .00         |           |     |
| <b>10051510153</b> |                           |                |                                    |              |                    |             |           |     |
| 2887 c             | DELTA DENTAL OF WISCONSIN | MARCH 2020     | MAR 2020 DENTAL INSURANCE          | 02/28/2020   | 82.42              | .00         |           |     |
| 2887 c             | DELTA DENTAL OF WISCONSIN | MARCH 2020     | MAR 2020 DENTAL INSURANCE          | 02/28/2020   | 41.20              | .00         |           |     |
| Total 10051510153: |                           |                |                                    |              | 123.62             | .00         |           |     |
| <b>10051520330</b> |                           |                |                                    |              |                    |             |           |     |
| 2264 c             | MTAW                      | 2020           | SPRING CONFERENCE REGISTRATION FOR | 02/28/2020   | 100.00             | .00         |           |     |
| 2264 c             | MTAW                      | 2020A          | SPRING CONFERENCE REGISTRATION FOR | 02/28/2020   | 100.00             | .00         |           |     |

| Vendor             | Vendor Name                | Invoice Number | Description                          | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voi |
|--------------------|----------------------------|----------------|--------------------------------------|--------------|--------------------|-------------|-----------|-----|
| Total 10051520330: |                            |                |                                      |              | 200.00             | .00         |           |     |
| <b>10051530210</b> |                            |                |                                      |              |                    |             |           |     |
| 3225 c             | ACCURATE APPRAISAL LLC     | 2972           | FEBRUARY 2020 ASSESSOR SERVICES      | 02/28/2020   | 16,250.00          | .00         |           |     |
| Total 10051530210: |                            |                |                                      |              | 16,250.00          | .00         |           |     |
| <b>10051600210</b> |                            |                |                                      |              |                    |             |           |     |
| 596 ch             | ROBINSON'S MARKETING DIV I | 25572          | CLEANING THROUGH 2/14/20 - CITY HALL | 02/28/2020   | 110.00             | .00         |           |     |
| 596 ch             | ROBINSON'S MARKETING DIV I | 25592          | CLEANING THROUGH 2/21/20 - CITY HALL | 02/28/2020   | 110.00             | .00         |           |     |
| 3750 c             | HARKER HEATING & COOLING I | 1006550        | SPRING PREVENTATIVE MAINTENANCE - CI | 02/28/2020   | 413.25             | .00         |           |     |
| Total 10051600210: |                            |                |                                      |              | 633.25             | .00         |           |     |
| <b>10052100153</b> |                            |                |                                      |              |                    |             |           |     |
| 2887 c             | DELTA DENTAL OF WISCONSIN  | MARCH 2020     | MAR 2020 DENTAL INSURANCE            | 02/28/2020   | 117.74             | .00         |           |     |
| Total 10052100153: |                            |                |                                      |              | 117.74             | .00         |           |     |
| <b>10052100330</b> |                            |                |                                      |              |                    |             |           |     |
| 2251 c             | KALAHARI RESORT & CONV CE  | FEB 2020       | POLICE LEADERSHIP CONFERENCE STAY -  | 02/28/2020   | 273.00             | .00         |           |     |
| 4855 c             | WISCONSIN CHIEFS OF POLIC  | 4021           | KOWALSKI CONFERENCE REGISTRATION     | 02/28/2020   | 200.00             | .00         |           |     |
| Total 10052100330: |                            |                |                                      |              | 473.00             | .00         |           |     |
| <b>10052100340</b> |                            |                |                                      |              |                    |             |           |     |
| 3090 c             | TV & RP UNIT               | FEB 2020       | WISCONSIN DOT SUSPENSIONS (2)        | 02/28/2020   | 10.00              | .00         |           |     |
| 3988 c             | JONAS OFFICE PRODUCTS LTD  | 369723-0       | NOTEBOOKS/FOLDERS/LABELS - POLICE D  | 02/28/2020   | 96.27              | .00         |           |     |
| Total 10052100340: |                            |                |                                      |              | 106.27             | .00         |           |     |
| <b>10052120153</b> |                            |                |                                      |              |                    |             |           |     |
| 2887 c             | DELTA DENTAL OF WISCONSIN  | MARCH 2020     | MAR 2020 DENTAL INSURANCE            | 02/28/2020   | 863.44             | .00         |           |     |
| Total 10052120153: |                            |                |                                      |              | 863.44             | .00         |           |     |
| <b>10052120225</b> |                            |                |                                      |              |                    |             |           |     |
| 130 ch             | US CELLULAR                | 0355549069     | POLICE CELL PHONES                   | 02/28/2020   | 169.20             | .00         |           |     |
| Total 10052120225: |                            |                |                                      |              | 169.20             | .00         |           |     |
| <b>10052120340</b> |                            |                |                                      |              |                    |             |           |     |
| 3510 c             | ROCK CO I.T. DEPT          | AR208112       | PI MOBILE - POLICE                   | 02/28/2020   | 724.00             | .00         |           |     |
| 3510 c             | ROCK CO I.T. DEPT          | AR208112A      | NETMOTION MAINTENANCE                | 02/28/2020   | 284.00             | .00         |           |     |
| Total 10052120340: |                            |                |                                      |              | 1,008.00           | .00         |           |     |
| <b>10052120380</b> |                            |                |                                      |              |                    |             |           |     |
| 3404 c             | BURNS FULL SERVICE LLC     | 139024         | MOUNT/BALANCE 2 TIRES - SQUAD #85    | 02/28/2020   | 48.00              | .00         |           |     |
| 3404 c             | BURNS FULL SERVICE LLC     | 139025         | HEADLIGHT REPLACEMENT - SQUAD #87    | 02/28/2020   | 35.90              | .00         |           |     |
| Total 10052120380: |                            |                |                                      |              | 83.90              | .00         |           |     |
| <b>10052120385</b> |                            |                |                                      |              |                    |             |           |     |
| 923 ch             | KWIK TRIP                  | JAN 2020       | JAN 2020 FUEL CHARGES - POLICE DEPT  | 02/28/2020   | 1,366.88           | .00         |           |     |

| Vendor             | Vendor Name                | Invoice Number | Description                            | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid  | Voi |
|--------------------|----------------------------|----------------|--|--------------|--------------------|-------------|------------|-----|
| Total 10052120385: |                            |                |  |              | 1,366.88           | .00         |            |     |
| <b>10052150210</b> |                            |                |  |              |                    |             |            |     |
| 596 ch             | ROBINSON'S MARKETING DIV I | 25572          | CLEANING THROUGH 2/14/20 - POLICE STAT | 02/28/2020   | 119.00             | .00         |            |     |
| 596 ch             | ROBINSON'S MARKETING DIV I | 25592          | CLEANING THROUGH 2/21/20 - POLICE STAT | 02/28/2020   | 119.00             | .00         |            |     |
| Total 10052150210: |                            |                |  |              | 238.00             | .00         |            |     |
| <b>10052150221</b> |                            |                |  |              |                    |             |            |     |
| 21 ch              | ALLIANT ENERGY             | JAN 20 535891  | 535891 ELECTRIC CHARGES                | 02/28/2020   | 315.70             | .00         |            |     |
| Total 10052150221: |                            |                |  |              | 315.70             | .00         |            |     |
| <b>10052150224</b> |                            |                |  |              |                    |             |            |     |
| 21 ch              | ALLIANT ENERGY             | JAN 20 939021  | 939021 GAS CHARGES                     | 02/28/2020   | 88.37              | .00         |            |     |
| Total 10052150224: |                            |                |  |              | 88.37              | .00         |            |     |
| <b>10053100153</b> |                            |                |  |              |                    |             |            |     |
| 2887 c             | DELTA DENTAL OF WISCONSIN  | MARCH 2020     | MAR 2020 DENTAL INSURANCE              | 02/28/2020   | 117.74             | .00         |            |     |
| 2887 c             | DELTA DENTAL OF WISCONSIN  | MARCH 2020     | MAR 2020 DENTAL INSURANCE              | 02/28/2020   | 76.53              | .00         |            |     |
| Total 10053100153: |                            |                |  |              | 194.27             | .00         |            |     |
| <b>10053100330</b> |                            |                |  |              |                    |             |            |     |
| 3608 c             | WI DEPT OF NATURAL RESOUR  | 2020-MOSER     | WASTEWATER OPERATOR CERTIFICATION      | 02/28/2020   | 25.00              | 25.00       | 02/26/2020 |     |
| Total 10053100330: |                            |                |  |              | 25.00              | 25.00       |            |     |
| <b>10053230153</b> |                            |                |  |              |                    |             |            |     |
| 2887 c             | DELTA DENTAL OF WISCONSIN  | MARCH 2020     | MAR 2020 DENTAL INSURANCE              | 02/28/2020   | 510.22             | .00         |            |     |
| Total 10053230153: |                            |                |  |              | 510.22             | .00         |            |     |
| <b>10053230225</b> |                            |                |  |              |                    |             |            |     |
| 130 ch             | US CELLULAR                | 0358268274     | DPW CELL PHONE                         | 02/28/2020   | 44.78              | .00         |            |     |
| Total 10053230225: |                            |                |  |              | 44.78              | .00         |            |     |
| <b>10053230340</b> |                            |                |  |              |                    |             |            |     |
| 14 ch              | AIRGAS NORTH CENTRAL       | 8096654703     | WELDING ELECTRIC - SHOP                | 02/28/2020   | 39.72              | .00         |            |     |
| Total 10053230340: |                            |                |  |              | 39.72              | .00         |            |     |
| <b>10053240340</b> |                            |                |  |              |                    |             |            |     |
| 3175 c             | MOTOR PARTS & EXHAUST LLC  | 1-305938       | OIL - SKIDLOADER                       | 02/28/2020   | 17.65              | .00         |            |     |
| Total 10053240340: |                            |                |  |              | 17.65              | .00         |            |     |
| <b>10053310340</b> |                            |                |  |              |                    |             |            |     |
| 4191 c             | SCHAEFFER'S SPECIALIZED LU | 4527072004-IN  | GREASE FOR SHOP                        | 02/28/2020   | 264.89             | .00         |            |     |
| Total 10053310340: |                            |                |  |              | 264.89             | .00         |            |     |
| <b>10053310380</b> |                            |                |  |              |                    |             |            |     |
| 2858 c             | BOBCAT OF JANESVILLE       | 02-150430      | DRIVE BELT/IDLER - TOOLCAT             | 02/28/2020   | 298.60             | .00         |            |     |

| Vendor             | Vendor Name               | Invoice Number | Description                          | Invoice Date | Net<br>Invoice Amount | Amount Paid | Date Paid  | Voi |
|--------------------|---------------------------|----------------|--------------------------------------|--------------|-----------------------|-------------|------------|-----|
| 3175 c             | MOTOR PARTS & EXHAUST LLC | 1-30358A       | TAIL LIGHT SOCKET - TRUCK #9         | 02/28/2020   | 10.97                 | 10.97       | 02/20/2020 |     |
| 3175 c             | MOTOR PARTS & EXHAUST LLC | 1-304200       | BRAKE PADS - TRUCK #1                | 02/28/2020   | 93.57                 | 93.57       | 02/20/2020 |     |
| 3175 c             | MOTOR PARTS & EXHAUST LLC | 1-304201A      | BRAKE PADS - TRUCK #1                | 02/28/2020   | 93.57-                | 93.57-      | 02/20/2020 |     |
| 3175 c             | MOTOR PARTS & EXHAUST LLC | 1-305165A      | REEL - TRUCK #2                      | 02/28/2020   | 29.96                 | 29.96       | 02/20/2020 |     |
| 3175 c             | MOTOR PARTS & EXHAUST LLC | 1-305174A      | HEADLIGHT - TRUCK #2                 | 02/28/2020   | 23.38                 | 23.38       | 02/20/2020 |     |
| 3175 c             | MOTOR PARTS & EXHAUST LLC | 1-305284A      | OIL FILTER/FUEL FILTER               | 02/28/2020   | 74.90                 | 74.90       | 02/20/2020 |     |
| 3175 c             | MOTOR PARTS & EXHAUST LLC | 1-305938       | OIL/WASHER SOLVENT - STREET TRUCKS   | 02/28/2020   | 71.52                 | .00         |            |     |
| Total 10053310380: |                           |                |                                      |              | 509.33                | 139.21      |            |     |
| <b>10053318340</b> |                           |                |                                      |              |                       |             |            |     |
| 3266 c             | AMERICAN INDUSTRIAL STEEL | 2488           | ALUMINIUM - MACH/EQUIP               | 02/28/2020   | 12.80                 | .00         |            |     |
| 3421 c             | PRAIRIE AVENUE CONCRETE I | 47482          | TORPEDO SAND - SALT                  | 02/28/2020   | 813.65                | .00         |            |     |
| 4720 c             | CITY OF MILTON            | 8804           | SALT BRINE                           | 02/28/2020   | 300.00                | .00         |            |     |
| Total 10053318340: |                           |                |                                      |              | 1,126.45              | .00         |            |     |
| <b>10053420221</b> |                           |                |                                      |              |                       |             |            |     |
| 21 ch              | ALLIANT ENERGY            | JAN 20 833074  | 833074 ELECTRIC CHARGES              | 02/28/2020   | 4,609.18              | .00         |            |     |
| Total 10053420221: |                           |                |                                      |              | 4,609.18              | .00         |            |     |
| <b>10053420340</b> |                           |                |                                      |              |                       |             |            |     |
| 4638 c             | WERNER ELECTRIC SUPPLY    | S6084787.001   | BULBS - STREET LIGHTS                | 02/28/2020   | 73.18                 | .00         |            |     |
| Total 10053420340: |                           |                |                                      |              | 73.18                 | .00         |            |     |
| <b>10054910380</b> |                           |                |                                      |              |                       |             |            |     |
| 3266 c             | AMERICAN INDUSTRIAL STEEL | 5936           | ALUMINIUM - TRUCK #12                | 02/28/2020   | 43.21                 | .00         |            |     |
| Total 10054910380: |                           |                |                                      |              | 43.21                 | .00         |            |     |
| <b>10055110153</b> |                           |                |                                      |              |                       |             |            |     |
| 2887 c             | DELTA DENTAL OF WISCONSIN | MARCH 2020     | MAR 2020 DENTAL INSURANCE            | 02/28/2020   | 333.60                | .00         |            |     |
| Total 10055110153: |                           |                |                                      |              | 333.60                | .00         |            |     |
| <b>10055148790</b> |                           |                |                                      |              |                       |             |            |     |
| 611 ch             | ROETHE POPE ROETHE LLP    | 1/30/20        | FILING FEE REIMBURSEMENT - SENIOR CE | 02/28/2020   | 10.00                 | .00         |            |     |
| Total 10055148790: |                           |                |                                      |              | 10.00                 | .00         |            |     |
| <b>10055200340</b> |                           |                |                                      |              |                       |             |            |     |
| 3161 c             | MENARDS                   | 2/27/20        | TRASH CANS (4)/SAWHORSE - PARKS      | 02/28/2020   | 109.94                | .00         |            |     |
| 3175 c             | MOTOR PARTS & EXHAUST LLC | 1-306277       | BULK WIRE - PARKS                    | 02/28/2020   | 12.96                 | .00         |            |     |
| 4862 c             | ACE PORTABLES             | 33954          | PUMP OUT PORT-A-POTTY AT FISH POND   | 02/28/2020   | 40.00                 | .00         |            |     |
| Total 10055200340: |                           |                |                                      |              | 162.90                | .00         |            |     |
| <b>10056300153</b> |                           |                |                                      |              |                       |             |            |     |
| 2887 c             | DELTA DENTAL OF WISCONSIN | MARCH 2020     | MAR 2020 DENTAL INSURANCE            | 02/28/2020   | 35.32                 | .00         |            |     |
| Total 10056300153: |                           |                |                                      |              | 35.32                 | .00         |            |     |
| <b>40857330820</b> |                           |                |                                      |              |                       |             |            |     |
| 231 ch             | EDGERTON REPORTER CO INC  | 8689           | STORM POND/MARSHVIEW CT - AD FOR BID | 02/28/2020   | 78.51                 | .00         |            |     |

| Vendor             | Vendor Name               | Invoice Number | Description      | Invoice Date | Net<br>Invoice Amount | Amount Paid   | Date Paid | Voi |
|--------------------|---------------------------|----------------|------------------|--------------|-----------------------|---------------|-----------|-----|
| Total 40857330820: |                           |                |                  |              | 78.51                 | .00           |           |     |
| <b>60380652340</b> |                           |                |                  |              |                       |               |           |     |
| 3175 c             | MOTOR PARTS & EXHAUST LLC | 1-305719       | SPRING - SWEEPER | 02/28/2020   | 15.69                 | .00           |           |     |
| Total 60380652340: |                           |                |                  |              | 15.69                 | .00           |           |     |
| Grand Totals:      |                           |                |                  |              | <u>31,098.98</u>      | <u>164.21</u> |           |     |

Total General Fund Vouchers: \$31,098.98

Total Payroll Check Date 2/28/20: \$79,008.70

GRAND TOTAL OF GENERAL FUND: \$110,107.68

Finance Committee Members Signatures of Approval:

\_\_\_\_\_  
DAVID ESAU

\_\_\_\_\_  
CANDY DAVIS

\_\_\_\_\_  
SARAH BRAUN

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Invoice.Invoice Date = 02/28/2020





# Memo

**To:** Common Council  
**From:** Staff  
**Date:** 2/28/2020  
**Re:** March 2, 2020 Meeting

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## FOR FINANCE COMMITTEE

**Realtor RFPs for Veterans' Building:** Please recall the council directed staff to request proposals for realtor services for the Veterans' Building sale. We received two proposals.

Each of the respondents indicated that they would be willing to co-list with each other. In that case, the two firms would share the fee. Even if, after reviewing the proposals, you are inclined to pursue the co-listing, please complete the evaluation as described below in the event the committee as a whole does not wish to pursue a co-listing.

Attached are the criteria included in the draft RFP that was reviewed by the Council; the proposals; and a grid for you to use in your evaluation. The firms were asked to submit their proposals in two pieces: their qualifications and the fees. The quality based selection process should be completed by rating each firm by their qualifications and, upon completing that step, then considering the fees. This process is intentionally established to not have fees overly influence the reviewer. Fees information will be provided at the March 2 Finance meeting so you do not have to rate the fees at this time.

Please bring your ratings for non-fee criteria to the March 2 Finance meeting. When scoring, keep in mind this is a rating not a ranking (so you could give the same score to both firms for any one criteria). The scale is 1-5 with 5 being the best.

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**Backstop purchase:** The 2020 Parks and Playground Capital Improvement budget includes funding for the purchase of a backstop for the new Gregory Field in the amount of \$3,500. Staff has contacted three vendors and received the following quotes: Memphis Net & Twine-\$2,935.64, Sports Facilities Group - \$3,163.15 and Anthem Sports - \$3,495.95. Staff recommends purchasing the backstop from Memphis Net & Twine for \$2,935.64.

**Compost Pile Grinding:** Staff has been exploring options for the removal or utilization of the compost/brush piles located at Fassett Cemetery. In addition, Staff is exploring alternative methods for brush and leaf collection in order to avoid the stockpiling of material in the future.

In the past the piles created by the brush and bulk leaf collection programs have been burned by the City. This option is not recommended as the smoke has been problematic to residents and businesses. Staff contacted the Wisconsin Department of Natural Resources regarding open burning and were told that municipalities are not allowed to burn leaves. The City could obtain a wood burning permit for brush larger than 6 inches in diameter. The majority of collected brush is smaller than 6 inches in diameter.

Staff contacted several vendors and received four proposals to grind the existing leaf and brush piles. Atlas Custom Grinding, PO Box 163 Somers, WI 53171 is the lowest responsible bidder based on estimated completion time as seen in the table below:

| <b>VENDOR</b>         | <b>COST</b> |
|-----------------------|-------------|
| Atlas Custom Grinding | \$7,200.00  |
| Bucklins              | \$22,400.00 |
| Gifford               | \$31,500.00 |
| Clark Companies       | \$42,500.00 |

Staff also met with Tim Clark who currently leases the farm located next to Fassett Cemetery to discuss the possible utilization of the grindings. Mr. Clark is interested in using the ground leaves as fertilizer on the farm and expressed interest in using the woodchips as well. This use would alleviate the need for trucking since the ground material would be used on site.

The Public Works Committee recommended awarding the contract for grinding of the compost and brush piles to Atlas Custom Grinding, PO Box 163, Somers, WI 53171 in the not to exceed amount of \$15,000.00. Funding for this contract will come from 2019 surplus in Fund 206 Refuse Collection.