

**CITY OF EDGERTON
REGULAR COMMON COUNCIL MEETING
EDGERTON CITY HALL, COUNCIL CHAMBERS
12 ALBION STREET**

Monday, December 20, 2021 at 7:00 p.m.

NOTICE: The meeting noticed above will also be live streamed on a Zoom platform: To 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. Due to occasional technical difficulties, citizen participation via Zoom may not be possible.

1. Call to order; Roll call
2. Pledge of Allegiance.
3. Confirmation of appropriate meeting notice posted on Friday, December 17, 2021.
4. Council acceptance of agenda.
5. Personal appearances for non-agenda items limited to 3 minutes.
6. Minutes:
 - A. Consider approval of minutes from December 6, 2021 Council meeting.
 - B. Consider approval of minutes from the December 9, 2021 Special Council meeting.
7. Committee Reports:
 - A. Finance Committee
 1. Consider approval of bills and payroll vouchers.
 2. Consider license applications.
 3. Consider City of Edgerton Resolution 23-21: Extending the life of Tax Incremental District #8 to fund the Edgerton Affordable Housing Improvement Program.
 4. Consider write-off of Edgerton Area Chamber of Commerce's obligation for the Depot renovation.
 - B. Personnel Committee:
 1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meeting.
 2. Consider amendments to the Edgerton Personnel Policies and Procedures Manual.
 3. Consider City of Edgerton Resolution 24-21: 2022 Salary Resolution.
 - C. Utility Commission:
 1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meeting.
 2. Consider introducing and approving the first reading of City of Edgerton Ordinance 21-12: Amend Chapter 12, Section 12.08(13) "Lead and Galvanized Water Service

Line Replacement” and Section 12.08(16) “Disconnection of Service” of the Code of General Ordinances.

3. Discuss and consider funding for private, commercial lead lateral replacements.
8. Consider approval of appointment of 2022-2023 poll workers.
9. Mayor, alderperson and staff reports.
10. 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.

**DECEMBER 6, 2021 COMMON COUNCIL MEETING MINUTES
CITY OF EDGERTON**

Mayor Christopher Lund called the meeting to order at 7:00 p.m.

Present: Sarah Braun (arrived remotely at 7:02), Casey Langan, Candy Davis, Tim Shaw, Paul Davis and Jim Burdick.

Others Present: City Administrator Ramona Flanigan, Clerk/Treasurer Cindy Hegglund, Police Chief Robert Kowalski, Municipal Services Director Howard Moser, Fire Chief Randy Pickering, City Attorney Bill Morgan, and a few citizens.

Hegglund confirmed the meeting agendas were properly posted on Friday, December 3, 2021 at the Post Office, Edgerton Library, City website, and City Hall.

ACCEPT THE AGENDA: A Casey Langan/Paul Davis motion to accept the agenda as printed passed, all voted in favor.

MINUTES: A Sarah Braun/Tim Shaw motion to approve the minutes from the November 15, 2021 Common Council meeting passed, all voted in favor.

COMMITTEES:

Redevelopment Authority: Sarah Williams, Director of the Edgerton Outreach, stated the Board is requesting an amendment to the Development Agreement for 210 W Fulton St to allow for a possible transfer to a new entity in the future. Williams stated the Edgerton Outreach is in the process of forming a partner non-profit organization to keep the community focused services separate from the veterans housing services. The entity being formed is Hope Housing Inc of Edgerton. The amendment would allow Edgerton Outreach to transfer the Development Agreement to Hope Housing who will own and manage 210 W Fulton St.

A Jim Burdick/Tim Shaw motion to amend the Edgerton Outreach Development Agreement to allow the transfer of 210 W Fulton St to a successor party, when needed, passed on a 6/0 roll call vote.

Finance Committee: A Candy Davis/Tim Shaw motion to approve a change order from JB Johnson Bros for the W Fulton St crosswalk project for a decrease of \$7,331.02 passed on a 6/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve a final pay request from JB Johnson Bros in the amount of \$11,220.58 for the W Fulton St crosswalk replacement project passed on a 6/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve change order #1 for Sir-Lines-A-Lot for a reduction of \$4,422.10 for the Hwy 51 & 59 pavement marking project passed on a 6/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve the final pay request from Sir-Lines-A-Lot in the amount of \$4,315.74 for the Hwy 51 & 59 pavement marking project passed on a 6/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve the bills and payroll list in the amount of \$169,195.37 passed on a 6/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve an amendment to the Cedar Corp agreement for S Main St engineering services passed on a 6/0 roll call vote.

Council was provided the requested data about the current Revive Edgerton program applicants. Staff has received inquiries about the ability to split project costs into increments to make them eligible for more than one grant at a time. This would allow an applicant to apply for only grants and not have to apply for the loan portion of the program. This option was not discussed at the inception of the program. One application every two years was suggested.

Casey Langan stated he feels there should not be a limit on the program at this time. He compared it to the Façade program and there is not a limit on the number or the duration of time between applications. He felt the program should be allowed to run for a while to see if there is an issue in the future.

Jim Burdick stated he disagrees with making an applicant wait two years to apply for more funds. He feels the purpose of the program is to assist homeowners in making needed upgrades to their home thus increasing the value. He feels that limiting the number of possible applications per homeowner would mean the upgrades would take longer to get done.

Tim Shaw stated, although he does not agree with the 2-year limitation, he also does not want to see someone manipulate the program. He would like to see as many homeowners utilize the program as possible.

Council agreed to let the program continue as is (allowing multiple applications) and revisit the data in 6 months.

A Candy Davis/Tim Shaw motion to approve the purchase of the cash receipting module for the accounting software in the amount of \$6,300 and an additional user in the amount of \$1,500 from Civic Corp passed on a 6/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve the contract with Key Benefit Concepts for the compensation benefit study required for audit in the amount of \$3,200 passed on a 6/0 roll call vote.

The Edgerton Fire District is requesting funds from the City's ARPA allocation to cover the District's COVID related expenses. These funds are distributed directly to local government entities. The Edgerton Fire District, as an extension of the local government is required to work through the city for a portion of the funds.

The request includes funding that provides premium pay for essential workers. Ramona Flanigan informed the Council the Police Officers did not receive premium pay but were also considered essential workers. Pickering clarified that the funds were not used for any career employees, but were used for the on-call employees as an incentive to answer calls during the pandemic.

A Candy Davis/Jim Burdick motion to approve the request from the Edgerton Fire Protection District for ARPA funds in the amount of \$11,844.72 passed on a 6/0 roll call vote.

A Candy Davis/Casey Langan motion to approve a "Supersized" façade grant for 4 W Fulton St in the amount of \$6,251 upon Historic Preservation Commission approval passed on a 6/0 roll call vote.

A Candy Davis/Casey Langan motion to approve a “Supersized” façade grant for 12 W Fulton St in the amount of \$10,000 for a roof replacement and \$10,000 for windows and tuck pointing passed on a 6/0 roll call vote.

A Candy Davis/Casey Langan motion to approve a “Supersized” ED grant for 102 W Fulton St for a furnace replacement in the amount of \$2,591 passed on a 6/0 roll call vote.

Plan Commission: A Paul Davis/Jim Burdick motion to approve an extraterritorial land division in Section 15, Town of Fulton, on N Rock River Rd for Schuette passed on a 6/0 roll call vote.

RESOLUTION 22-21: A Casey Langan/Jim Burdick motion to approve City of Edgerton Resolution 22-21: Authorizing the Submission of a Community Development Investment (CDI) Grant Application from Wisconsin Economic Development (WEDC) for the 210 W Fulton St project passed on a 6/0 roll call vote.

BADGERLAND DISPOSAL CONTRACT AMENDMENT: The current contract requires Badgerland Disposal to staff a drop off event each month for waste oil and lead batteries. The response to this event has been very low. Badgerland is requesting a change to the contract to make this event quarterly instead of monthly.

A Candy Davis/Jim Burdick motion to approve the amendment to the Badgerland Disposal contract to make the waste oil/lead battery pick up quarterly passed on a 6/0 roll call vote.

CLOSED SESSION: Candy Davis/Jim Burdick moved to go into closed session pursuant to Wis. Stat. 19.85(1) (e) “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session.” Discuss and consider land purchase.

And

Closed session pursuant to Wisconsin Statute 19.85(1)(c): “Considering Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over which the governmental Body has Jurisdiction or Exercises Responsibility”. Discuss and consider WPPA Union Contract. The motion passed on a 6/0 roll call vote.

OPEN SESSION: Tim Shaw/Candy Davis moved to go into open session. The motion passed on a 6/0 roll call vote.

A Candy Davis/Jim Burdick motion to approve the 2022-2023 WPPA contract passed on a 6/0 roll call vote.

Being no other business before the Council, a Candy Davis/Casey Langan motion to adjourn passed on a 6/0 roll call vote.

Cindy Hegglund/wl
City Clerk-Treasurer

Adopted December 20, 2021

**DECEMBER 9, 2021 SPECIAL COMMON COUNCIL MEETING MINUTES
CITY OF EDGERTON**

Mayor Christopher Lund called the meeting to order at 5:30 p.m.

Present: Casey Langan, Candy Davis, Tim Shaw (remote), and Jim Burdick.

Excused: Sarah Braun and Paul Davis

Others Present: City Administrator Ramona Flanigan, Administrative Assistant Wendy Loveland and Dusty Campbell

Loveland confirmed the meeting agendas were properly posted on Wednesday, December 8, 2021 at the Post Office, Edgerton Library, City website, and City Hall.

“CLASS C” WINE LICENSE: A Candy Davis/Casey Langan motion to approve a “Class C” Wine License for Campbell Boys, LLC at 115 N Henry St passed on a 4/0 roll call vote.

Being no other business before the Council, a Candy Davis/Casey Langan motion to adjourn passed on a 4/0 roll call vote.

Cindy Hegglund/wl
City Clerk-Treasurer

Adopted December 20, 2021

Memo

To: Common Council
From: Staff
Date: 12/15/2021
Re: December 20, 2021 Meeting

Resolution 23-21 TIF #8 Extension: Prior to a TIF retiring, the City has the option to extend the TIF for up to one year and use the tax increment collected to benefit affordable housing. It is likely that TIF 8 will retire next year. If the City wishes to employ the Affordable Housing TIF extension, it has to file the proper documents with DOR before April 15.

TIF #8 will produce \$134,319 in increment in 2022. If the Council wishes to pursue the extension, staff will submit the resolution once we are certain the TIF has adequate funds to retire in 2022.

Chamber's Depot payment write-off: Funding for the depot renovation in 2004 came from a grant and from TIF #6. As part of the lease agreement between the City and the Chamber of Commerce, the Chamber volunteered to contribute \$37,500 toward the renovation. The funds for the contribution were to come from income generated from the Chamber subleasing the building. The Chamber has not produced adequate income from the subleases (after paying for all utility costs) to repay the obligation.

Staff recommends the City write off the remaining balance on the Chamber obligation of \$13,296.09 using TIF #6 funds prior to the closing of the expenditure period of the TIF in 2022.

Personnel Policy Manual Amendments

- Compensatory Time Section 5.2.1.: The Committee voted to adopt a comp time policy. Details include 40 hours max accumulation; payout at OT rate; and time off equal to hours worked to accumulate the comp time.
- In charge Section 5.5: Employees will only receive in charge pay when their supervisor puts them in charge. In charge pay has been included in the base wage of those employees currently receiving in charge pay for all hours worked.
- Health insurance Section 5.7: The Committee made a motion to change the Personnel Policy Manual regarding employee contributions to health insurance. The attached amendment changes the employee contribution from a flat number to 7.3% of premium. The Committee also talked about increasing employee health insurance contributions to 10% over time if employees were also given wage increases based on tenure.

- Personal Time Off (PTO) Sections 5.8.1: The Committee voted to convert vacation, personnel and sick time to a PTO system for employees hired after December 31, 2011. With a PTO benefit, the current personal days, sick leave, and vacation would be placed in a PTO bank. This will give employees more flexibility with leave time. Employees would be able to bank up to 12 days in a "Leave of Absence Bank" similar to the current practice of banking sick leave. The Leave of Absence Bank would be available for employees who are granted Family Medical Leave for qualifying events and the bank could be converted at retirement to either a payout or health insurance in accordance with the current policy.
- Tenure Pay 6.4: The Committee voted to implement a tenure pay policy with the following provisions:
 - o step increases in each of the first 10 years of employment (based on *actual hours worked*) to reach 25% of the pay range at 10 years;
 - o step increases at 15, 20, and 25 years to reach 80% of the wage range;
 - o Hourly employees who obtain certifications can be compensated for up to 20 % of the pay range.
 - o Salaried employees can be compensated for merit increases up to 20% of the pay range.

Salary Resolution: The 2022 salary resolution is formatted with the wage ranges in accordance with the wage study. The hourly wage of employees will take into account their years of service based on the proposed changes to the Personnel Policy Manual regarding tenure pay.

Mandatory Lead Lateral Replacement Ordinance: The Utility Commission will apply in 2022 for another DNR grant to fund the replacement of private, residential lead and galvanized laterals. The Utility Commission recommends the City adopt a mandatory lead or galvanized replacement ordinance. (See the attached draft ordinance.) A mandatory replacement ordinance is, as it sounds, an ordinance that requires all property owners replace their lead (or other nonconforming) laterals. It is expected that the DNR will eventually require cities adopt this type of ordinance. Having such an ordinance would improve the efficiency of the replacement program and **is required** if the City decides to use rate payer funds to pay a portion of the private-side replacements.

Funding for Private, Commercial Lead Laterals: The WDNR grant program can fund the replacement of laterals that serve housing units (and schools and daycares), but it does not cover non-residential properties. There are an estimated 26 commercial properties with private-side lead laterals. The estimated cost of replacing these private side laterals is approximately \$104,000. Next year, we will be reconstructing Henry Street which has several commercial properties. We will also be asking owners of property on Hwy 51 and Hwy 59 (where the majority of the commercial properties are located) to participate in the program. We therefore will have several commercial properties to address in 2022.

Options to fund the private-side laterals for non-residential properties are:

1. Require the property owner to pay for the replacement. In 2006, prior to the highway reconstruction, the Utility required the replacement of the private-side water laterals on Fulton Street in the downtown. The property owners paid for this work through special assessments.

2. Adopt a policy that allows the utility to pay for 50% of the cost. This requires a mandatory replacement ordinance and PSC approval. The other 50% could be paid for by the land owner or ARPA funds.
3. It is possible that ARPA funds could be used for all or a portion of the private-side lateral replacement. The City Council would have to approve the use of those funds for that purpose.

The Utility Commission recommended funding for private commercial laterals be provided as follows: 50% from rate payer funds and 50% from ARPA funds.

3. Use of Paid Leave

Under FLSA, use of paid leave, excluding paid holiday, is not counted as hours worked during a pay period for purposes of overtime compensation or comp time accrual.

4. Law Enforcement Positions

Law enforcement positions may be required to work a period, ranging from 7 to 28 days, in which overtime will be paid only after a specified number of hours are performed in each work period. Applicable labor agreements should be referred to for application of compensatory or overtime pay in these situations.

5.2.1 Compensatory time

Non-exempt employees may elect to "bank" overtime hours earned in any week to a compensatory time bank to be used as additional time off. An employee may carry up to a maximum of forty (40) hours of compensatory time in the compensatory bank. Any compensatory time over forty (40) hours will be paid out. Compensatory banks are refillable.

Compensatory time taken as time off shall be equal to the hours worked to accumulate the compensatory time. Compensatory time shall be paid at an employee's overtime pay rate applicable to the time it was earned. All accumulated compensatory time will be paid out on the first pay period of the new year to prevent carryover compensatory time from one budget year to the next.

5.3 On Call

Purpose

To make available qualified Public Works and Utility staff for the purpose of responding in a timely manner to calls for service from authorized individuals during on call hours.

Hours and Compensation

The on call employees shall be compensated at his/her base pay rate according to the following schedule: four (4) hours for on call from 3:30 PM Friday to 12:00 AM Saturday; four (4) hours on call from 12:00AM Saturday to 7:00AM Monday; and four (4) hours for the day before a holiday starting at 3:30 PM to 7:00 AM the day after the holiday.

Procedure

One Utility employee and one Public Woks employee will be scheduled to be "on call" and carry a City cell phone for weekends and holidays. The nature of the situation will dictate which of the two employees, Public Works or Utility, will be called if only one person is needed. If the employee is called for service and determines the circumstance warrants additional help, he or she should contact the supervisor or contact the other on call employee if the supervisor is not immediately available.

Employees shall report to work within 30 minutes after receiving the call. All calls will be logged by the "on call" employee stating the time and purpose of the call.

POLICIES AND PROCEDURES MANUAL

Employees may trade their assigned "on call" hours to another qualified employee if agreed to by both employees and the supervisor. In any case, it is the scheduled employee's responsibility to make all trade arrangements. Under no circumstances will a weekend or holiday go uncovered. If an employee chooses to have another employee cover his/her weekend or holiday, the scheduled employee relinquishes that turn in the on call rotation.

5.4 Call Out

Because of the nature of services provided by the City, it is occasionally necessary to call an employee to work on short notice outside of the work hours assigned for that day. Call out does include previously scheduled work hours outside of customary work hours. Call out does not apply to time worked immediately prior to or immediately after the scheduled work hours. The authorized person calling out an employee will select the employee to be called out based on the qualifications of the employee to complete the specific task. Call out hours will be compensated for a minimum of two hours at the regular pay rate (unless the employee exceeds 40 hours worked in that week) except for on holidays which will be compensated at double time and weekends (as defined in section 5.2) which will be compensated at time- and one-half .

5.5 In Charge

Supervisors ~~may have the discretion to~~ assign an employee to be in charge of work operations. Employees designated to be in charge will be paid an additional \$0.75 per hour for hours actually worked. No additional premium shall be paid for in charge hours that are also overtime hours. (i.e., a straight \$0.75 per hour not \$1.13/ hour.)

5.6 Travel Reimbursement

The City is willing to reimburse employees for legitimate expenses occurred related to City business as required in the performance of assigned job responsibilities.

Covered Expenses

Transportation – Employees who drive to their business destination are reimbursed at the maximum rate per mile currently allowed under federal law, plus parking and tolls.

Lodging – Employees are reimbursed for hotel room rates and all applicable taxes. Employees are expected to exercise judgment in selecting a hotel that is convenient, but not extravagant. The City does not pay for in-room movies or use of a hotel fitness facility. The City will cover the cost of one five-minute call home for each day of travel.

Meals – Employees are allowed \$35 a day for meals, including gratuities, and excluding alcoholic beverages. The allowance is reduced on days of travel to and from the destination when the employee is not away from home at mealtime as follows: \$5 for breakfast expense, \$10 for lunch expense, and \$20 for dinner expense.

Out-of-state Travel – Employee must receive approval to travel out-of-state prior to making travel arrangements. The City Administrator will sign off on estimated travel costs.

Substantiation and Repayment

Employees must submit an Expense Report Form within 30 days of the completion of travel. Receipts for transportation, meals and lodging must be attached.

Reimbursement

Checks for reimbursement of travel expenses receive Council approval the 1st and 3rd Monday of the month and utility commission approval the 2nd Monday of the month. Expense Report Forms will be paid within the week following the date of approval.

Pre-Payment

Requests for pre-payment of conference expenses may be made if recommended by the supervisor and approved by the City Administrator. Substantial documentation prior to departure and upon return from the conference will be required.

5.6.1 Commercial Drivers License Reimbursement

The City is willing to reimburse those employees whose jobs require them to carry a commercial drivers license (CDL). The City will reimburse the cost difference between a standard drivers license and a Class B/tier 4 CDL license upon submission of a receipt as evidence of the license renewal and cost of the CDL classification. Reimbursement shall be for those classifications that are required by the City and not for classifications that are not required by the City.

5.7 Insurance Eligibility and Enrollment

The City provides employees with a benefit package including health, dental and life insurance. Applicable terms of each type of coverage are outlined below for all employees except sworn officers. Terms of negotiated labor agreements may supersede the terms outlined below for sworn officers.

Health Insurance

Eligibility – Must work a minimum of 1,200 hours per year and be eligible for WRF.

Coverage – Benefits apply to the employee, employee's spouse, employee's domestic partner, and the employee's dependents.

Plan design – The City will select the health insurance plan design.

Employer Contribution – The City will contribute 100% of the lowest premium plan offered through the Wisconsin Employee Trust Funds for employee health insurance less a monthly premium – equivalent to 7.3% of the total premium which shall be paid by the employee of \$75 for family coverage and \$45 for single coverage. Employees will have the ~~\$75/\$45~~ monthly premium contribution deducted from their paychecks. Eligible part-time employees will receive pro-rated employer contributions based on the scheduled hours of work. Contributions will be pro-rated based on the lowest premium plan offered. (i.e., if a part time employee works 75% of full time, the employer will pay 75% of the premium paid for a full time employee.).

Waiting Period – If requested within 30 days of the first day of employment – none. Coverage begins the first of the month after the first day of employment.

If requested after initial 30 days of employment – 180 days.

Coverage Upon Termination – See Section 4.9.

5.8 Paid Vacations (employees hired before January 1, 2012)

Leave Eligibility

Annual vacation leave for all employees, except current employees who currently accrue vacation on January 1, shall be earned and be made available based on anniversary date based on the following:

Duration of Employment	Vacation Earned	
	Department Heads and Lead Management Staff	Other Staff
First Anniversary	ten days	five days
Second Anniversary	eleven days	ten days
Subsequent years for employees hired before December 31, 2011	Plus one day for each year of service up to a maximum of 25 days	Plus one day for each year of service up to a maximum of 25 days
Subsequent years for employees hired after December 31, 2011	Plus one day for each year of service up to a maximum of 15 days	Plus one day for each year of service up to a maximum of 15 days

Regular part-time employees' scheduled for a minimum of 30 hours per week are eligible for paid vacation. Annual vacation leave is pro-rated based on scheduled hours of work.

Example: An employee is scheduled to work 30 hours per week. To pro-rate vacation:
 $30 \text{ hour scheduled per week} \div 40 \text{ full time hours per week} = 75\%$
 $8 \text{ full time hours per day} \times 75\% = 6 \text{ hours per day allowed for vacation.}$

In addition, all regular full-time employees are granted four personal days (32 hours) each year on a calendar basis. Part-time employees with a minimum of 30 hours scheduled per week are granted four personal days pro-rated based on scheduled hours of work.

The Library Board has opted to continue to provide vacation time benefits for eligible employees regardless of date of hire. (They will not have PTO leave.) Those employees hired after December 31, 2011 will have a maximum of 15 vacation days.

Leave Use

Employees must receive the approval of their immediate supervisor prior to using vacation leave. Due to varying service demands, policies for granting leave time may vary. When possible, it is requested that a minimum of two weeks' notice be given. Vacation requests with less than 24 hour notice are unlikely to be granted.

Vacation leave balances not used prior to year end or the anniversary date shall be forfeited unless the City Administrator approves a carryover of said benefits. No more than 40 hours may be carried over non-cumulative. A request for carry over must be in writing and include a schedule of when the leave will be used within one month of the extension

All available leave time must be used first before time off without pay is used.

Employees that accumulate 50 or more hours of no pay leave time within a calendar year will have their paid vacation time adjusted on January 1 or their anniversary date of the following year. The adjustment will be calculated by the percentage of no pay time taken based on a 2,080 hour work year or pro-rated if the employee is a part-time employee.

5.8.1 Personal Time Off (employees hired after December 31, 2011)

Personal Time Off (PTO) is a benefit which combines traditional sick leave, vacation time, and personal time into a singular package known as PTO. The employee can use hours from his/her PTO bank at his/her discretion provided that the supervisor or department head has approved the request. The purpose of PTO is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice. Full-time and part-time employees working a minimum of 30 hours per week and hired after December 31, 2011 are eligible to earn Personal Time Off (PTO).

The Library Board may has adopted alternative regulations language regarding leave time. (See sections 5.8 and 5.10.) Police Department Lieutenants will follow language in working agreements regarding leave time.

Accrual

PTO days are accrued with each pay period up to a total annual amount of 31 days. In addition to the PTO accrual described below, on January 1, 2022, employees will accrue the prorated share of vacation days earned from his/her 2021 anniversary date to December 31, 2021.

An employee is eligible to accrue PTO time upon issuance of their first paycheck. Each employee earns PTO every pay period based upon each calendar year and 26 pay periods per year. Starting on January 1, 2022, employees will accrue PTO each pay period, based on 1/26 of the total of the following: 21 PTO days plus 5 additional PTO days on the first anniversary and one additional PTO day each anniversary up to a maximum of 31 days for hourly employees; or 26 PTO days and one additional day thereafter each anniversary until a maximum of 31 PTO days for Department Heads and Lead Management Staff.

PTO Use

Employees may use time from their PTO bank in (15) fifteen--minute increments. Because the nature of the work varies within departments, some department heads or supervisors may stipulate that all PTO must be used in increments that are greater than (15) fifteen minutes.

Employees shall be allowed to use PTO as requested provided that supervisory approval is received. When an employee is requesting PTO time for personal illness or injury, the employee must report the need no later than the normal starting time of the workday shift, except in cases of emergency or development of the illness during work hours. As a condition of granting PTO time for a request that was not pre-approved, the City reserves the right to require the employee submit a doctor's statement verifying the illness or injury when an employee uses more than ten unscheduled PTO illness days in a twelve-month period or more than three unscheduled PTO illness days in a row; when a pattern of unexcused absenteeism exists; or when it is in the best interest of the City. A supervisor may ask for documentation when PTO is taken due to illness when previously requested PTO was denied for that day.

Employees are responsible for maintaining enough PTO time for scheduled vacations. It is required that all PTO be used before unpaid leave is allowed. -PTO banks will not be allowed to run in the negative. Leave time taken when no PTO bank is available will be unpaid leave.

No more than 40 hours of PTO can be carried over after an anniversary date if requested in writing. The PTO carried over must be used prior to the subsequent anniversary date. Unused PTO in excess of 40 hours that has not been converted to the Leave of Absence Bank at the employee's anniversary, will be forfeited unless a Supervisor and the City Administrator approves additional carry over due to special circumstances. PTO will not be paid out.

Leave of Absence Bank

Each employee may, at their anniversary date-, convert no more than 96 hours of accrued PTO into a "Leave of Absence" bank that may be used in accordance with the Family Medical Leave Policy. All requests for leave conversion shall be submitted in writing-.

Upon termination, employees are paid for the PTO they have accrued through the end of employment. If an employee is eligible to receive retirement from the Wisconsin Department of Employee Trust Funds, compensation and leave payout will follow Section 4.9 (3.) of this policy.

PTO leave for Regular part-time employees scheduled for a minimum of 30 hours per week are eligible for PTO and will be pro-rated based on scheduled hours of work.

Example: An employee is scheduled to work 30 hours per week. To pro-rate PTO:
30 hour scheduled per week ÷ 40 full time hours per week = 75%.
8 full time hours per day x 75% = 6 hours per day allowed for PTO.

5.9 Holidays

Regular full-time and part-time employees are eligible for holiday benefits upon employment with the City as follows:

All regular full-time and part-time employees other than library employees including the Chief of Police and lieutenants, excluding all other Police Department Employees covered under their Union Contract:

New Year's Eve Day	Independence Day (July 4 th)	Christmas Eve Day
New Year's Day	Labor Day	Christmas Day
Thanksgiving Day		
Memorial Day	Friday after Thanksgiving Day	

Except as noted below, if a holiday falls on a Saturday, the holiday will be observed on Friday and if the holiday falls on a Sunday, the holiday will be observed on a Monday. If Christmas Eve and New Year's Eve falls on a Sunday, the holiday will be observed on the Friday before.

Regular part-time employees' averaging a minimum of 30 hours per week are eligible for holiday pay. Holiday pay is pro-rated based on scheduled hours.

~~The Library Board will establish the holiday schedule for the library. Library employees shall be granted holiday pay when a holiday falls on a day that would normally be a workday for them; employees will be paid for the hours they would have worked.~~

The Library Board will establish the holiday schedule for the library, following the same recognized holidays as other city departments. Library employees who work an average of 30 hours per week or more are eligible for holiday pay. Holiday pay is pro-rated based on scheduled hours.

Due to the varied schedule and calendar for library staff, the recognized holiday may not fall on a day when a staff member was scheduled to work. The employee is still eligible for

holiday pay, but the library director has the discretion to determine which day will be taken as the "day off" during the same pay period. Library staff may also need to make up hours if their scheduled hours are more than the "paid holiday" time for that day.

Example: If the holiday falls on a Friday but the staff member isn't generally scheduled on a Friday, the "paid holiday" time may be scheduled on Thursday. The library director has the discretion to determine which date is taken off to ensure that the library is properly staffed.

Example: A staff member is generally scheduled to work 8 hours on Friday and while the holiday falls on a Friday, if their pro-rated holiday pay is 6 hours, they will need to make up 2 hours within that pay period OR use personal or vacation time to account for the difference.

5.10 Sick Leave (employees hired before January 1, 2012)

Regular full-time and regular part-time employees scheduled for a minimum of 30 hours per week on a pro-rated basis, are eligible to earn and use sick leave. Part-time employees eligible for sick leave will have hours pro-rated based on the scheduled hours of work.

The Library Board has opted to continue to provide sick leave benefits for eligible employees regardless of date of hire. (They will not have PTO leave.)

Accrual

Sick leave is accrued at a rate of one-day (8 hours) per month, for each completed calendar month of service. Accumulation is unlimited, except as outlined by negotiated labor agreement.

Employees that accumulate 8 or more hours of no pay leave time within a calendar month will have their accrued sick time adjusted on the 1st day of the following month. The adjustment will be calculated by the percentage of no pay time taken based on an average work hour month of 170 hour or pro-rated if the employee is a part-time employee.

Use

This benefit is intended for use during actual illness or other medical disability or medical reason serious enough to keep the employee away from work. This includes situations that require the employee to care for a member of their immediate family and should be used in accordance with applicable family medical leave provisions. Sick leave may also be used for medical or dental appointments for the actual time an employee is at an appointment.

Employee must bring a doctor's statement verifying the illness or injury if: if an employee uses more than ten illness days in a twelve-month period or more than three days in a row; if a pattern of unexcused absenteeism exists; or when it is in the best interest of the City, the employee must bring a doctor's statement verifying the illness or injury. If an employee uses sick leave immediately before or after a holiday, the employee must provide a doctor's statement verifying the illness or injury to receive pay for the holiday.

A supervisor may ask for documentation when sick time is taken due to illness when previously requested vacation or personal time off was denied for that day.

Although sick leave accumulates, new employees who have not completed the first 90 days of their new employee orientation period cannot use sick leave.

Method

Reference checks normally are conducted by telephone, mail correspondence, or a combination of the two processes. However, for certain positions, such as those involving financial or security matters, the City might use personal interviews, conducted by a City representative or a third-party agency. The immediate supervisor should conduct the reference check unless otherwise directed by the City Administrator.

Release of Information

All applicants to be interviewed shall be asked to sign a release form (see Appendix E) authorizing the release of information by former employers, educational institutions, or other organizations contacted by the City as part of the reference and background checking process. A refusal to sign such a release form generally eliminates the applicant from further consideration for employment.

Confidential Nature

All documentation conducted as the result of a reference check should be forwarded to the City Administrator to file. Information obtained as part of a reference check should be considered confidential by the employee conducting the check and should only be released after consultation with the City Administrator and within the parameters of Wisconsin Open Records laws.

6.4 Salary and Classification Plan

Pay Plan

All non-represented employees are compensated in accordance with the City's current Salary Resolution. The Salary Resolution is maintained by the City Administrator and updated annually upon recommendation of the Committee and approval by the Council.

Annual Increases

- 1. Across the Board:** The City reviews salaries of non-represented employees on an annual basis. The City Council shall determine the across the board annual increase for non represented employees and communicate this to the City Administrator prior to commencing the annual increase process. In determining the across the board increase the Council shall consider among other factors, the cost of living, the increases given to represented employees and the financial position of the City.
- 2. Wage Ranges:** The Committee will establish appropriate pay ranges for each position considering the employee's job responsibilities by reviewing compensation packages of the following: employees in similar communities having like job responsibilities and other non-exempt employees within the City. Pay ranges are not based on individual performance and longevity.

The City reserves the right to place newly hired employees within the wage range based on previous experience.
- 3. Tenure Advancement:** The City may offer tenure based wage increases subject to an acceptable performance evaluation by the employee's supervisor and the financial position of the City.

Tenure increases for non-represented, non-exempt employees will be as follows:

- Annual step increases for the first 10 years of service to attain 25% of the adopted pay range at the 10th year of service. For this section, years of service is based on actual hours worked assuming 2080 hours equates to 1 year of service.
- Step increases at 15, 20 and 25 years so that the employee attains 80% of the approved wage range at 25 years of service.
- Certification Pay for approved certifications, licenses, or specialize training equaling up to 20% of the pay range. Certifications must be maintained to remain eligible for certification pay. To be eligible for Certification Pay, all courses must have prior approval from a Supervisor.

Tenure Increases for department heads and lead management staff will be as follows:

- Annual step increases will be provided for the first 10 years of service to attain 25% of the adopted pay range at the 10th year of service.
- Step increases at 15, 20 and 25 years so that the employee attains 80% of the approved wage range at 25 years of service.
- Merit pay equaling up to 20% of the pay range. Merit pay will be based on the employee performance rating from the employee performance evaluation procedure (see Section 4.7). Based on this information, the Committee will determine the appropriate wage for the individual.

~~The department head will forward any request made by an employee for an annual increase to the Committee for consideration.~~

~~The process to determine an annual increase for department heads and lead management staff should include the following:~~

- ~~1. The Committee and Council will consider the approved across the board amounts.~~
- ~~2. The Committee will establish appropriate pay ranges for each position considering the employee's job responsibilities by reviewing compensation packages of the following: employees in similar communities having like job responsibilities; other department heads within the City, and employees within the department. Pay ranges are not based on individual performance and longevity.~~
- ~~3. After establishing the pay range for each position, the Committee will consider the employee performance rating from the employee performance evaluation procedure (see Section 4.7) and the individual employee longevity. Based on this information, the Committee will determine the appropriate wage for the individual.~~
- ~~4. The Committee will then recommend the appropriate wage for the individual to the Council in the salary resolution.~~

4. Working supervisors in the Police Department will be given salary increases in accordance with the approved salary resolution.

5. Current employees promoted to a higher-level position shall be considered a new employee regarding the tenure (step) calculation, unless the Committee decides to consider all or a portion of the employees previous, relevant experience in a lower-level position.

~~5.~~

Appeals Process

RESOLUTION No. 24-21
2022 SALARY RESOLUTION
COMMON COUNCIL OF THE CITY OF EDGERTON

WHEREAS, the City of Edgerton employs both union and non-union personnel, and

WHEREAS, it is necessary that the Common Council establish compensation for all non-union personnel, and

WHEREAS, it is necessary that the Common Council amends the established compensation for all non-union personnel as they see fit, and

WHEREAS, the Finance Committee of the Common Council has reviewed the matter of salaries of non-union personnel as spelled out in State Statute 65.04(8)(a) and in the Personnel Policies and Procedures Manual, and

WHEREAS, the proposed salary range schedule for 2022 is attached.

NOW, THEREFORE BE IT RESOLVED that the attached salary range schedule for 2022 is approved as the salary schedule for non-union personnel for the fiscal year 2022.

Motion by:

Second by:

Roll Call: Ayes Noes

Dated and signed this 20th day of December, 2021.

Christopher W. Lund, Mayor

Attest:

Ramona Flanigan
City Administrator

2022 NON-UNION SALARY AND WAGE RANGE SCHEDULE

<u>SALARIED EMPLOYEES</u>	<u>2021 Salary</u>	<u>2022 Salary</u>	<u>Remarks</u>
Chief of Police	86,253.75	74,229 - 100,209	
Lieutenant of Police (After 3 years)	70,604.96	72,017.06	
Lieutenant Start Wage	66,718.27	68,052.64	Lieutenant Increases: \$.70 increase each year for first 2 years
Library Director	54,267.96	58,650 - 79,178	
Municipal Services Director w/Utility	91,225.00	74,229 - 100,209	
Clerk-Treasurer	68,325.41	58,650 - 79,178	
Administrator	93,297.73	86,700 - 117,045	
Recreation/Aquatic Director	17,505.52	17,855.63	Per Season
<u>ELECTED OFFICIALS</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Remarks</u>
Mayor	2,520.00	2,520.00	
(per year-increment for newly elected)			
Aldersperson	2,220.00	2,220.00	
Municipal Judge	5,411.00	5,411.00	
Board of Review (per day)	40.00	40.00	
<u>HOURLY EMPLOYEES</u>			<u>Remarks</u>
City Hall Admin Assistant wage	22.49	20.77 - 25.75	
Police Dept. Admin Assistant wage	22.26	20.75 - 25.75	
Police Dept. P/T Admin Asst	16.47	20.75 - 25.75	
Public Works Operator wage	24.01	22.84 - 28.33	
Utility Operator wages	23.79	22.84 - 28.33	
Utility Lead Operator wage	25.84	24.32 - 30.50	
Library Admin Assistants wage	16.47	18.88 - 23.41	
Water Operator Grade OIT	Base + \$.40		
Water Operator Grade 1	Base + \$.90		
Wastewater Operator Grade OIT	Base + \$.40		
Wastewater Operator Grade Basic	Base + \$1.20		
Wastewater Operator Grade Advanced	Base + \$1.40		
Operator First Certification Pay		0.70	Operator includes Public Works, Utility Lead Operators and Utility Operators
Operator Second Certification Pay		0.70	
Admin and Library Asst First Certification Pay		0.40	
Admin and Library Asst Second Certification Pay		0.40	
Admin and Library Asst Third Certification Pay		0.40	
Crossing Guard	15.00	15.00	\$.25 after 3 years \$.25 after 6 years
Pollworkers	7.25	7.25	
DPW/Parks Part-time Summer	12.00	12.00	\$.25 per year of service
DPW/Cemetery Groundskeeper	15.00	15.00	\$.25 per year of service
Project Inspector (LTE)	25.00	25.00	
Lifeguards - Starting	8.50	9.25	Seasonal returns with favorable evaluations:
With WSI	9.50	9.50	\$.25/hr per year for DPW/
Supervisors	9.50	10.25	Parks, Lifeguards, Cashiers, Concession, and Maintenance.
Cashiers	6.00/7.25**	7.25	*Lifeguards teaching private lessons receive \$4.00 per lesson in addition to wage
Concession	6.00/7.25**	7.25	
Maintenance	6.00/7.25**	7.25	

Step increase are granted on anniversary date at the end of each year's service

** Wages below legal minimum wage for eligible employees only.

* Last step increase as needed to equal maximum wage of position

CITY OF EDGERTON ORDINANCE No. 21-12

AN ORDINANCE TO AMEND CHAPTER 12, SECTION 12.08 (13) “LEAD AND GALVANIZED WATER SERVICE LINE REPLACEMENT” AND SECTION 12.08(16) “DISCONNECTION OF SERVICE” OF THE CODE OF ORDINANCES

WHEREAS, the risk of lead exposure from corroding lead or galvanized drinking water service laterals is well documented; and

WHEREAS, the City of Edgerton has many privately-owned existing lead or galvanized water service laterals which require replacement; and

WHEREAS, the City of Edgerton must meet the Wisconsin Department of Natural Resource requirements for local compliance with the Federal Lead and Copper Rule; and

WHEREAS, Chapter 12 of the Code of Ordinances regarding water utility regulations currently does not require property owners to replace their lead or galvanized water service laterals; and

WHEREAS, the City is responsible to providing safe drinking water to our residents and daycare centers; and

WHEREAS, the Common Council of the City of Edgerton has determined that for the health and safety of the residents of the City, particularly the children of the City, that it is necessary to require the replacement of lead and galvanized water service laterals.

NOW, THEREFORE, the Common Council of the City of Edgerton, Wisconsin does hereby ordain as follows:

Chapter 12 Municipal Water Utility – Section 12.08 Service Laterals shall be amended by adding the following:

(13) Lead or galvanized water service line replacement.

- (a) INTENT AND PURPOSE. For purposes of this Section, lead refers to lead, galvanized and any material that cannot meet the Wisconsin Department of Natural Resource (WDNR) requirements for local compliance with the Lead and Copper Rule. The common council of the city finds that it is in the public interest to establish a comprehensive program for the removal and replacement of both the public-side and the customer-side lead and galvanized pipe water service lines and, to that end, declares the purposes of this section to be as follows:
- 1) To ensure that the water quality at every tap of utility customer meets the water quality standards specified under the federal law;
 - 2) To reduce the lead in city drinking water to meet the Environmental Protection Agency (EPA) standards and ideally to a lead contaminant level of zero in city drinking water for the health of city residents;
 - 3) To eliminate the constriction of water flow caused by mineral rich groundwater

flowing through lead water service pipes and the consequent buildup of mineral deposits inside lead pipes; and

- 4) To meet the Wisconsin Department of Natural Resource (WDNR) requirements for local compliance with the Lead and Copper Rule (see 56 CFR 6460, 40 CFR parts 141.80—141.90 and Wis. Admin. Code §§ NR 809.541 —809.55).

(b) AUTHORIZATION. This ordinance is enacted pursuant to Sec. 62.11(5) and Sec. 281.12(5), Wis. Stats.

(c) IDENTIFICATION OF LEAD SERVICE LINES.

- 1) Upon notice from Edgerton Utilities, any person or entity who owns, manages or otherwise exercises control over a property connected to the Edgerton Utilities water distribution system shall allow Edgerton Utilities to inspect the customer-side service line to determine the material of construction as authorized pursuant to Wis. Stats. § 196.171 et seq. *Customer-side water service line* means the water conduit pipe running from the customer's meter to the curb stop which is the water utility shut-off valve usually located behind the curb on public property.
- 2) Right of entry. In accordance with Section 12.14(1), representatives of the utility shall have the right to request entry at any reasonable time to examine any property served by a connection to the public water system of the utility for inspection of service line. If entry is refused, such representatives may disconnect water service in accordance with Section 12.16 or shall obtain a special inspection warrant under Wis. Stats. § 66.0119. Upon request, the owner, lessee or occupant of any property so served with a special inspection warrant shall furnish to the inspection agency any pertinent information regarding the piping system on such property.
- 3) Edgerton Utilities shall create and maintain a record of the location of all identified lead service lines in the City of Edgerton.
- 4) Edgerton Utilities shall provide notice to any person or entity who owns, manages or otherwise exercises control over a property connected to the Edgerton Utilities water distribution system that has been inspected and determined to be constructed of lead.

(d) REPLACEMENT OF LEAD SERVICE LINES.

- 1) Annually, the Utility shall create a list of all lead or galvanized customer-side water service lines to be replaced during that calendar year, and a replacement project timeline. These service lines shall be selected based on factors to include water main replacement projects, available funding for public-side water service lines, available grant funding, and regulatory requirements.
- 2) Where the Water Utility is replacing the lead public-side water service line and the customer-side water service line is lead or galvanized, the owner of the customer-side water lateral shall, at the owner's expense, replace the customer-side lead service. In all cases, the Utility shall supply an appropriate connection point as part of its work. The owner of the customer-side lateral may elect to:
 - a. Contract with a licensed contractor to complete the repair. All work needed to accomplish the repair shall be done at the expense of the owner unless financial assistance is provided in accordance with Section 3). below. Within 30 days of the giving of notice of deficiency under subsection (2)(a) of this section, proof of

arrangements for repair shall be provided to the Utility and within 30 days of the giving of notice the repairs shall be completed.

- b. Have the Utility's contractors, if available, complete the repair.
 - i. The Utility may, as part of any project, request unit bid prices for the calculation of the cost of making appropriate repair to the customer-side water lateral.
 - ii. If available, and should the owner of the customer-side water lateral select this option, the owner will be charged the entire cost of making the repair, unless financial assistance is provided in accordance with Section 3) below. The owner may elect to pay the entire amount upon completion of the work, or the owner may request to be billed through a special assessment, as provided in Section 4.11 of the Code of General Ordinances.
- 3) The Utility may provide financial assistance to the owner of the property to which water utility service is provided for the purpose of assisting the owner in replacing customer-side water service lines containing lead. The financial assistance must satisfy all the following conditions:
- a. Any loan provided may not be forgiven by the Utility or the City;
 - b. Grants not using rate payer funds may be provided;
 - c. The amount of financial assistance must be the same for each owner in a customer class, regardless of the replacement process, be it a fixed amount or a percentage of the replacement cost; and
 - d. If grant funding is not available, the financial assistance program using rate payer funds must not exceed 50% of the cost of the customer side replacement and must be approved by the Public Service Commission of Wisconsin

(e) **AUTHORITY TO DISCONTINUE SERVICE.** As an alternative to any other methods provided for obtaining compliance with the requirements of this Code regarding replacement of illegal private water laterals, the Utility may, no sooner than 30 days after the giving of notice as provided in subsection (c)(4) of this section, discontinue water service to such property served by illegal private water lateral after reasonable notice and an opportunity for hearing before the City Utility Commission under Wis. Stats. ch. 68.

12.16 Disconnection of Service

(2)(e) violation of 12.08(13) Lead or Galvanized Water Service Line Replacement

This Ordinance shall be in full force and effect after its passage and publication.

Motion by Alderperson:

Seconded by Alderperson:

Roll Call: Ayes Noes

Christopher Lund, Mayor

1st Reading:

2nd Reading:

Adopted:

Published:

Dated:

Ramona Flanigan, City Administrator

STATE OF WISCONSIN)

)ss.

COUNTY OF ROCK)

I, Ramona Flanigan, City Administrator, City of Edgerton, Rock and Dane Counties, Wisconsin, do hereby certify that the foregoing is a true and correct copy of the ordinance adopted by the Common Council of the City of Edgerton at its regular meeting the ___ day of _____, 202_.

Ramona Flanigan, City Administrator

ELECTION WORKERS

1. Citizen	2 yr.	12/23	Terri Oren	114 E Lawton St. #1 608-295-1945
2. Citizen	2 yr.	12/23	Margaret Tadder	108 Albion St 608-884-4800
3. Citizen	2 yr.	12/23	Kathy Klein	32 Lilac Ct 608-884-8303
4. Citizen	2 yr.	12/23	Lawanna Schieldt	505 Stoughton Rd #7 608-728-4730
5. Citizen	2 yr.	12/23	Lisa Venske	412 E. Fulton St 608-256-3162
6. Citizen	2 yr.	12/23	Linda Quam	1322 Meadow Ln 608-884-4593
7. Citizen	2 yr.	12/23	Barbara Buhrow	909 Blaine St 608-921-8776
8. Citizen	2 yr.	12/23	Karyn Patrick	107 Lord St 608-449-6997
9. Citizen	2 yr.	12/23	Krystina Johnson	106 Maple St 608-312-3631
10. Citizen	2 yr.	12/23	Jim "Red" Davis	434 Fairfield Cir 608-884-6476
11. Citizen	2 yr.	12/23	Kathy Janowiak	9890 N Edgewood Shores 608-884-0500
12. Citizen	2 yr.	12/23	Dale Pope	1231 Fieldcrest Dr 608-290-3330
13. Citizen	2 yr.	12/23	Heidi Schieldt	602 S Main St 608-884-8953
14. Citizen	2 yr.	12/23	Veronica Ellingworth	204 E Hubert St 608-695-0960
15. Citizen	2 yr.	12/23	Ruth Pickering	9886 N Edgewood Shores Dr 608-695-7088
16. Citizen	2 yr.	12/23	Candy Davis	434 Fairfield Cir 608-852-3542
17. Citizen	2 yr.	12/23	Nancy Platner	11546 N Maple Dr 608-712-0038
18. Citizen	2 yr.	12/23	Regina Schaar	111 W Fulton St #302 920-723-9472
19. Citizen	2 yr.	12/23	Maria Becker	502 Newville St 608-444-5574