

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

**Monday, November 6, 2023 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](http://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, November 3 2023.
4. Council acceptance of agenda.
5. Personal appearances for non-agenda items limited to 3 minutes.
6. Minutes:
  - A. Consider approval of minutes from October 16, 2023 Council meeting.
7. Committee Reports:
  - A. Finance Committee:
    1. Consider Pay Request #3 for Quigley St Street and Utility Improvement Project.
    2. Consider approval of bills and payroll voucher.
    3. Consider quote for carpet at the Library.
    4. Consider OPEB Study.
    5. Consider addendum to Cedar Corp contract for Environmental Site Assessment at 116 Swift St.
    6. Consider addendum to Cedar Corp contract for Lead and Asbestos Inspection Services at 116 Swift St.
    7. Consider advertising contract for the Madison Region Economic Partnership.
    8. Consider process for selling Marshview Court lot.
  - B. Fire District:
    1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meeting.
  - C. Tree Board:
    1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meeting.

- D. Personnel Committee:
  - 1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meeting.
  - 2. Consider Personnel Policy amendment regarding Health Insurance.
- E. Historic Commission:
  - 1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meeting.
- F. Public Works:
  - 1. Report on discussion and action take at previous meeting, future agenda items and upcoming scheduled meeting.
  
- 8. Consider 2024 Budget
  
- 9. Mayor, alderperson and staff reports.
  
- 10. Closed Session pursuant to Wis. Stat. 19.85(1)(c) “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 WPPA contact.
  
- 11. Return to open session and consider taking action on items discussed in closed session.
  
- 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.

**OCTOBER 16, 2023 COMMON COUNCIL MEETING MINUTES  
CITY OF EDGERTON**

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

Present: Shawn Prebil, Casey Langan, Candy Davis, Tim Shaw, and Paul Davis.

Excused: Jim Burdick

Others Present: City Administrator Ramona Flanigan, City Clerk Wendy Loveland, Municipal Services Director Howard Moser, Police Chief Bob Kowalski, Aquatics Director Anne Gohlke, City Attorney Bill Morgan, and a few citizens.

Loveland confirmed the meeting agendas were properly posted on Friday, September 29, 2023 at the Post Office, Edgerton Library, City website, and City Hall.

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

**MINUTES:** A Tim Shaw/Shawn Prebil motion to approve the October 2, 2023 Council meeting minutes passed, all voted in favor.

**COMMITTEES:**

**Finance Committee:** A Tim Shaw/Candy Davis motion to approve the bills and payroll in the amount of \$308,646.15 passed on a 5/0 roll call vote.

A Tim Shaw/Shawn Prebil motion to approve a Temporary Class "B" Beer/Wine License for Tri-County Community Center passed on a 5/0 roll call vote.

A Tim Shaw/Shawn Prebil motion to approve the 5-year Capital Improvement Plan passed on a 5/0 roll call vote.

**Redevelopment Authority:** A Casey Langan/Tim Shaw motion to approve an extension for the Façade grants at 16 Swift St and 10 & 10 ½ W Fulton St to January 17, 2024 passed on a 5/0 roll call vote.

**2024 BUDGET:** The draft 2024 budget was distributed to the Council. Currently the budget is over the levy limit by \$6,529.

Candy Davis suggested designating \$15,000 from the anticipated shared revenue for possible Fire District needs. Tim Shaw asked for a justification for the extra Fire District funding. Davis stated the use of the shared revenue funds were partly intended for Police, Fire and EMS and feels the Fire District may have unexpected expenses that will get passed on to the municipalities and this would put the city in a position to have those funds available if needed. This would make the budget over the levy limit by \$21,529. A discussion followed about the Fire Districts proposal to make significant capital investments in new and upgraded facilities and how that would impact budgets.

Casey Langan inquired about the Developer Fees and what those could be used for. Flanigan stated the park items that would be eligible for those funds would be the playground equipment at Racetrack Park, 1/3 of the skate park cost and the funbrella for the pool.

Candy Davis stated the Parks Committee was told the playground equipment could make it until 2025. Her suggestion is to budget \$32,500, ½ of the cost in 2024 and the other half in 2025. This option would cut \$32,500 out of this year's budget.

Candy Davis reported, the Parks Committee did prioritize the projects discussed in the parks tour. One of the projects that was on top of the list was the upgrade of the toilets. Davis felt that expense was not needed

just to accommodate one large event a year. She did state the Tobacco Days organization did offer to help with the cost. Council members felt it was a much needed improvement to the park.

Langan suggested designating some of the Developer Fees in 2024 and the rest in 2025 to fund the playground equipment. That would mean the project would not get done until 2025. This would eliminate \$65,000 from the 2024 budget.

Langan/Shaw moved to use \$5,000 of Developer Fees for a funbrella, \$8,000 toward the skate park and earmark \$33,000 toward the RTP playground equipment.

Flanigan asked if the \$33,000 was coming from Developer fees and the rest stays in the budget? Langan stated that his intent was to only hold back funds for half the cost and budget for the rest in 2025 eliminating the \$65,000 from the 2024 budget.

Langan withdrew the motion.

A Casey Langan/Tim Shaw motion to approve using \$5,000 from Developer Fees for a funbrella passed on a 5/0 roll call vote.

A Casey Langan/Paul Davis motion to approve using \$10,000 from Developer Fees for playground equipment at the pool failed on a 2/3 roll call vote. Shawn Prebil, Candy Davis and Tim Shaw voted against the motion.

A Candy Davis/Shawn Prebil motion to approve using \$8,000 in Developer Fees for the skate park passed on a 5/0 roll call vote.

A Candy Davis/Paul Davis motion to approve increasing the contingency fund by \$15,000 passed on a 3/2 roll call vote. Tim Shaw and Casey Langan voted against the motion.

Candy Davis moved to use \$32,500 of Developer Fees and levy \$32,500 for the playground equipment. The motion failed for lack of a second.

A Paul Davis/Tim Shaw motion to approve using \$8,529 from Developer Fees toward the RTP playground equipment passed on a 5/0 roll call vote.

**CLOSED SESSION:** A Casey Langan/Candy Davis motion 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. The motion passed on a 5/0 roll call vote.

Being no other business before the Council, a Tim Shaw/Shawn Prebil motion to adjourn passed on a 5/0 roll call vote.

Wendy Loveland  
City Clerk  
Adopted November 6, 2023

# Memo

**To:** Common Council  
**From:** Staff  
**Date:** 11/2/2023  
**Re:** November 6, 2023 Meeting

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**Process for selling Marshview Court Lot:** The City has regained title to the lot on Marshview Court. The Council should decide what process to use to sell the lot. Staff recommends the Council utilize a process that allows for the consideration of factors such as the proposed use, the value of the proposed improvements, and job creation in addition to the purchase price. If the Council is interested in considering this information, we would seek proposals which is similar to the process used for the sale of the rear of 5 Albion Street. Should an ad requesting proposals be placed in the paper?

**OPEB Study:** Please recall the Council agreed to have Milliman provide actuarial services for the annual post-employment benefits (OPEB) study. Milliman's services were the lowest cost because city staff had to complete much of the work, as opposed to other providers who complete all aspects of the analysis. Given staffing changes and upcoming audit preparation requirements, staff is requesting the Council instead approve a two-year contract with Key Benefit Concepts. Key was the second lowest cost provider and the vendor we have used for several years. (See attached)

**Cedar Contracts for 116 Swift St project:** Please recall that IKI has agreed to donate the old high school building located at 116 Swift St to the City. The first step in the redevelopment process is an evaluation of the environmental condition of the property including a Phase 1 environmental study, and lead and asbestos testing. The contracts in the packet are for the City Engineer's office to complete these evaluations. These expenses are TIF #10 eligible.

**Advertising contract for Madison Regional Partnership:** Included in your packet is an advertising proposal for a joint marketing campaign for the area in and around Dane County. Below is a summary of the program.

## Overview

Livability Madison Region is the primary marketing tool that MadRep is using for talent attraction, business recruitment, and relocation throughout the year. It also is a tool used by all of the community stakeholders and businesses for their own branding and recruiting efforts. Our integrated marketing program entails a print publication, digital magazine, and we promote the content on Livability.com, which is our national quality of place and relocation website.

2023-2024 Livability Madison Region  
- Pub date: May 2024 (annual publication)  
- Tentative Deadline for reserving space 11/10/2023

## Proposal

### **Option A:** One-Page Brand Story Premium Integrated Media Package - \$9,045

- One-Page Brand Story written by our editors
- Your Brand Story as a shareable article on Livability Madison Region pages with links to your site
- Medium Rectangle display ad on Livability Madison Region landing and article pages
- Digital representation of your Brand Story with links to your site in the digital magazine
- PDF copy of your Brand Story for your own marketing collateral purposes
- 100 complimentary copies of the magazine

### **Option B:** Full Page Sponsoring Economic Profile- \$6,855

- Full Page Sponsoring Business Climate in the magazine
- Medium Rectangle display ad on Livability Madison page and article pages - Digital representation of your print ad with links to your site(s) in the digital magazine
- 100 complimentary copies of the magazine

### **Option C:** 1/3 Horizontal w/ Medium Rectangle online display ad - \$3,660

- 1/3 Horizontal Ad
- Medium Rectangle display ad on Livability Madison page and article pages - Digital representation of your print ad with links to your site(s) in the digital magazine
- 25 complimentary copies of the magazine

### **Option D:** 1/4 Vertical w/ Leaderboard online display ad - \$2,930

- 1/4 Horizontal Ad
- Medium Rectangle display ad on Livability Madison page and article pages - Digital representation of your print ad with links to your site(s) in the digital magazine
- 25 complimentary copies of the magazine

**Personnel Policy amendments regarding health insurance:** Please recall that in 2024, employees will pay 12% of the lowest cost premium in accordance with the rules of the city's health plan, the ETF. The current Personnel Policy indicates that employees are required to pay 7.3% of the premium cost. The amendment below clarifies that employees must pay for insurance premiums in accordance with ETF rules but will always pay at least 7.3%.

### **Health Insurance**

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

*Coverage* – Benefits apply to the employee, employee's spouse, 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.~~ Employees shall pay health insurance premiums in accordance with Wisconsin Employee Trust Funds regulations, but shall pay no less than 7.3% of the average premium of the lowest applicable (e.g, single or family) plan offered in Rock County per month. Employees will have the monthly premium contribution deducted from their paychecks. The City shall pay the remainder of the lowest premium for any health insurance plan or carrier selected by the City. 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.).

Actuarial Proposals						
Company	Year 1	Year 2	Total Fees	Year 3	Year 4	4-Yr total
Milliman	\$2,800	\$0	\$2,800			
Lauterbach & Amen	\$3,800	\$0	\$3,800	\$4,050	\$0	\$7,850
Key Benefit Concepts	\$3,800	\$840	\$4,640			
Key Benefit Concepts	\$3,500	\$840		\$3,675	\$890	\$8,905
Nyhart	\$3,500	\$2,000	\$5,500	\$3,700	\$2,150	\$11,350