

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

Monday, October 2, 2023, at 6:30 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. Confirmation of appropriate meeting notice posted on Friday, September 29, 2023.
3. Consider approval of minutes from the September 18, 2023 Finance meeting.
4. Consider pay request #2 from RT Fox for the Quigley St, Street & Utility Improvement Project.
5. Consider approval of bills and payroll vouchers.
6. Consider Event Packet for the Home for the Holidays Celebration.
7. Consider funding for holiday tree lighting at the depot.
8. Consider change of agent for Kwik Trip Inc, dba Stop N Go, agent Nicholas Koeppler.
9. Consider 2 Burdick St incentive payment.
10. Consider declaring City Hall typewriter as surplus
11. Consider City of Edgerton Resolution 27-23: Urban Forestry Grant Application.
12. Finance Directors Report.
13. Adjourn.

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

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

**SEPTEMBER 18, 2023 FINANCE COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Tim Shaw called the meeting to order at 6:30 p.m.

Present: Candy Davis, Shawn Prebil and Tim Shaw

Others Present: City Administrator Ramona Flanigan, City Clerk Wendy Loveland, Municipal Services Director Howard Moser, Police Chief Bob Kowalski, Aquatics Director Anne Gohlke, Library Director Beth Krebs-Smith, Mayor Christopher Lund, and a few citizens.

Loveland confirmed the meeting agendas were properly posted on Friday, September 15, 2023 at the Post Office, Edgerton Library, City Hall and the City's website.

MINUTES: A Candy Davis/Shawn Prebil motion to approve the minutes from the September 5, 2023 Finance meeting passed, all voted in favor.

BILLS AND PAYROLL: A Tim Shaw/Candy Davis motion to approve the bills and payroll in the amount of \$292,246.59 passed on a 3/0 roll call vote.

AWARD BID FOR LIBRARY STUDY ROOMS: A Tim Shaw/Candy Davis motion to award the bid for the Library Study Rooms project to Gilbank Construction in the amount of \$87,400 using \$50,000 in ARPA funds passed on a 3/0 roll call vote.

AWARD BID FOR SALT: A Candy Davis/Shawn Prebil motion to approve the bid for road salt to Morton Salt in the amount of \$81.58 per ton passed on a 3/0 roll call vote.

QUOTES FOR BUILDING CLEANING SERVICE: A Tim Shaw/Candy Davis motion to approve the bid for city building cleaning to Team Kleen passed on a 3/0 roll call vote.

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

Wendy Loveland
City Clerk
Adopted October 2, 2023

Contractor's Application

Unit Price Progress Estimate

Project: Quigley Street, Street and Utility Improvement:		Application Number: 2		Application Date: September 29, 2023						
Application Period: 8/31/23 thru 9/29/2023		Application Completed		Total Completed & Stored to Date (C+E+G)						
Bid No.	Item Description	Estimated Bid Quantity	Unit Price	This Application		Materials Stored		Quantity	Amount	% Comp.
				Quantity	Amount	Quantity	Amount			
01.2100.00.00001	ALLOWANCES	C.O.W	\$3,000.00							
01.5000.01.00002	TRAFFIC CONTROL	L.S.	\$2,000.00	0.75	\$1,500.00			1	\$2,000.00	100.0%
02.4113.03.00001	SELECT DEMOLITION OF SIDEWALKS AND DRIVEWAYS	S.Y.	\$5.00	105.5	\$527.50			105.5	\$527.50	81.2%
02.4113.03.00002	SELECT DEMOLITION OF CURB AND GUTTER, PATCHING	L.F.	\$5.00	669	\$3,345.00			669	\$3,345.00	192.8%
02.4113.03.00004	SELECT DEMOLITION OR ABANDONMENT OF WATER VALVE MANHOLES	EA	\$500.00	3	\$1,500.00			3	\$1,500.00	100.0%
02.4113.03.00009	REMOVAL/SALVAGE OF FIRE HYDRANTS	EA	\$500.00	3	\$1,500.00			3	\$1,500.00	100.0%
02.4113.03.00010	SAW CUTTING	L.F.	\$3.00	188	\$564.00			188	\$564.00	100.0%
31.2300.04.00003	EXCAVATION (ESTIMATED 2.443 CY)	C.Y.	\$42,000.00	1	\$42,000.00			1	\$42,000.00	100.0%
31.2313.04.00004	EXCAVATION BELOW SUBGRADE (AS ORDERED)	TON	\$8.00							
31.2333.04.00002	SELECT TRENCH BACKFILL MATERIAL	C.Y.	\$1.00	20	\$20.00					
31.2333.04.00004	PIPE FOUNDATION STABILIZATION	L.F.	\$3.00							
31.2500.01.00003	TEMPORARY SILT FENCE	EA	\$1,500.00							
31.2500.01.00006	TEMPORARY STONE TRACKING PAD	S.Y.	\$2.00	4,750	\$9,500.00			4,750	\$9,500.00	100.0%
31.3419.04.00002	GEOTEXTILE SOIL FABRIC, TYPE SAS	TON	\$13.00							
32.1123.05.00003	BREAKER RUN FOR EXCAVATION BELOW SUBGRADE (AS ORDERED)	TON	\$13.00	827.5	\$10,757.50			1241.25	\$16,136.25	75.0%
32.1123.05.00004	CRUSHED AGGREGATE BASE, ROADWAY, 1 1/4 INCH, 6" DEPTH	TON	\$13.00	1,160	\$15,080.00			1,740	\$22,620.00	75.0%
32.1200.05.00004	HMA PAVEMENT, 3 LT 58-28 S, LOWER LAYER, 2.25"	TON	\$71.00							
32.1200.05.00007	HMA PAVEMENT, 4 LT 58-28 S, UPPER LAYER, 1.75"	TON	\$73.00							
32.1200.05.00013	SPLIT SEQUENCING OF HMA PAVEMENT PLACEMENT	L.S.	\$1,500.00							
32.1613.05.00003	CONCRETE CURB AND GUTTER, 30" BARRIER	L.F.	\$29.00							
32.1613.05.00004	CONCRETE CURB AND GUTTER, 30" BARRIER (PATCHING)	S.F.	\$39.00							
32.1623.05.00004	CONCRETE SIDEWALK AND DRIVEWAY, 6" (PATCHING)	S.F.	\$10.00							
32.9200.05.00001	TOPSOIL, TURF AND GRASSES	S.Y.	\$8.00							
33.1400.08.00003	WATER MAIN, DUCTILE IRON, 8"	L.F.	\$125.00	1,085.52	\$135,815.00			1,085.52	\$135,815.00	100.1%
33.1400.08.00011	WATER SERVICE PIPE, COPPER, 1.0"	L.F.	\$50.00	495.91	\$24,795.50			18	\$5,400.00	100.0%
33.1400.08.00015	WATER SERVICE CORPORATION VALVE, 1.0"	EA	\$300.00	17	\$5,100.00			17	\$5,100.00	94.4%
33.1400.08.00019	WATER SERVICE CURB VALVE, 1.0"	EA	\$6,000.00	3	\$18,000.00			3	\$18,000.00	100.0%
33.1400.08.00023	HYDRANT	EA	\$1,500.00	3	\$4,500.00			3	\$4,500.00	100.0%
33.1400.08.00025	CONTROL VALVE AND BOX, GATE, 6"	EA	\$3,100.00	5	\$15,500.00			5	\$15,500.00	100.0%
33.1400.08.00026	CONTROL VALVE AND BOX, GATE, 8"	EA	\$2,500.00	4	\$10,000.00			4	\$10,000.00	100.0%
33.1400.08.00032	CONNECT TO EXISTING WATER MAIN	L.F.	\$110.00	27	\$2,970.00			27	\$2,970.00	100.0%
33.1400.08.00037	HYDRANT LEADS (6" DI)	L.F.	\$70.00	345.44	\$24,180.80			346.44	\$24,250.80	80.8%
33.3100.09.00003	SANITARY SEWER SERVICE LATERAL, PVC SDR 35, 6"	L.F.	\$50.00	618.16	\$30,908.00			618.16	\$30,908.00	96.6%
33.3100.09.00005	SANITARY SEWER MAIN, PVC SDR 35, 8"	L.F.	\$70.00	13	\$910.00			13	\$910.00	100.0%
33.3100.09.00012	SANITARY SEWER SERVICE BRANCHES, 8" X 6" WYE	V.F.	\$400.00	31.09	\$12,436.00			31.09	\$12,436.00	103.6%
33.3100.09.00017	STANDARD SANITARY MANHOLE	EA	\$500.00	6	\$3,000.00			6	\$3,000.00	100.0%
33.3100.09.00019	SANITARY CASTING, TYPE E	EA	\$500.00	3	\$1,500.00			3	\$1,500.00	100.0%
33.0130.09.00021	CONNECT TO EXISTING SANITARY PIPE	EA	\$300.00	2	\$600.00			2	\$600.00	100.0%
33.0130.09.00001	MANHOLE RIM ADJUSTMENT TO MATCH NEW GRADE AT MHS 1010, 1009	EA	\$4.00							
33.0130.09.00027	TELEVISIONING SANITARY SEWER	L.F.	\$4.00							
TOTAL					\$389,083.70				\$63,826.25	\$452,909.95

Report Criteria:

Detail report.
 Invoices with totals above \$0 included.
 Paid and unpaid invoices included.
 Invoice Detail.Input Date = 09/29/2023
 Invoice Detail.Voided = No

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
10013100								
2887 c	DELTA DENTAL OF WISCONSIN	2015727	OCT 2023 DENTAL INSURANCE	09/29/2023	205.18	.00		
Total 10013100:					205.18	.00		
10021552								
788 ch	WISCONSIN PROFESSIONAL P	18673/19328	WPPA DUES OCT 2023	09/29/2023	344.00	.00		
Total 10021552:					344.00	.00		
10023160								
5399 c	NORLAND, JULIE	SEPT 2023	RTP SHELTER DEPOSIT REFUND	09/29/2023	100.00	.00		
5599 c	KINCAID, ANDREW	SEPT 2023	RTP SHELTER DEPOSIT REFUND	09/29/2023	110.00	.00		
Total 10023160:					210.00	.00		
10043590								
224 ch	EDGERTON FIRE PROT DIST	SEPT 2023	2ND HALF OF EMS FLEX GRANT	09/29/2023	67,867.50	67,867.50	09/20/2023	
224 ch	EDGERTON FIRE PROT DIST	SEPT 2023-2	EMS FUNDING ASSISTANCE PROGRAM	09/29/2023	12,195.11	12,195.11	09/27/2023	
5601 c	EMS SECTION	SEPT 2023	REFUND- DUPLICATE EMS FLEX GRANT PA	09/29/2023	67,867.50	67,867.50	09/21/2023	
Total 10043590:					147,930.11	147,930.11		
10051300210								
2936 c	MURPHY DESMOND LAWYERS	8174009	CITY ATTORNEY RETAINER	09/29/2023	2,208.34	.00		
Total 10051300210:					2,208.34	.00		
10051310210								
2936 c	MURPHY DESMOND LAWYERS	8174007	SPECIAL LEGAL SERVICES	09/29/2023	305.25	.00		
Total 10051310210:					305.25	.00		
10051320210								
2936 c	MURPHY DESMOND LAWYERS	8174008	PROSECUTIONS- RETAINER	09/29/2023	695.00	.00		
Total 10051320210:					695.00	.00		
10051410153								
2887 c	DELTA DENTAL OF WISCONSIN	2015727	OCT 2023 DENTAL INSURANCE	09/29/2023	54.04	.00		
Total 10051410153:					54.04	.00		
10051430153								
2887 c	DELTA DENTAL OF WISCONSIN	2015727	OCT 2023 DENTAL INSURANCE	09/29/2023	60.05	.00		
Total 10051430153:					60.05	.00		
10051430320								
231 ch	EDGERTON REPORTER CO INC	27836	LEGAL NOTICE- COUNCIL MINUTES 5/1	09/29/2023	83.50	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
231 ch	EDGERTON REPORTER CO INC	27837	LEGAL NOTICE- ORDINANCE 23-21	09/29/2023	9.08	.00		
231 ch	EDGERTON REPORTER CO INC	27838	LEGAL NOTICE- COUNCIL MINUTES 5/15	09/29/2023	61.00	.00		
231 ch	EDGERTON REPORTER CO INC	27840	LEGAL NOTICE- COUNCIL MINUTES 4/17	09/29/2023	83.50	.00		
231 ch	EDGERTON REPORTER CO INC	27922	LEGAL NOTICE- COUNCIL MINUTES 6/5	09/29/2023	119.26	.00		
231 ch	EDGERTON REPORTER CO INC	27923	LEGAL NOTICE- COUNCIL MINUTES 7/5	09/29/2023	131.38	.00		
231 ch	EDGERTON REPORTER CO INC	27927	LEGAL NOTICE- LIQUOR LICENSE APP	09/29/2023	16.00	.00		
231 ch	EDGERTON REPORTER CO INC	27930	LEGAL NOTICE- COUNCIL MINUTES 6/19	09/29/2023	106.57	.00		
Total 10051430320:					610.29	.00		
10051510153								
2887 c	DELTA DENTAL OF WISCONSIN	2015727	OCT 2023 DENTAL INSURANCE	09/29/2023	96.07	.00		
2887 c	DELTA DENTAL OF WISCONSIN	2015727	OCT 2023 DENTAL INSURANCE	09/29/2023	52.54	.00		
2887 c	DELTA DENTAL OF WISCONSIN	2015727	OCT 2023 DENTAL INSURANCE	09/29/2023	18.01	.00		
Total 10051510153:					166.62	.00		
10051600210								
596 ch	ROBINSON'S MARKETING DIV I	29427	CLEANING THROUGH 09/15/2023-CITY HALL	09/29/2023	70.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	29438	CLEANING THROUGH 09/22/2023-CITY HALL	09/29/2023	70.00	.00		
Total 10051600210:					140.00	.00		
10051600340								
934 ch	STAPLES CREDIT PLAN	7615623465	TRASH BAGS	09/29/2023	16.41	.00		
2433 c	AMAZON.COM LLC	111-0438764-0	DUAL MONITOR STAND	09/29/2023	43.98	.00		
2433 c	AMAZON.COM LLC	111-8762839-9	COMPUTER SPEAKERS	09/29/2023	23.74	.00		
5470 c	GORDON FLESCH CO.	IN14363773	CITY HALL COPIER-METERED IMAGES	09/29/2023	70.75	.00		
Total 10051600340:					154.88	.00		
10052100153								
2887 c	DELTA DENTAL OF WISCONSIN	2015727	OCT 2023 DENTAL INSURANCE	09/29/2023	120.09	.00		
Total 10052100153:					120.09	.00		
10052100210								
2936 c	MURPHY DESMOND LAWYERS	8174010	WPPA AGREEMENT 2024-2025	09/29/2023	1,082.33	.00		
Total 10052100210:					1,082.33	.00		
10052100311								
716 ch	US POSTAL SERVICE	049465	POSTAGE- POLICE DEPT	09/29/2023	8.56	.00		
716 ch	US POSTAL SERVICE	JULY 2023	POSTAGE- POLICE DEPT	09/29/2023	9.65	.00		
Total 10052100311:					18.21	.00		
10052100340								
2433 c	AMAZON.COM LLC	113-2497723-4	PAPER SHREDDER	09/29/2023	179.99	.00		
2433 c	AMAZON.COM LLC	113-9504398-2	NATIONAL NIGHT OUT GIFT BAGS	09/29/2023	145.61	.00		
2433 c	AMAZON.COM LLC	114-7077846-7	FACEPAINT- NATIONAL NIGHT OUT	09/29/2023	34.85	.00		
2700 c	OFFICE PRO	664363-0	ENVELOPES- PD	09/29/2023	49.77	.00		
3090 c	TV & RP UNIT	SEPT 2023	PARKING CITATION	09/29/2023	3.00	.00		
Total 10052100340:					413.22	.00		

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10052120153								
2887 c	DELTA DENTAL OF WISCONSIN	2015727	OCT 2023 DENTAL INSURANCE	09/29/2023	840.69	.00		
Total 10052120153:					840.69	.00		
10052120225								
130 ch	US CELLULAR	0602474003	POLICE CELL PHONES	09/29/2023	150.25	.00		
Total 10052120225:					150.25	.00		
10052120340								
2433 c	AMAZON.COM LLC	111-0471604-3	HOLSTER- PD	09/29/2023	83.33	.00		
5600 c	MK APPAREL LLC	SO0650	SRO POLOS	09/29/2023	134.04	134.04	09/19/2023	
Total 10052120340:					217.37	134.04		
10052120810								
557 ch	PHOENIX CONSULTING INC	3091404	SERVER FOR BODY CAMS	09/29/2023	11,150.00	.00		
Total 10052120810:					11,150.00	.00		
10052150210								
596 ch	ROBINSON'S MARKETING DIV I	29427	CLEANING THROUGH 09/16/2023-POLICE ST	09/29/2023	119.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	29438	CLEANING THROUGH 09/23/2023-POLICE ST	09/29/2023	119.00	.00		
Total 10052150210:					238.00	.00		
10052150810								
5603 c	COBAN TECHNOLOGIES INC	53905	BODY CAMERAS- PD	09/29/2023	22,910.00	.00		
Total 10052150810:					22,910.00	.00		
10052400210								
2584 c	GENERAL ENGINEERING COMP	AUG 2023	AUG 2023 BUILDING INSPECTIONS	09/29/2023	5,065.75	5,065.75	09/19/2023	
Total 10052400210:					5,065.75	5,065.75		
10053100153								
2887 c	DELTA DENTAL OF WISCONSIN	2015727	OCT 2023 DENTAL INSURANCE	09/29/2023	60.06	.00		
2887 c	DELTA DENTAL OF WISCONSIN	2015727	OCT 2023 DENTAL INSURANCE	09/29/2023	54.04	.00		
Total 10053100153:					114.10	.00		
10053230153								
2887 c	DELTA DENTAL OF WISCONSIN	2015727	OCT 2023 DENTAL INSURANCE	09/29/2023	280.35	.00		
Total 10053230153:					280.35	.00		
10053230225								
130 ch	US CELLULAR	0605436122	DPW CELL PHONE	09/29/2023	44.48	.00		
Total 10053230225:					44.48	.00		
10053240340								
488 ch	MILLER-BRADFORD & RISBER	W1274303	BACKHOE REPAIR	09/29/2023	574.94	.00		
2858 c	BOBCAT OF JANESVILLE	02-264655	TOOLCAT PAINT	09/29/2023	34.02	.00		
5184 c	BUMPER TO BUMPER EDGERT	625-368939	HYDRAULIC FLUID	09/29/2023	93.29	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10053240340:					702.25	.00		
10053310380								
5184 c	BUMPER TO BUMPER EDGERT	625-367334	FUEL ADDITIVE - TRUCK 5	09/29/2023	16.98	.00		
5184 c	BUMPER TO BUMPER EDGERT	625-367467	TAIL LIGHT BULB - TRUCK 5	09/29/2023	3.79	.00		
5184 c	BUMPER TO BUMPER EDGERT	625-368027	MINI FUSE KIT- TRUCK 15	09/29/2023	7.49	.00		
5374 c	HALRON LUBRICANTS INC	1442206-00	OIL-DPW	09/29/2023	730.88	.00		
Total 10053310380:					759.14	.00		
10053310390								
130 ch	US CELLULAR	0605436122	DATA FOR TREE INVENTORY	09/29/2023	12.50	.00		
Total 10053310390:					12.50	.00		
10053400340								
5602 c	REVERE ELECTRIC SUPPLY	S4989976.002	FUSE FOR STREET LIGHT	09/29/2023	110.05	.00		
5602 c	REVERE ELECTRIC SUPPLY	S4989976.002	FUSE FOR STREET LIGHT	09/29/2023	94.65	.00		
5602 c	REVERE ELECTRIC SUPPLY	S4989976.002	FUSE FOR STREET LIGHT	09/29/2023	10.67-	.00		
Total 10053400340:					194.03	.00		
10055110153								
2887 c	DELTA DENTAL OF WISCONSIN	2015727	OCT 2023 DENTAL INSURANCE	09/29/2023	170.16	.00		
Total 10055110153:					170.16	.00		
10055200225								
130 ch	US CELLULAR	0605436122	PARK WIFI	09/29/2023	43.49	.00		
3534 c	CHARTER COMMUNICATIONS	170826801092	CITY POOL INTERENT	09/29/2023	99.99	.00		
Total 10055200225:					143.48	.00		
10055200820								
3838 c	CLARK COMPANIES INC	6133	SEEDING OF THE ATHLETIC FIELDS AT RTP	09/29/2023	7,500.00	.00		
3846 c	HELENA CHEMICAL CO.	175404496	LORD ST LAND TREATMENT	09/29/2023	291.85	.00		
4050 c	HOME DEPOT CREDIT SERVIC	H4911-147532	BOARDS AND SCREWS- RTP BENCHES	09/29/2023	7,129.38	.00		
Total 10055200820:					14,921.23	.00		
10055420340								
934 ch	STAPLES CREDIT PLAN	7615623465	DISPLAY PORT	09/29/2023	28.56	.00		
5142 c	DEVERE COMPANY, INC	0177756-IN	CLEANING SUPPLIES- POOL	09/29/2023	156.26	.00		
Total 10055420340:					184.82	.00		
10056300153								
2887 c	DELTA DENTAL OF WISCONSIN	2015727	OCT 2023 DENTAL INSURANCE	09/29/2023	30.02	.00		
Total 10056300153:					30.02	.00		
10056700340								
5211 c	T-MOBILE	JULY 2023	DATA FOR COMMUNITY SIGN- JULY 2023	09/29/2023	10.00	.00		
Total 10056700340:					10.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
40057326820								
3838 c	CLARK COMPANIES INC	6133	SEEDING OF THE ATHLETIC FIELDS AT RTP	09/29/2023	3,400.00	.00		
Total 40057326820:					3,400.00	.00		
40057330820								
577 ch	R.T. FOX CONTRACTORS INC	PAY REQ #2 -	PAY REQ #2-QUIGLEY ST	09/29/2023	71,957.69	.00		
Total 40057330820:					71,957.69	.00		
40057437820								
3748 c	SIGN A RAMA	INV-91702	HOLIDAY LIGHT SIGN	09/29/2023	60.50	.00		
Total 40057437820:					60.50	.00		
40057750820								
723 ch	VANDEWALLE & ASSOCIATES I	202309019	PLANNING SERVICES- FACADE	09/29/2023	131.25	.00		
Total 40057750820:					131.25	.00		
40657125820								
5395 c	REILLY, KARI	AUG 2023-2	11 CANAL - WINDOWS - FACADE GRANT - IN	09/29/2023	109.50	.00		
5395 c	REILLY, KARI	SEPT 2023	11 CANAL MASON WORK - FACADE GRANT	09/29/2023	3,525.08	.00		
Total 40657125820:					3,634.58	.00		
40657700820								
2936 c	MURPHY DESMOND LAWYERS	8174007	SPECIAL LEGAL SERVICES- 5 ALBION ST	09/29/2023	120.25	.00		
Total 40657700820:					120.25	.00		
41057630820								
723 ch	VANDEWALLE & ASSOCIATES I	202309013	TID#10	09/29/2023	2,640.00	.00		
Total 41057630820:					2,640.00	.00		
41157630820								
723 ch	VANDEWALLE & ASSOCIATES I	202309013	TID#11	09/29/2023	2,257.50	.00		
2936 c	MURPHY DESMOND LAWYERS	8174007	SPECIAL LEGAL SERVICES- TIF 11	09/29/2023	333.00	.00		
Total 41157630820:					2,590.50	.00		
60380831340								
3180 c	FERGUSON ENTERPRISES LLC	0246689	MANHOLE CUSHION	09/29/2023	42.00	.00		
5184 c	BUMPER TO BUMPER EDGERT	625-368902	WELDING ROD	09/29/2023	4.99	.00		
5374 c	HALRON LUBRICANTS INC	1441914-00	PARTS FOR DITCH MOWER	09/29/2023	348.12	.00		
Total 60380831340:					395.11	.00		
Grand Totals:					297,786.11	153,129.90		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
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Grand Total General Fund Vouchers: \$297,786.11
Total Payroll Check Date 09/22/2023: \$89,021.62
GRAND TOTAL OF GENERAL FUND: \$386,807.73

Finance Committee Members Signatures of Approval:

TIMOTHY SHAW

CANDY DAVIS

SHAWN PREBIL

Report Criteria:

- Detail report.
 - Invoices with totals above \$0 included.
 - Paid and unpaid invoices included.
 - Invoice Detail.Input Date = 09/29/2023
 - Invoice Detail.Voided = No
-

Approved Date: _____

CITY OF EDGERTON Special Event Permit Application

Event Name: Edgerton Home for the Holidays

Event Date(s): Nov 25, 2023

Start Time of Event: 6:00 End Time of Event: 8:00

Hours Alcohol will be served: None Event Website: N/A

Requested Location: Public Parking lot on W. Fulton St by Depot

New Event

Repeat Event

Parade

Organization Name: Edgerton Home for the Holidays Phone # 608-852-3542

Organization Address: 12 Albion St.

Organization Email: jedavis1@charter.net Organization website: N/A

Event Planner/Contact Person: Candy Davis

Address, City, State: _____

Cell Phone: 608-852-3542 Email: jedavis1@charter.net

Name of Contact on-Call during the Event: _____ Cell Phone: _____

What Day will SET UP begin? 11/25/23 What time will SET UP occur? 9:00 A.M.

What day will CLEAN up occur? 11/25/23 What time will CLEAN UP be complete? 8:00 P.M.

Estimated Attendance for this Event: 300 Previous Attendance for this Event: _____

How many event staff will be at this event? 8

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

Deposit Paid

Facility Deposit \$ _____

Other Deposit \$ _____

Other Deposit \$ _____

Event Details & Summary

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

Will your event require street closures?	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yes
Will alcohol be served or sold?	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
Will your event include food or retail sales?	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yes - Popcorn
Will your event include a park or trail?	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
Will your event include a parade?	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yes
Will your event include a run, race or walk?	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
Will your event use any structures, bleachers or stages?	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
Will your event use tents or canopies?	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
Will your event include fireworks?	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
Will your event include food trucks or vendors with open cooking fires?	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
Will your event benefit an Edgerton based organization or charity?	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
If yes, which one? _____				
Will your event benefit an Edgerton area school?	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
If yes, which one? _____				
Will your event include amplified sound?	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
Will your event require an exemption to any noise Ordinance?	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
Will your event have an admission charge?	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
Will your event involve animals?	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yes
Will your event require any services from the City of Edgerton?	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yes
Where will the dumpsters be located? <u>N/A.</u>				

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

Parade will start at 6:00 p.m. It will follow the attached route. After the parade we will have a gathering at the Edgerton Depot to welcome in the holiday season and light the tree.

- Potential Holiday Market in Parking lot by depot from 11:00 AM - 3:00 p.m.

This form can be submitted on or after January 1st of the year of your event. Submission of this form and payment of the deposit (if required) will put your event on the events calendar, but does not guarantee approval of your event. A complete application must be submitted NO LATER THAN 30 DAYS before your event. Your event is not approved until all required forms are submitted, all fees paid, and you have received notification of approval for your event. The event packet will be reviewed by the Finance Committee and Common Council. A representative for your organization should be in attendance at the meetings.

I, the undersigned, certify that the statements contained herein and attached hereto are true, accurate and complete to the best of my knowledge and belief. I have reviewed and understand the policies included with this packet.

Applicant Signature:

Wendy Souland

Date:

9-26-23

Security Agreement

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

Estimated Attendance: 300 Type of Event: Parade + Tree lighting Ceremony

*All liquor must be purchased from a licensed Wisconsin Wholesaler.

Wholesaler for this event: X

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

NA.

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

TOBACCO USE

NA

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

1. As the event organizers, will the City's ordinance prohibiting the use of tobacco products be enforced during your event?
2. How will your event inform patrons of the prohibition?
3. If a designated smoking area will be provided, where will it be located and how will you inform attendees on these areas?

City of Edgerton Use Only
Reviewed by: [Signature] Date: 9/27/23

Approved ✓ Denied _____

Police Department Recommendations: _____

Department of Public Works Services

FACILITY(IES) REQUESTED:

Racetrack Park

Central Park

Other Location - *depot parking lot*

Entire Park

Ball Diamonds

Shelter Rental

EQUIPMENT REQUESTED:

Picnic Tables

Barricades

Trash Cans

Traffic Cones

Fencing (additional fee)

Posts

Signs - *Please provide wooden stakes for parade participants. I will provide a map to*

City of Edgerton Use Only

Reviewed by: *[Signature]* Date: *9/26/23*

Show where we need barricades for the parade.

Approved _____ Denied _____

Public Works Department Recommendations:

- We will need the parade route marked with no parking signs the week prior.

Memo

To: Common Council
From: Staff
Date: 9/29/2023
Re: October 2, 2023 Meeting

2 Burdick St: The Council extended the deadline for the owner of 2 Burdick Street, Andrew Arnett, to obtain an occupancy permit and for the building to have an assessed value greater than \$250,000 until the end of October. The owner has obtained occupancy permits for two of the three tenant spaces. He will not have an occupancy permit for the remaining commercial space by the October 31 deadline. The Assessor has determined the value of the structure is greater than \$250,000. Does the Council wish to provide the \$50,000 incentive to Andrew Arnett at this time or grant another extension until the building has occupancy permits for all the units?

Holiday Tree decoration: Last year, the Council elected to pay for the contract for the holiday tree decorating using the Economic Development fund established to pay for downtown improvement programs such as the façade program. The 2023 contract amount is \$3,461. Staff recommends the use of this fund again in 2023.

Urban Forestry Grant: Included in your packet is a resolution authorizing the application and administration by the Municipal Services Director of a WDNR urban forestry grant. The focus of the application is on the Fish Pond Park for the removal of several dead trees and the replanting of trees. The grant request is for \$5,000 making the City's match \$5,000. Funding is included in the draft 2024 budget.

City Treasurer: The City Treasurer position is now vacant upon the resignation of the previous Treasurer. In accordance with the Personnel Policy, the open position was posted for five days internally. Current administrative assistant Maddie Deegan signed the posting indicating her interest in taking the position.

Maddie has been with City for 18 months and has successfully performed various accounting functions. Maddie has also completed one year of the UW Green Bay's Treasurer training. In a previous position with Edgewood College, Maddie held various accounting related positions. The City Administrator recommends Maddie's promotion to the Treasurer position.

The Personnel Policy requires the Personnel Committee make the selection of salaried employees and that the Council approve the appointment.

Personnel Policy Manual Amendment regarding retiree health insurance bank residual payout: At retirement, employees are allowed to apply the value of a portion of their accumulated sick leave to health insurance or to take a cash payout. For employees who elect

to have their benefit used to pay for health insurance, the Personnel Policy prohibits the employee from switching to a cash payout. The policy states, **“Once a retiree elects and begins receiving paid health insurance premiums, he/she is not allowed to change any remaining balance to a cash payout.”** Staff recommends the following language be added to the end of this section, **“except for a cash payout of the balance that is less than a monthly premium payment.”**

CITY OF EDGERTON RESOLUTION No. 27-23

**AUTHORIZING RESOLUTION FOR
URBAN FORESTRY GRANT AND
URBAN FORESTRY CATASTROPHIC STORM GRANT PROGRAMS**

WHEREAS, the applicant, the City of Edgerton, is interested in obtaining a cost-share grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects or urban forestry catastrophic storm projects specified in s. 23.097(1g) and (1r), Wis. Stats.;

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grant agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED, the applicant, the City of Edgerton, will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement;

BE IT FURTHER RESOLVED, the applicant will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers Municipal Services Director, its official or employee, to act on its behalf to:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

Passed and adopted this 2nd day of October, 2023.

I hereby certify that the foregoing resolution was duly adopted by the City of Edgerton Common Council at a legal meeting on the 2nd day of October, 2023.

Motion by:

Seconded by:

Roll Call: Yeas: Noes: --

Christopher W. Lund, Mayor

ATTEST: _____

Wendy Loveland, City Clerk

