

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

**Monday, November 1, 2021 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](http://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, October 29, 2021.
3. Consider approval of minutes from the October 18, 2021 Finance meeting.
4. Consider approval of pay request #1 from JB Johnson Bros for the W Fulton St crosswalk replacement project.
5. Consider approval of pay request #1 from Sir Lines-A-Lot, LLC for the Hwy 51 & Hwy 59 pavement markings project.
6. Consider approval of bills and payroll vouchers.
7. Consider License Applications.
8. Consider storm sewer penalty credit for 407 N Main St.
9. Consider bids for replacement of police dept heating system.
10. Consider City of Edgerton Resolution 19-21: Declaring the City Council's Intentions for the Lord Street Sidewalk Project to Exercise Special Assessment Police Powers under sec. 66.0703 Wis. Stats.
11. Consider City of Edgerton Resolution 20-21: Approving the Write-off of 2019 Delinquent Personal Property Taxes and Uncollectable Invoice.
12. Consider event packet for the American Legion Auxiliary Chili Drive Thru and waive fees.
13. Consider event packet for the Home for the Holidays Parade and Tree Lighting and waive fees.
14. Finance Director's report.
15. 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.

**OCTOBER 18, 2021 FINANCE COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:45 p.m.

Present: Candy Davis, Sarah Braun, and Tim Shaw

Others Present: City Administrator Ramona Flanigan, Clerk–Treasurer Cindy Hegglund, Police Chief Robert Kowalski, Library Director Kirsten Almo, Municipal Services Director Howard Moser, and a few citizens.

Clerk-Treasurer Cindy Hegglund confirmed the meeting agendas were properly posted on Friday, October 15, 2021 at the Post Office, Edgerton Library, and City Hall.

**MINUTES:** A Tim Shaw/Sarah Braun motion to approve the minutes from the October 4, 2021 Finance meeting passed on a 3/0 roll call vote.

**BILLS AND PAYROLL:** A Candy Davis/Sarah Braun motion to approve the bills and payroll in the amount of \$156,660.64 passed on a 3/0 roll call vote.

**LIBRARY ROOF REPAIRS:** Library Director Kirsten Almo stated the roof has a number of leaks than need to be addressed. The current roof needs to be replaced but it is hoped with some patch repairs it can last 2 or 3 years longer. Municipal Services Director Howard Moser stated the same specs were sent to all the bidders. The City received three bids for the project.

A Tim Shaw/Sarah Braun motion to approve the low bid from Pioneer Roofing in the amount of \$7,874.00 for library roof repairs passed on a 3/0 roll call vote.

**CITY OF EDGERTON RESOLUTION 15-21A:** City Administrator Ramona Flanigan stated the resolution was approved earlier this year but there have been modifications due to actual cost changes and number of laterals that were replaced.

A Sarah Braun/Tim Shaw motion to recommend the Council adopt City of Edgerton Resolution 15-21A: Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement passed on a 3/0 roll call vote.

**SUPERSIZED FAÇADE GRANTS:** A Candy Davis/Tim Shaw motion to approve a Supersized Façade Grant for 16 Swift St in the amount of \$10,000 for roofing passed on a 3/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve a Supersized Façade Grant for 116 W Fulton St in the amount of \$10,000 for roofing passed on a 3/0 roll call vote.

Being no other business before the Committee, a Tim Shaw/Sarah Braun motion to adjourn passed, all voted in favor.

Cindy Hegglund, Clerk-Treasurer  
Adopted November 1 2021







Owner  Engineer  
 Contractor  Funding Agency

# Contractor's Application for Payment No. 1

City of Edgerton To (Owner): 12 Albion Street Edgerton, WI 53534	From (Contractor): Sir Lines-A-Lot, LLC Via (Engineer): Cedar Corporation	Application Period: September 1, 2021 to October 22, 2021 Application Date: 10/27/2021
Project: USH 51 & STH 59 Pavement Markings	Contract: "21E-05"	
Owner's Contract No: "21E-05"	Contractor's Project No: W21-0072	Engineer's Project No: 4894-0072

### Application For Payment Change Order Summary

Approved Change Orders	Additions	Deductions	
1. ORIGINAL CONTRACT PRICE.....			\$ 90,737.00
2. Net change by Change Orders.....			\$
3. Current Contract Price (Line 1 ± 2).....			\$ 90,737.00
<b>4. TOTAL COMPLETED AND STORED TO DATE</b>			
(Column 1 total on Progress Estimates).....			
			\$ 86,314.90
<b>5. RETAINAGE:</b>			
a. 5% X	\$86,314.90 Work Completed.....		\$ 4,315.75
b. 5% X	Stored Material.....		\$
c. Total Retainage (Line 5.a + Line 5.b).....			\$ 4,315.75
<b>6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....</b>			
			\$ 81,999.16
<b>7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....</b>			
			\$
<b>8. AMOUNT DUE THIS APPLICATION.....</b>			
			\$ 81,999.16
<b>TOTALS</b>			
<b>NET CHANGE BY</b>			
<b>CHANGE ORDERS</b>			

#### Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:  
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;  
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and  
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

#### Contractor Signature

By: *Shreeaghn* Date: 10/27/21

Payment of: \$ 81,999.16  
 (Line 8 or other - attach explanation of the other amount)

is recommended by: *Watts A. S. J.* 10/27/2021  
 (Engineer) (Date)

Payment of: \$ 81,999.16  
 (Line 8 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)

Approved by: \_\_\_\_\_ (Funding or Financing Entity (if applicable)) \_\_\_\_\_ (Date)

Unit Price Progress Estimate

Contractor's Application

Project: USH 51 & STH 59 Pavement Markings		Application Number: 1												
Application Period: September 1, 2021 to October 22, 2021		Application Date: October 27, 2021												
Bid No.	Item Description	Estimated Bid Quantity	Unit Price	B		C		D		E		H	I	J
				Previous Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount			
32.1723.05.00001	PAVEMENT MARKING, 4" EPOXY	39950	\$0.50			39632	\$19,816.00			39632	\$19,816.00			99.2%
32.1723.05.00002	PAVEMENT MARKING, CHANNELIZING, 8" EPOXY	1065	\$0.80			706	\$564.80			706	\$564.80			66.3%
32.1723.05.00003	PAVEMENT MARKING, STOP LINE, 18" EPOXY	960	\$7.50			988	\$7,410.00			988	\$7,410.00			102.9%
32.1723.05.00004	PAVEMENT MARKING, CROSSWALK, 6" EPOXY	5925	\$4.50			4256	\$19,152.00			4256	\$19,152.00			71.8%
32.1723.05.00005	PAVEMENT MARKING, CROSSWALK, 12" EPOXY	875	\$6.50			457	\$2,970.50			457	\$2,970.50			52.2%
32.1723.05.00006	PAVEMENT MARKING, CROSSWALK, 24" EPOXY (AS ORDERED)	545	\$8.00			2222	\$17,776.00			2222	\$17,776.00			407.7%
32.1723.05.00007	PAVEMENT MARKING, WORDS, EPOXY	7	\$200.00			3	\$600.00			3	\$600.00			42.9%
32.1723.05.00008	PAVEMENT MARKING, ARROWS, EPOXY	28	\$180.00			18	\$3,240.00			18	\$3,240.00			64.3%
32.1723.05.00009	PAVEMENT MARKING, SYMBOLS, EPOXY	3	\$240.00			4	\$960.00			4	\$960.00			133.3%
32.1723.05.00010	PAVEMENT MARKING, RAILROAD CROSSING, EPOXY	6	\$550.00			6	\$3,300.00			6	\$3,300.00			100.0%
32.1723.05.00011	PAVEMENT MARKING, CURB , EPOXY	2280	\$4.50											
32.1723.05.00012	PAVEMENT MARKING, PARKING STALL, EPOXY	1650	\$3.20			1037	\$3,318.40			1037	\$3,318.40			62.8%
	PAVEMENT MARKING, REMOVE 6" LINE	2904	\$2.20			3276	\$7,207.20			3276	\$7,207.20			112.8%
	TOTAL						\$86,314.90				\$86,314.90			

Report Criteria:

Detail report.  
 Invoices with totals above \$0 included.  
 Paid and unpaid invoices included.  
 Invoice Detail.Input Date = 10/29/2021  
 Invoice.Batch = "CC","CK","ACH"

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
<b>10013100</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	097600020211	NOV 21 HEALTH INSURANCE	10/29/2021	4,624.86	.00		
2887 c	DELTA DENTAL OF WISCONSIN	1670107	NOV 2021 DENTAL INSURANCE	10/29/2021	117.74	.00		
Total 10013100:					4,742.60	.00		
<b>10021520</b>								
789 ch	WI RETIREMENT SYSTEM	SEPT 2021	SEPT 2021 RETIREMENT	10/29/2021	21,574.34	.00		
Total 10021520:					21,574.34	.00		
<b>10021532</b>								
13 ch	AFLAC	663784	AFLAC MONTHLY PREMIUM	10/29/2021	167.63	.00		
Total 10021532:					167.63	.00		
<b>10021552</b>								
788 ch	WISCONSIN PROFESSIONAL P	12027/12449	WPPA DUES NOV 2021	10/29/2021	294.00	.00		
Total 10021552:					294.00	.00		
<b>10023160</b>								
5342 c	KLAPPA, CHRISSY	OCT 2021	CENTRAL PARK RESTROOM KEY DEPOSIT	10/29/2021	10.00	.00		
Total 10023160:					10.00	.00		
<b>10024213</b>								
2631 c	WI DEPT OF REVENUE	SEPT 2021	SEPT 2021 SALES AND USE TAX	10/29/2021	6.45	.00		
Total 10024213:					6.45	.00		
<b>10046112</b>								
2631 c	WI DEPT OF REVENUE	SEPT 2021	SEPT 2021 SALES AND USE TAX	10/29/2021	.15	.00		
Total 10046112:					.15	.00		
<b>10046213</b>								
2631 c	WI DEPT OF REVENUE	SEPT 2021	SEPT 2021 SALES AND USE TAX	10/29/2021	.29	.00		
Total 10046213:					.29	.00		
<b>10046710</b>								
2631 c	WI DEPT OF REVENUE	SEPT 2021	SEPT 2021 SALES AND USE TAX	10/29/2021	14.07	.00		
Total 10046710:					14.07	.00		
<b>10046734</b>								
2631 c	WI DEPT OF REVENUE	SEPT 2021	SEPT 2021 SALES AND USE TAX	10/29/2021	94.00	.00		



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10046734:					94.00	.00		
<b>10046743</b>								
2631 c	WI DEPT OF REVENUE	SEPT 2021	SEPT 2021 SALES AND USE TAX	10/29/2021	10.16	.00		
Total 10046743:					10.16	.00		
<b>10046746</b>								
2631 c	WI DEPT OF REVENUE	SEPT 2021	SEPT 2021 SALES AND USE TAX	10/29/2021	24.00	.00		
Total 10046746:					24.00	.00		
<b>10051100340</b>								
231 ch	EDGERTON REPORTER CO INC	18103	FIRE PREVENTION WEEK SIGNATURE PAGE	10/29/2021	18.50	.00		
Total 10051100340:					18.50	.00		
<b>10051410153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	1670107	NOV 2021 DENTAL INSURANCE	10/29/2021	58.88	.00		
Total 10051410153:					58.88	.00		
<b>10051410154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	097600020211	NOV 21 HEALTH INSURANCE	10/29/2021	752.91	.00		
Total 10051410154:					752.91	.00		
<b>10051410320</b>								
231 ch	EDGERTON REPORTER CO INC	18035	LEGAL NOTICE-PUBLIC HEARING-IKI	10/29/2021	9.73	.00		
231 ch	EDGERTON REPORTER CO INC	18038	LEGAL NOTICE- PUBLIC HEARING-BURLING	10/29/2021	11.18	.00		
231 ch	EDGERTON REPORTER CO INC	18040	LEGAL NOTICE- PUBLIC HEARING-DENTON	10/29/2021	10.21	.00		
231 ch	EDGERTON REPORTER CO INC	18041	LEGAL NOTICE- PUBLIC HEARING-BECKER	10/29/2021	12.64	.00		
231 ch	EDGERTON REPORTER CO INC	18163	LEGAL NOTICE- PUBLIC HEARING-IKI	10/29/2021	8.28	.00		
232 ch	EDGERTON ROTARY CLUB	3/26/2021	2020-21 FOUR QUARTER ROTARY DUES	10/29/2021	400.00	.00		
Total 10051410320:					452.04	.00		
<b>10051430153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	1670107	NOV 2021 DENTAL INSURANCE	10/29/2021	105.97	.00		
Total 10051430153:					105.97	.00		
<b>10051430154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	097600020211	NOV 21 HEALTH INSURANCE	10/29/2021	1,442.00	.00		
Total 10051430154:					1,442.00	.00		
<b>10051430320</b>								
231 ch	EDGERTON REPORTER CO INC	18174	LEGAL NOTICE-COUNCIL MEETING-WARD B	10/29/2021	9.73	.00		
231 ch	EDGERTON REPORTER CO INC	18256	LEGAL NOTICE-COUNCIL MEETING WARD B	10/29/2021	8.66	.00		
Total 10051430320:					18.39	.00		
<b>10051440330</b>								
850 ch	UW-GREEN BAY	2021	GUBERNATORIAL ELECTRIION ACADEMY- W	10/29/2021	159.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10051440330:					159.00	.00		
<b>10051510153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	1670107	NOV 2021 DENTAL INSURANCE	10/29/2021	11.77	.00		
2887 c	DELTA DENTAL OF WISCONSIN	1670107	NOV 2021 DENTAL INSURANCE	10/29/2021	41.21	.00		
Total 10051510153:					52.98	.00		
<b>10051510154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	097600020211	NOV 21 HEALTH INSURANCE	10/29/2021	160.22	.00		
779 ch	WI DEPT OF EMPLOYEE TRUST	097600020211	NOV 21 HEALTH INSURANCE	10/29/2021	560.78	.00		
Total 10051510154:					721.00	.00		
<b>10051600210</b>								
596 ch	ROBINSON'S MARKETING DIV I	27524	CLEANING THROUGH 10/1/21-CITY HALL5	10/29/2021	70.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	27547	CLEANING THROUGH 10/22/21-CITY HALL	10/29/2021	70.00	.00		
Total 10051600210:					140.00	.00		
<b>10051600340</b>								
934 ch	STAPLES CREDIT PLAN	7337588149A	LEGAL NOTE PADS-RAN THRU AP FOR INCO	10/29/2021	.09	.00		
934 ch	STAPLES CREDIT PLAN	7342651652	PAPER TOWELS	10/29/2021	38.62	.00		
4333 c	DISCOUNT RUBBER STAMPS	126731	REPLACEMENT PADS FOR PAID STAMPER	10/29/2021	7.31	.00		
Total 10051600340:					46.02	.00		
<b>10052100153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	1670107	NOV 2021 DENTAL INSURANCE	10/29/2021	117.74	.00		
Total 10052100153:					117.74	.00		
<b>10052100154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	097600020211	NOV 21 HEALTH INSURANCE	10/29/2021	1,505.82	.00		
Total 10052100154:					1,505.82	.00		
<b>10052100330</b>								
777 ch	WI DEPT OF TRANSPORTATION	2021-420083	2021 BADGER TraCS USER CONFERENCE R	10/29/2021	60.00	60.00	10/15/2021	
777 ch	WI DEPT OF TRANSPORTATION	2021-420084	2021 BADGER TraCS USER CONFERENCE R	10/29/2021	60.00	60.00	10/15/2021	
Total 10052100330:					120.00	120.00		
<b>10052120153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	1670107	NOV 2021 DENTAL INSURANCE	10/29/2021	902.70	.00		
Total 10052120153:					902.70	.00		
<b>10052120154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	097600020211	NOV 21 HEALTH INSURANCE	10/29/2021	12,054.79	.00		
Total 10052120154:					12,054.79	.00		
<b>10052120225</b>								
130 ch	US CELLULAR	0466291670	POLICE CELL PHONES	10/29/2021	142.20	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10052120225:					142.20	.00		
<b>10052120380</b>								
3404 c	BURNS FULL SERVICE LLC	153089	TIRES MOUNT/BALANCE & DISPOSAL SQUA	10/29/2021	49.00	.00		
4293 c	US AUTO FORCE	1337240	TIRES FOR SQUADS	10/29/2021	513.72	.00		
4293 c	US AUTO FORCE	6697278	TIRES FOR SQUAD	10/29/2021	525.52	.00		
4293 c	US AUTO FORCE	7596895	TIRES FOR SQUAD	10/29/2021	456.00	.00		
Total 10052120380:					1,544.24	.00		
<b>10052150210</b>								
596 ch	ROBINSON'S MARKETING DIV I	27524	CLEANING THROUGH 10/16/21-POLICE STAT	10/29/2021	119.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	27547	CLEANING THROUGH 10/23/21-POLICE STAT	10/29/2021	119.00	.00		
Total 10052150210:					238.00	.00		
<b>10052400210</b>								
2584 c	GENERAL ENGINEERING COMP	SEPT 2021	SEPT 2021 BUILDING INSPECTIONS	10/29/2021	1,995.00	.00		
Total 10052400210:					1,995.00	.00		
<b>10053100153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	1670107	NOV 2021 DENTAL INSURANCE	10/29/2021	117.74	.00		
2887 c	DELTA DENTAL OF WISCONSIN	1670107	NOV 2021 DENTAL INSURANCE	10/29/2021	76.53	.00		
Total 10053100153:					194.27	.00		
<b>10053100154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	097600020211	NOV 21 HEALTH INSURANCE	10/29/2021	1,602.22	.00		
779 ch	WI DEPT OF EMPLOYEE TRUST	097600020211	NOV 21 HEALTH INSURANCE	10/29/2021	1,041.44	.00		
Total 10053100154:					2,643.66	.00		
<b>10053100320</b>								
231 ch	EDGERTON REPORTER CO INC	18167	WINTER CEMETERY NOTICE	10/29/2021	5.85	.00		
231 ch	EDGERTON REPORTER CO INC	18171	LEAF PICK UP NOTICE	10/29/2021	9.24	.00		
231 ch	EDGERTON REPORTER CO INC	18172	SNOW REMOVAL NOTICE	10/29/2021	20.39	.00		
231 ch	EDGERTON REPORTER CO INC	18173	WINTER PARKING NOTICE	10/29/2021	8.27	.00		
Total 10053100320:					43.75	.00		
<b>10053100340</b>								
560 ch	PIGGLY WIGGLY STORE	AUG 21	BOTTLED WATER-DPW	10/29/2021	11.56	.00		
Total 10053100340:					11.56	.00		
<b>10053230153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	1670107	NOV 2021 DENTAL INSURANCE	10/29/2021	274.78	.00		
Total 10053230153:					274.78	.00		
<b>10053230154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	097600020211	NOV 21 HEALTH INSURANCE	10/29/2021	5,493.12	.00		
Total 10053230154:					5,493.12	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
<b>10053230225</b>								
130 ch	US CELLULAR	0469005368	DPW CELL PHONE	10/29/2021	44.66	.00		
311 ch	FRONTIER COMMUNICATIONS	OCT 2021	608-884-4037 TELEPHONE CHARGES	10/29/2021	55.16	.00		
311 ch	FRONTIER COMMUNICATIONS	OCT 2021	608-884-3809 TELEPHONE CHARGES	10/29/2021	56.33	.00		
Total 10053230225:					156.15	.00		
<b>10053230340</b>								
194 ch	DEEGAN'S HARDWARE INC	SEPT 2021	SEPT 2021- MUNI GARAGE	10/29/2021	143.54	.00		
Total 10053230340:					143.54	.00		
<b>10053240340</b>								
194 ch	DEEGAN'S HARDWARE INC	SEPT 2021	SEPT 2021-MACH & EQUIP	10/29/2021	15.76	.00		
Total 10053240340:					15.76	.00		
<b>10053310370</b>								
96 ch	BJOIN LIMESTONE INC	85620	CRUSHED LIMESTONE	10/29/2021	787.86	.00		
Total 10053310370:					787.86	.00		
<b>10053310380</b>								
700 ch	LAKESIDE INTERNATIONAL TR	5153042P	FILTER KIT-TRUCK #10	10/29/2021	74.98	.00		
Total 10053310380:					74.98	.00		
<b>10053310390</b>								
3161 c	MENARDS	071262	TREE GUARD	10/29/2021	119.80	.00		
3161 c	MENARDS	074237	TREE GUARD	10/29/2021	71.88	.00		
4874 c	PAUL'S TURF AND TREE	67505	MEMORIAL TREES	10/29/2021	725.00	.00		
Total 10053310390:					916.68	.00		
<b>10053318340</b>								
2371 c	MONROE TRUCK EQUIPMENT I	5461670	PLOW BLADES	10/29/2021	1,468.12	.00		
Total 10053318340:					1,468.12	.00		
<b>10053400340</b>								
194 ch	DEEGAN'S HARDWARE INC	SEPT 2021	SEPT 2021-TRAFFIC CONTROL CHARGES	10/29/2021	23.84	.00		
Total 10053400340:					23.84	.00		
<b>10053420221</b>								
21 ch	ALLIANT ENERGY	OCT 21 83307	OCT 21 833074 ELECTRIC CHARGES	10/29/2021	4,591.49	.00		
Total 10053420221:					4,591.49	.00		
<b>10055110153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	1670107	NOV 2021 DENTAL INSURANCE	10/29/2021	392.48	.00		
Total 10055110153:					392.48	.00		
<b>10055110154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	097600020211	NOV 21 HEALTH INSURANCE	10/29/2021	4,544.86	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10055110154:					4,544.86	.00		
<b>10055110320</b>								
231 ch	EDGERTON REPORTER CO INC	18169	LEGAL NOTICE-LIBRARY ROOF REPAIR AME	10/29/2021	25.72	.00		
Total 10055110320:					25.72	.00		
<b>10055142790</b>								
2151 c	BROWN CAB SERVICE INC	2049	SEPT 2021 SHARED RIDE TAXI	10/29/2021	6,481.32	.00		
Total 10055142790:					6,481.32	.00		
<b>10055150340</b>								
194 ch	DEEGAN'S HARDWARE INC	SEPT 2021	SEPT 2021-DEPOT	10/29/2021	131.29	.00		
Total 10055150340:					131.29	.00		
<b>10055200225</b>								
130 ch	US CELLULAR	0469005368	PARK WIFI	10/29/2021	42.24	.00		
3534 c	CHARTER COMMUNICATIONS	009647710232	CITY POOL INTERENT	10/29/2021	64.99	.00		
Total 10055200225:					107.23	.00		
<b>10055200340</b>								
28 ch	AMERICAN AWARDS & PROMO	51949	BRONZE PLAQUE - IRGENS MEMORIAL TRE	10/29/2021	216.54	.00		
194 ch	DEEGAN'S HARDWARE INC	SEPT 2021	SEPT 2021-PARKS	10/29/2021	160.97	.00		
5159 c	BADGERLAND DISPOSAL	0002004027	W LAWTON ST-PORTA POTTY	10/29/2021	40.00	.00		
Total 10055200340:					417.51	.00		
<b>10055420225</b>								
311 ch	FRONTIER COMMUNICATIONS	OCT 2021	608-884-3232 TELEPHONE CHARGES	10/29/2021	49.27	.00		
Total 10055420225:					49.27	.00		
<b>10055420240</b>								
2635 c	IN DEPTH POOL SERVICE	16648	WINTERIZE POOL & POOL EQUIPMENT	10/29/2021	550.00	.00		
Total 10055420240:					550.00	.00		
<b>10055420340</b>								
194 ch	DEEGAN'S HARDWARE INC	SEPT 2021	SEPT 2021-POOL CHARGES	10/29/2021	33.38	.00		
3977 c	EDWARDSON PLUMBING	5693	DISCONNECT DRINKING FOUNTAIN AT POO	10/29/2021	85.00	.00		
Total 10055420340:					118.38	.00		
<b>10056300153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	1670107	NOV 2021 DENTAL INSURANCE	10/29/2021	35.32	.00		
Total 10056300153:					35.32	.00		
<b>10056300154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	097600020211	NOV 21 HEALTH INSURANCE	10/29/2021	451.75	.00		
Total 10056300154:					451.75	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
<b>10056700340</b>								
5211 c	T-MOBILE	SEPT/OCT	DATA FOR COMMUNITY SIGN-SEPT & OCT	10/29/2021	15.00	.00		
Total 10056700340:					15.00	.00		
<b>40057330820</b>								
5343 c	SIR LINES-A-LOT, LLC	PAY REQ #1	PAY REQ #1- PAVEMENT MARKINGS ON 51 &	10/29/2021	81,999.16	.00		
Total 40057330820:					81,999.16	.00		
<b>40057437820</b>								
4259 c	DAVIS, CANDY	111-6260087-2	REIMBURSEMENT - SANTA SUIT FOR HOME	10/29/2021	105.39	.00		
4451 c	ALMO, KIRSTEN	1407	REIMBURSEMENT- HOME FOR THE HOLIDAY	10/29/2021	25.00	.00		
Total 40057437820:					130.39	.00		
<b>40657344820</b>								
373 ch	JB JOHNSON BROS LLC	PAY REQ #1 2	WEST FULTON ST CROSSWALKS REPLACE	10/29/2021	108,385.90	.00		
Total 40657344820:					108,385.90	.00		
<b>40657410820</b>								
4718 c	TRADITIONS HOLIDAY LIGHTING	4057	2021 HOLIDAY TREE LIGHTING - 75%	10/29/2021	2,393.72	.00		
Total 40657410820:					2,393.72	.00		
<b>40657700820</b>								
5344 c	GENERATIONS TITLE, LLC	102621	PURCHASE OF 210-212 W FULTON ST	10/29/2021	95,233.16	95,233.16	10/29/2021	
Total 40657700820:					95,233.16	95,233.16		
<b>60380840340</b>								
934 ch	STAPLES CREDIT PLAN	7342651652	MULTI PURPOSE PAPER	10/29/2021	.69	.00		
4333 c	DISCOUNT RUBBER STAMPS	126731	REPLACEMENT PADS FOR PAID STAMPER	10/29/2021	.73	.00		
Total 60380840340:					1.42	.00		
Grand Totals:					367,829.31	95,353.16		

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: \$367,829.31  
Total Payroll Check Date 10/08/2021:\$76,129.78  
GRAND TOTAL OF GENERAL FUND: \$443,959.09

Finance Committee Members Signatures of Approval:

\_\_\_\_\_  
TIMOTHY SHAW

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

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

Report Criteria:

- Detail report.
- Invoices with totals above \$0 included.
- Paid and unpaid invoices included.
- Invoice Detail.Input Date = 10/29/2021
- Invoice.Batch = "CC","CK","ACH"

# Memo

To: Common Council  
From: Staff  
Date: 10/29/2021  
Re: November 1, 2021 Meeting

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**Stormwater Credit for 407 N Main:** Please recall the Council recently approved a credit for 407 N Main St (Shoe Factory) for a stormwater overcharge after the removal of the building. An additional \$35.52 in penalty fees should also be credited to the account.

**Discontinuance of drainage reservation IKI:** The Plan Commission approved the discontinuance of a drainage reservation on IKI's property that will be under the proposed building. The drainage reservation, which serves IKI only, is no longer needed and should be discontinued. (See map)

**2022 Budget:** In the calculation of the 2022 levy, staff neglected to include the Fire District levy increase. This results in a need to reduce expenses by \$9,628 to meet the levy limits. Please bring your draft budgets from the previous meeting.



**CITY OF EDGERTON RESOLUTION No. 19-21**

**FINAL RESOLUTION DECLARING THE CITY COUNCIL'S INTENTIONS FOR THE LORD STREET SIDEWALK PROJECT TO EXERCISE SPECIAL ASSESSMENT POLICE POWERS UNDER SEC. 66.0703 WIS. STATS.**

The Common Council of the City of Edgerton, Rock and Dane County, Wisconsin, does resolve as follows:

1. The Common Council hereby declares its intention to exercise its police power under Sec. 66.0703 Wis. Stats. to levy special assessments upon property in accordance to the attached assessment schedule for the Lord Street Sidewalk Project conferred upon such property.
2. The public improvements shall include the installation of sidewalk for the property adjacent to 402 Lord Street.
3. The total amount assessed against the properties in the defined assessment district shall not exceed one hundred percent (100%) of costs associated with the sidewalk work. The Common Council determines that the improvements constitute an exercise of the police powers and the amount assessed against each parcel shall be based on the actual cost of the work.
4. The assessment against any parcel within the corporate limits of the City of Edgerton may be paid in cash or may be paid in ten (10) annual installments. Installment payments for parcels within the corporate limits of the City bear interest of two point five percent (2.5%). Installments not paid when due shall bear additional interest on the amount due at the rate of twelve percent (12%) per annum.
5. The final special assessment resolution will be published once in the EDGERTON REPORTER and a copy mailed to every interested person whose post office address is known or can, with reasonable diligence, be ascertained.

Passed and adopted this \_\_\_\_ day of November, 2021.

Motion by:

Second by:

Roll Call Ayes: Noes: --

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Christopher Lund, Mayor

# Final Assessment Report for sidewalk on Lord Street at 402 Lord Street

This report meets the requirements of the State Statutes addressing special assessments and consists of the following:

1. Schedule of Project Costs
2. Schedule of Construction Cost Estimates
3. Schedule of Assessments
4. Plans and specifications

## Schedule of Project Costs

The Sweeney Road Reconstruction Project consists of the reconstruction of the street, sewer, water and storm sewer utilities; and the installation of sidewalk and street trees.

The total cost of the completed work to be raised by special assessment to the project costs is as follows:

Construction and Engineering	\$2,500.00
Administrative Costs	<u>\$10.00</u>
<b>TOTAL RAISED BY SPECIAL ASSESSMENTS</b>	<b>\$2,510.00</b>

The City of Edgerton further certifies that the property against which the special assessments are made will be benefited by said improvements.

## Schedule of Construction Costs

The City of Edgerton does hereby set forth the following per unit rate calculations and the schedule of assessments.

BASE BID ITEMS					
Bid Item	Description	Unit	Qty	Unit Price	Total
1	Concrete Sidewalk, 4" thick	sf	500sf	\$5.00	\$2,500.00

**CITY OF EDGERTON RESOLUTION No. 20-21**

**A RESOLUTION APPROVING THE WRITE-OFF OF  
2019 DELINQUENT PERSONAL PROPERTY TAXES AND UNCOLLECTABLE  
INVOICE**

WHEREAS, the city has attempted to collect the following delinquent personal property taxes; and

WHEREAS, the city has attempted to collect the following delinquent mowing invoice; and

WHEREAS, it is not deemed cost-effective to continue collection efforts; and

WHEREAS, it is not deemed that collection of the following amounts is likely; and

WHEREAS, the city is not prohibited from collecting the following delinquent personal property taxes or invoice in the future; and

WHEREAS, accounting practice requires the city to recognize bad debts expense for receivables that are no longer deemed to be collectible;

NOW THEREFORE, BE IT RESOLVED that the following 2019 delinquent personal property taxes and invoice will be written off as bad debts expense:

<u>TAXPAYER</u>	<u>AMOUNT</u>
Abbruzzo Salon	\$ 229.11
Alpha Bit Soup Tattoo	\$ 18.33
Kolstrom Construction	\$ 45.82
BJ Hair Studio	\$ 18.33
Clark Companies	\$ 4.58
Cupertino Electric	\$ 114.58
James Carlson	\$ 169.55
<u>INVOICE</u>	<u>AMOUNT</u>
Devin Hahn	\$ 75.00
Edgerton Chamber of Commerce	\$ 750.00

**TOTAL TO BE WRITTEN OFF \$ 1,425.30**

Passed and adopted this 1st day of November, 2021

Motion by:

Second by:

Roll Call: Yeas:           Noes:

\_\_\_\_\_  
Christopher W. Lund, Mayor

ATTEST \_\_\_\_\_  
Ramona Flanigan, City Administrator



Event Name: \_\_\_\_\_  
Event Date: \_\_\_\_\_

### Special Event Permit Application

Event Name: American Legion Aux. Chili Drive thru  
Event Date(s): 11/07/2021  
Advertised Time of Event: 11:AM 1pm Event Website: Edgerton Post 30 American Legion  
Requested Location: Central Park  
 New Event  Repeat Event  Parade

Organization Name: American Legion Post 30 Aux.  
 For Profit  Nonprofit (must provide proof of nonprofit standing)  Other  
Organization Address / City, State: 5643 W. Stone farm Rd. Edgerton WI  
Organization Phone: 608 - 884 - 3132  
Email: PEARLSHUMWAY@icloud.com Website: \_\_\_\_\_

Event Planner/Contact Person: Pearl Shumway  
Address / City, State: Same as above  
Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Name of Contact On-Call during the Event: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

What day will SET UP begin? 11/07/21 What time will SET UP occur? 10:00 AM  
What day will CLEAN UP occur? 11/07/21 What time will CLEAN UP be complete? 2pm

Estimated Attendance for this Event: 100 Previous Attendance for this Event: 100  
How many event staff will be at the event: 4  
Divide Attendance by 3 to determine number of vehicles: 30 (Use this to develop your parking plan)

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

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

Eveith Shumway Amer. Post 30  
\_\_\_\_\_  
Applicant Signature

oct 19 / 2021  
\_\_\_\_\_  
Date

Event Name: [REDACTED]

Event Date: [REDACTED]

### Event Details & Summary

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

- Will your event require street closures?  No  Yes
- Will alcohol be served or sold?  No  Yes
- Will your event include food or retail sales?  No  Yes
- Will your event include a park or trail?  No  Yes
- Will your event include a parade?  No  Yes
- Will your event include a run, race or walk?  No  Yes
- Will your event use any structures, bleachers or stages?  No  Yes
- Will your event use tents or canopies?  No  Yes *small canopy*
- Will your event include fireworks?  No  Yes
- Will your event include food trucks or vendors with open cooking fires?  No  Yes
- Will your event benefit a Edgerton based organization or charity?  No  Yes *American Legion O.A. Hospitals*
- If yes, which one: [REDACTED]
- Will your event benefit an Edgerton area school?  No  Yes
- If yes, which one: [REDACTED]
- Will your event require any services from the City of Edgerton?  No  Yes
- Will your event include amplified sound?  No  Yes
- Will your event require an exemption to any Noise Ordinance?  No  Yes

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

*Ready made chili in food containers*

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

*[Signature]*  
Applicant Signature

*10/13/2021*  
Date

## SECURITY AGREEMENT

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

Estimated Attendance: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Wholesaler: \_\_\_\_\_ All liquor must be purchased from a Wisconsin wholesaler.

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

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

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

## TOBACCO USE

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

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

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: *P. Quaalsh*  
Police Department Recommendations:

Date:

*10/19/2022*

Approved

Denied

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

FACILITY & EQUIPMENT NEEDS & COSTS

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

EQUIPMENT

Picnic Tables \_\_\_\_\_ *align please!* Barricades \_\_\_\_\_ Striping \_\_\_\_\_  
Trash Cans X Traffic Cones \_\_\_\_\_ Fencing \_\_\_\_\_  
Signs \_\_\_\_\_ Posts \_\_\_\_\_ Benches \_\_\_\_\_

Please provide details to ensure all equipment needed is requested.

*City of Edgerton Use Only*

Reviewed by: [Signature] Date: 10/18/20  Approved  Denied  
Municipal Services Recommendations: \_\_\_\_\_

DEPOSIT AMOUNTS FOR CITY FACILITIES

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

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

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



Event Name: Home for the Holidays  
Event Date: NOV 27, 2021

### Special Event Permit Application

Event Name: Edgerton Home for the Holidays  
Event Date(s): November 27, 2021

Advertised Time of Event: 6:00  
Event Website:  
Requested Location: West Fenton St. Parking Lot - Albion St, W. Hollin St & Henry St.  
 New Event  Repeat Event  Parade

Organization Name: Edgerton Home for the Holidays Committee  
 For Profit  Nonprofit (must provide proof of nonprofit standing)  Other  
Organization Address / City, State: 12 Albion St.  
Organization Phone: 608-884-3341  
Email: edgertonhomefortheholidays@qanoo.com Website:

Event Planner/Contact Person: Wendy Loveland  
Address / City, State: 12 Albion St.  
Cell Phone: 608-728-1519 Email: wloveland@cityofedgerton.com  
Name of Contact On-Call during the Event: Wendy Cell Phone:

What day will SET UP begin? 11-27-21 What time will SET UP occur? 9:00 A.M.  
What day will CLEAN UP occur? 11-27-21 What time will CLEAN UP be complete? 8:00 P.M.

Estimated Attendance for this Event: 300 Previous Attendance for this Event: 300-400  
How many event staff will be at the event: 10-20  
Divide Attendance by 3 to determine number of vehicles: (Use this to develop your parking plan)

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

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

Wendy Loveland  
Applicant Signature

10-29-2021  
Date



Event Name:

Event Date:

### Event Details & Summary

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

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

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

Fire  
Holiday Lighted Parade - Popcorn Concessions -  
Tree Lighting

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.

Wendy Josephson  
Applicant Signature

10-19-21  
Date

**SECURITY AGREEMENT**

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

Estimated Attendance: 300

Type of Event: Parade - Tree Lighting

Wholesaler: N/A

All liquor must be purchased from a Wisconsin wholesaler.

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

N/A

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

NA \_\_\_\_\_

\_\_\_\_\_

---

**TOBACCO USE**

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

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

N/A

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

N/A

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

N/A

**City of Edgerton Use Only**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved

Denied

Police Department Recommendations:

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

FACILITY & EQUIPMENT NEEDS & COSTS

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

**EQUIPMENT**

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

\* Barricades on  
 Intersections.  
 List of placement  
 attached.

Please provide details to ensure all equipment needed is requested.

No parking signs on Parade route - Place out on wed Nov 24th stating no parking on Nov 27th. Parade route will be given to P.W. Director.

**City of Edgerton Use Only**

Reviewed by: [Signature] Date: 10/29/21  Approved  Denied

Municipal Services Recommendations: \_\_\_\_\_

DEPOSIT AMOUNTS FOR CITY FACILITIES

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

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

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