

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

Monday, December 7, 2020 at 6:15 p.m.

NOTE: PER EMERGENCY ORDER FACE COVERINGS ARE REQUIRED

PUBLIC COMMENT: If you wish to comment at this meeting, either email the City Clerk at chegglund@cityofedgerton.com before 5:00 pm for comments to be read at the meeting or comments will be allowed for those in attendance.

NOTE FOR PUBLIC VIEWING: 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. Non committee members viewing virtually will not be allowed to comment during the meeting.

1. Call to order; Roll call
2. Confirmation of appropriate meeting notice posted on Friday, December 4, 2020
3. Consider Approval of November 16, 2020 minutes.
4. Consider approval of bills and payroll vouchers.
5. Consider approval of licenses.
 - a. New Tobacco License for Kwik Trip, Inc dba Stop-N-Go #1500 at 1 S. Main St.
6. Consider quotes for the purchase of Central Park bathroom partitions.
7. Consider bids for Tool Cat salt and sand spreader.
8. Consider quotes for Racetrack Park upper bathroom ventilation system.
9. Consider declaring 2013 Dodge Charger as surplus.
10. Consider replacement of rock climber at Hain Road park.
11. Consider the purchase of compost bins for resale to residents.
12. Consider bids for real estate acquisition consulting services for the South Main Street project.
13. Consider adoption of City of Edgerton Resolution 22-20: 2021 Salary Resolution.
14. Consider selection of consultant for wage study.
15. Consider scope of work with Vandewalle and Associates for TIF planning.
16. Finance Director's report.
17. Project updates.
18. 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.

**NOVEMBER 16, 2020 FINANCE COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:46 p.m.

Present: Candy Davis, Robert Reynolds and Sarah Braun.

Others Present: City Administrator Ramona Flanigan, Clerk-Treasurer Cindy Hegglund, Police Chief Robert Kowalski, Municipal Services Director Howard Moser, Library Director Kirsten Almo (remotely), Alderperson Casey Langan (remotely), Alderperson Anne Radtke (remotely) and a few citizens (remotely).

City Clerk-Treasurer Hegglund confirmed the meeting agendas were properly posted on Friday, November 13, 2020 at the Post Office, Edgerton Library and City Hall.

APPROVE MINUTES: A Sarah Braun/Robert Reynolds motion to approve the minutes from the November 2, 2020 Finance Committee meeting passed on a 3/0 roll call vote.

BILLS AND PAYROLL: A Candy Davis/Sarah Braun motion to approve bills and payroll in the amount of \$181,560.01 passed on a 3/0 roll call vote.

LICENSES: Candy Davis asked if the new Stop-N-Go license replaces an existing license or is it an additional license increasing the number of licenses in the City. Clerk-Treasurer Hegglund stated the current Stop-N-Go will relinquish their existing license and the new one will replace it.

A Candy Davis/Robert Reynolds motion to approve a new Class "A" Beer and Class "A" Cider Only License to Kwik Trip, Inc dba Stop-N-Go #1500 at 1 S. Main St; agent Alesha Imhoff passed on a 3/0 roll call vote.

PUBLIC EVENT PACKET: A Candy Davis/Sarah Braun motion to move the public event packet for Home for the Holidays on to Council without a recommendation passed on a 3/0 roll call vote.

ADDENDUM TO CEDAR CORP CONTRACT FOR BOOSTER STATION: A Candy Davis/Sarah Braun motion to approve the addendum to the Cedar Corp contract to include the design and construction of the water system booster station on the southwest side of the City passed on a 3/0 roll call vote.

INTENT TO AWARD SHARED RIDE TAXI CONTRACT: City Administrator stated if the Committee wishes to approve the contract with Brown Cab Services, the next step in the process is a motion to declare the intent to award. After the Committee approves the intent to award, the contract goes to the Wis DOT who will then review the contract.

A Candy Davis/Sarah Braun motion to approve the intent to award the Shared Ride Taxi contract covering the period from January 1, 2021 through December 31, 2025 to Brown Cab Services, Inc passed on a 3/0 roll call vote.

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

Cindy Hegglund
City Clerk-Treasurer

Adopted December 7, 2020

Report Criteria:

Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.
Invoice.Invoice Date = 12/04/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
10016200								
969 ch	WCMA	2021	2021 FULL MEMBERSHIP DUES - FLANIGAN	12/04/2020	136.53	.00		
Total 10016200:					136.53	.00		
10021532								
13 ch	AFLAC	677712	AFLAC MONTHLY PREMIUM	12/04/2020	167.63	.00		
Total 10021532:					167.63	.00		
10023100								
5128 c	CLEVELAND, THERESA OR JOH	2808	REFUND BOND - CASE DISMISSED	12/04/2020	500.00	500.00	11/16/2020	
Total 10023100:					500.00	500.00		
10024213								
2631 c	WI DEPT OF REVENUE	OCT 2020	SALES AND USE TAX	12/04/2020	.24	.00		
Total 10024213:					.24	.00		
10046710								
2631 c	WI DEPT OF REVENUE	OCT 2020	SALES AND USE TAX	12/04/2020	3.89	.00		
Total 10046710:					3.89	.00		
10051100340								
231 ch	EDGERTON REPORTER CO INC	12793	SPONSOR VET TRIBUTE AD	12/04/2020	19.00	.00		
934 ch	STAPLES CREDIT PLAN	7318772356	HOLIDAY OPEN HOUSE STATIONARY	12/04/2020	8.55	.00		
Total 10051100340:					27.55	.00		
10051200340								
230 ch	EDGERTON POSTMASTER	DEC2020	POSTAGE - COURT	12/04/2020	275.00	.00		
Total 10051200340:					275.00	.00		
10051300210								
2936 c	MURPHY DESMOND LAWYERS	8117028	DEVERE PURCHASE AGREEMENT DISCUSS	12/04/2020	140.00	.00		
2936 c	MURPHY DESMOND LAWYERS	8117031	OCT 20 CITY ATTORNEY RETAINER	12/04/2020	2,145.84	.00		
Total 10051300210:					2,285.84	.00		
10051320210								
2936 c	MURPHY DESMOND LAWYERS	8117029	OCT 20 PROSECUTOR RETAINER	12/04/2020	675.00	.00		
2936 c	MURPHY DESMOND LAWYERS	8117030	OCT 20 PROSECUTOR RETAINER	12/04/2020	208.27	.00		
Total 10051320210:					883.27	.00		
10051430320								
231 ch	EDGERTON REPORTER CO INC	12519	SAMPLE BALLOTS - NOV ELECTION	12/04/2020	212.11	.00		
231 ch	EDGERTON REPORTER CO INC	12537	2021 PROPOSED BUDGET	12/04/2020	71.86	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
231 ch	EDGERTON REPORTER CO INC	12543	2021 PROPOSED BUDGET	12/04/2020	55.64	.00		
231 ch	EDGERTON REPORTER CO INC	12767	ASSESSMENT NOTICE AD	12/04/2020	13.60	.00		
231 ch	EDGERTON REPORTER CO INC	12770	LIQUOR LICENSE APPLICATION AD	12/04/2020	13.12	.00		
231 ch	EDGERTON REPORTER CO INC	12772	10/19/2020 COUNCIL MINUTES	12/04/2020	80.02	.00		
Total 10051430320:					446.35	.00		
10051440340								
231 ch	EDGERTON REPORTER CO INC	12538	NOV ELECTION/BALLOTS	12/04/2020	103.29	.00		
231 ch	EDGERTON REPORTER CO INC	12540	POLLING PLACES AD	12/04/2020	22.33	.00		
231 ch	EDGERTON REPORTER CO INC	12541	VOTING MACHINE TESTING - AD	12/04/2020	8.76	.00		
4996 c	PARAGON DEVELOPMENT SYS	15000879	BADGER BOOKS SUPPLIES	12/04/2020	207.00	.00		
Total 10051440340:					341.38	.00		
10051600210								
568 ch	PROFESSIONAL PEST CONTRO	487628	PEST CONTROL - CITY HALL	12/04/2020	26.20	.00		
596 ch	ROBINSON'S MARKETING DIV I	26444	CLEANING THROUGH 11/13/20 - CITY HALL	12/04/2020	70.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	26460	CLEANING THROUGH 11/20/20 - CITY HALL	12/04/2020	70.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	26481	CLEANING THROUGH 11/27/20 - CITY HALL	12/04/2020	70.00	.00		
3750 c	HARKER HEATING & COOLING I	1015881	SUMMER MAINTENANCE - CITY HALL	12/04/2020	413.25	.00		
3750 c	HARKER HEATING & COOLING I	1020658	FALL PREVENTATIVE MAINTENANCE - CITY	12/04/2020	413.25	.00		
Total 10051600210:					1,062.70	.00		
10051600225								
3534 c	CHARTER COMMUNICATIONS	001590710312	CITY HALL INTERNET	12/04/2020	42.50	.00		
Total 10051600225:					42.50	.00		
10051600311								
2890 c	PITNEY BOWES PURCHASE PO	12/4/2020	POSTAGE - CITY HALL	12/04/2020	192.60	.00		
Total 10051600311:					192.60	.00		
10051600340								
118 ch	C & M PRINTING INC	69879	BUSINESS CARDS - CITY HALL	12/04/2020	117.00	.00		
118 ch	C & M PRINTING INC	69956	RECEIPT BOOKS - CITY HALL	12/04/2020	253.20	.00		
194 ch	DEEGAN'S HARDWARE INC	OCT 2020	OCT 20 - CITY HALL CHARGES	12/04/2020	3.79	.00		
934 ch	STAPLES CREDIT PLAN	7318323841	COPY PAPER/PACKING TAPE	12/04/2020	61.18	.00		
Total 10051600340:					435.17	.00		
10052100210								
476 ch	EDGERTON HOSPITAL & HEALT	9/25/20	PRE-EMPLOYMENT TESTING - MCCARTEN/	12/04/2020	82.00	.00		
Total 10052100210:					82.00	.00		
10052100311								
2890 c	PITNEY BOWES PURCHASE PO	12/4/2020	POSTAGE - POLICE DEPT	12/04/2020	32.10	.00		
Total 10052100311:					32.10	.00		
10052100340								
3988 c	JONAS OFFICE PRODUCTS LTD	374707	ENVELOPES - POLICE DEPT	12/04/2020	39.99	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10052100340:					39.99	.00		
10052120225								
130 ch	US CELLULAR	0398926989	POLICE CELL PHONES	12/04/2020	159.15	.00		
130 ch	US CELLULAR	0404363944	POLICE CELL PHONES	12/04/2020	136.75	.00		
Total 10052120225:					295.90	.00		
10052120340								
2912 c	KAPELLEN, BRODY	11/10/2020	REIMBURSEMENT BOOTS - KAPELLEN	12/04/2020	179.32	.00		
5099 c	INTOXIMETERS, INC	666035	BREATH ALCOHOL TESTING SUPPLIES/EQU	12/04/2020	140.00	.00		
Total 10052120340:					319.32	.00		
10052120380								
3404 c	BURNS FULL SERVICE LLC	144616	NEW TIRES (2) SQUAD #86 (2) SQUAD #88	12/04/2020	97.00	.00		
4869 c	GRIFFIN AUTO INC JEFFERSON	218626	OIL CHANGE - SQUAD CAR	12/04/2020	35.55	.00		
Total 10052120380:					132.55	.00		
10052120385								
923 ch	KWIK TRIP	OCT 2020	OCT 2020 FUEL CHARGES - POLICE DEPT	12/04/2020	1,212.87	.00		
Total 10052120385:					1,212.87	.00		
10052120810								
4869 c	GRIFFIN AUTO INC JEFFERSON	10/12/2020	2020 DODGE DURANGO - SQUAD PURCHAS	12/04/2020	28,684.00	28,684.00	11/19/2020	
Total 10052120810:					28,684.00	28,684.00		
10052150210								
568 ch	PROFESSIONAL PEST CONTRO	487628	PEST CONTROL - POLICE DEPT	12/04/2020	21.20	.00		
596 ch	ROBINSON'S MARKETING DIV I	26444	CLEANING THROUGH 11/13/20 - POLICE STA	12/04/2020	119.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	26460	CLEANING THROUGH 11/21/20 - POLICE STA	12/04/2020	119.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	26460	COVID DISINFECTION - POLICE STATION	12/04/2020	150.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	26481	CLEANING THROUGH 11/28/20 - POLICE STA	12/04/2020	119.00	.00		
Total 10052150210:					528.20	.00		
10052150225								
3534 c	CHARTER COMMUNICATIONS	001590710312	POLICE DEPT INTERNET/PHONE CHARGES	12/04/2020	284.69	.00		
Total 10052150225:					284.69	.00		
10052150340								
194 ch	DEEGAN'S HARDWARE INC	OCT 2020	OCT 20 - POLICE DEPT CHARGES	12/04/2020	55.89	.00		
Total 10052150340:					55.89	.00		
10052400210								
2584 c	GENERAL ENGINEERING COMP	OCT 2020	OCT 2020 BUILDING INSPECTIONS	12/04/2020	1,509.28	.00		
Total 10052400210:					1,509.28	.00		
10053100311								
2890 c	PITNEY BOWES PURCHASE PO	12/4/2020	POSTAGE - PUBLIC WORKS	12/04/2020	32.10	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10053100311:					32.10	.00		
10053100320								
5129 c	AMERICAN PUBLIC WORKS AS	2020	2020 APA MEMBERSHIP	12/04/2020	24.49	.00		
Total 10053100320:					24.49	.00		
10053100340								
28 ch	AMERICAN AWARDS & PROMO	49558	MOSER - DESK NAMEPLATE	12/04/2020	28.65	.00		
118 ch	C & M PRINTING INC	69879	BUSINESS CARDS - MOSER	12/04/2020	39.00	.00		
934 ch	STAPLES CREDIT PLAN	7318323841	WALL CALENDARS - DPW	12/04/2020	33.50	.00		
Total 10053100340:					101.15	.00		
10053110210								
3690 c	CEDAR CORPORATION	105653	2020 BRIDGE INSPECTIONS	12/04/2020	490.00	.00		
Total 10053110210:					490.00	.00		
10053230210								
568 ch	PROFESSIONAL PEST CONTRO	487628	PEST CONTROL - MUNI GARAGE	12/04/2020	21.20	.00		
Total 10053230210:					21.20	.00		
10053230225								
130 ch	US CELLULAR	0401511948	DPW CELL PHONE	12/04/2020	44.70	.00		
3534 c	CHARTER COMMUNICATIONS	000011510312	DPW INTERNET	12/04/2020	32.50	.00		
Total 10053230225:					77.20	.00		
10053230340								
14 ch	AIRGAS NORTH CENTRAL	9975233178	LEASE CYLINDER RENEWALS (3) - MUNI GA	12/04/2020	150.64	.00		
14 ch	AIRGAS NORTH CENTRAL	9975233179	LEASE CYLINDER RENEWALS (3) - MUNI GA	12/04/2020	244.98	.00		
194 ch	DEEGAN'S HARDWARE INC	OCT 2020	OCT 20 - MUNI GARAGE	12/04/2020	58.85	.00		
259 ch	FASTENAL COMPANY	WIJAN221477	GLOVES - MUNI GARAGE	12/04/2020	14.59	.00		
Total 10053230340:					469.06	.00		
10053240340								
194 ch	DEEGAN'S HARDWARE INC	OCT 2020	OCT 20 - MACH/EQUIP CHARGES	12/04/2020	19.14	.00		
488 ch	MILLER-BRADFORD & RISBER	W07343	REPAIRED DRIVE SHAFT - LOADER	12/04/2020	748.46	.00		
2858 c	BOBCAT OF JANESVILLE	02-167253	CABLE - TOOLCAT	12/04/2020	47.96	.00		
Total 10053240340:					815.56	.00		
10053310340								
194 ch	DEEGAN'S HARDWARE INC	OCT 2020	OCT 20 - STREET DEPT CHARGES	12/04/2020	2.29	.00		
5020 c	UNITED LABORATORIES	INV299097	CAULK/WAX/WASP SPRAY - STREETS	12/04/2020	247.62	.00		
Total 10053310340:					249.91	.00		
10053310380								
700 ch	LAKESIDE INTERNATIONAL TR	5140289P	DOOR HANDLE - TRUCK #4	12/04/2020	205.18	.00		
700 ch	LAKESIDE INTERNATIONAL TR	5140392P	FASTENER - TRUCK #4	12/04/2020	36.54	.00		
3175 c	MOTOR PARTS & EXHAUST LLC	1-319667	OIL FILTER - TRUCK #7	12/04/2020	47.06	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10053310380:					288.78	.00		
10053310390								
28 ch	AMERICAN AWARDS & PROMO	49431	RACETRACK PARK MEMORIAL TREES (2) - B	12/04/2020	87.30	.00		
28 ch	AMERICAN AWARDS & PROMO	49472	PLAQUE - RTP MEMORIAL TREE - TREE CIT	12/04/2020	88.03	.00		
4874 c	PAUL'S TURF AND TREE	65695	RACETRACK PARK TREES	12/04/2020	695.00	.00		
Total 10053310390:					870.33	.00		
10053420221								
21 ch	ALLIANT ENERGY	OCT 20 83307	833074 ELECTRIC CHARGES	12/04/2020	4,596.68	.00		
Total 10053420221:					4,596.68	.00		
10055110210								
568 ch	PROFESSIONAL PEST CONTRO	487628	PEST CONTROL - LIBRARY	12/04/2020	25.20	.00		
Total 10055110210:					25.20	.00		
10055110311								
2890 c	PITNEY BOWES PURCHASE PO	12/4/2020	POSTAGE - LIBRARY	12/04/2020	32.10	.00		
Total 10055110311:					32.10	.00		
10055142790								
2151 c	BROWN CAB SERVICE INC	OCT 2020	OCT 2020 SHARED RIDE TAXI	12/04/2020	4,757.96	.00		
Total 10055142790:					4,757.96	.00		
10055150210								
568 ch	PROFESSIONAL PEST CONTRO	487629	PEST CONTROL - DEPOT	12/04/2020	40.00	.00		
Total 10055150210:					40.00	.00		
10055200210								
568 ch	PROFESSIONAL PEST CONTRO	487745	PEST CONTROL - RACETRACK PARK	12/04/2020	40.00	.00		
Total 10055200210:					40.00	.00		
10055200340								
28 ch	AMERICAN AWARDS & PROMO	49593	BRONZE PLAQUE - BENCH KAREN JOHNSO	12/04/2020	22.20	.00		
28 ch	AMERICAN AWARDS & PROMO	49593	BRONZE PLAQUE - BENCH JOEY LYTL	12/04/2020	22.20	.00		
130 ch	US CELLULAR	0401511948	RACETRACK PARK MOBILE WIFI	12/04/2020	32.48	.00		
194 ch	DEEGAN'S HARDWARE INC	OCT 2020	OCT 20 - PARKS CHARGES (LOCKS)	12/04/2020	449.75	.00		
259 ch	FASTENAL COMPANY	WIJAN221304	FASTENERS - PARKS	12/04/2020	99.00	.00		
557 ch	PHOENIX CONSULTING INC	0102906	CENTRAL PARK SECURITY CAMERA SETUP	12/04/2020	540.00	.00		
4787 c	LEE RECREATION	13160-20	REPLACEMENT TOT SEAT - CENTRAL PARK	12/04/2020	361.00	.00		
4862 c	ACE PORTABLES	37099	PUMP OUT PORT-A-POTTY AT FISH POND	12/04/2020	40.00	.00		
5088 c	ZEROFOX, LLC	0014	CAMERA INSTALL - CENTRAL PARK	12/04/2020	290.00	.00		
Total 10055200340:					1,856.63	.00		
10055200820								
3586 c	MCGUIRE'S LANDSCAPE & GA	1095	DIRT - PARKS	12/04/2020	525.00	.00		
3838 c	CLARK COMPANIES INC	8458	GRADE/SEED - VETS MEMORIAL	12/04/2020	2,000.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10055200820:					2,525.00	.00		
10055420210								
568 ch	PROFESSIONAL PEST CONTRO	487628	PEST CONTROL - POOL	12/04/2020	21.20	.00		
Total 10055420210:					21.20	.00		
10056600210								
3838 c	CLARK COMPANIES INC	8457	TAKE DOWN SUMMER BASKETS - 25% OF C	12/04/2020	2,875.00	.00		
3838 c	CLARK COMPANIES INC	8457	HANG WINTER BASKETS 25% OF CONTRAC	12/04/2020	2,875.00	.00		
Total 10056600210:					5,750.00	.00		
20653630297								
4457 c	WASTE MANAGEMENT OF WI-M	5798269-2766-	OCT 2020 GARBAGE/RECYCLING FEE	12/04/2020	21,123.60	.00		
Total 20653630297:					21,123.60	.00		
20653630340								
3748 c	SIGN A RAMA	INV-86701	BRUSH COMPOST DROP OFF BANNER	12/04/2020	284.80	.00		
Total 20653630340:					284.80	.00		
40057330820								
231 ch	EDGERTON REPORTER CO INC	12643	RESOLUTION - HENDERSON ST	12/04/2020	45.60	.00		
3690 c	CEDAR CORPORATION	105652	HENDERSON STREET IMP	12/04/2020	127.50	.00		
Total 40057330820:					173.10	.00		
40057332820								
2936 c	MURPHY DESMOND LAWYERS	8117028	REVIEW OF SOUTH MAIN ST - REAL ESTATE	12/04/2020	192.50	.00		
3690 c	CEDAR CORPORATION	105646	SOUTH MAIN ST IMPROVEMENTS	12/04/2020	16,429.42	.00		
Total 40057332820:					16,621.92	.00		
40057334820								
3690 c	CEDAR CORPORATION	105647	ROLLIN ST CONSTRUCTION	12/04/2020	1,066.00	.00		
3690 c	CEDAR CORPORATION	105651	ADMINISTRATION OF CDBG GRANT	12/04/2020	187.50	.00		
Total 40057334820:					1,253.50	.00		
40057437820								
3161 c	MENARDS	11/13/2020	STEEL POSTS - LIGHTS OF CENTRAL PARK	12/04/2020	52.00	.00		
3161 c	MENARDS	11/17/2020	ELECTRICAL CORDS - LIGHTS OF CENTRAL	12/04/2020	209.47	.00		
3748 c	SIGN A RAMA	INV-53259	HOLIDAY LIGHT SIGNS	12/04/2020	320.00	.00		
Total 40057437820:					581.47	.00		
40657125820								
3949 c	KELLER DEVELOPMENT	2020	2020 TIF REVENUE BOND PAYMENT	12/04/2020	101,443.83	.00		
Total 40657125820:					101,443.83	.00		
40657410820								
3791 c	K & W GREENERY INC	28129	BURNING BUSH/GRASS -HENRY/ROLLIN ST	12/04/2020	269.98	.00		
3791 c	K & W GREENERY INC	28133	GRASS - HENRY/ROLLIN ST LOT	12/04/2020	95.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 40657410820:					364.98	.00		
40657630820								
723 ch	VANDEWALLE & ASSOCIATES I	202011009	PLANNING SERVICES - TIF #6	12/04/2020	691.25	.00		
Total 40657630820:					691.25	.00		
40757121820								
2936 c	MURPHY DESMOND LAWYERS	8117027	CERTIFIED PARTS APPEAL	12/04/2020	26.25	.00		
Total 40757121820:					26.25	.00		
40857330820								
3690 c	CEDAR CORPORATION	105650	WEST SIDE INDUSTRIAL STREET EXTENSIO	12/04/2020	1,226.42	.00		
Total 40857330820:					1,226.42	.00		
60180828380								
3404 c	BURNS FULL SERVICE LLC	NOV2020	OCT 2020 GAS/DIESEL CHARGES -UTILITY	12/04/2020	361.70	361.70	11/30/2020	
Total 60180828380:					361.70	361.70		
60180828385								
3404 c	BURNS FULL SERVICE LLC	NOV2020	OCT 2020 GAS/DIESEL CHARGES -UTILITY	12/04/2020	205.96	205.96	11/30/2020	
Total 60180828385:					205.96	205.96		
60280622221								
600 ch	ROCK ENERGY COOPERATIVE	OCT 20 90363	90363001 DALLMAN TOWER	12/04/2020	26.98	26.98	11/17/2020	
Total 60280622221:					26.98	26.98		
60280933380								
3404 c	BURNS FULL SERVICE LLC	NOV2020	OCT 2020 GAS/DIESEL CHARGES -UTILITY	12/04/2020	361.70	361.70	11/30/2020	
Total 60280933380:					361.70	361.70		
60280933385								
3404 c	BURNS FULL SERVICE LLC	NOV2020	OCT 2020 GAS/DIESEL CHARGES -UTILITY	12/04/2020	203.62	203.62	11/30/2020	
Total 60280933385:					203.62	203.62		
60380652340								
194 ch	DEEGAN'S HARDWARE INC	OCT 2020	OCT 20 - SWEEPER CHARGES	12/04/2020	69.98	.00		
3309 c	ZARNOTH BRUSH WORKS INC	0182217-IN	LEAF RAKE/BROOM - SWEEPER	12/04/2020	657.00	.00		
Total 60380652340:					726.98	.00		
60380840340								
934 ch	STAPLES CREDIT PLAN	7318323841	COPY PAPER	12/04/2020	7.38	.00		
4101 c	TLO LLC	NOV 2020	NOV 2020 COLLECTION SEARCHES	12/04/2020	5.00	.00		
Total 60380840340:					12.38	.00		
Grand Totals:					208,752.43	30,343.96		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
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Total General Fund Vouchers: \$207,592.47

Total Payroll Check Date 11/6/20: \$151,140.70

GRAND TOTAL OF GENERAL FUND: \$358,733.17

Finance Committee Members Signatures of Approval:

CANDY DAVIS

SARAH BRAUN

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Invoice.Invoice Date = 12/04/2020

Application for Cigarette and Tobacco Products Retail License

Submit to municipal clerk.

MUNICIPAL USE ONLY

License Number
Period Covered
Date of Issuance

Applicant's Wisconsin 15-digit Sales Tax Account Number 456-0000287614-03
--

← This must be issued in the same Legal Name of the licensee below.

Legal Name (corporation, limited liability company, partnership or sole proprietorship) KWIK TRIP, INC.			Federal Employer Identification No. (FEIN) 39-1036365	
Trade or Business Name (if different than Legal Name) STOP-N-GO 1500			Telephone Number (608) 793-6262	
Business Address (License Location) 1 S. MAIN ST.		Business Located In <input checked="" type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town		Business Telephone (608) 884-9844
Municipality EDGERTON	State WI	Zip Code 53534	County ROCK	
Mailing Address (if different than Business Address) PO BOX 2107		Municipality LA CROSSE	State WI	Zip Code 54602

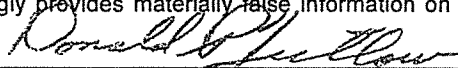
Organization (check one)

- Sole Proprietor Wisconsin Corporation – Enter date incorporated: 10/7/1964
- Partnership Out-of-State Corporation – Are you registered to do business in Wisconsin? Yes No
- Other (describe) _____

- Yes No 1. Does the applicant understand that they must purchase cigarettes and tobacco products only from distributors, jobbers, or subjobbers, who hold a permit with the Wisconsin Department of Revenue?
- Yes No 2. Does the applicant understand that they must obtain a Tobacco Products Distributor permit if purchasing untaxed tobacco products from an out-of-state company? (Tobacco Products Distributor permit is available from the Wisconsin Department of Revenue at 608-266-6701. See application form CTP-129, revenue.wi.gov/dor/forms/ctp-129.pdf.)
- Yes No 3. Does the applicant understand that they cannot purchase/exchange cigarettes or tobacco products from another retailer, including transferring existing stock to a new owner?
- Yes No 4. Does the applicant understand that they must provide employees with tobacco sales training approved by the Wisconsin Department of Health Services? (<https://witobaccocheck.org>)
- Yes No 5. Does the applicant understand that they may not sell, give or otherwise provide cigarettes/tobacco products and nicotine products to minors (including electronic cigarettes containing nicotine)?
- Yes No 6. Does the applicant understand that they may not sell single cigarettes?
- Yes No 7. Does the applicant understand that cigarette and tobacco products invoices must be kept on the licensed premises for two years from the date of the invoice and be available for inspection by the Wisconsin Department of Revenue/law enforcement and that failure to comply can result in criminal penalties, including loss of cigarettes/tobacco products?
- Yes No 8. Does the applicant understand that only cigarettes and roll-your-own (RYO) tobacco products listed on the Wisconsin Department of Justice's website labeled "Directory of Certified Tobacco Manufacturers and Brands" at www.doj.state.wi.us/dls/tobacco-directory may be sold in Wisconsin?

Cigarettes / Tobacco will be sold over counter through vending machine both

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the applicant. Applicant agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.


(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations in effect as of September 19, 2019: Sections 134.65, 134.66, 139.321, 139.79, 139.76, 995.10, and 995.12, Wis. Stats.

Memo

To: Common Council
From: Staff
Date: 12/4/2020
Re: December 7, 2020 Meeting

Concession Stand Bathroom Partitions at Central Park

The 2021 budget includes funds for replacement bathroom partitions in the concession stand bathrooms. Staff contacted several vendors and received three quotes. The lowest responsible quote was provided by One Point Partitions in the amount of \$3,105.00. This quote is for material only and Public Works staff will perform the installation. The material will not be delivered until January 1, 2021. Staff requests authorization to purchase the partitions from One Point Partitions for \$3,105.00. This is the first phase of a larger project in the bathrooms with a total budget of \$5,000.

Tool Cat Salt and Sand Spreader

The 2021 budget includes funding for the purchase of a V-Box salt/sand spreader for the Tool Cat. This would improve the efficiency of the snow and ice control operations on City sidewalks. This item will not be delivered until January 1, 2021. Staff contacted several vendors and received four quotes. Staff requests authorization to purchase the spreader from the lowest responsible bidder Double D Services, Inc. for \$2,982.00. The budget amount is \$5,000.

Ventilation bids for Upper Bathroom at Racetrack Park

The 2021 Capital Projects budget includes funding for improvements to the upper bathrooms at Racetrack Park. One component of the improvements is to install a ventilation system. Staff contacted several vendors and received three quotes. Staff recommends awarding this project to the lowest responsible bidder Air Care Specialist LLC in the amount of \$3,262.00. This work will not be completed prior to January 1, 2021. The budgeted amount for the bathroom rehabilitation is \$5,000.

Surplus of Utility Department Vehicle

With the retirement of the Utility Director there is no longer a departmental need for the 2013 Dodge Charger. Staff requests authorization to surplus this vehicle and auction it on Wisconsin Surplus.

Rock Climber for Hain Road Park

The 2021 Capital Projects budget includes funding to replace the existing rock climber at Hain Road Park. The climber is one piece of a larger playground set and is cracked in several places. Staff contacted GameTime, the manufacturer of the playground equipment for a quote. This is a sole source item as other brands are not compatible with the remaining equipment. Staff requests authorization to

purchase the rock climber from the local GameTime distributor, Minnesota/Wisconsin Playground for \$1,478.04.

Lord Street sidewalk special assessments: The Public Works Committee recommended the City proceed with the installation of a missing section of sidewalk along Lord Street south of South Ave to Orchard Heights Subdivision. Several residents of Orchard Heights have requested the installation of this sidewalk to provide a continuous sidewalk from Orchard Heights to the sidewalk network along Lord Street so that pedestrians are not required to walk in the highway. The Code of ordinances requires sidewalks be installed along all collector streets, such as Lord Street. The proposal is to install the sidewalk and assess the one adjoining property owner through a special assessment.

The resolution included in your packet requires the Council determine the interest rate and the number of years the owner will have to repay the special assessment. The most recent assessment was on Henderson Street in 2019. The terms assigned to the Henderson Street special assessments were 2.5% with a 10 year term.

Paid holidays counted as hours worked for computing overtime: Currently the City does not consider paid holiday hours (8 hours per holiday) as hours worked for the purposes of computing overtime. Employees must complete 40 hours worked per week to qualify for the overtime pay rate (1 ½ base rate) for any additional hours worked. Staff feels that since the employees have no option to work on recognized paid holidays (unless called in) they should not be penalized for after-hours calls that occur in the same week. The Personnel Committee recommended that the City amend its policy to include paid holiday hours as hours worked for the purposes of computing overtime.

Home Compost bins: The Public Works Committee directed staff to solicit citizen input into home compost bins. Through the newsletter and the Facebook, 134 citizens expressed interest in purchasing a home compost bin. The Committee recommended the City purchase 76 bins and resell them to citizens for the actual cost of the bins.

Natural lawns regulation: Included in your packet is a natural lawn ordinance recommended by the Public Works Committee. Major ordinance provisions include: a permit must be issued based on an approved management plan; natural lawn areas have setbacks from lot lines; and a notice is provided to adjacent property owners when a natural lawn is being established.

S Main Street ROW acquisition Real Estate bids: The City solicited bids for real estate professionals to assist with acquiring 74 temporary easements, 2 permanent easements, and 44 ROW purchases. This work is part of the DOT grant requirements. The City received two bids with the low bid being from G.J. Miesbauer & Associates, Inc for \$90,800. Staff recommends the Council select Miesbauer & Associates to complete the real estate acquisition services for the S Main Street project and authorize staff to negotiate the contract for services.

Wage Study: The City received six proposals in response to a request for proposals for a wage compensation and classification study. The Personnel Committee reviewed the proposals and recommends the City hire Gov HR USA to complete the study for \$13,600 plus any costs for updating job descriptions. This study is part of the ongoing reorganization work the Committee is doing following the retirement of the Utility Director. Funding for the study will come from wage savings due to the retirement.

ROW Plat: As part of the S Main Street project, the City is required to approve and record a right of way plat. A copy of the plat is included in your packet.

Repurchase Right Resolution: The covenants for the west side industrial park grant the city the right to repurchase a portion of a developed lot from an owner who wants to sell part of a lot. The owners of Bridgette Boutique at 4 Gear Drive wish to sell the southern half of their lot to someone who wishes to build a new structure. Staff recommends the City waive its repurchase right thus allowing the owner of 4 Gear Drive to sell a portion of the lot. Please note the City will have to approve the land division to create the lot.

TIF Planning contract: Staff is recommending the City begin discussions regarding the creation of a new TIF as well as a boundary modification of the downtown TIF. Please note that the TIF approval process involves many steps, including approval by the Plan Commission and City Council after a public hearing.

The proposed new TIF is in the area of IKI and 1220 W Fulton Street (former Dana / CAT plant). (See attached map.) IKI has an opportunity to significantly expand its business, employment, and a tax base. TIF assistance may allow for this project to reach its full potential thus ultimately creating more economic benefit than would be realized without TIF assistance. Additionally, 1220 W Fulton Street has significant potential for economic development given the amount of available property. Much of the available property lacks services that, if constructed, could result in tax base that otherwise would not be possible without the TIF. Please note that the 1220 W Fulton Street property is currently in a TIF district but that district's expenditure period has expired meaning TIF resources cannot be used to further the economic development of the property. Including the 1220 W Fulton property in the new TIF would provide an opportunity to create a greater economic benefit for the City.

The proposed boundary modification of the downtown TIF would include two properties at a minimum: the IKI office building at 116 Swift Street and the former Chase Bank building at 111 N Main St. IKI may consolidate its operations to the site of their plant operations on IKI Drive thus making their current office building located at 116 Swift Street (former high school) available for redevelopment. While the City is not aware of any immediate plans for the redevelopment of 111 N Main Street, it is a large, desirable site whose redevelopment could be spurred with TIF resources. This TIF amendment would be a boundary amendment only as all other aspects of the TIF plan are adequate. Please recall this TIF's expenditure period will expire in 2022.

Vandewalle and Associates has been the City's planning consultants for many years during which time they have provided TIF planning services. Staff recommends the City approve the proposed scope of work for \$15,000 with Vandewalle and Associates and authorize staff to negotiate a contract for services. These costs are TIF eligible.

RESOLUTION No. 22-20
2021 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, 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 has submitted a proposed salary schedule which schedule is attached.

NOW, THEREFORE BE IT RESOLVED that the attached salary schedule for 2021 is approved as the salary schedule for non-union personnel for the fiscal year 2021.

Motion by:

Second by:

Roll Call: Ayes Noes

Dated and signed this 7th day of December, 2020.

Christopher W. Lund, Mayor

Attest:

Ramona Flanigan
City Administrator

AMENDED 2021 NON-UNION SALARY AND WAGE SCHEDULE

<u>SALARIED EMPLOYEES</u>	<u>2020 Salary</u>	<u>2021 Salary</u>	<u>Remarks</u>
Chief of Police	84,150.00	86,253.75	
Lieutenant of Police (After 3 years)	68,882.88	70,604.96	
Lieutenant Start Wage	65,090.99	66,718.27	Lieutenant Increases: \$.70 increase each year for first 2 years
Library Director	52,944.35	54,267.96	
Municipal Services Director w/Utility	89,000.00	91,225.00	
Clerk-Treasurer	66,658.94	68,325.41	
Administrator	91,022.18	93,297.73	
Recreation/Aquatic Director	17,078.55	17,505.52	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	40.00	40.00	
(per day)			
<u>HOURLY EMPLOYEES</u>			<u>Remarks</u>
City Hall Admin Assistant wage after 5 years *	21.94	22.49	\$.75 increase each year for first 4 years
Police Dept. Admin Assistant wage after 5 years *	21.72	22.26	\$.75 increase each year for first 4 years
Police Dept. P/T Admin Asst after 3 years	16.07	16.47	\$.50 increase each year for first 2 years
Public Works Operator wage after 3 years *	23.42	24.01	\$.30 increase each year for first 2 years
Public Works Working Foreman wage	27.42	28.11	
Utility Operator Base wages after 3 years *	23.21	23.79	\$.30 increase each year for first 2 years
Utility Lead Operator Base wage	25.21	25.84	
Water Operator Grade OIT	Base + \$.40	Base + \$.40	
Water Operator Grade 1	Base + \$.90	Base + \$.90	
Wastewater Operator Grade OIT	Base + \$.40	Base + \$.40	
Wastewater Operator Grade Basic	Base + \$1.20	Base + \$1.20	
Wastewater Operator Grade Advanced	Base + \$1.40	Base + \$1.40	
Crossing Guard	15.00	15.00	\$.25 after 3 years \$.25 after 6 years
Pollworkers	7.25	7.25	
Library Admin Assistants wage after 5 years *	16.07	16.47	\$.75 increase upon completion of 1yr, 3yr, and 5 year
DPW Temporary CDL holder	12.00	12.00	
DPW/Parks Part-time Summer	9.25	9.25	\$.25 per year of service
DPW/Cemetery Groundskeeper	15.00	15.00	\$.25 per year of service
Lifeguards - Starting	8.50	8.50	Seasonal returns with favorable evaluations:
With WSI	9.50	9.50	\$.25/hr per year for DPW/ Parks, Lifeguards, Cashiers, Concession, and Maintenance.
Supervisors	9.50	9.50	*Lifeguards teaching private lessons receive \$4.00 per lesson in addition to wage
Cashiers	6.00/7.25**	6.00/7.25**	
Concession	6.00/7.25**	6.00/7.25**	
Maintenance	6.00/7.25**	6.00/7.25**	

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



**VANDEWALLE &
ASSOCIATES INC.**

**Proposed Scope of Work
City of Edgerton
TID #6 Boundary Amendment and TID #9 District Creation
November 10, 2020**

The following scope of services includes preparing a boundary amendment to Tax Increment District (TID) #6 (the "Downtown" TID) and the creation of a new TID #9 generally located in the northwest corner of the community and including mostly industrial and vacant properties. TID #6 is a blighted district and TID #9 may be either a mixed-use or industrial district. The scope outlines those tasks to be undertaken by VANDEWALLE & ASSOCIATES and those to be undertaken by the City in order to reduce costs. The tasks generally apply to both the amendment of TID #6 and creation of TID #9; however, the TID #6 amendment will be limited to strictly a boundary amendment with no changes to the District financial projections.

Responsibilities of VANDEWALLE & ASSOCIATES

- Task 1: Meetings/conference calls with City officials and others as appropriate to evaluate various properties for inclusion in TID #9 and the TID #6 boundary amendment, identify potential project costs for TID #9, and determine an appropriate project schedule.
- Task 2: Prepare and maintain a detailed project schedule with dates for all required meetings/hearings and notices, responsible parties, data gathering, document completion, and related administrative tasks.
- Task 3: Prepare proposed boundary maps and related tables with property owner names, parcel numbers, addresses, and assessed valuations for both districts, and the presence of blighting conditions for those parcels to be added to TID #6. It is assumed that TID #9 will qualify as either a "Mixed-use District" or "Industrial District," neither of which requires a property conditions analysis.
- Task 4: For TID #9, prepare increment and project costs projections and coordinate with the City's Independent Registered Municipal Advisor concerning financial feasibility.
- Task 5: Assemble additional information as necessary and prepare a Project Plan boundary amendment document for TID #6 and full Project Plan document for TID #9 consistent with the requirements in the Tax Increment Law with related appendices for City staff, Plan Commission, City Council, and Joint Review Board (JRB) review and approval.
- Task 6: Prepare draft combined notices, taxing jurisdiction letters, and agendas for all public meetings pertaining to both TID's for the City to finalize and post or transmit as required.
- Task 7: Prepare draft adoption resolutions for the Plan Commission, City Council, and Joint Review Board for City staff and attorney to review and finalize.
- Task 8: Provide electronic files of the Project Plans and all other documents to City staff for reproduction and distribution.
- Task 9: Attend and participate in all required public meetings (whether in person or virtual, as determined by the City), which include: a JRB organizational meeting, Plan Commission public hearing, City Council adoption meeting, and JRB final action meeting. Where possible, multiple in person meetings will be held on the same day in order to expedite the process and minimize costs.

120 East Lakeside Street • Madison, Wisconsin 53715 • 608.255.3988 • 608.255.0814 Fax
247 Freshwater Way, Suite 530 • Milwaukee, Wisconsin 53204 • 414.988.8631
www.vandewalle.com

Task 10: Complete draft Department of Revenue (DOR) forms for each TID for review by City staff and provide follow-up support as necessary.

Task 11: Organize the final Project Plan documents with all required appendices and forms suitable for the City's submittal to the DOR.

Client Responsibilities

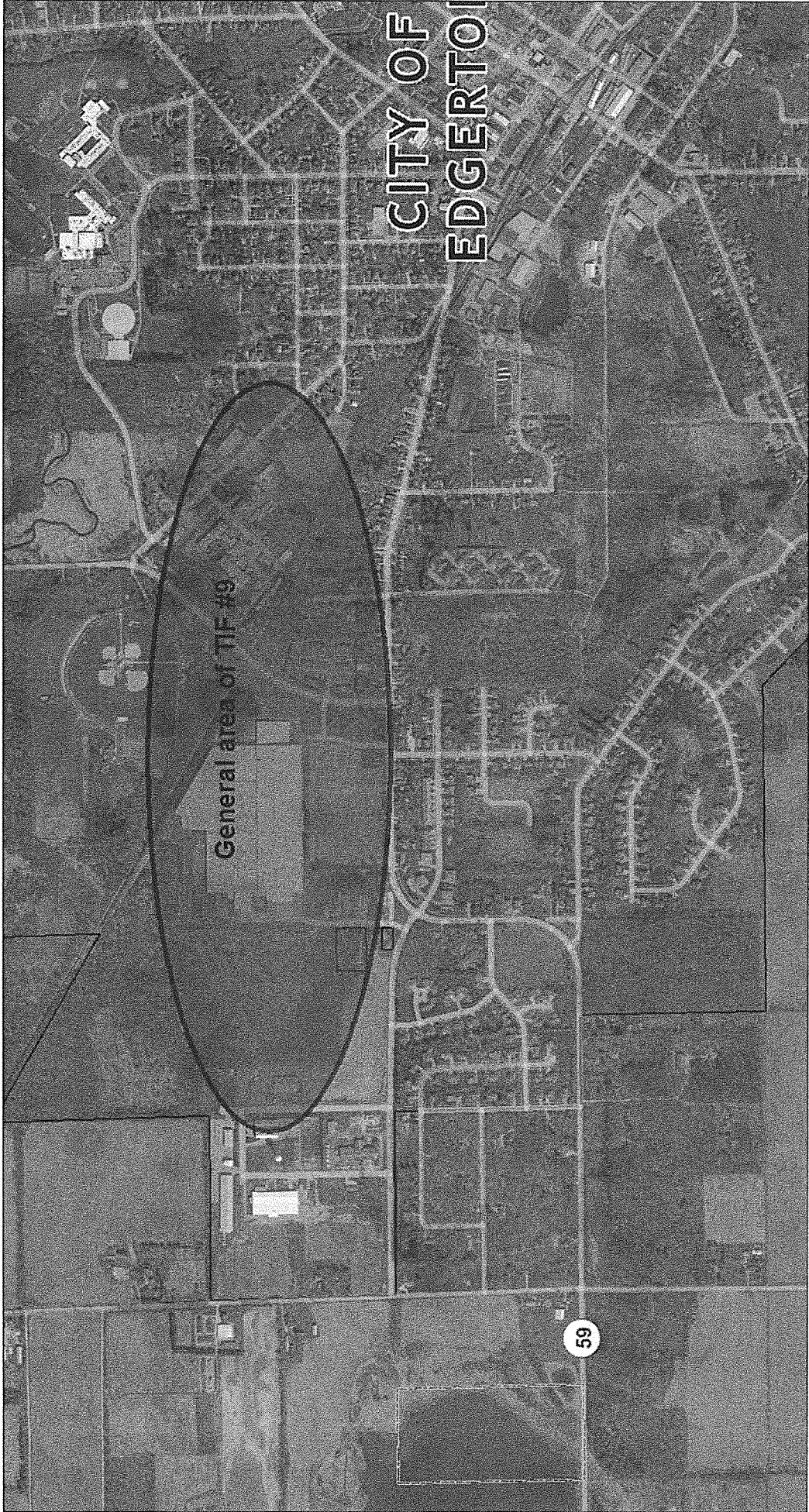
- Client staff will reproduce and distribute all documents and correspondence to the Joint Review Board, Plan Commission, City Council, and the public with appropriate attachments. VANDEWALLE & ASSOCIATES will provide one bound hardcopy of the final Project Plan documents. Additional hardcopies can be provided through a work order.
- Client will finalize and transmit all required notices, including Class 1 & 2 notices for publication in the local newspaper (and securing Proofs of Publication).
- Client will assist in the presentation of the Project Plans to the Joint Review Board, Plan Commission, and City Council.
- Client will submit all required forms and documents to DOR. VANDEWALLE & ASSOCIATES will assist in drafting the required DOR forms.
- Client's engineer/surveyor will prepare a legal description of the TID boundaries and may be asked to provide cost estimates for proposed infrastructure projects.
- Client's Finance Director and/or Independent Registered Municipal Advisor will prepare financial projections that may involve borrowing for inclusion in the TID #9 Project Plan.
- Client's attorney will prepare a legal opinion as to compliance with the State of Wisconsin statutory TID creation/amendment processes.
- Client will assist with other tasks as may be necessary to complete the statutory and City adoption processes.

Budget

The budget for all labor and expenses for the above tasks to be performed by VANDEWALLE & ASSOCIATES shall be \$15,000 to be performed on a time and materials basis, not including the additional expenses the City may incur in performing its responsibilities as listed above. At the City's request and on a time and materials basis, VANDEWALLE & ASSOCIATES will provide developer negotiation services for an additional fee.

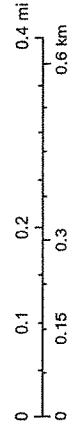
IRMA Exemption

Client acknowledges that although VANDEWALLE & ASSOCIATES may provide municipal advice for this Project as defined in Securities and Exchange Rule 15Ba1-1, VANDEWALLE & ASSOCIATES is not an Independent Registered Municipal Advisor (IRMA) and is, therefore, not subject to the specific rules and fiduciary standard required of an IRMA when providing advice on the potential issuance of municipal securities. Advice, if any, provided by VANDEWALLE & ASSOCIATES to the Client with respect to the issuance of municipal securities shall be discussed with Client's IRMA before taking any action. Should there be questions or concerns about VANDEWALLE & ASSOCIATES' role in this Project, Client shall talk immediately with Client's IRMA and/or seek appropriate legal assistance. In accordance with the above, Client shall provide VANDEWALLE & ASSOCIATES an original, signed copy of a City of Edgerton disclosure indicating that Client has retained an IRMA to provide advice for the Project.



December 4, 2020

1:8,254



Rock County Real Property Lister