

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

Monday, January 18, 2021 at 7:00 p.m.

NOTE: PER EMERGENCY ORDER FACE COVERINGS ARE REQUIRED

REMOTE PARTICIPATION: To participate or 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.

1. Call to order; Roll call
2. Pledge of Allegiance.
3. Confirmation of appropriate meeting notice posted on Friday, January 15, 2021.
4. Council acceptance of agenda.
5. Swearing in District Two Alderperson Tim Shaw.
6. Personal appearances for non-agenda items limited to 3 minutes.
 - A. The public will be allowed to speak on agenda items during the meeting.
7. Minutes:
 - A. Consider approval of minutes from January 4, 2021 Council meeting.
8. Committee Reports:
 - A. Finance Committee:
 1. Consider approval of bills and payroll vouchers.
 2. Consider approval of licenses.
 3. Consider declaring 2017 Dodge Charger squad as surplus.
 4. Consider adoption of City of Edgerton Resolution 02-21: Authorizing the 2020 Property Tax Equivalent Charged to the Water Utility.
 5. Consider amending City of Edgerton Resolution 22-20 B: 2021 Salary Resolution to add the cross connection limited term position.
 6. Consider purchase of heater for public works/utility garage.
 - B. Utility Commission:
 1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meetings.
 - C. Personnel Committee:
 1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meetings.
 2. Consider amendment to Personnel Policies and Procedures Manual to add CDL licensing reimbursement.

9. Consider Mayor's recommendations for committee appointments.

10. Mayor, alderperson and staff reports.

11. 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.

**JANUARY 4, 2021 COMMON COUNCIL MEETING MINUTES
CITY OF EDGERTON**

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

Present: Sarah Braun, Casey Langan (remote), Candy Davis, Anne Radtke (remote), and Jim Burdick.

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

Hegglund confirmed the meeting agendas were properly posted on Wednesday, December 30, 2020 at the Post Office, City Hall, and the Edgerton Library.

ACCEPT THE AGENDA: A Candy Davis/Sarah Braun motion to approve the agenda as printed passed on a 5/0 roll call vote.

MINUTES: A Sarah Braun/Jim Burdick motion to approve the minutes from the December 21, 2020 Common Council meeting passed on a 5/0 roll call vote.

COMMITTEES:

Finance Committee: A Candy Davis/Sarah Braun motion to approve the bills and payroll list in the amount of \$153,770.75 passed on a 5/0 roll call vote.

A Candy Davis/Jim Burdick motion to approve a "Class B" Alcohol License for Edge Events, LLC, 20 S Main St, Sarah Braun agent passed on a 4/0/1 roll call vote. Sarah Braun abstained.

A Candy Davis/Sarah Braun motion to approve an extension of the purchase agreement for 407 N Main St until June 30, 2021 passed on a 5/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve the amended final change order (#2) from Nelson Excavating and Son, LLC for a contract decrease of \$2,389.90 for the Henderson Street project passed on a 5/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve the amended final pay request from Nelson Excavating and Son, LLC in the amount of \$2,508.83 for the Henderson Street project passed on a 5/0 roll call vote.

DECLARATION: A Candy Davis/Anne Radtke motion to adopt City of Edgerton Declaration recognizing January 2021 as National Slavery and Human Trafficking Prevention Month passed on a 5/0 roll call vote.

CLOSED SESSION: Candy Davis/Sarah Braun moved to go into closed session pursuant to Wis. Stat. 19.85(1)(f) "Considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such

histories or data, or involved in such problems or investigations.” Discuss and consider candidates for District Two Alderperson seat. The motion passed on a 5/0 roll call vote.

A Sarah Braun/Candy Davis motion to return to open session passed on a 5/0 roll call vote.

A Candy Davis/Sarah Braun motion to appoint Tim Shaw to the vacant District Two Alderperson seat passed on a 5/0 roll call vote.

Being no other business before the Council, a Sarah Braun/Candy Davis motion to adjourn passed on a 4/1 roll call vote. Jim Burdick voted against the motion.

Cindy Hegglund/wl
City Clerk-Treasurer

Adopted January 18, 2021

Memo

To: Common Council
From: Staff
Date: 1/15/2021
Re: January 18, 2021 Meeting

Public Works/Utility Garage Heater -During the annual HVAC maintenance at the Public Works and Utility garages it was discovered that one of the Trane unit heaters had a cracked heat exchanger and needs to be replaced. Staff contacted several vendors and received two proposals to remove and replace the heater unit. The lowest quote came from Air Care Specialists, LLC. in the amount of \$3,467.00. If a lower responsible quote is submitted prior to the meeting we will recommend using that vendor. Staff is requesting authorization to replace the defective heater unit at a not to exceed amount of \$3,467.00.

Limited term utility cross connection position: The Water Utility is required by DNR regulations to complete cross connection inspection in private residents. (A cross-connection is a point in a plumbing system where it is possible for a nonpotable substance to come into contact with the potable drinking water supply.) Additionally, the DNR wants cities to inspect homes to catalogue the location of lead water laterals. If the City were to be awarded the Lead Service Lateral grant for which we made an application, lead lateral inspections will be required for that program. The Sewer Utility also has an interest in knowing where sump pumps are illegally discharging to the sanitary sewer.

Completing these inspections is a time consuming effort and is difficult to complete during regular staff hours as many people are not home during those hours. Thus, our full time operators are having difficulty completing enough inspections to stay in compliance with DNR rules. To address this issue, staff is recommending the City hire a limited term employee who can focus on these inspections.

The estimated cost for this position based on a 3 month assignment at 40 hours per week (or a total of 480 hours) at \$15 per hour is \$7,750. Funding for this position will come from available funds created by the retirement of the Utility Director.

CDL License Benefit: The City requires Public Works and Utility employees to possess a Class B Commercial Driver's License as a condition of employment. A CDL license costs \$40 more than a regular driver's license. Staff feels that the City should cover the difference in the cost of the licenses. The average annual cost to the City for this benefit would be \$55, which could be absorbed in the operating supply and expense budgets for each Department.

5.6 Commercial Drivers License Reimbursement

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