

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

Monday, June 3, 2019 at 6:15 p.m.

1. Call to order; Roll call
2. Confirmation of appropriate meeting notice posted on Friday, May 31, 2019.
3. Consider Approval of May 20, 2019 Minutes.
4. Consider approval of bills and payroll list.
5. Consider approval of licenses.
  - a. Operator's Licenses for:
    - i. Megan Luchsinger
    - ii. Katie Crisp
    - iii. Luccas Contreras
  - b. Class "B" Beer License Renewal for:
    - i. Mario's Italian Restaurant, LLC, agent Carla Zimmerman
    - ii. Vannie Gogh, agent Brian Dudgeon
  - c. "Class B" Combination Liquor & Beer License Renewal for:
    - i. Towne Country Club, Inc., agent Michael Hesselman
    - ii. 2 Brothers Bar & Grill, agent Ilir Banushi
    - iii. Café on Main, agent Ilir Banushi
    - iv. El Patron Mexican Grill, agent Alejandro Ramirez
    - v. Last Nite Bar & Grill, agent Terri Nottestad
    - vi. TK's Decoy Bar & Grill, agents Tom & Carol Kuhlow
    - vii. The Pit Stop of Edgerton LLC, agent James Lytle
    - viii. The Baron LLC, agent Ilir Banushi
    - ix. Lounge 1848, agent Ilir Banushi
  - d. Class "A" Beer License Renewal for:
    - i. Kwik Trip #675, agent Sarah Pierce
    - ii. Stop-n-Go #214, agent Andrew Bowman
  - e. "Class A" Combination Liquor & Beer License Renewals for:
    - i. Cowley's Family Foods, Inc (Piggly Wiggly), agent Jason Cowley
    - ii. Game Day Beverage, Inc, agent Jasbeer Kaur
    - iii. Pharmaventures, Inc (Edgerton Pharmacy), agent Jenna Gresens
    - iv. Burns Full Service, LLC, agent Casey Burns
    - v. K and B LLC (Hotspot Liquor and Smokes), agent Basant Kumar
  - f. Class "C" Wine License Renewal for:
    - i. Vannie Gogh, agent Brian Dudgeon
  - g. Cigarette & Tobacco License for:
    - i. Family Dollar Stores of WI
    - ii. Game Day Beverage, Inc
    - iii. Cowley's Family Foods, Inc (Piggly Wiggly)
    - iv. 2 Brothers Bar & Grill
    - v. Kwik Trip #675
    - vi. Stop-n-Go #214
    - vii. Burns Full Service, LLC
    - viii. Casey's General Store

- h. Dance Hall Permits to:
    - i. The Baron LLC
    - ii. 2 Brothers Bar & Grill
    - iii. Lounge 1848
    - iv. TK's Decoy Bar & Grill
    - v. Edgerton Towne Country Club, Inc
    - vi. Last Nite Bar & Grill
  - i. Sandwich Board Permits to:
    - i. The Baron LLC
    - ii. 2 Brothers Bar & Grill
    - iii. Lounge 1848
    - iv. Game Day Beverage, Inc
    - v. Emmaus Community Church
    - vi. Perfect Corner
    - vii. Ripples Resale
    - viii. Hemp 1848
  - j. Private Property on Public Sidewalk Permit to:
    - i. Burns Full Service, LLC
    - ii. Ripples Resale
6. Consider public event packet and request to waive fees for Edgerton FFA Alumni for Truck and Tractor Pull.
  7. Consider Temporary Class "B" License for Edgerton FFA Alumni on June 16, 2019.
  8. Consider public event packet and request to waive fees for Edgerton Lions' Club Independence Day Celebration.
  9. Consider Temporary Class "B" License for Edgerton Lions' Club on July 3<sup>rd</sup>.
  10. Consider change order for Sweeney Rd. project.
  11. Consider agreement with Clark Companies for landscape services.
  12. Consider bids for asbestos assessment at 407 N Main St.
  13. Consider adoption of Shared Ride Taxi Procurement Policy addendum regarding Appeals Process.
  14. Finance Director's report.
  15. Project updates.
  16. 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.

**MAY 20, 2019 FINANCE COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:30 p.m.

Present: Sarah Braun and Candy Davis. David Esau arrived at 6:32 p.m.

Others Present: City Administrator Ramona Flanigan, Clerk-Treasurer Cindy Hegglund, Public Works Director Tom Hartzell, Utility Director Randy Oren, and a few citizens.

Clerk-Treasurer Hegglund confirmed the meeting agendas were properly posted on Friday, May 17th at the Post Office, Edgerton Library and City Hall.

**APPROVE MINUTES:** A Sarah Braun/Candy Davis motion to approve the minutes from the May 6, 2019 Finance Committee meeting passed, all voted in favor.

**BILLS AND PAYROLL:** A Candy Davis/Sarah Braun motion to approve bills and payroll in the amount of \$194,796.89 passed on a 3/0 roll call vote.

**LICENSES:** Chair Candy Davis stated the Committee will address the two Operator's Licenses later in the meeting because the applicants are not present.

A David Esau/Sarah Braun motion to approve a new Cigarette and Tobacco Retail License for K and B LLC dba Hotspot Liquor and Smokes at 611 N Main St passed on a 3/0 roll call vote.

**TAX COLLECTION AGREEMENT:** Clerk-Treasurer Hegglund stated Rock County is increasing the fees of tax collection from 55¢ per parcel to 75¢. This equates to about a \$460 increase for Rock County to collect taxes for the City. Staff believes this is still more cost efficient than bringing the collection back in house.

A Candy Davis/David Esau motion to approve the agreement with Rock County for Tax Collection passed on a 3/0 roll call vote.

**SWEENEY RD PROJECT BIDS:** A Candy Davis/Sarah Braun motion to award the bid for the Sweeney Road reconstruction project to the low bidder, R.T. Fox Contractors, passed on a 3/0 roll call vote.

**CEDAR CORP ADDENDUMS:** City Administrator Flanigan stated the City has a base contract with Cedar Corporation. Anytime the City has a special project, the Council is presented with an addendum to the contract to include the project engineering work.

A Candy Davis/David Esau motion to approve the addendum to the Cedar Corporation contract for the Racetrack Park new ball diamond layout passed on a 3/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve the addendum to the Cedar Corporation contract for the design of the reconstruction of the S. Main St. WDOT project passed on a 3/0 roll call vote.

Before the vote, City Administrator Flanigan stated the S. Main St. addendum is for the reconstruction of the entire section of S. Main St. Not the resurfacing work that is being done in 2019.

**FINANCE DIRECTOR'S REPORT:** Clerk-Treasurer Heggland alerted the Committee of current liquor license discussions to amend premise descriptions to allow for Click and Collect pickup of alcoholic beverages at stores. Madison has drafted conditions that will allow for pickup that the City of Edgerton could look at if a request is made.

**LICENSES:** Chair Candy Davis noted the Operator's License applicants were not in attendance so it will advance to Council in the event they arrive, otherwise they will be notified a second time for the next Finance Committee meeting.

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

Cindy Heggland, City Clerk-Treasurer

Adopted June 3, 2019

## Report Criteria:

Detail report.  
Invoices with totals above \$0 included.  
Paid and unpaid invoices included.  
Invoice Detail.Input Date = 05/17/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
<b>10011803</b>								
3845 c	BANK OF EDGERTON	2019	START-UP CASH FOR RTP CONCESSIONS	05/17/2019	350.00	350.00	05/09/2019	
3845 c	BANK OF EDGERTON	2019	START-UP CASH FOR POOL	05/17/2019	250.00	250.00	05/09/2019	
Total 10011803:					600.00	600.00		
<b>10013100</b>								
490 ch	SECURIAN FINANCIAL GROUP,	JUNE 2019A	JUNE 2019 LIFE INSURANCE	05/17/2019	114.31	114.31	05/21/2019	
779 ch	WI DEPT OF EMPLOYEE TRUST	JUNE 2019A	JUNE 2019 HEALTH INSURANCE	05/17/2019	4,102.64	4,102.64	05/21/2019	
Total 10013100:					4,216.95	4,216.95		
<b>10021520</b>								
789 ch	WI RETIREMENT SYSTEM	APRIL 2019	APRIL 2019 RETIREMENT	05/17/2019	19,741.76	19,741.76	05/21/2019	
Total 10021520:					19,741.76	19,741.76		
<b>10021532</b>								
13 ch	AFLAC	672466	MONTHLY AFLAC PREMIUM	05/17/2019	167.63	167.63	05/21/2019	
Total 10021532:					167.63	167.63		
<b>10023100</b>								
281 ch	TOWN OF FULTON	APRIL 2019	FINES COLLECTED-MINUS \$5 PER CITATION	05/17/2019	550.00	550.00	05/21/2019	
604 ch	ROCK CO TREASURER	APRIL 19	JAIL ASSESSMENTS AND DRIVE IMPROVEM	05/17/2019	370.00	370.00	05/21/2019	
819 ch	STATE OF WI COURT FINES	APRIL 2019	COSTS & SURCHARGES COLLECTED	05/17/2019	962.40	962.40	05/21/2019	
4923 c	GORTON, SAMUEL	2019	OVERPAYMENT OF FINE/REFUND	05/17/2019	39.00	39.00	05/21/2019	
Total 10023100:					1,921.40	1,921.40		
<b>10051100340</b>								
4260 c	US BANK PROCUREMENT CAR	408228468	FLORAL ARRANGEMENT - BURDICK FAMILY	05/17/2019	64.19	64.19	05/21/2019	
Total 10051100340:					64.19	64.19		
<b>10051200210</b>								
412 ch	IRMEN, LORI	MAY 2019	CLERK OF COURT	05/17/2019	712.16	712.16	05/21/2019	
Total 10051200210:					712.16	712.16		
<b>10051410154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	JUNE 2019A	JUNE 2019 HEALTH INSURANCE	05/17/2019	675.03	675.03	05/21/2019	
Total 10051410154:					675.03	675.03		
<b>10051410155</b>								
490 ch	SECURIAN FINANCIAL GROUP,	JUNE 2019A	JUNE 2019 LIFE INSURANCE	05/17/2019	11.35	11.35	05/21/2019	
Total 10051410155:					11.35	11.35		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
<b>10051430154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	JUNE 2019A	JUNE 2019 HEALTH INSURANCE	05/17/2019	1,265.36	1,265.36	05/21/2019	
Total 10051430154:					1,265.36	1,265.36		
<b>10051430155</b>								
490 ch	SECURIAN FINANCIAL GROUP,	JUNE 2019A	JUNE 2019 LIFE INSURANCE	05/17/2019	26.54	26.54	05/21/2019	
Total 10051430155:					26.54	26.54		
<b>10051430330</b>								
4260 c	US BANK PROCUREMENT CAR	2019	MEALS AT CLERK'S TRAINING EAU CLAIRE	05/17/2019	23.47	23.47	05/21/2019	
4260 c	US BANK PROCUREMENT CAR	2019	LISMORE HOTEL MEAL - EAU CLAIRE	05/17/2019	33.94	33.94	05/21/2019	
Total 10051430330:					57.41	57.41		
<b>10051430332</b>								
376 ch	HEGGLUND, CINDY	2019A	MILEAGE REIMBURSEMENT - CLERK'S CON	05/17/2019	262.16	262.16	05/21/2019	
Total 10051430332:					262.16	262.16		
<b>10051510154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	JUNE 2019A	JUNE 2019 HEALTH INSURANCE	05/17/2019	984.17	984.17	05/21/2019	
779 ch	WI DEPT OF EMPLOYEE TRUST	JUNE 2019A	JUNE 2019 HEALTH INSURANCE	05/17/2019	492.09	492.09	05/21/2019	
Total 10051510154:					1,476.26	1,476.26		
<b>10051510155</b>								
490 ch	SECURIAN FINANCIAL GROUP,	JUNE 2019A	JUNE 2019 LIFE INSURANCE	05/17/2019	2.12	2.12	05/21/2019	
490 ch	SECURIAN FINANCIAL GROUP,	JUNE 2019A	JUNE 2019 LIFE INSURANCE	05/17/2019	.49	.49	05/21/2019	
490 ch	SECURIAN FINANCIAL GROUP,	JUNE 2019A	JUNE 2019 LIFE INSURANCE	05/17/2019	1.03	1.03	05/21/2019	
Total 10051510155:					3.64	3.64		
<b>10051520330</b>								
4260 c	US BANK PROCUREMENT CAR	384416	ROOM RESERVATION - TREASURER'S CON	05/17/2019	170.00	170.00	05/21/2019	
4260 c	US BANK PROCUREMENT CAR	384416	TREASURERS CONFERENCE MEALS	05/17/2019	2.25	2.25	05/21/2019	
4260 c	US BANK PROCUREMENT CAR	3927	MEALS - SALVO/HEGGLUND - PUBLIC RECO	05/17/2019	43.25	43.25	05/21/2019	
4260 c	US BANK PROCUREMENT CAR	5/3/19	TREASURERS CONFERENCE MEALS	05/17/2019	52.71	52.71	05/21/2019	
Total 10051520330:					268.21	268.21		
<b>10051520332</b>								
376 ch	HEGGLUND, CINDY	2019A	MILEAGE REIMBURSEMENT - TREASURERS	05/17/2019	125.28	125.28	05/21/2019	
Total 10051520332:					125.28	125.28		
<b>10051530210</b>								
3225 c	ACCURATE APPRAISAL LLC	ACCAPP2019-	MONTHLY APPRAISAL SERVICE FEE	05/17/2019	5,000.00	5,000.00	05/21/2019	
Total 10051530210:					5,000.00	5,000.00		
<b>10051600210</b>								
596 ch	ROBINSON'S MARKETING DIV I	24692	CLEANING THROUGH 5/3/19 - CITY HALL	05/17/2019	70.00	70.00	05/21/2019	
596 ch	ROBINSON'S MARKETING DIV I	24708	CLEANING THROUGH 5/10/19 - CITY HALL	05/17/2019	70.00	70.00	05/21/2019	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10051600210:					140.00	140.00		
<b>10051600221</b>								
21 ch	ALLIANT ENERGY	APR 19 47020	470202 ELECTRIC CHARGES	05/17/2019	170.85	170.85	05/21/2019	
Total 10051600221:					170.85	170.85		
<b>10051600340</b>								
934 ch	STAPLES CREDIT PLAN	7218105041	LETTER SORTER - CITY HALL	05/17/2019	14.99	14.99	05/21/2019	
Total 10051600340:					14.99	14.99		
<b>10052100154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	JUNE 2019A	JUNE 2019 HEALTH INSURANCE	05/17/2019	1,350.06	1,350.06	05/21/2019	
Total 10052100154:					1,350.06	1,350.06		
<b>10052100155</b>								
490 ch	SECURIAN FINANCIAL GROUP,	JUNE 2019A	JUNE 2019 LIFE INSURANCE	05/17/2019	48.80	48.80	05/21/2019	
490 ch	SECURIAN FINANCIAL GROUP,	JUNE 2019A	JUNE 2019 LIFE INSURANCE	05/17/2019	3.28	3.28	05/21/2019	
Total 10052100155:					52.08	52.08		
<b>10052100240</b>								
4674 c	CIT	33299116	PHONE MAINTENANCE - POLICE DEPT	05/17/2019	161.02	161.02	05/21/2019	
4674 c	CIT	33425554	PHONE MAINTENANCE - POLICE DEPT	05/17/2019	153.35	153.35	05/21/2019	
Total 10052100240:					314.37	314.37		
<b>10052100340</b>								
1009 c	FARM & FLEET CO	5/5/19	RETIREMENT GIFT - DAN REED	05/17/2019	172.73	172.73	05/21/2019	
4188 c	GREAT AMERICA FINANCIAL SE	24716740	COPIER FOR POLICE DEPARTMENT	05/17/2019	108.00	108.00	05/21/2019	
Total 10052100340:					280.73	280.73		
<b>10052120154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	JUNE 2019A	JUNE 2019 HEALTH INSURANCE	05/17/2019	6,515.55	6,515.55	05/21/2019	
Total 10052120154:					6,515.55	6,515.55		
<b>10052120155</b>								
490 ch	SECURIAN FINANCIAL GROUP,	JUNE 2019A	JUNE 2019 LIFE INSURANCE	05/17/2019	89.32	89.32	05/21/2019	
Total 10052120155:					89.32	89.32		
<b>10052120385</b>								
923 ch	KWIK TRIP	APRIL 19	APRIL 2019 FUEL CHARGES - POLICE DEPT	05/17/2019	1,428.35	1,428.35	05/21/2019	
Total 10052120385:					1,428.35	1,428.35		
<b>10052150210</b>								
596 ch	ROBINSON'S MARKETING DIV I	24692	CLEANING THROUGH 5/3/19 - POLICE STATI	05/17/2019	119.00	119.00	05/21/2019	
596 ch	ROBINSON'S MARKETING DIV I	24708	CLEANING THROUGH 5/10/19 - POLICE STAT	05/17/2019	119.00	119.00	05/21/2019	
Total 10052150210:					238.00	238.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
10052150221								
21 ch	ALLIANT ENERGY	APR 19 53589	535891 ELECTRIC CHARGES	05/17/2019	408.18	408.18	05/21/2019	
Total 10052150221:					408.18	408.18		
10052150224								
21 ch	ALLIANT ENERGY	APR 19 93902	939021 GAS CHARGES	05/17/2019	26.08	26.08	05/21/2019	
Total 10052150224:					26.08	26.08		
10052400210								
2584 c	GENERAL ENGINEERING COMP	APRIL 2019	APRIL 2019 BUILDING INSPECTIONS	05/17/2019	1,849.01	1,849.01	05/21/2019	
Total 10052400210:					1,849.01	1,849.01		
10052500210								
3110 c	WI DEPT OF AGRICULTURE	115-000001252	WEIGHT & MEASURE INSPECTION	05/17/2019	800.00	800.00	05/21/2019	
Total 10052500210:					800.00	800.00		
10053100154								
779 ch	WI DEPT OF EMPLOYEE TRUST	JUNE 2019A	JUNE 2019 HEALTH INSURANCE	05/17/2019	1,405.96	1,405.96	05/21/2019	
779 ch	WI DEPT OF EMPLOYEE TRUST	JUNE 2019A	JUNE 2019 HEALTH INSURANCE	05/17/2019	913.87	913.87	05/21/2019	
Total 10053100154:					2,319.83	2,319.83		
10053100155								
490 ch	SECURIAN FINANCIAL GROUP,	JUNE 2019A	JUNE 2019 LIFE INSURANCE	05/17/2019	19.03	19.03	05/21/2019	
490 ch	SECURIAN FINANCIAL GROUP,	JUNE 2019A	JUNE 2019 LIFE INSURANCE	05/17/2019	1.92	1.92	05/21/2019	
Total 10053100155:					20.95	20.95		
10053100340								
934 ch	STAPLES CREDIT PLAN	7218105041	HIGHLIGHTERS - DPW	05/17/2019	7.01	7.01	05/21/2019	
4500 c	HOBBY LOBBY	5/2/19	FRAME - DAN REED RETIREMENT	05/17/2019	15.81	15.81	05/21/2019	
4913 c	FESTIVAL FOODS	5/2/19	CAKE - DAN REED RETIREMENT	05/17/2019	29.99	29.99	05/21/2019	
Total 10053100340:					52.81	52.81		
10053230154								
779 ch	WI DEPT OF EMPLOYEE TRUST	JUNE 2019A	JUNE 2019 HEALTH INSURANCE	05/17/2019	7,547.85	7,547.85	05/21/2019	
Total 10053230154:					7,547.85	7,547.85		
10053230155								
490 ch	SECURIAN FINANCIAL GROUP,	JUNE 2019A	JUNE 2019 LIFE INSURANCE	05/17/2019	58.54	58.54	05/21/2019	
Total 10053230155:					58.54	58.54		
10053230225								
4659 c	CENTURYLINK	1467525594	LONG DISTANCE CHARGES	05/17/2019	.15	.15	05/21/2019	
4659 c	CENTURYLINK	1467525594	LONG DISTANCE CHARGES	05/17/2019	1.97	1.97	05/21/2019	
Total 10053230225:					2.12	2.12		
10053230340								
557 ch	PHOENIX CONSULTING INC	9050702	WIFI ROUTER REPLACEMENT - MUNI GARA	05/17/2019	199.50	199.50	05/22/2019	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
3175 c	MOTOR PARTS & EXHAUST LLC	1-290346	WASHER FLUID - MUNI GARAGE	05/17/2019	17.94	17.94	05/22/2019	
3217 c	DEMROW CONSTRUCTION	168A	REPAIR DOOR JAMB - CITY GARAGE	05/17/2019	1,250.00	1,250.00	05/15/2019	
Total 10053230340:					1,467.44	1,467.44		
<b>10053310370</b>								
3175 c	MOTOR PARTS & EXHAUST LLC	1-291083	BULK OIL FILTER - STREET VEHICLES	05/17/2019	5.42	5.42	05/22/2019	
3404 c	BURNS FULL SERVICE LLC	APRIL 2019A	APRIL 2019 GAS/DIESEL CHARGES - STREE	05/17/2019	5.22	5.22	05/21/2019	
Total 10053310370:					10.64	10.64		
<b>10053310385</b>								
3404 c	BURNS FULL SERVICE LLC	APRIL 2019A	APRIL 2019 GAS/DIESEL CHARGES - STREE	05/17/2019	1,237.49	1,237.49	05/21/2019	
Total 10053310385:					1,237.49	1,237.49		
<b>10053400221</b>								
21 ch	ALLIANT ENERGY	APR 19 86206	862065 ELECTRIC CHARGES	05/17/2019	51.71	51.71	05/21/2019	
21 ch	ALLIANT ENERGY	APR 19 93096	930961 ELECTRIC CHARGES	05/17/2019	9.11	9.11	05/21/2019	
Total 10053400221:					60.82	60.82		
<b>10053400340</b>								
514 ch	NELSON-YOUNG LUMBER CO	51447-I	GRAVEL - TRAFFIC SIGNS	05/17/2019	11.80	11.80	05/21/2019	
3569 c	AUTUMN SUPPLY	12660	BARRICADES (12)	05/17/2019	1,199.76	1,199.76	05/21/2019	
Total 10053400340:					1,211.56	1,211.56		
<b>10053420221</b>								
21 ch	ALLIANT ENERGY	APR 19 10670	106703 ELECTRIC CHARGES	05/17/2019	41.84	41.84	05/21/2019	
21 ch	ALLIANT ENERGY	APR 19 19259	192591 ELECTRIC CHARGES	05/17/2019	7.13	7.13	05/21/2019	
21 ch	ALLIANT ENERGY	APR 19 20990	209901 ELECTRIC CHARGES	05/17/2019	183.88	183.88	05/21/2019	
21 ch	ALLIANT ENERGY	APR 19 44088	440880 ELECTRIC CHARGES	05/17/2019	62.50	62.50	05/21/2019	
21 ch	ALLIANT ENERGY	APR 19 47020	470202 GAS CHARGES	05/17/2019	79.55	79.55	05/21/2019	
21 ch	ALLIANT ENERGY	APR 19 52473	524734 ELECTRIC CHARGES	05/17/2019	17.75	17.75	05/21/2019	
21 ch	ALLIANT ENERGY	APR 19 76042	760421 ELECTRIC CHARGES	05/17/2019	20.10	20.10	05/21/2019	
21 ch	ALLIANT ENERGY	MAR 19 27883	278834 ELECTRIC CHARGES	05/17/2019	53.26	53.26	05/21/2019	
600 ch	ROCK ENERGY COOPERATIVE	APR 19 91037	91037001 STREET LIGHT CHARGE	05/17/2019	8.41	8.41	05/21/2019	
600 ch	ROCK ENERGY COOPERATIVE	APR 19 91237	91237000 STREET LIGHT CHARGE	05/17/2019	10.68	10.68	05/21/2019	
600 ch	ROCK ENERGY COOPERATIVE	APRIL 19 9123	91238000 STREET LIGHT CHARGE	05/17/2019	10.68	10.68	05/21/2019	
600 ch	ROCK ENERGY COOPERATIVE	APRIL 19 9124	91240000 STREET LIGHT CHARGE	05/17/2019	10.68	10.68	05/21/2019	
Total 10053420221:					506.46	506.46		
<b>10054910340</b>								
2013 c	POMP'S TIRE SERVICE INC	80187953	TIRE FOR CEMETERY MOWER	05/17/2019	101.75	101.75	05/21/2019	
Total 10054910340:					101.75	101.75		
<b>10054910385</b>								
3404 c	BURNS FULL SERVICE LLC	APRIL 2019A	APRIL 2019 GAS/DIESEL CHARGES - CEMET	05/17/2019	407.08	407.08	05/21/2019	
Total 10054910385:					407.08	407.08		
<b>10054910810</b>								
4012 c	ST. LAWRENCE EQUIP, INC	38582	MOWER FOR CEMETERY	05/17/2019	10,930.00	10,930.00	05/22/2019	
4012 c	ST. LAWRENCE EQUIP, INC	5/7/19	MOWER FOR CEMETERY	05/17/2019	10,390.00	.00	05/22/2019	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10054910810:					21,320.00	10,930.00		
<b>10055110154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	JUNE 2019A	JUNE 2019 HEALTH INSURANCE	05/17/2019	3,276.06	3,276.06	05/21/2019	
Total 10055110154:					3,276.06	3,276.06		
<b>10055110155</b>								
490 ch	SECURIAN FINANCIAL GROUP,	JUNE 2019A	JUNE 2019 LIFE INSURANCE	05/17/2019	42.56	42.56	05/21/2019	
Total 10055110155:					42.56	42.56		
<b>10055110210</b>								
596 ch	ROBINSON'S MARKETING DIV I	24546	CLEANING THROUGH 3/22/19 - LIBRARY	05/17/2019	278.50	278.50	05/21/2019	
596 ch	ROBINSON'S MARKETING DIV I	24581	CLEANING THROUGH 3/29/19 - LIBRARY	05/17/2019	278.50	278.50	05/21/2019	
596 ch	ROBINSON'S MARKETING DIV I	24598	CLEANING THROUGH 4/5/19 - LIBRARY	05/17/2019	278.50	278.50	05/21/2019	
596 ch	ROBINSON'S MARKETING DIV I	24612	CLEANING THROUGH 4/12/19 - LIBRARY	05/17/2019	278.50	278.50	05/21/2019	
596 ch	ROBINSON'S MARKETING DIV I	24632	CLEANING THROUGH 4/19/19 - LIBRARY	05/17/2019	278.50	278.50	05/21/2019	
596 ch	ROBINSON'S MARKETING DIV I	24659	CLEANING THROUGH 4/30/19 - LIBRARY	05/17/2019	278.50	278.50	05/21/2019	
Total 10055110210:					1,671.00	1,671.00		
<b>10055110221</b>								
21 ch	ALLIANT ENERGY	MAR 19 82722	827226 ELECTRIC CHARGES	05/17/2019	1,514.20	1,514.20	05/21/2019	
Total 10055110221:					1,514.20	1,514.20		
<b>10055110224</b>								
21 ch	ALLIANT ENERGY	MAR 19 82722	827226 GAS CHARGES	05/17/2019	387.72	387.72	05/21/2019	
Total 10055110224:					387.72	387.72		
<b>10055110225</b>								
3534 c	CHARTER COMMUNICATIONS	824511602005	LIBRARY INTERNET/PHONE CHARGES	05/17/2019	273.96	273.96	05/21/2019	
Total 10055110225:					273.96	273.96		
<b>10055110240</b>								
349 ch	JF AHERN CO	307210	ANNUAL SPRINKLER INSPECTION	05/17/2019	350.00	350.00	05/21/2019	
349 ch	JF AHERN CO	307416	ANNUAL FIRE ALARM INSPECTION	05/17/2019	305.00	305.00	05/21/2019	
Total 10055110240:					655.00	655.00		
<b>10055110310</b>								
575 ch	QUILL CORPORATION	6812267	COPY PAPER/PEN	05/17/2019	233.01	233.01	05/21/2019	
Total 10055110310:					233.01	233.01		
<b>10055110311</b>								
230 ch	EDGERTON POSTMASTER	4/1/19	POSTAGE - LIBRARY	05/17/2019	57.61	57.61	05/21/2019	
230 ch	EDGERTON POSTMASTER	4/19/19	POSTAGE - LIBRARY	05/17/2019	2.61	2.61	05/21/2019	
Total 10055110311:					60.22	60.22		
<b>10055110321</b>								
70 ch	BAKER & TAYLOR INC	2034436124	BOOKS	05/17/2019	433.08	433.08	05/21/2019	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
70 ch	BAKER & TAYLOR INC	2034446574	BOOKS	05/17/2019	406.26	406.26	05/21/2019	
70 ch	BAKER & TAYLOR INC	2034473555	BOOKS	05/17/2019	233.26	233.26	05/21/2019	
70 ch	BAKER & TAYLOR INC	2034497092	BOOKS	05/17/2019	224.52	224.52	05/21/2019	
2433 c	AMAZON.COM LLC	3177819	BOOKS	05/17/2019	24.55	24.55	05/21/2019	
2433 c	AMAZON.COM LLC	4329809	BOOKS	05/17/2019	49.95	49.95	05/21/2019	
2710 c	SOUTHERN WISCONSIN NEWS	2050347	BOOKS	05/17/2019	95.55	95.55	05/21/2019	
2710 c	SOUTHERN WISCONSIN NEWS	2055695	BOOKS	05/17/2019	117.00	117.00	05/21/2019	
3870 c	CHILDREN'S PLUS INC.	169815	BOOKS	05/17/2019	30.90	30.90	05/21/2019	
4451 c	ALMO, KIRSTEN	APRIL 2019	REIMBURSEMENT - BOOK PURCHASES	05/17/2019	165.00	165.00	05/21/2019	
4468 c	JUNIOR LIBRARY GUILD	904659298	BOOKS	05/17/2019	17.15	17.15	05/21/2019	
4713 c	PENWORTHY	0551698-IN	BOOKS	05/17/2019	587.21	587.21	05/21/2019	
Total 10055110321:					2,384.43	2,384.43		
<b>10055110324</b>								
2433 c	AMAZON.COM LLC	3177819	DVDS	05/17/2019	44.76	44.76	05/21/2019	
2433 c	AMAZON.COM LLC	7301038	DVD	05/17/2019	18.00	18.00	05/21/2019	
2504 c	MIDWEST TAPE LLC	97199520	DVDS	05/17/2019	22.49	22.49	05/21/2019	
2504 c	MIDWEST TAPE LLC	97199521	DVDS	05/17/2019	78.72	78.72	05/21/2019	
2504 c	MIDWEST TAPE LLC	97234325	DVD	05/17/2019	22.49	22.49	05/21/2019	
2504 c	MIDWEST TAPE LLC	97234326	DVDS	05/17/2019	71.22	71.22	05/21/2019	
2504 c	MIDWEST TAPE LLC	97234328	DVD	05/17/2019	9.74	9.74	05/21/2019	
2504 c	MIDWEST TAPE LLC	97262736	DVDS	05/17/2019	78.72	78.72	05/21/2019	
2504 c	MIDWEST TAPE LLC	97295294	DVD	05/17/2019	26.24	26.24	05/21/2019	
2504 c	MIDWEST TAPE LLC	97295296	DVD	05/17/2019	17.24	17.24	05/21/2019	
3973 c	FINDAWAY WORLD	283843	PLAYAWAYS	05/17/2019	116.23	116.23	05/21/2019	
4922 c	BLACKSTONE PUBLISHING	1107824	DVDS	05/17/2019	44.75	44.75	05/21/2019	
4922 c	BLACKSTONE PUBLISHING	111072	DVDS	05/17/2019	45.94	45.94	05/21/2019	
Total 10055110324:					596.54	596.54		
<b>10055110340</b>								
2433 c	AMAZON.COM LLC	2542661	THERMAL CASH REGISTER TAPE	05/17/2019	49.00	49.00	05/21/2019	
2433 c	AMAZON.COM LLC	6790657	BARCODE SCANNER	05/17/2019	136.00	136.00	05/21/2019	
2433 c	AMAZON.COM LLC	8445859	GLOVES/DISPLAY RECEIVER	05/17/2019	51.98	51.98	05/21/2019	
3087 c	KONE INC	921223131	DOOR MAINTENANCE - ELEVATOR	05/17/2019	2,210.00	2,210.00	05/21/2019	
3161 c	MENARDS	2303060128	SMOKE/CO ALARM - LIBRARY	05/17/2019	69.98	69.98	05/21/2019	
3977 c	EDWARDSON PLUMBING	3062	CHECK PUMPS -- LIBRARY	05/17/2019	85.00	85.00	05/21/2019	
4900 c	BRODART CO. LIBRARY SUPPLI	524957	REPAIR TAPE/ENVELOPES - LIBRARY	05/17/2019	91.68	91.68	05/21/2019	
Total 10055110340:					2,693.64	2,693.64		
<b>10055110390</b>								
2433 c	AMAZON.COM LLC	0617000	CABLE LOCK KIT - LAPTOP	05/17/2019	31.80	31.80	05/21/2019	
4921 c	APPLE STORE	W708683151	IPAD - LIBRARY	05/17/2019	618.00	618.00	05/21/2019	
Total 10055110390:					649.80	649.80		
<b>10055110810</b>								
4790 c	LAKESHORE LIBRARY SYSTEM	2101	COMPUTER - LIBRARY	05/17/2019	2,822.00	2,822.00	05/21/2019	
Total 10055110810:					2,822.00	2,822.00		
<b>10055142790</b>								
2151 c	BROWN CAB SERVICE INC	1721	MAY 2019 SHARED RIDE TAXI	05/17/2019	4,788.88	4,788.88	05/21/2019	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10055142790:					4,788.88	4,788.88		
<b>10055200221</b>								
21 ch	ALLIANT ENERGY	APR 19 07849	078495 ELECTRIC CHARGES	05/17/2019	79.23	79.23	05/21/2019	
21 ch	ALLIANT ENERGY	APR 19 41346	413465 ELECTRIC CHARGES	05/17/2019	25.12	25.12	05/21/2019	
21 ch	ALLIANT ENERGY	APR 19 56315	563154 ELECTRIC CHARGES	05/17/2019	98.73	98.73	05/21/2019	
21 ch	ALLIANT ENERGY	APR 19 64653	646535 ELECTRIC CHARGES	05/17/2019	87.13	87.13	05/21/2019	
21 ch	ALLIANT ENERGY	APR 19 79371	793712 ELECTRIC CHARGES	05/17/2019	18.67	18.67	05/21/2019	
21 ch	ALLIANT ENERGY	MAR 19 06930	069305 ELECTRIC CHARGES	05/17/2019	467.98	467.98	05/21/2019	
Total 10055200221:					776.86	776.86		
<b>10055200340</b>								
21 ch	ALLIANT ENERGY	MAR 19 92135	9213591995 ELECTRIC CHARGES	05/17/2019	19.90	19.90	05/21/2019	
96 ch	BJOIN LIMESTONE INC	71531A	LIMESTONE FOR PARKS	05/17/2019	180.76	180.76	05/21/2019	
3404 c	BURNS FULL SERVICE LLC	APRIL 2019A	APRIL 2019 PARKS SMALL ENGINE PARTS	05/17/2019	4.95	4.95	05/21/2019	
3690 c	CEDAR CORPORATION	99454	OLD RACETRACK BALLFIELD REPAIR	05/17/2019	636.00	636.00	05/21/2019	
4633 c	SCOTT, BONNIE	5/17/19	REIMBURSEMENT FOR FLOWERS AT CENT	05/17/2019	43.47	43.47	05/21/2019	
Total 10055200340:					885.08	885.08		
<b>10055200385</b>								
3404 c	BURNS FULL SERVICE LLC	APRIL 2019A	APRIL 2019 GAS/DIESEL CHARGES - PARKS	05/17/2019	113.69	113.69	05/21/2019	
Total 10055200385:					113.69	113.69		
<b>10055200820</b>								
908 ch	CITY OF JANESVILLE	00081775	NEW BALLFIELD - LANDFILL FEE	05/17/2019	25.00	25.00	05/21/2019	
3690 c	CEDAR CORPORATION	99462	BASEBALL FIELD LAYOUT FOR RACETRACK	05/17/2019	1,997.75	1,997.75	05/21/2019	
4779 c	LITTLE LIMESONE, INC	10374	LIMESTONE - NEW BASEBALL FIELD	05/17/2019	3,444.20	3,444.20	05/21/2019	
Total 10055200820:					5,466.95	5,466.95		
<b>10055420221</b>								
21 ch	ALLIANT ENERGY	MAR 19 35496	354961 ELECTRIC CHARGES	05/17/2019	168.79	168.79	05/21/2019	
Total 10055420221:					168.79	168.79		
<b>10055420224</b>								
21 ch	ALLIANT ENERGY	APR 19 12422	124223 GAS CHARGES	05/17/2019	22.02	22.02	05/21/2019	
21 ch	ALLIANT ENERGY	MAR 19 35496	354961 GAS CHARGES	05/17/2019	41.55	41.55	05/21/2019	
Total 10055420224:					63.57	63.57		
<b>10055420225</b>								
4659 c	CENTURYLINK	1467525594	LONG DISTANCE CHARGES	05/17/2019	.10	.10	05/21/2019	
Total 10055420225:					.10	.10		
<b>10055420340</b>								
484 ch	MIDWEST POOL SUPPLY	79973	BULK CHEMICALS FOR POOL	05/17/2019	1,998.80	1,998.80	05/21/2019	
Total 10055420340:					1,998.80	1,998.80		
<b>10055420820</b>								
3690 c	CEDAR CORPORATION	99461	MUNICIPAL POOL ELECT/FILTER UPGRADE	05/17/2019	915.00	915.00	05/21/2019	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10055420820:					915.00	915.00		
<b>10056300154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	JUNE 2019A	JUNE 2019 HEALTH INSURANCE	05/17/2019	405.02	405.02	05/21/2019	
Total 10056300154:					405.02	405.02		
<b>10056300155</b>								
490 ch	SECURIAN FINANCIAL GROUP,	JUNE 2019A	JUNE 2019 LIFE INSURANCE	05/17/2019	6.81	6.81	05/21/2019	
Total 10056300155:					6.81	6.81		
<b>40057140820</b>								
3690 c	CEDAR CORPORATION	99455	LIBRARY HVAC DESIGN	05/17/2019	440.00	440.00	05/21/2019	
Total 40057140820:					440.00	440.00		
<b>40057328820</b>								
3690 c	CEDAR CORPORATION	99458	2019 CITY SIDEWALK REPLACEMENT PROG	05/17/2019	2,016.28	2,016.28	05/21/2019	
Total 40057328820:					2,016.28	2,016.28		
<b>40057330820</b>								
3690 c	CEDAR CORPORATION	99457	SWEENEY ROAD RECONSTRUCTION	05/17/2019	8,765.00	8,765.00	05/21/2019	
Total 40057330820:					8,765.00	8,765.00		
<b>60380840340</b>								
1043 c	TRANSUNION LLC	APRIL 2019A	MEMBERSHIP DUES	05/17/2019	16.66	16.66	05/21/2019	
Total 60380840340:					16.66	16.66		
<b>60380843740</b>								
4919 c	SVEUM, DON	4/24/19	OVERPAYMENT - WATER BILL	05/17/2019	2.56	2.56	05/21/2019	
Total 60380843740:					2.56	2.56		
Grand Totals:					130,688.43	120,298.43		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
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St Lawrence Cemetery Mower Purchase \$10,930.00

Total General Fund Vouchers: \$89,190.06

Total Payroll Check Date 5/24/19: \$74,232.02

GRAND TOTAL OF GENERAL FUND: \$163,422.08

Finance Committee Members Signatures of Approval:

\_\_\_\_\_  
DAVID ESAU

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

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

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Invoice Detail.Input Date = 05/17/2019

# Memo

**To:** Common Council  
**From:** Staff  
**Date:** 5/31/2019  
**Re:** June 3, 2019 Meeting

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**Sweeney Road Special Assessments:** Sweeney Road south of St Joseph's Circle will be reconstructed this summer. According to City policy, missing sidewalks are to be installed with all street reconstruction projects. A portion of Sweeney Road does not have sidewalk. The City Council will hold a public hearing regarding special assessment charges to benefitting property owners for the project. Assessments will pay for the installation of new sidewalk where these improvements do not exist.

There are six landowners listed on the attached preliminary special assessment schedule. The resolution included in your packet requires the Council determine the interest rate, the minimum assessment amount that will be financed, and the number of years the owner will have to repay the special assessment. Please recall the City assigned special assessments to land owners on Chaucer Street last year for new sidewalk and curb and gutter. The terms assigned to Chaucer Street special assessments were 3.5% with a 10 year term. The minimum payment to be financed was \$200.

**Clark Companies 2019 contract:** The attached contract for tree trimming and baskets is the same as the prior years' contract except for the following: the dates when the summer baskets are install changed from May 20 to May 31 and when they are removed from the first killing frost to September 15<sup>th</sup>; and the contract amount increased \$2,500 based on the 2019 budget.

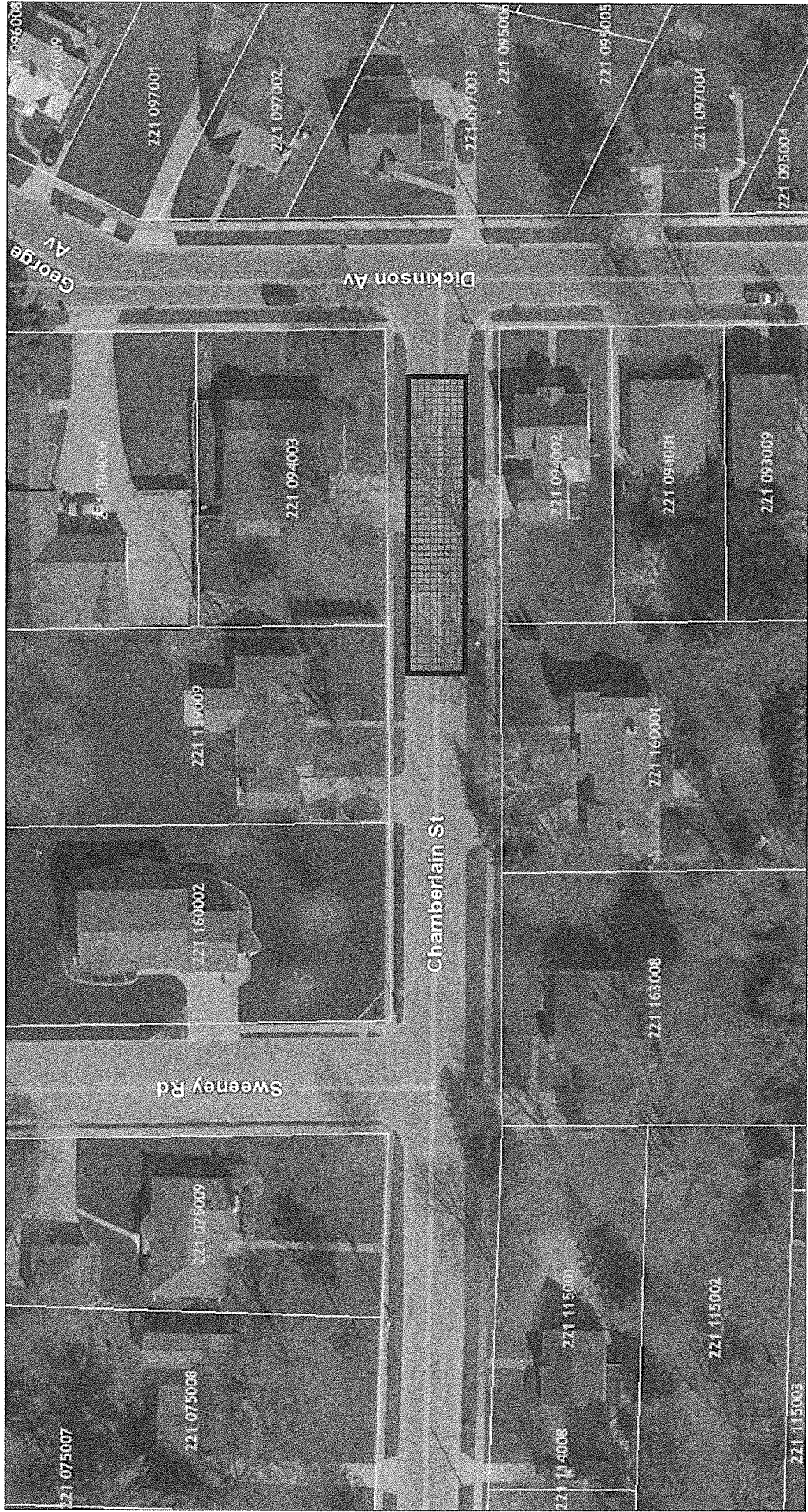
**Building Hazards Assessment at 407 N Main St:** The City received 3 quotes for building hazards (lead, asbestos, etc) evaluation for 407 N Main Street. An evaluation of the bids will be provided at the meeting.

**Alliant Easement for South Ave substation:** Alliant Energy plans to reconstruct the electrical substation on South Ave. They are requesting an easement from the City to allow them to place the stone channel that serves as the outflow of their stormwater basin onto City property. The easement is 25'x65'.

**Sweeney Road Project Change order:** The Sweeney Road project will require the resurfacing of approximately 205' of Chamberlain Street east of Sweeney Road. That would leave approximately 135 feet of Chamberlain St between the project end and Blaine St. in its current condition. The Public Works Director is recommending we resurface this section of Chamberlain Street as it is badly "alligatored". The estimated cost (based on bids) is \$6,550. This would be a change order to the Sweeney Road project and would come from the 2019 borrowing.

**Lift Hiring freeze for PW Operator:** As you are aware, a public works operator retired last month. Given that this is a very busy time of year and the upcoming retirement of the Public Works Director, it is recommended the hiring freeze be lifted and the vacant operator position be filled.

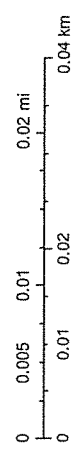




May 30, 2019

Parcels

1:511



Rock County Real Property Lister

City of Edgerton  
APPLICATION FOR PUBLIC EVENT  
(Application must be completed and on file thirty days prior to the event.)

Event Edgerton FFA Alumni Truck and Tractor Pull

Name of Group Sponsoring Event Edgerton FFA Alumni

Date of Event June 16, 2019

Contact Person for Organization Karen Lee

Address 11316 N Washington Rd, Edgerton, WI 53534

Business Phone 608-576-2580 Home Phone same

Does the Sponsor qualify as a Non-Profit Organization – 501(c)(3)?  Yes or No

Estimated Attendance 1,000

Rain Date None

Is Event Open to Public?  Yes or No

Admission Fee Charged?  Yes or No

Will your organization make any contributions to the City or other organizations with the profits from this event? Yes

If so, what do you plan to donate? Money in the form of scholarships and trip fees.  
to what group? Edgerton FFA

and what percentage of the proceeds will be donated? Depends on profit

Brief Description of Activities Tractors and trucks pulling weighted sled down track to compete for distance. Food and beverages available.

How is the event going to be promoted or advertised? Flyers, radio, newspaper, social media, word of mouth.

The person/organization named in this application will be responsible for the conduct of the group and for the condition of facilities and equipment being utilized. This permit is subject to all municipal ordinances of the City of Edgerton, in addition to all rules and regulations as established by the Park Board.

**The person/organization shall be responsible for the required deposit needed for the event and for the key deposit and will be returned after the keys are brought back and the area is inspected. The check is sent after the next scheduled council meeting.**

The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, does hereby contract to agree that he/she (and they) will jointly and severally indemnify and hold the City of Edgerton harmless against liability for any and all claims for damages to property, injury to or death of person or persons arising out of or resulting from the negligence of the applicant.

Permit holders may be required to provide proof of a general liability insurance policy naming the City of Edgerton as an additional insured party to be determined by the City Clerk.

All equipment or supplies must be removed within 24 hours of the event such as tents, trucks, flatbeds, and etc.

  
Applicant's Signature

5-16-19  
Date

Deposit Paid \$ 350.00      Receipt Number 37786      Date 1-3-19

(Revised 1/2009)

2018: Council waived fees and denied former Police Chief's request for overtime for officers at the park.

City of Edgerton  
**PUBLIC WORKS AGREEMENT**  
 PROVISION OF SPECIAL EVENT PUBLIC WORKS ASSISTANCE  
 IN CONJUNCTION WITH APPLICATION FOR PUBLIC EVENT

Event: Edgerton FFA Alumni Truck and Tractor Pull  
 Sponsor: Edgerton FFA Alumni  
 Location: Race Track Park

1. Attach List of Estimated Assistance from Public Works.
2. Provide Listing of Equipment Needs from Application to Public Works Director.
3. List Any Other Special Public Works Needs.

All arrangements must be made through Edgerton Public Works Director to assure personnel are available for needs requested. Assistance not provided by Edgerton Public Works Dept shall be noted.

Determination of number of Public Works Staff and Hours Estimated (to be completed by Public Works Director).

Parks:

Date: 6-14-19

From: <u>7:00</u>	to <u>9:00</u>	2 Personnel	x	2 Hours	x	Rate <u>26.21</u>	=	<u>104.84</u>
From: _____	to _____	Personnel	x	Hours	x	Rate _____	=	_____
From: _____	to _____	Personnel	x	Hours	x	Rate _____	=	_____

Additional Labor:

Date: 6-17-19

From: <u>7:00</u>	to <u>9:00</u>	2 Personnel	x	2 Hours	x	Rate <u>26.21</u>	=	<u>104.84</u>
From: _____	to _____	Personnel	x	Hours	x	Rate _____	=	_____
From: _____	to _____	Personnel	x	Hours	x	Rate _____	=	_____

Estimated additional water and sewer None

Estimated additional electrical usage None

Signed: [Signature]; Applicant

Signed: [Signature]; Public Work Director

If additional sheets are necessary please attach them to the original application.

PARKS DEPT.  
 LABOR = 209.68  
 EQUIP. = 100.00  
 DEPOSIT = \$350.00  
 = \$659.68

City of Edgerton  
FACILITY & EQUIPMENT NEEDS & COSTS

RACETRACK PARK X CENTRAL PARK \_\_\_\_\_ OTHER LOCATION \_\_\_\_\_  
ENTIRE PARK X

DEPOSIT \$350.00

RACETRACK PARK

Southeast Diamond: \_\_\_\_\_ Date \_\_\_\_\_

With lights \_\_\_\_\_

Diamond preparation \_\_\_\_\_

Deposit for Bases \_\_\_\_\_

Shelter house:

Whole \_\_\_\_\_ Westside \_\_\_\_\_ East side \_\_\_\_\_

Deposit \_\_\_\_\_ Key Deposit \_\_\_\_\_

Northeast Diamond: \_\_\_\_\_ Date \_\_\_\_\_

With lights \_\_\_\_\_

Diamond preparation \_\_\_\_\_

Deposit for Bases \_\_\_\_\_

Soccer Fields:

Large Field \_\_\_\_\_ Dates \_\_\_\_\_

Small Field \_\_\_\_\_ Dates \_\_\_\_\_

Striping Charge \_\_\_\_\_

Southwest Diamond: \_\_\_\_\_ Date \_\_\_\_\_

With lights \_\_\_\_\_

Diamond preparation \_\_\_\_\_

Deposit for Bases \_\_\_\_\_

Horseshoe Pits: \_\_\_\_\_ Date \_\_\_\_\_

With Lights \_\_\_\_\_

Northwest Diamond: \_\_\_\_\_ Date \_\_\_\_\_

With lights \_\_\_\_\_

Diamond preparation \_\_\_\_\_

Deposit for Bases \_\_\_\_\_

Parking Lots:

Dates \_\_\_\_\_ Location \_\_\_\_\_

STREETS \_\_\_\_\_  
\_\_\_\_\_

EQUIPMENT

Picnic Tables 10

Barricades 4

Striping \_\_\_\_\_

Trash Cans 10

Traffic Cones \_\_\_\_\_

Fencing 500'

Signs \_\_\_\_\_

Posts 10

Benches All

Are there any additional needs required that have not been listed?  
\_\_\_\_\_

City of Edgerton  
SECURITY AGREEMENT

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To insure public safety for your event, please answer the questions listing below. This information will be used to assist the common Council in determining if adequate provisions are being made for alcohol sales and security at your event.

1. Describe arrangements being made for the method and distribution of alcohol. Include provision being made to service only to legal consumers.

Barricaded area around alcohol distribution and barricade around event.

Only 21 year olds serving and checking IDs

2. Identify the licensed Operators in charge of selling and distributing alcohol for the entire time alcohol is being served.

Jeremiah Johnson, 237 Co. Rd N, Edgerton, WI

Heather Pelzel, 590 Prestige Ct., Edgerton, WI

3. Describe the type of event you are hosting.

Truck and tractor pull

4. Estimate the number of people who will be attending this event.

1,000

5. All liquor must be bought from a Wisconsin Wholesaler. Please list the Wholesaler you will be using. (This excludes all retail stores)

Ottenschweitzer Beer Distributor, Milton, WI

Franks Beverage

Wisconsin Distributing

Police Department recommendation for services including costs: SEE ATTACHED



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~~Tom Klubertanz~~, Chief of Police

City of Edgerton  
USE OF THE PULLING TRACK  
AT RACETRACK PARK

The Rules

1. Do not disturb the pad on the East End or the area at the West End of the track (see enclosed map).
2. All hooks must pull east to west!
3. The track surface shall not be disturbed if the Public Works Director determines the track is too moist.
  - Must not till deeper than a maximum of 4 inches
  - Till no wider than 34 feet in width or no longer than 300 feet in length
  - Do not disturb soil any closer than 3 feet away from sod on the edges
4. The applicant needs permission from the Conservation Club:
  - Check to make sure there is no conflict with the date with the Conservation Club
  - To use their electricity (alternative would be to have your own power source)
5. If it should rain on the day of the event, the Director of Public Works will determine if the track is too wet. Call 884-4811 or 290-8590.
6. The track is only available for use mid-June through September 30<sup>th</sup>.
7. The applicant must carry public liability insurance coverage of \$2,000,000 for the eliminator and provide proof of insurance. The applicant will also be required to provide proof of a \$1,000,000 general liability insurance policy, which names the City of Edgerton as an additional insured party, at least ten days prior to the event.
8. There will be a **\$1500.00 track deposit** and a **\$350.00 park deposit\*** payable when the Public Event Packet is returned to the City. (\* the \$350.00 would not be required if this event is in conjunction with an organization or festival that has covered the required deposit) The \$1500.00 deposit will be returned if the track is groomed to the same condition as previous to the event. This needs to be done within 24 hours after the event. The Public Works Director will do the inspection.
9. The applicant for herself/himself and for other persons, organizations, firms or corporations, does hereby contract to agree that he/she (or they) will jointly and severally indemnify and hold the City of Edgerton harmless against liability for any and all claims for damages to property, injury to or death of person or persons arising out of or resulting from the negligence of the applicant.
10. All equipment or supplies must be removed within 24 hours of the event such as tents, trucks, flatbeds and etc.

The undersigned understands and agrees to take responsibility for compliance with these rules.

  
Name

5-16-19  
Date

## City of Edgerton SECURITY AGREEMENT

**Event:** Edgerton FFA Alumni Truck and Tractor Pull

**Name of Group Sponsoring Event:** Edgerton FFA Alumni

**Date of Event:** June 16<sup>th</sup>, 2019

**Police Department recommendations for services including costs:**

The application packet for the "Truck and Tractor Pull" indicated there will be beer sold at this event. It is recommended that the "beer garden" be a restricted area and designated with temporary fencing. This restricted area will deter underage drinkers and assist with the control of those consuming alcohol.

A fenced section will allow officers to monitor all the individuals entering and exiting the area. It will provide a better visual perspective of those who are consuming alcohol and deter underage drinkers.

It is recommended that **2 Officers** be hired **1 Officer** for **6 hours** assigned to the event at the park and **1 Officer** for **8 hours** to supplement patrol and answer calls at the event for a total of **14 hours** at a rate of **\$52.25** total cost **\$731.50**.



Signature

Robert J. Kowalski

Chief of Police

Edgerton Police Department



Date



## APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 5-17-19

Town  Village  City of Edgerton County of Rock

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.  
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning June 16, 2019 and ending June 16, 2019 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

**1. ORGANIZATION** (check appropriate box)  Bona fide Club  Church  Lodge/Society  Veteran's Organization  Fair Association

(a) Name Edgerton FFA Alumni

(b) Address PO Box 385, Edgerton, WI 53534  
(Street)

(c) Date organized 1965  Town  Village  City

(d) If corporation, give date of incorporation 1965

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Jeremiah Johnson, 237 Co. Rd N, Edgerton, WI 53534

Vice President Curt Watson, 2198 Stillinsville Rd, Edgerton, WI 53534

Secretary Karen Lee, 11316 N Washington Rd, Edgerton, WI 53534

Treasurer Michele Davis, 7815 Longview Ct, Edgerton, WI 53534

(g) Name and address of manager or person in charge of affair: Karen Lee, 11316 N Washington Rd, Edgerton, WI 53534

**2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:**

(a) Street number Race Track Park

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? All of track area

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

**3. NAME OF EVENT**

(a) List name of the event Edgerton FFA Alumni Truck and Tractor Pull

(b) Dates of event June 16, 2019

**DECLARATION**

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer [Signature] 5/16/2019  
(Signature/date)

Officer [Signature] 5-16-19  
(Signature/date)

Date Filed with Clerk \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

Edgerton FFA Alumni  
(Name of Organization)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Reported to Council or Board \_\_\_\_\_

License No. \_\_\_\_\_

City of Edgerton  
APPLICATION FOR PUBLIC EVENT

(Application must be completed and on file thirty days prior to the event.)

Event INDEPENDENCE DAY CELEBRATION - July 3<sup>rd</sup>

Name of Group Sponsoring Event EDGERTON LIONS CLUB

Date of Event July 3<sup>rd</sup>, 2019

Contact Person for Organization MARCIA REILLY

Address 10041 Cnty Hwy H, EDGERTON WI 53534

Business Phone \_\_\_\_\_ Home Phone 608-884-6434

Does the Sponsor qualify as a Non-Profit Organization – 501(c)(3)? Yes or No

Estimated Attendance 1000 +

Rain Date July 4<sup>th</sup> 2019

Is Event Open to Public? Yes or No

Admission Fee Charged? Yes or No

Will your organization make any contributions to the City or other organizations with the profits from this event? YES

If so, what do you plan to donate? FESTIVAL & FIREWORKS TO CITY \$  
to what group? VARIOUS ORGANIZATIONS

and what percentage of the proceeds will be donated? ALL DONATIONS TO LIONS (PROCEEDS) ARE RETURNED.

Brief Description of Activities Kids Activities, PETTING ZOO, BALL GAMES, MUSIC, FOOD REFRESHMENTS, FIREWORKS

How is the event going to be promoted or advertised? RADIO, SOCIAL MEDIA, Signage, PAPERS

The person/organization named in this application will be responsible for the conduct of the group and for the condition of facilities and equipment being utilized. This permit is subject to all municipal ordinances of the City of Edgerton, in addition to all rules and regulations as established by the Park Board.

**The person/organization shall be responsible for the required deposit needed for the event and for the key deposit and will be returned after the keys are brought back and the area is inspected. The check is sent after the next scheduled council meeting.**

The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, does hereby contract to agree that he/she (and they) will jointly and severally indemnify and hold the City of Edgerton harmless against liability for any and all claims for damages to property, injury to or death of person or persons arising out of or resulting from the negligence of the applicant.

Permit holders may be required to provide proof of a general liability insurance policy naming the City of Edgerton as an additional insured party to be determined by the City Clerk.

All equipment or supplies must be removed within 24 hours of the event such as tents, trucks, flatbeds, and etc.

*[Handwritten Signature]*  
Applicant's Signature

4/16/19  
Date

Deposit Paid \$ 350

Receipt Number 38448

Date 5-1-19

(Revised 1/2009)

2018 all fees were waived. (including police overtime)

City of Edgerton  
**PUBLIC WORKS AGREEMENT**  
 PROVISION OF SPECIAL EVENT PUBLIC WORKS ASSISTANCE  
 IN CONJUNCTION WITH APPLICATION FOR PUBLIC EVENT

Event: INDEPENDENCE DAY CELEBRATION  
 Sponsor: EDGERTON LOYS CLUB  
 Location: RACE TRACK PARK

1. Attach List of Estimated Assistance from Public Works.
2. Provide Listing of Equipment Needs from Application to Public Works Director.
3. List Any Other Special Public Works Needs.

All arrangements must be made through Edgerton Public Works Director to assure personnel are available for needs requested. Assistance not provided by Edgerton Public Works Dept shall be noted.

Determination of number of Public Works Staff and Hours Estimated (to be completed by Public Works Director).

Parks:  
 Date: July 2, 3, and 4

Set up 2	From: <u>8a</u> to <u>1p</u>	Personnel	x	Hours	x	Rate	_____	=	_____
EVENT 3	From: <u>8a</u> to <u>12A</u>	Personnel	x	Hours	x	Rate	_____	=	_____
Clean up 4	From: <u>8a</u> to <u>4p</u>	Personnel	x	Hours	x	Rate	_____	=	_____

Additional Labor:

Date: DPW LABOR

7/2	From: <u>7</u> to <u>9</u>	2 Personnel	x	2 Hours	x	Rate <u>26.24</u>	=	<u>104.96</u>
	From: _____ to _____	Personnel	x	Hours	x	Rate _____	=	_____
7/4	From: <u>7</u> to <u>9</u>	1 Personnel	x	2 Hours	x	Rate <u>52.42</u>	=	<u>104.84</u>

Estimated additional water and sewer \_\_\_\_\_  
 Estimated additional electrical usage \_\_\_\_\_

Signed: [Signature]; Applicant  
 Signed: Tom Hartwell; Public Work Director

If additional sheets are necessary please attach them to the original application.

DPW  
 LABOR \$209.80  
 EQUIP 100.00 = \$1,059.80  
 DEPOSIT 350.00  
 RENT 400.00

City of Edgerton  
SECURITY AGREEMENT

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To insure public safety for your event, please answer the questions listing below. This information will be used to assist the common Council in determining if adequate provisions are being made for alcohol sales and security at your event.

1. Describe arrangements being made for the method and distribution of alcohol. Include provision being made to service only to legal consumers.

*Will be selling Beer tickets and chooly ID's, wristbands given w/ ID check.*

2. Identify the licensed Operators in charge of selling and distributing alcohol for the entire time alcohol is being served.

*Bonnie Jorstad  
Russ Jorstad*

3. Describe the type of event you are hosting.

*Community festival: Kids activities, Ball games, music too. Refreshments  
fireworks*

4. Estimate the number of people who will be attending this event.

*1000+*

5. All liquor must be bought from a Wisconsin Wholesaler. Please list the Wholesaler you will be using. (This excludes all retail stores)

*OTT SAUETOR - Miller  
Wisconsin Dist.*

Police Department recommendation for services including costs: *SEE ATTACHED*

*Tom Klubertanz*

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Tom Klubertanz, Chief of Police

City of Edgerton  
FACILITY & EQUIPMENT NEEDS & COSTS

RACETRACK PARK \_\_\_\_\_ CENTRAL PARK \_\_\_\_\_ OTHER LOCATION \_\_\_\_\_  
ENTIRE PARK \_\_\_\_\_

DEPOSIT \_\_\_\_\_

RACETRACK PARK

*Southeast Diamond:* \_\_\_\_\_ Date \_\_\_\_\_  
With lights \_\_\_\_\_  
Diamond preparation \_\_\_\_\_  
Deposit for Bases \_\_\_\_\_

*Shelter house:*  
Whole \_\_\_\_\_ Westside \_\_\_\_\_ East side \_\_\_\_\_  
Deposit \_\_\_\_\_ Key Deposit \_\_\_\_\_

*Northeast Diamond:* \_\_\_\_\_ Date \_\_\_\_\_  
With lights \_\_\_\_\_  
Diamond preparation \_\_\_\_\_  
Deposit for Bases \_\_\_\_\_

*Soccer Fields:*  
Large Field \_\_\_\_\_ Dates \_\_\_\_\_  
Small Field \_\_\_\_\_ Dates \_\_\_\_\_  
Striping Charge \_\_\_\_\_

*Southwest Diamond:* \_\_\_\_\_ Date \_\_\_\_\_  
With lights \_\_\_\_\_  
Diamond preparation \_\_\_\_\_  
Deposit for Bases \_\_\_\_\_

*Horseshoe Pits:* \_\_\_\_\_ Date \_\_\_\_\_  
With Lights \_\_\_\_\_

*Northwest Diamond:* \_\_\_\_\_ Date \_\_\_\_\_  
With lights \_\_\_\_\_  
Diamond preparation \_\_\_\_\_  
Deposit for Bases \_\_\_\_\_

*Parking Lots:*  
Dates July 3<sup>rd</sup> Location \_\_\_\_\_

STREETS \_\_\_\_\_  
\_\_\_\_\_

EQUIPMENT

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

Are there any additional needs required that have not been listed?

- ① Bathrooms cleaned, Supplied w/ TP, Garbage cans emptied
- ② Picnic area hosed down - TABLES WASHED off
- ③ 2-3 spool TABLES for food AREA.

**City of Edgerton  
SECURITY AGREEMENT**

**Event:** Independence Day Celebration

**Name of Group Sponsoring Event:** Edgerton Lions Club

**Date of Event:** July 3<sup>rd</sup>, 2019 (rain date July 4<sup>th</sup>, 2019)

**Police Department recommendations for services including costs:**

The application packet for the aforementioned celebration indicated there will be beer sold at this event. It is recommended that the "beer garden" be a restricted area and designated with temporary fencing. This restricted area will deter underage drinkers and assist with the control of those consuming alcohol.

A fenced section will allow officers to monitor all the individuals entering and exiting the area. It will provide a better visual perspective of those who are consuming alcohol and deter underage drinkers.

It is recommended that **2 Officers** be hired for **6 hours** for a total of **12 hours** at a rate of **\$52.25** total cost **\$625**.



Signature

Robert J. Kowalski  
Chief of Police  
Edgerton Police Department



Date

**APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE**

**PAID**  
MAY 30 2019  
CITY OF EDGERTON

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.<sup>00</sup>

Application Date: \_\_\_\_\_

Town  Village  City of Edgerton County of Rock

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning July 3 and ending July 3 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

**1. ORGANIZATION** (check appropriate box)  Bona fide Club  Church  Lodge/Society  Veteran's Organization  Fair Association

(a) Name Edgerton Lions Club

(b) Address Box of Box 116  
(Street)

(c) Date organized \_\_\_\_\_  Town  Village  City

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President	<u>Rick Sherman</u>	<u>745 Bliven Rd, EDGERTON</u>
Vice President	<u>Russ Forsstad</u>	<u>935 Diane Dr, EDGERTON</u>
Secretary	<u>Bonnie Forsstad</u>	<u>" " " "</u>
Treasurer	<u>Jack Rice</u>	<u>783 Bliven Rd, EDGERTON</u>

(g) Name and address of manager or person in charge of affair: \_\_\_\_\_

**2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:**

(a) Street number Race Track Park

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? \_\_\_\_\_

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

**3. NAME OF EVENT**

(a) List name of the event Edgerton Lions Fourth of July Celebration

(b) Dates of event July 3rd

**DECLARATION**

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer	<u>Russ Forsstad</u> (Signature/date)	Officer	<u>Edgerton Lions Club</u> (Name of Organization)
Officer	<u>Jack Rice</u> (Signature/date)	Officer	<u>Jack Rice Treasurer</u> (Signature/date)
Officer	<u>Bonnie Forsstad PRES.</u> (Signature/date)	Officer	<u>Bonnie Forsstad 5/21/19</u> (Signature/date)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_



2019 AGREEMENT  
BETWEEN OWNER AND CONTRACTOR  
FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)

THIS AGREEMENT is by and between City of Edgerton ("Owner")  
and Clark Companies. ("Contractor").

Owner and Contractor hereby agree as follows:

**ARTICLE 1 - WORK**

1.01 Contractor shall complete all Work as specified or indicated in the Request of Bids for Landscape Services document dated June 21, 2011 as modified by Appendix A in this contract, and the bid July 25, 2011 attached and made part of this contract.

**ARTICLE 2 -THE PROJECT**

2.01 The Base Bid Project for which the Work under the Contract Documents may be generally described as: Bid #1 installation and maintenance of winter and summer hanging baskets; and Bid #3 tree trimming.

**ARTICLE 3 -CONTRACT TIMES**

3.01 As specified in the Scope of Work.

**ARTICLE 4 - CONTRACT PRICE**

4.01 Owner shall pay Contractor for completion of the Work in accordance with the Edgerton City Hall Construction Documents:

\$15,500 Bid Price (labor, material Equipment including WI sales tax) for all work identified in the Bid Documents. The bid is broken down as follows: \$4,000 for tree trimming; and 11,500 for baskets.

## **ARTICLE 5 – PAYMENT PROCEDURES**

### 5.01 Progress Payments

Contractor shall submit invoices to the City following the completion of the work thresholds listed below.

Payment for each contract is as follows:

**Bid #1 Baskets:**

50% upon installation of summer baskets

75% upon removal of summer baskets

100% upon installing of winter baskets

**Bid #3 Tree trimming:**

100% upon completion of the work

## **ARTICLE 6 - CONTRACTOR'S REPRESENTATIONS**

6.01 In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

- A. Contractor agrees to coordinate its Work with Owner of the project.
- B. Contractor has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.
- C. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- D. Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
- E. Contractor has considered the information known to Contractor; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; and the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Contract Documents; and (3) Contractor's safety precautions and programs.
- F. Based on the information and observations referred to in Paragraph 6.01.E. above, Contractor does not consider that further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the

Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.

- G. Contractor has given Owner written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Owner is acceptable to Contractor.
- H. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
- I. Contractor is responsible to obtain all permits and inspections necessary to complete all Work.
- J. Contractor shall warrant all materials and workmanship for one year following substantial completion.

## **ARTICLE 7 – INSURANCE**

7.01 The contractor is required to maintain the following insurances throughout the life of the contract: worker's compensation, auto liability insurance, and liability and property damage insurance. The contractor is required to maintain all required licensing to perform the work in the contract throughout the duration of the contract. Contractor shall maintain all other types of insurance as applicable to the work. All such Contracts of Insurance shall provide for thirty (30) days advance notice to the Owner of cancellation thereof or modifications to be made to the policy.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement. Counterparts have been delivered to Owner and Contractor. All portions of the Contract Documents have been signed or have been identified by Owner and Contractor or on their behalf. Signatures on this Agreement certify that the Contractor and its Subcontractors are eligible to work on federally funded contracts, have not been debarred or suspended, and are not listed on the "Consolidated Listing of Debarred Contractors".

This Agreement will be effective on 1/1/19 (which is the Effective Date of the Agreement).

OWNER:

City of Edgerton

By: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Address for giving notices:

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

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

CONTRACTOR

By: \_\_\_\_\_

Title: \_\_\_\_\_

(If Contractor is a corporation, a partnership, or a joint venture attach evidence of authority to sign.)

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Address for giving notices:

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

License

No. \_\_\_\_\_

(Where applicable)

Agent for service of process:

\_\_\_\_\_

## Appendix A

### Scope of Work

Note: All dates listed below are approximations.

#### **62 Summer Hanging Baskets (baskets provided by the City)**

The contract includes the planting and installation of 62 hanging baskets in locations specified by the City generally in the downtown area.

##### Planting specifications:

- Line basket with new long fiber sphagnum moss
- Provide suitable soil mix that includes a time release fertilizer
- Plant annual plants/basket consisting of the following  
    6 super-tunias

##### Installation and Maintenance Instructions:

- Hang planted baskets by no later than May 20<sup>th</sup> 31<sup>st</sup> of each year and remove after September 15th ~~first killing frost~~.
- Hang baskets on existing brackets on downtown and Central Park light poles as specified by the City.
- Repair any baskets that need repair
- During the first two weeks of July: remove all dead leaves and blooms from baskets; trim vines as needed to create a neat appearance; and apply time release fertilizer in all baskets.
- Water and fertilize baskets as needed for entire period specified above. Fertilizer should be provided with every watering. Watering is expected to be required every day.
- Contractor is responsible to store removed baskets until installation of winter baskets.

#### **62 Winter Hanging Baskets**

##### Planting Specifications:

- Remove soil
- Line basket with long fiber sphagnum moss
- Securely install the following (or similar) in each basket
  - Balsm sprigs
  - White Pine sprigs
  - Spuce sprigs
  - Red Ruscus and Red Twig Dogwood
- Red ribbon

##### Installation and maintenance Instructions:

- Remove baskets on March 1, 2019. Hang winter baskets one week before Thanksgiving.
- Weight of winter snow may stress baskets requiring contractor to monitor baskets throughout contract period, including January through March of 2019 and November and December of 2019, to ensure baskets are repaired as needed and the basket contents are secured in the baskets.

General:

- If basket breaks, contractor is responsible to repair to ensure 62 baskets are being displayed throughout the contract period. Contractor is responsible to replace any additional baskets needed to replace unrepairable baskets.
- Contractor is required to monitor baskets throughout contract period to ensure baskets are repaired as needed and the basket contents in good condition and are secured in the baskets. The City will reimburse the contractor for basket replacement in 2018 not to exceed \$8.32/basket.

**Trim Trees**

The contract includes trimming of 44 ~~24~~ Ash trees on the north side of Fulton Street downtown and on Henry and Swift Street downtown.

Trimming Instructions:

- Trim one time per year in early spring.
- Trimming should be done to shape trees into similar shape and to control their overall size so they do not encroach on adjacent buildings.
- Trimming includes the removal of any dead limbs.
- Disposal of all trimmings

## Shared Ride Taxi Procurement Policy Addendum

### Appeals Process

To comply with the Wisconsin Department of Transportation's grant recommendations and requirements, The City of Edgerton Common Council has adopted the following Procurement Appeals Process.

1. *Notify unsuccessful offerors.* The City of Edgerton (City) shall notify unsuccessful offerors in writing within three working days of opening bids and shall provide unsuccessful offerors the opportunity to request a debriefing. The City of Edgerton staff shall be responsible for scheduling and conducting the debrief. Any debriefing should be structured and recorded in the event that a protest is subsequently filed. If a protest is filed, the City shall comply with any local or WisDOT procedures to "stay" the award, address the merits of the protest, and make a determination concerning the protest.
2. *Protests before or after award.* The City must consider all protests and consult, in a timely manner, with WisDOT, irrespective of whether protests are submitted before or after contract award. A protester must exhaust all administrative remedies with the City before pursuing a protest with WisDOT or FTA.
  - a. Protests based on alleged apparent improprieties in a solicitation must be filed with the City before bid opening or the closing date for receipt of proposals. In all other cases, protests must be filed no later than 10 days after the basis of protest is known or should have been known, whichever is earlier. However, the City, for good cause shown, or where it determines that a protest raises issues significant to the City's procurement system, may consider the merits of any protest that is not timely filed but may only do so after consulting with WisDOT.
  - b. In order to facilitate review by the City and by WisDOT, protests must be concise and logically presented. Failure to substantially comply with any of the requirements of paragraph (d) of this section may be grounds for dismissal of the protest.
  - c. Protests must include the following information:
    1. The protestor's name, address, and fax and telephone numbers.
    2. Solicitation or contract number.
    3. Detailed statement of the legal and factual grounds for the protest, including a description of resulting prejudice to the protester.
    4. Copies of relevant documents.
    5. Request for a ruling by the subrecipient.
    6. Statement as to the form of relief requested.
    7. All information establishing that the protester is an interested party for the purpose of filing a protest.
    8. All information establishing the timeliness of the protest.
  - d. After receiving a protest, the City must:

1. **If, before contract award, not make contract award, pending resolution of the protest.** However, award may be made if such action is justified, in writing, for urgent and compelling reasons or it is determined, in writing, to be in the City's best interest to do so. In these instances, in addition to any local approval requirements, WisDOT must approve the justification or determination prior to any action to award the contract.
  2. **If, withholding contract award pending agency resolution of the protest, inform the bidders or offerors** whose bids/offers might become eligible for award of the contract. If appropriate, the bidders/offerors should be requested, before expiration of the time for acceptance of their bids/offers, to extend the time for acceptance to avoid the need for re-soliciting the procurement. If bidders/offerors fail to grant such time extensions, the City may consider proceeding with award pursuant to paragraph (d)(1) of this section but only with the appropriate local and WisDOT approvals to do so.
  3. **If, the protest is received within 10 days after contract award, immediately suspend contract performance.** However, contract performance may continue, pending resolution of the protest, if continued performance is justified, in writing, for urgent and compelling reasons or it is determined, in writing, to be in the best interest of the City. In addition to any local approval requirements, WisDOT must approve such justification or determination.
- e. The City must make their best efforts to resolve protests filed with the City within 30 days after the protest is filed. Unless otherwise prohibited by law, the parties may exchange relevant information. To help facilitate timely WisDOT action, the City protest decisions must be well reasoned, factually accurate and complete, and fully explain the City's position. The final protest decision must be provided to the protester using a method that provides evidence of receipt.