

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

**Monday, October 3, 2022 at 7:00 p.m.**

**NOTICE:** The meeting noticed above will also be live streamed on a Zoom platform: To view the meeting, please select the link to the meeting listed on the **calendar events** on the City website's home page at [www.cityofedgerton.com](http://www.cityofedgerton.com). Due to occasional technical difficulties, citizen participation via Zoom may not be possible.

1. Call to order; Roll call
2. Pledge of Allegiance.
3. Confirmation of appropriate meeting notice posted on Friday, September 30, 2022.
4. Council acceptance of agenda.
5. Public Hearing
  - A. Hear comments regarding Sidewalk Utility Ordinance
  - B. Close Public Hearing
6. Consider introducing and approving the first reading of the City of Edgerton Ordinance 22-06: Ordinance to Create a Sidewalk Utility.
7. Consider Equivalent Unit rate for the Sidewalk Utility.
8. Personal appearances for non-agenda items limited to 3 minutes.
9. Minutes:
  - A. Consider approval of minutes from September 19, 2022 Council meeting.
10. Committee Reports:
  - A. Finance Committee:
    1. Consider approval of bills and payroll vouchers.
    2. Consider pool fees.
    3. Consider billing credit for 210 W Fulton St.
  - B. Personnel
    1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meeting.
    2. Consider amendment to Personnel Policy regarding Step Wage Increase Threshold Policy.
  - C. Parks & Recreation Committee:

1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meeting.

D. Public Works:

1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meeting.

E. ZBA:

1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meeting.

F. Fire District:

1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meeting.

11. Consider City of Edgerton Resolution 18-22: Resolution Requesting Exemption from Rock and Dane County Library Tax.

12. Consider 2023 Budget.

13. Mayor, alderperson and staff reports.

14. 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.

# Memo

**To:** Common Council  
**From:** Staff  
**Date:** 9/30/2022  
**Re:** October 3, 2022 Meeting

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**Sidewalk Utility:** The Public Works Committee has recommended the city create a sidewalk utility. The primary reason for the proposed utility is to replace special assessments as the funding mechanism for sidewalk repairs with an \$11/year utility fee. The Council will hold a public hearing prior to considering the first reading of the ordinance creating the sidewalk utility. Attached is a list of frequently asked questions about the utility.

**Billing Credit:** The city purchased the property at 210 W Fulton St in October 2021. The final water bill was reported and paid in the closing. The annual tax certification process that places delinquent charges on the tax roll coincided with the closing and this account was assessed a tax certification fee in error. Staff is recommending crediting the \$25.75 tax certification penalty for stormwater utility.

**Personnel Policy Amendment:** The Personnel Committee recommended the personnel policy manual be amended to require wage related step increases occur at the earlier of 2080 hours worked or 2 years after the previous step increase. The current policy requires a step increase occur at 2080 hours. Library employees who work very few hours per week would receive step increase only once every several years which causes large discrepancies in the library staff wages over time. This policy change would not be retroactive.

**Pool Fees:** The Parks Committee recommended the 2023 pool fees be amended as follows:

- individual season passes for residents increase from \$40 to \$45
- individual season passes for non-residents increase from \$60 to \$65
- lap swim increase from \$1 to \$2

**CITY OF EDGERTON  
ORDINANCE No. 22-06**

**AN ORDINANCE TO CREATE A SIDEWALK UTILITY IN THE CODE OF  
ORDINANCES, CITY OF EDGERTON ROCK AND DANE COUNTIES, WISCONSIN**

Aldersperson                      introduced the following Ordinance and moved its adoption:

THE COMMON COUNCIL OF THE CITY OF EDGERTON, ROCK AND DANE  
COUNTIES, WISCONSIN, DO ORDAIN AS FOLLOWS:

**Article IV Sidewalk Utility**

- 366-60     Purpose and Necessity; Authorization.
- 366-61     Creation.
- 366-62     Authority.
- 366-63     Definitions.
- 366-64     Income and Revenue.
- 366-65     Rates and Charges.
- 366-66     Billing.
- 366-67     Payment of Charge; Lien; Penalty.
- 366-68     Customer Classifications.
- 366-69     Credits.
- 366-70     Appeal.
- 366-71     Alternative Method to Collect Sidewalk Charges.
- 366-72     Severability and Conflict with Other Ordinances, Laws.

**366-60 PURPOSE AND NECESSITY; AUTHORIZATION**

- A. Timely maintenance, construction and reconstruction of the city's public pedestrian transportation system ensures safe and efficient pedestrian travel throughout the city. A sound transportation system enhances livability, property values and economic vitality. A sidewalk utility provides a sustainable source of funds for the maintenance, construction and reconstruction of sidewalk and pedestrian oriented infrastructure under the jurisdiction of the City of Edgerton.
- B. The City Council reviewed funding options for pedestrian transportation system funding, including a sidewalk utility, and determined that establishment of a sidewalk utility with fees based on frontage is the most appropriate method to provide the necessary funds. The City Council further concluded that a sidewalk utility is the most equitable means to apportion the cost of pedestrian transportation system improvements.
- C. In creating this chapter, the city is acting pursuant to authority granted by Chapters 61 and 66 of the Wisconsin Statutes, including but not limited to [Wis. Stats.] §§ 61.34 and 66.0621.
- D. The City Council shall review the sidewalk utility at least every five years to evaluate the success of the activities funded and the appropriateness of the rate structure. The first review shall occur by or before December 31, 2027.

### 366-61 CREATION

There is hereby created and established a Sidewalk Utility within the City of Edgerton, effective \_\_\_\_\_ 2022. The entire operation, charge and management of the Sidewalk Utility are vested in the Common Council, pursuant to applicable State law. The Director Public Works shall supervise and manage the Sidewalk Utility as directed by the Public Works Committee.

### 366-62 AUTHORITY

The City, acting through the Sidewalk Utility, may, without limitation due to enumeration, acquire by gift, purchase, eminent domain, condemnation or otherwise, construct, lease, own, operate, maintain, improve, update, modify, extend, expand, replace, repair, manage, finance, borrow monies, assess and/or levy fees for such facilities, operations, maintenance and activities as are deemed, from time to time, by the City to be proper and reasonably necessary for a sidewalk system. These facilities may include, without limitation due to enumeration, sidewalks, ramps, retaining walls, multipurpose trails and such other facilities as will support a sidewalk management system.

### 366-63 DEFINITIONS

For purposes of this chapter, the following definitions shall apply. Words used in the singular shall include the plural, and the plural, the singular; words used in the present tense shall include the future tense; the word "shall" is mandatory and not discretionary; the word "may" is permissive.

**Charge** means the periodic or other fee imposed under this chapter for the rendering of sidewalk utility services by the City.

#### **Developed Property**

1. A certificate of occupancy has been issued for a building or structure on the property or, if no certificate of occupancy has been issued, upon substantial completion of construction or final inspection;
2. Construction of an improvement on the property is at least fifty percent (50%) completed and such construction has ceased for a period of at least three (3) months, whether consecutive or not;
3. Structures have not been constructed on the parcel but the improvements such as streets have been installed and the parcel could be sold for development without further division, but the parcel is not subject to a development agreement; or
4. The property has public sidewalk installed.

**Director** means the Director of Public Works or his/her designee.

**Equivalent unit or EU** is the basic unit by which a sidewalk charge is calculated under this chapter and is based upon the frontage as reasonably determined by the City. The term "EU" means the statistical average frontage of single-family homes within the City of Edgerton on the date of adoption of this Ordinance. One EU is established as 100 linear feet of frontage.

**Duplex** means any residential property having two dwelling units.

**Dwelling unit** means a room or group of rooms, designed or used as living quarters for one family only. Individual bathrooms and complete kitchen facilities, permanently, installed, shall always be included for each dwelling unit.

**Frontage means** the side of a lot abutting on a public street(s) or way(s)

**Multifamily unit** means any residential property comprised of three or more dwelling units.

**Multi-use trail** means transportation infrastructure that serves pedestrians and non-motorized vehicles including, but not limited to, inline skates and electric or pedal bicycles.

**New sidewalk** means the installation of sidewalk where no sidewalk was previously installed.

**Nonresidential property** means a lot or parcel of land, with improvements such as a building, structure, grading or substantial landscaping, which is not a residential property, excluding publicly-owned rights of way, recreational trails, and publicly-owned or privately-owned rail beds utilized for railroad transportation. This term includes mobile home parks. This term includes mixed use parcels that contain dwelling units and nonresidential uses.

**Person** means each and every property owner and includes, but is not limited to, natural persons, partnerships, corporations, limited liability companies, limited liability partnerships, joint ventures, and all other legal entities of whatever kind or nature.

**Public Sidewalk (“Sidewalk”)** means a paved pathway for pedestrians that is publicly owned located in a public right-of-way easement, that is maintained by the adjacent property owner.

**Residential property** means a lot or parcel of land developed exclusively for residential purposes, including single-family units, duplexes, and multifamily units. The term excludes transient rentals (such as motels and hotels) and mobile home parks.

**Single family unit** means any residential property consisting of one dwelling unit.

**Sidewalk Utility** means the City owned and operated utility established under this chapter for the purpose of managing public sidewalk related improvements and property and imposing charges for the recovery of costs connected with such sidewalk management.

**Undeveloped property** means real property that may have the following characteristics, but may have other traits that make it undevelopable: property that is not developed by the addition of an improvements such as a building, structure, impervious surface, grading, substantial landscaping; property that has not been platted for development; or property that cannot be developed due to constraints such as wetland. If the property has a public sidewalk, the parcel is considered developed and is subject to sidewalk utility charges.

### **366-64 INCOME AND REVENUE**

The Sidewalk Utility finances shall be accounted for in a separate Sidewalk Utility Enterprise Fund by the City. All income and revenues shall be retained by the Sidewalk Utility Enterprise Fund. The Sidewalk Utility shall prepare an annual budget, which may include all operation and maintenance costs, debt service and other costs related to the operation of the Sidewalk Utility. The annual budget is subject to approval by the Common Council. The City shall require that adequate revenues are generated through user fees to provide for a balanced operating budget.

### **366-65 RATES AND CHARGES**

- A. Every person shall pay the applicable Edgerton sidewalk charge when due for each property owned by that person.

- B. The basis for computation of the charge for sidewalk services to lots and parcels of land within the City is established under this section. The amount of charge to be imposed, the establishment of formulas for the calculation of charges, the creation of customer classifications for the imposition of charges, and changes in such charges, formulas and customer classifications shall be consistent with this Ordinance. All charges established pursuant to this Ordinance shall be fair and reasonable. A schedule of current charges shall be maintained and on file in the office of the City Clerk.
- C. Charges shall be imposed to recover all or a portion of the costs incurred by the Sidewalk Utility except for a portion of the construction of New Sidewalk.
- D. The Sidewalk Utility shall pay 50% of the costs of the installation of New Sidewalk. Costs for New Sidewalk not paid by the Sidewalk Utility shall be paid for by the property owner.

### **366-66 BILLING.**

The Sidewalk Utility billing schedule shall coincide with the billing schedule for the Edgerton Water Utility. Sidewalk Utility charges shall be due and payable to the City Treasurer at the same time that the Water Utility bills are payable. Sidewalk Utility charges shall be mailed to the designated utility bill recipient. This mailing shall not relieve the owner of the property from liability for rental property in the event the payment is not made as required by this ordinance. The owner of the property served which is occupied by tenants shall have the right to examine collection records of the City for the purpose of determining whether such charges have been paid for by such tenants, provided that such examination shall be made at the office at which records are kept and during the hours that such office is open for business.

### **366-67 PAYMENT OF CHARGE; LIEN; PENALTY**

- A. Sidewalk Utility charges shall be payable upon receipt, subject to the provisions of this section.
- B. Charges remaining unpaid for a period of twenty (20) days or more from the date of the utility bill shall be assessed a late payment penalty charge. The amount of the late payment charge shall be three percent of the bill, except a minimum charge of 30 cents shall apply. Late payment charges shall be applied to all customer classes and rate classifications. The Utility shall not waive any properly applied late payment charges. A late payment charge shall be applied only once to any given amount outstanding.
- C. If a charge and/or late penalty remains unpaid for a period of twenty (20) days after the date of the utility bill, such charge and penalty shall become a lien upon the real property to which it applies, as provided in Sections 66.0821 and 66.0809, and other applicable provisions of the Wisconsin Statutes, as from time to time amended or renumbered.
- D. Delinquent charges, administrative charges, and penalties shall be automatically extended upon the next available tax roll as a delinquent tax against the real property, and all proceedings relating to the collection, return and sale of property for delinquent real estate taxes shall apply to such charges.

### **366-68 CUSTOMER CLASSIFICATIONS**

- A. The Common Council, from time to time, by budget adoption may establish classifications other than the customer classifications set forth in this Ordinance, as may be needed to provide a reasonable and fair distribution of the costs of the sidewalk utility to all users.

- B.** For the purpose of imposing and collecting the charges imposed under this Ordinance, all lots and parcels of real property (land) in the City shall be classified into the following customer classifications:
- (1) Residential – single family unit.
  - (2) Residential – duplex.
  - (3) Residential – multifamily
  - (4) Nonresidential.
  - (5) Undeveloped.
- C.** The Director shall prepare and maintain an updated current list of all lots and parcels of real property (land) within the City of Edgerton and assign the appropriate customer classification to each lot and parcel. This list shall include the number of EU's assigned to each lot or parcel.
- D.** The linear footage of frontage of the EU as of the date of adoption of this ordinance is hereby established to be equivalent to 100 linear.
- E.** The EU charges for the foregoing customer classifications shall be established as follows:
- (1) Residential – single family unit: 1.0 EU
  - (2) Residential – duplex: 0.5 EU per dwelling unit
  - (3) Residential – multifamily: 0.25 EU per dwelling unit
  - (4) Nonresidential with less than 100 linear feet of frontage: 1 EU
  - (5) Nonresidential with 100 linear feet or more of frontage: one EU for each 100 linear feet of street frontage. (For example: a property having 220 feet of frontage would have an EU of 3.)
  - (6) Undeveloped – no sidewalk charge shall be assigned to undeveloped land.
  - (7) Residential, developed parcels with no frontage: In accordance with E 1-3 above.
  - (8) Nonresidential, developed parcels with no frontage: 1 EU for lots whose narrowest parcel side is less than 100 linear feet; and 1 EU for each 100 linear feet of the narrowest parcel side if that side is greater than 100 linear feet.
- F.** The Director shall be responsible for determining the frontage based on the best available information, including, but not limited to, data supplied by the City Assessor, aerial photography, the property owner, tenant, or developer. The billing amount shall be updated by the Director in accordance with Section 366-66. Individual property owners may submit site and building surveys to the Director that help more accurately determine the total frontage.
- G.** All unoccupied, developed parcels shall be subject to the sidewalk utility charges.



### **366-69 CREDITS**

- A.** Credits may be available to individual nonresidential property owners. It shall be the burden of the nonresidential property owner to request such a credit and to demonstrate to a reasonable degree of certainty with evidence that a fee adjustment is warranted. All applications with an accompanying fifty (\$50.00) fee for credit shall be reviewed by the Director and the Director may reduce the measured frontage after taking into consideration the demonstrated justification. A denial or revocation of a credit may be appealed in accordance with Section 366-70.

### **366-70 APPEAL**

- A.** The amount of a particular sidewalk utility charge, the determination of the EU's or EU credits may be appealed to the Public Works Committee by filing a written appeal with the City Clerk prior to the due date of the charge or within thirty (30) days of payment. The written appeal shall specify all grounds for challenge to the amount of the charge and shall state the amount of charge that the appellant considers to be inappropriate. Failure to timely appeal waives all rights to later challenge the charge.
- B.** In considering an appeal, the Public Works Committee shall determine whether the sidewalk utility charge is fair and reasonable under the particular facts and circumstances pertaining to that specific property and, in the event the appeal is granted, whether or not a refund is due the appellant and the amount of the refund. The City Clerk shall notify the appellant in writing of his/her determination.
- C.** The customer has thirty (30) days from the date of the written decision of the Public Works Committee to file a written appeal with the City Council.
- D.** If the Public Works Committee or City Council determines that a refund is due the customer, the refund will be applied as a credit towards the customer's next sidewalk billing charge, provided that the refund will not exceed the customer's next sidewalk billing charge, or it may be refunded in the form of a check at the discretion of the City Treasurer.

### **366-71 ALTERNATIVE METHOD TO COLLECT SIDEWALK CHARGES.**

- A.** The Common Council hereby finds and determines that the Sidewalk Utility charges established under this Chapter reasonably reflect the services rendered to real property and may be, and are hereby authorized to be, assessed, charged, levied, imposed and collected upon such property as a special charge in accord with all applicable Wisconsin Statutes.
- B.** The mailing of the bill for sidewalk utility charges to a property owner shall serve as notice to the property owner that failure to pay the charges when due may result in the charges being levied upon the owner's applicable real property.
- C.** In addition, the City may provide notice each October of any unpaid charges to the Sidewalk Utility and such charges, if not paid by November 15, may be placed upon the tax roll and collected in the manner provided by this Chapter and/or the applicable provisions of the Wisconsin Statutes. The collection method provided in this section is in addition to the collection method provided for in this Chapter.

**366-72 SEVERABILITY AND CONFLICT WITH OTHER ORDINANCES, LAWS.**

- A. In the event of any conflict between any provision set forth in this Chapter and any other City ordinance, the competing provisions shall be harmonized to the fullest extent possible so as to facilitate the intent and proper effect of the separate areas of regulation.
- B. If any section or portion thereof shall be declared by a court of competent jurisdictions to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections, or portions thereof of the Ordinance. The remainder of the Ordinance shall remain in full force and effect.

This Ordinance shall be in full force and effect after its passage and publication.

Seconded by Alderperson:

Roll Call:      Ayes:              Noes:

\_\_\_\_\_  
Christopher Lund, Mayor

Public Hearing: October 3, 2022

1st Reading: October 3, 2022

2nd Reading:

Adopted:

Published:

Dated:

\_\_\_\_\_  
Wendy Loveland, City Clerk

STATE OF WISCONSIN)

)ss.

COUNTY OF ROCK      )

I, Wendy Loveland, City Clerk, City of Edgerton, Rock and Dane Counties, Wisconsin, do hereby certify that the foregoing is a true and correct copy of the ordinance adopted by the Common Council of the City of Edgerton at its regular meeting the 17th day of October, 2022.

## SIDEWALK UTILITY FAQs

The City of Edgerton plans to adopt a sidewalk utility. The sidewalk charge will appear on the December 2022 quarterly utility bill for the first time. Below are some frequently asked questions about sidewalk utilities. If you have additional questions, please call City Hall.

**Is a sidewalk utility similar to a sewer and/or water utility?** Yes, in many ways they are similar. Like a water utility, the user fees paid by utility customers are used to make improvements to the overall system. Like other utilities, customers will pay a regular fee as part of their quarterly utility bill.

**How do we currently pay for sidewalk-related costs?** Currently, sidewalk improvements are paid for through special assessments by the property owner directly adjacent to the sidewalk being repaired or replaced. A special assessment is a tax for improvements that is charged to a property owner's property tax bill.

**Why not continue to use special assessments?** A sidewalk fee charged through a utility is easier for land owners because the charges are small and regularly occurring. Special assessments, on the contrary, are large, relatively infrequent "lump sum payments," which make budgeting difficult for property owners and for the city. Also, some property owners, who happen to have long stretches of sidewalk (like on corner lots), endure large special assessments, which some feel is an unfair burden. With a utility, however, all property owners pay a regular fee with each utility bill, spreading the burden more fairly and also making it easier and less costly for the city to plan and execute sidewalk repairs.

**What was the average special assessment when the city last undertook a comprehensive sidewalk repair program in 2017-2019?** The average special assessment for all properties that had sidewalk repairs completed was \$428.

**What will Edgerton's rate be?** The Public Works Committee has recommended a rate of \$11/year for a single-family home, or \$2.75/quarter. The final rates will be established later this year, after a public hearing.

**How are sidewalk costs allocated within a sidewalk utility?** Residential properties are assessed a flat rate, referred to as an Equivalent Unit (EU). Non-residential properties will be assessed based on their street frontage, and will be a multiple of the EU.

**Who will pay the user charge?** Almost all property owners will pay a user fee. Only large undeveloped or undevelopable properties will not pay a fee.

**Why do all properties pay a user fee?** The sidewalk system is part of the city's overall transportation network. The sidewalk network benefits the entire community by providing a safe place for the movement of pedestrians, a place for recreation, and an alternative to vehicular transportation.

**How will the sidewalk fees be used?** The city will use the fees paid to repair and replace existing sidewalks. The city will also use the funds to pay for up to 50% of the cost of any new sidewalks that are installed. (Under the former system, first-time sidewalk installations were paid 100% by the property owner. Note that the new utility does not compel the installation of sidewalks where they currently don't exist. Those decisions are still driven by city council action, which allows for citizen input.)

**Will sidewalks be repaired sooner if there is a sidewalk utility?** Yes. In the past, the city has undertaken a city-wide sidewalk repair program about once every 10 to 15 years, with almost no sidewalk work being done in the intervening years. Many sidewalks have remained out of compliance for years. A sidewalk utility will provide a steady source of funds that can be allocated as needed.

**How will I be billed for the sidewalk user fee?** The user fee will appear as a line item on your utility bill. It will appear for the first time on the December 2022 statement.

**SEPTEMBER 19, 2022 COMMON COUNCIL MEETING MINUTES  
CITY OF EDGERTON**

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

Present: Casey Langan, Candy Davis, Tim Shaw, Paul Davis and Jim Burdick.

Excused: Sarah Braun.

Others Present: City Administrator Ramona Flanigan, City Clerk Wendy Loveland, Police Chief Robert Kowalski, Municipal Services Director Howard Moser, Library Director Kirsten Almo, Aquatics Director Anne Gohlke, City Attorney Bill Morgan and a few citizens.

Loveland confirmed the meeting agendas were properly posted on Friday, September 16, 2022 at the Post Office, Edgerton Library, City website, and City Hall.

**ACCEPT THE AGENDA:** A Candy Davis/Casey Langan motion to accept the agenda passed, all voted in favor.

**PERSONAL APPEARANCES:** Shaina Stapleman, 14 Mechanic St. Ms. Stapleman stated she received a complaint regarding the 2 ducks she owns. She stated, most of the neighbors do not have any problems with them owning ducks. She is requesting a change to the ordinance to allow her to keep her ducks.

**MINUTES:** A Paul Davis/Casey Langan motion to approve the minutes from the September 6, 2022 Common Council meeting passed. All voted in favor.

**COMMITTEES:**

**Finance Committee:** A Candy Davis/Tim Shaw motion to approve the bills and payroll in the amount of \$237,288.70 passed on a 5/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve the loan subordination for Rinehart Properties at 206-208 S Main St passed on a 5/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve the loan subordination for Rinehart Properties at 218-224 S Main St passed on a 5/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve an event packet for the FFA Alumni Pork Chop Dinner passed on a 5/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve City of Edgerton Resolution 16-22: Authorizing a Signatory Municipality to Exceed the Levy Limit for the Edgerton Fire Protection District passed on a 5/0 roll call vote.

A Candy Davis/Tim Shaw motion to award the road salt bid to Morton Salt for \$81.08 per ton passed on a 5/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve City of Edgerton Resolution 17-22: Authorizing an Application to the Urban Forestry Grant and Urban Forestry Catastrophic Storm Grant Programs passed on a 5/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve funding the holiday lights on the depot tree using Economic Development funds passed on a 5/0 roll call vote.

**Utility Commission:** A Paul Davis/Candy Davis motion to approve a water utility only rate increase of 4.5% passed on a 5/0 roll call vote.

**Plan Commission:** A Jim Burdick/Paul Davis motion to approve a preliminary 3 lot CSM for IKI Manufacturing at Stoughton Rd and IKI Dr passed on a 5/0 roll call vote.

A Jim Burdick/Paul Davis motion to approve an extraterritorial land division for Knepfel on Academy Dr in Section 22 in the Town of Albion passed on a 5/0 roll call vote.

A Jim Burdick/Paul Davis motion to approve an extraterritorial land division for Jakula on Hillside Rd and Lake Drive Rd in Section 36 in the Town of Albion passed on a 5/0 roll call vote.

Being no other business before the Council, a Casey Langan/Candy Davis motion to adjourn passed on a 5/0 roll call vote.

Wendy Loveland  
City Clerk  
Adopted October 3, 2022

## 6.4 Salary and Classification Plan

### Pay Plan

All non-represented employees are compensated in accordance with the City's current Salary Resolution. The Salary Resolution is maintained by the City Administrator and updated annually upon recommendation of the Committee and approval by the Council.

### Annual Increases

1. **Across the Board:** The City reviews salaries of non-represented employees on an annual basis. The City Council shall determine the across the board annual increase for non-represented employees and communicate this to the City Administrator prior to commencing the annual increase process. In determining the across the board increase the Council shall consider among other factors, the cost of living, the increases given to represented employees and the financial position of the City.
2. **Wage Ranges:** The Committee will establish appropriate pay ranges for each position considering the employee's job responsibilities by reviewing compensation packages of the following: employees in similar communities having like job responsibilities and other non-exempt employees within the City. Pay ranges are not based on individual performance and longevity.

The City reserves the right to place newly hired employees within the wage range based on previous experience.

3. **Tenure Advancement;** The City may offer tenure based wage increases subject to an acceptable performance evaluation by the employee's supervisor and the financial position of the City.

Tenure increases for non-represented, non-exempt employees will be as follows:

- Annual step increases for the first 10 years of service to attain 25% of the adopted pay range at the 10<sup>th</sup> year of service. ~~For this section, years of service is based on actual hours worked assuming 2080 hours equates to 1 year of service.~~ For this section, years of service is based on the earlier of either 2080 hours worked or every two years.
- Step increases at 15, 20 and 25 years so that the employee attains 80% of the approved wage range at 25 years of service.
- Certification Pay for approved certifications, licenses, or specialize training equaling up to 20% of the pay range. Certifications must be maintained to remain eligible for certification pay. To be eligible for Certification Pay, all courses must have prior approval from a Supervisor.

Tenure Increases for department heads and lead management staff will be as follows:

- Annual step increases will be provided for the first 10 years of service to attain 25% of the adopted pay range at the 10<sup>th</sup> year of service. For this section, years of service is based on the earlier of either 2080 hours worked or every two years.
- Step increases at 15, 20 and 25 years so that the employee attains 80% of the approved wage range at 25 years of service.
- Merit pay equaling up to 20% of the pay range. Merit pay will be based on the employee performance rating from the employee performance evaluation procedure (see Section

**RESOLUTION No. 18-22**

**RESOLUTION REQUESTING EXEMPTION FROM ROCK AND DANE  
COUNTY LIBRARY TAX, CITY OF EDGERTON, DANE AND ROCK  
COUNTIES, WISCONSIN**

**WHEREAS**, the Rock and Dane County Boards have established county libraries and levy a county library tax as authorized under Section 43.57(3) of the Wisconsin Statutes, and

**WHEREAS**, Section 43.64(2) (b) of the Wisconsin Statutes provides that a village or city which levies a tax for public library service and appropriates and expends for a library fund as defined by s. 43.52(1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the city or village for the current year, and

**WHEREAS**, the City of Edgerton will, in 2022 appropriate and expend, in 2023, an amount in excess of that calculated above,

**NOW THEREFORE BE IT RESOLVED**, that the Common Council of the City of Edgerton hereby requests of the Rock County Board of Supervisors and Dane County Board of Supervisors that the City of Edgerton be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64(2).

**BE IT FUTHER RESOLVED** that confirmed copies of this resolution be forwarded by the City Clerk to the appropriate parties.

Motion by:

Second by:

Roll Call: Ayes: Noes:

Dated:

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

ATTEST:

\_\_\_\_\_  
Wendy Loveland, City Clerk