

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

Monday, October 5, 2020 at 7:00 p.m.

NOTE: PER EMERGENCY ORDER FACE COVERINGS ARE REQUIRED

1. Call to order; Roll call
2. Pledge of Allegiance.
3. Confirmation of appropriate meeting notice posted on Friday, October 2, 2020.
4. Council acceptance of agenda.
5. Personal appearances for non-agenda items limited to 3 minutes.
  - A. The public will be allowed to speak on agenda items during the meeting.
6. Minutes:
  - A. Consider approval of minutes from September 21, 2020 Council meeting.
7. Committee Reports:
  - A. Finance Committee:
    1. Consider approval of bills and payroll vouchers.
    2. Consider approval of licenses.
      - a. Consider new "Class B" Combination Liquor and Beer License to Young-Fier Pit Stop LLC at 13 Swift St, agent Patricia Young.
    3. Consider quote from Phoenix Consulting for Central Park WiFi access point.
    4. Consider approval of monthly Spectrum charges for WiFi at Central Park.
    5. Consider approval of Racetrack Park cameras purchase and hot spot services.
    6. Consider 2021 Park Rental Fees.
    7. Consider 2021 policy for use of park facilities for tournaments.
    8. Consider awarding Marlboro Ave stormsewer bid.
    9. Consider bids for sandblaster.
    10. Consider purchase of DS200 ballot tabulator machine.
    11. Consider CARES Act fund transfer.
    12. Discuss and consider refuse contract options.
  - B. Personnel Committee:
    1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meetings.
  - C. Public Works Committee:
    1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meetings.
  - D. Parks Committee:
    1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meetings.
  - E. Public Safety Committee:
    1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meetings.

F. Fire District:

1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meetings.
8. Consider approval of 2021 Joint Powers Agreement with Rock County 911 Communications.
9. Discuss and consider 2021 budget.
10. Mayor, alderperson and staff reports.
11. Closed session pursuant to Wis. Stat. 19.85(1) (e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session." Discuss lease of City property for cell tower.
12. Return to open session and consider action from closed session discussion.
13. Adjourn.

**Notice: Some members of the Council may attend by telephone conference for this meeting.**

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.

**SEPTEMBER 21, 2020 COMMON COUNCIL MEETING MINUTES  
CITY OF EDGERTON**

Mayor Christopher Lund called the meeting to order at 7:03 p.m.

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

Others Present: City Administrator Ramona Flanigan, Municipal Services Director Howard Moser, Utility Director Randy Oren, Police Chief Bob Kowalski, and City Attorney Bill Morgan

Flanigan confirmed the meeting agendas were properly posted on Friday, September 18, 2020 at the Post Office, City Hall, and the Edgerton Library

**ACCEPT THE AGENDA:** A Robert Reynolds/Jim Burdick motion to accept the agenda as printed passed on a 6/0 roll call vote.

**MINUTES:** A Robert Reynolds/Sarah Braun motion to approve the minutes from the September 8, 2020 Common Council meeting passed on a 6/0 roll call vote.

**COMMITTEES:**

**Finance Committee:** A Candy Davis/Sarah Braun motion to approve pay request #3 from RT Fox Contractors for the W Rollin St project in the amount of \$251,197.74 passed on a 6/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve pay request #3 from RT Fox Contractors for the Marshview Ct project in the amount of \$14,937.97 passed on a 6/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve the bills and payroll list in the amount of \$499,277.29 passed on a 6/0 roll call vote.

A Candy Davis/Robert Reynolds motion to approve the rock salt bid from Cargill Salt for \$71.52/ton passed on a 6/0 roll call vote.

A Candy Davis/Robert Reynolds motion to approve City of Edgerton Resolution 14-20: Authorizing Resolution supporting the submission of a 2021 Urban Forestry Grant application passed on a 6/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve the purchase/upgrade of AV equipment from Lewis Sound for the City Hall Council Chambers in the amount of approximately \$30,000 to be paid for from the CARES Act passed on a 6/0 roll call vote.

Jim Burdick questioned if there was a possibility this project would not be covered by the CARES Act. He asked if the upgrade is not covered will the city still do the project. Ramona Flanigan stated the staff has been researching all the details of the upgrade and is confident this project qualifies for the CARES Act grant but there is a possibility a future audit may determine the expenses are not eligible. She further explained that the funds have to be spent by the end of October.

A Candy Davis/Sarah Braun motion to approve the purchase of dump truck accessories from Monroe Truck Equipment in the amount of \$4,547 with the shortfall coming from the streets budget passed on a 6/0 roll call vote.

A Candy Davis/Sarah Braun motion to accept the Badgerland bid for refuse and recycling and negotiate the contract passed on a 6/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve a façade grant for 4 W Fulton St in the amount of \$708.96 passed on a 6/0 roll call vote.

A Candy Davis/Casey Langan motion to approve a façade grant for 351 W Fulton St in the amount of \$4,120 passed on a 6/0 roll call vote.

**COMMITTEE APPOINTMENTS:** An Anne Radtke/Casey Langan motion to approve the Mayor's recommendation to appoint Rebecca Diedrick to the Tree Board passed on a 6/0 roll call vote.

A Sarah Braun/Candy Davis motion to approve the Mayor's recommendation to appoint Casey Langan to the Tourism Board passed on a 5/0/1 roll call vote. Casey Langan abstained.

**MAYOR REPORT:** Mayor Lund stated that Halloween hours have previously been established from 5pm-8pm. This activity is not regulated by the City therefore, we do not issue any type of permit. With the pandemic, the City's position will be that each individual will be able to decide for themselves if they wish to participate. Mayor Lund stated the CDC does provide guidelines based on COVID levels in each County.

Being no other business before the Council, a Candy Davis/Sarah Braun motion to adjourn passed on a 6/0 roll call vote.

Cindy Hegglund/wl  
City Clerk-Treasurer  
Adopted October 5, 2020

# Memo

To: Common Council  
From: Staff  
Date: 10/1/2020  
Re: October 5, 2020 Meeting

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**Cameras at Racetrack and Central Parks:** Please recall Jim and Becky Kapellen offered to pay for security cameras and their installation at Central Park if the City provided the internet connection. Charter will install the internet connect to the concession stand building for \$113. The City's IT vendor, Phoenix, will install the WiFi access point for \$540. The monthly charge from Charter for internet access is \$70. The plan is to install four cameras that would cover the following areas: Veterans' memorial and the bathhouse driveways and parking lot. The 2020 budget includes \$500 for security cameras.

If the Council wishes to install security cameras at Racetrack Park, we would use a WiFi hotspot because the installation cost for Charter is cost prohibitive at \$8,000. The monthly charge for the hotspot is \$40. Officer Brody Kapellen has a private company that provides security technology. He has volunteered technical advice for the two park systems. Officer Kapellan's company, Zerofox, has provided a quote of \$290 for two cameras and their installation at Racetrack Park. The cameras would provide coverage for the shelter and restroom building on top of the hill. They will be mounted in locations where there is already power.

**Parks Fees and Tournament Policy:** The Parks' Committee recommended modifying the parks fee schedule and the adoption of a new policy for tournament use of Racetrack Park facilities. The existing and proposed fee schedules are included in the packet.

**Refuse Contract:** Please recall the Council selected Badgerland as the refuse and recycling service provider starting next year. Badgerland included in their proposal options regarding the term of the contract as well as procedures for large item pickup. (See table below)

-Term - Badgerland offered 7 year and 10 options to the 5 year term of the base contract. The longer the term, the greater the reduction in per unit costs. Badgerland has agreed to allow the City up to 12 months into the contract to elect to take a longer term and still receive the lower rate. This would allow the City to understand Badgerland's service quality before committing to a longer term.

-Large item pick up- We currently have large item collection two-times per month with the costs included in the rates. According to the bidders, this procedure is a higher service level than most communities offer. As an alternative to the two times per month collection, Badgerland provided a cost for a one-time per month collection and a "user fee based" alternative in which the property owner requesting a large item pick up would pay the hauler directly for the service. (In the packet for the

previous Finance Committee meeting, staff shared a memo from one of the bidders listing the advantages of a user fee based large item pick up procedure).

## Refuse and Recycling Contract Options

2020 Rate per unit per month	\$11.04
2021 annual reduction in costs from 2020*	\$15,946

### Base Bid Contract

Base Bid 2021 per unit per month	\$10.35
5 year contract 2021 total annual cost	\$236,477

### Contract Term Options

7 year contract savings in 2021 compared to base bid	\$2,285
7 year contract savings over first 5 years of contract	\$12,079
10 year contract savings in 2021 compared to base bid	\$6,626
10 year contract savings over first 5 years of contract	\$35,030

### Large item pickup Options

2021 savings 1 time per month compared to base bid	\$12,795
Savings over 5 year contract	\$67,645
2021 savings with resident paid large item pickup	\$17,364
Savings over 5 year contract	\$91,804

\* Based on unconfirmed unit counts

**Routes to Recovery Local Aid Grant transfer:** DOA created the Routes to Recovery program using CARES Act dollars to reimburse local governments for their COVID related expenses incurred between March 1, 2020 and November 6, 2020. Municipalities that are not going to use all of their allocation can transfer their funding to another municipality. A decision to transfer needs to be made in early October. Based on known upcoming eligible expenses, staff believes the City could transfer \$20,000 to another entity.

The Rock County Administrator indicated that both Janesville and Beloit have a need for more funding and have requested local municipalities transfer their available funds to them. The Administrator argues that keeping the funds in our region will help maintain the fiscal health of our local governments. Because several residents have utilized the community testing site at Alliant Energy Center, staff contacted Dane County about their needs and is awaiting a response. The Council should decide if they wish to transfer funds and if so, how much to what entity.

**Marlboro Avenue Stormsewer Bid:** The city received 8 bids for the “sewer pump discharge” stormwater project on Marlboro Avenue. Staff recommends we award the project to Nelson Excavating who provided the low bid of \$21,375. This bid is significantly lower than the estimated cost.

**JOINT POWERS AGREEMENT  
256.35(9) Wis. Stats**

**ROCK COUNTY AND CITY OF EDGERTON**

Rock County (County) and City of Edgerton (Municipality) have combined with other municipalities to establish a sophisticated telecommunications system which automatically connects a person dialing the first "911" to a public safety answering point (PSAP) provides the PSAP with the caller's location and number identification.

Wis. Stats. 256.35(9) requires that County and Municipality annually enter into this Joint Powers Agreement as follows:

- 1) This agreement is applicable on a daily basis.
- 2) If an emergency service vehicle is dispatched in response to a request through the Rock County System, which the Municipality is a part of, such vehicle shall render its services to the persons needing the services regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries. The intent of this paragraph is to meet the legal requirements of the Wisconsin State Statutes. It is not to assign calls to emergency service departments outside of their defined service areas on a regular basis. Only unusual circumstances will require such assignment.
- 3) Municipality directs the Rock County PSAP Center receiving a call for service in the Municipality's jurisdiction to dispatch the call in the following manner.

Primary:	Police:	County Main Repeater 155.985 (TX), 159.090 (RX)
	Fire:	RF Main 153.950 (RX), 155.715 (TX) RF Paging 154.310 (RX), PL Tone 79.7
	EMS:	Same as Fire
Secondary:	Police:	County TAC Repeater 154.950 (TX), 158.730 (RX)
	Fire:	RF Central 150.815 (TX), 155.430 (RX)
	EMS:	Same as Above

4) All calls of an administrative nature shall be referred to Municipality's published telephone number as follows:

Administrative:	Police:	884-3321
	Fire:	884-3326
	EMS:	884-3326

5) The Rock County PSAP will maintain a record of the receipt of all 911 calls, emergency and non-emergency, and a record of the dispatch. Municipality must keep records of the receipt of the dispatch and disposition.

6) Rock County will file a copy of this Agreement with the Wisconsin Department of Justice as required by sec. 256.35(9), Wis. Stats.

The respective Board/Council has authorized this Joint Powers Agreement and the undersigned have been authorized to execute this Agreement effective January 1, 2021.

X \_\_\_\_\_ Date \_\_\_\_\_  
Rock County Board, Chair

X \_\_\_\_\_ Date \_\_\_\_\_  
Rock County Clerk

X \_\_\_\_\_ Date \_\_\_\_\_  
City of Edgerton, Mayor

X \_\_\_\_\_ Date \_\_\_\_\_  
City of Edgerton, City Clerk



# Memo

To: Common Council  
From: Staff  
Date: 10/1/2020  
Re: 2021 Budget

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Below are some of the highlights of the 2021 budget.

**Debt and borrowing and 10-year Capital Improvement Plan:** Debt is used to pay for large street improvement projects, large equipment purchases, and major building projects. Other than for very large projects such as building renovations, the strategy the City has adopted is to borrow for a relatively short term (usually 4 years) pay off that debt, and then borrow again. In 2014, the City Council established a goal of maintaining an annual debt service payment of approximately \$600,000. This practice helps to stabilize the tax levy and support long term project planning. (Attached is a graph showing the City's existing and proposed debt implementing this practice.) This procedure has also served to keep the City's overall debt low. State Statutes restrict the amount of debt cities can have. The current GO Debt of \$2.5 million is 11% of the state imposed limit.

The City last borrowed in 2019. The attached Capital Improvement Schedule (CIP) indicates how these funds have been (and will be) used. The schedule also indicates the next borrowing is scheduled for 2022 and what projects are planned using those borrowed funds. Please note that the projects included in the next borrowing are subject to change and are approved annually through the budget process.

The debt service levy for next year will be \$610,112. Debt service is an exemption to the levy limit thus it does not impact funds available for operating.

**Capital Items:** The attached schedule summarizes the capital projects and equipment included in the draft budget. The schedule also includes any notable modifications made to operating accounts.

Pool slide: The pool slide was inspected and it needs to be either replaced for \$50,962 or refurbished for \$27,126. Both the replacement slide and the refurbished would have a one year warranty. The vendor providing the quote to refurbish the slide indicates the repair would last "several years". It would not be possible to refurbish the slide again in the future. A new slide should last 20-30 years. Given the cost to refurbish the slide, the Parks Committee recommended replacement..

Email hosting contract: The City's contract with GoDaddy for email hosting expires in March of 2021. Below is a chart for renewal. The Council should decide if we should take advantage of the current "special" price or wait until next year. We do not know if there will be another special when it is time to renew. If we renew now, we could either use 2020 funds or budget for the amount in 2021 to repay the expense incurred this year.

<b>Contract term</b>	<b>Cost 2021</b>	<b>Cost now</b>
1 year	\$621.48	
3 year	\$1864.44	\$1,491.55
5year	\$3,107.40	\$2,330.55

City Hall Copier and Printer: The capital list includes a new copier as well as a new printer for City Hall. Staff does not recommend these items be included in the 2021 budget but staff wishes to make Council aware that both of these pieces of equipment are old and may fail. We recommend we continue to use them until they cease to function; but if this happens mid-year, we will have to find other funds to replace these items.

Operational deficit in solid waste collection: Fund 206 – Refuse Fund is predicted to have a \$28,000 deficit at the end of 2020. The Council should decide how it wants to handle this deficit. Options include:

- increase the levy for the Refuse Fund in 2021 to cover the shortfall. This option will reduce available funds for the 2021 budget by \$28,000; or
- transfer funds from the General Fund now in hopes that there will be a surplus in the General Fund this year (or in a future year) to cover the expense.

Recodification: The City has not updated its Code book in approximately 30 years. The process of updating the code book, referred as recodification, is involved and time consuming. To take advantage of the significant experience of the existing administrative staff, we are recommending we undertake a recodification process at this time. Staff has interviewed several companies that provide this service. Some of them may allow us to spread the cost of the process over two years.

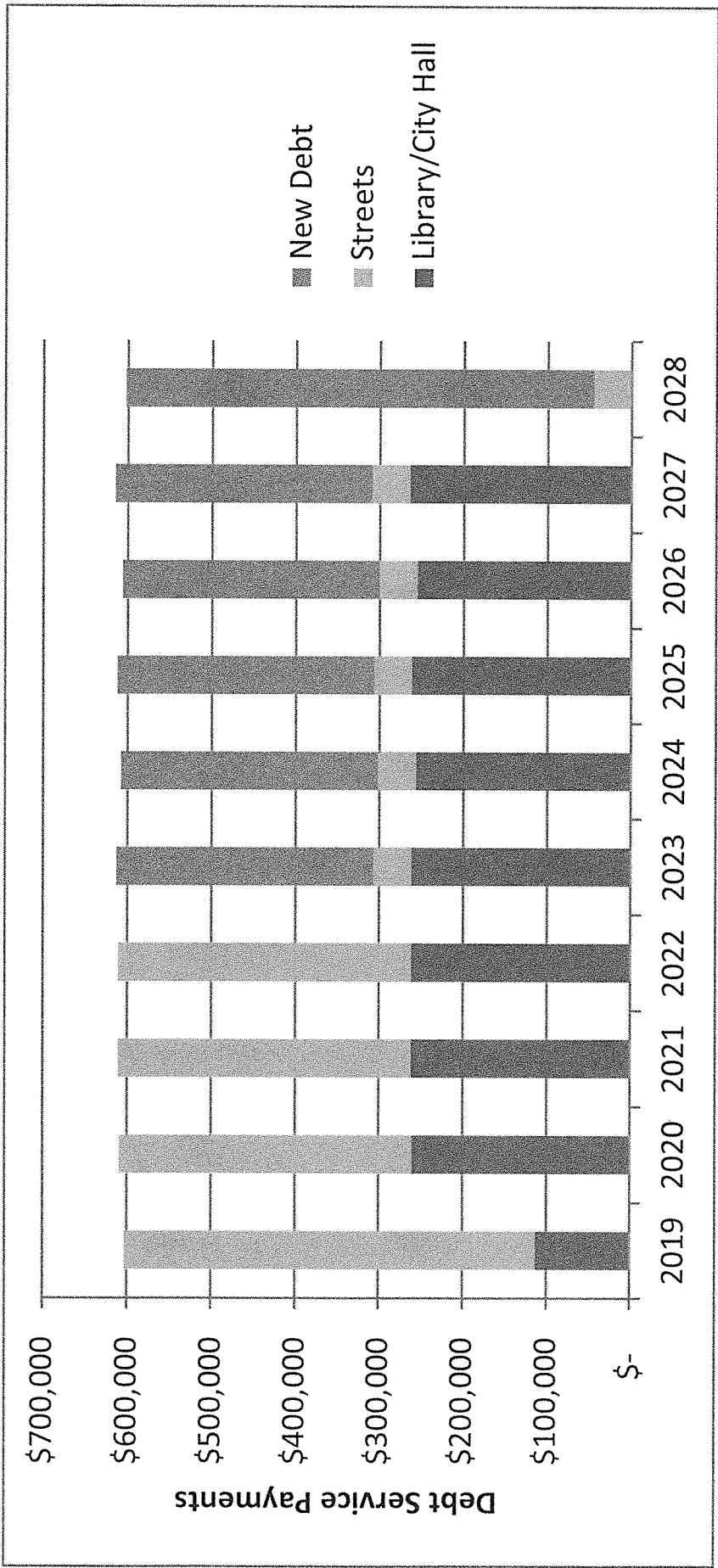
**Highway Aids:** Please recall highway aids **increasing** by \$19,587 last year. All of that increase was allocated to the streets budget increasing funding for preventative maintenance. Highway aids for 2021 include a similar increase. The Council is not required to spend this extra funding on street work but, given that the Council has prioritized street repair, the draft budget will show the increased expenses in the streets budget. The Council could reallocate these funds for another purpose.

**Levy Limit:** The levy limit law allows for an increase in the **operating** levy for new growth only. The City's maximum operating levy increase will be 0.64% or \$17,304 assuming the Fire District's levy increase is no more than 0.64%. There should be more information available regarding the Fire District budget for Monday's meeting.

**Health Insurance and retirement:** Retirement expenses are estimated to increase by \$225. Health insurance costs will increase by 6.5% but due to some changes in individual health insurance choices, the City's total health insurance costs (levy supported) are estimated to be either comparable to last year or there may be a reduction. Staff hopes to have an accurate estimate for the next meeting. The Personnel Committee recommended a 1.5% across the board wage increase for non-represented employees. This would result in a \$20,955 increase cost to the city for wage and wage related expenses. For the draft budget, this number will include library but wages for those employees are ultimately determined by the Library Board.

**Non levy Funds:**

- Capital Surplus: Please recall the Council adopted a policy allowing the general fund surplus from the prior year to be used for capital projects. There is an estimated \$186,697 available for capital projects at the end of 2020.
- Parks Funds: The current balance in the developer fee account is \$39,466 and there is \$729 in the Racetrack Park Advertising fund.



10 Year Capital Projects and Equipment Plan							9/30/2020		
Borrowing Year	Construction Year				Total Borrowing	Funded with Capital Surplus	Notes		
2019	2018	Pool Painting		\$ 55,932					
2019	2018	Chaucer St* and Broadway		\$ 239,000					
2019	2019	Sweeney *		\$ 198,509			LRIP grant		
2019	2021	Highway 51 striping		\$ 100,000					
2019	2020	W Rollin (Albion to N Main)*		\$ -			CDBG Close, PF and utility		
2019	2021	Fulton St striping		\$ 63,370					
2019	2020	Henderson St		\$ 57,820			Mill and overlay		
2019	2020	Swift St (Bridge - N Main)		\$ 44,364			Mill and overlay		
		Available		\$ 41,005	\$ 800,000				
2022	2022	So Main *		\$ 477,102			reconstruct		
2022	2022	Quigley St *		\$ 109,100			resurface, LRIP		
2022	2022	Loader		\$ 70,000					
2022	2023	Plow Truck		\$ 150,000					
2022	2023	Henry St*		\$ 116,200			resurface		
2022	2024	Albion *		\$ 547,850			reconstruct		
		Available		\$ (29,247)	\$ 1,400,000				
2027	2025	Creasant and Ridgeway*		\$ 332,115			reconstruct		
2027	2027	IKI		\$ 322,000			resurface		
2027	2028	Washington Street*		\$ 392,250			reconstruct		
2027	2027	W. Fulton St (W of Menhall)		\$ 393,480			maybe util		
2027	2029	W Rollin (Head to Albion)*		\$ 382,600			apply DOT grant		
2027	2030	Stoughton RD (IKI -Head)		\$ 300,000			apply DOT grant, no utilities		
		Available		\$ (1,692)	\$ 2,150,000				
2031		E Hubert		\$ 120,000			maybe utility		
2031		Cherry St		\$ 140,000			maybe utility		
2031		Marlboro		\$ 220,000					
2031		Salem Dr (east)		\$ 70,000					
2031		Winston Dr (east)		\$ 70,000			maybe util on east end		
2031		South Ave (Lord to Martha)*		\$ 320,000			maybe util on east end		
2031		Shannon St *		\$ 70,000			asbestos pipe		
2031		Little York Rd *		\$ 70,000					
2031		Pool Painting		\$ 60,000					
2031		Plow truck		\$ 155,000					
2031		Plow Truck		\$ 155,000					
2031		Loader		\$ 60,000					
2031		TBD		\$ 440,000					
		Available		\$ 238,308	\$ 2,190,000				

\* May require sewer and water replacement

OPERATING INCREASES (DECREASES)	CAPITAL EQUIPMENT	CAPITAL PROJECTS
<b>DPW</b>	<b>DPW</b>	<b>DPW</b>
Tree planting and removals \$ (2,000)	New barricades \$ 3,338	Cherry St (4) \$ 65,000
	Tool cat sand and salt spreader \$ 5,000	Nunn Bush St (4) \$ 27,400
	Air compressor (1) \$ 1,300	Highway striping (4) \$ 163,370
	Bobcat root grapple \$ 3,850	Pollinator plantings (8) \$ 1,000
		Downtown ash tree replacement (3) \$ 20,000
		Downtown crosswalk replacement (3) \$ 70,000
<b>Stormsewer</b>	<b>Stormsewer</b>	<b>Stormsewer</b>
		N Main Stormsewer (5) \$ 80,000
		Cherry (5) \$ 5,000
		Nunn Bush St (5) \$ 2,600
<b>Cemetery</b>	<b>Cemetery</b>	<b>Cemetery</b>
<b>Parks</b>	<b>Parks</b>	<b>Parks</b>
Cemetery groundskeeper wages (increase) \$ 4,300	Netting (8) \$ 1,000	Rock Climber Hain Rd \$ 1,500
Wi-Fi for park cameras (RTP and Central) \$1,191	Mower (8) \$ 6,539	Upper bathroom improvements \$ 5,000
		Bury overhead wires at Racetrack Park \$ 13,500
		Grading /seeding for soccer field \$ 6,000
		Bollards for soccer field \$ 1,500
		Dance floor/skate modifications ??
		Fish pond culvert and structure (8) \$6,200
<b>Pool</b>	<b>Pool</b>	<b>Pool</b>
	Lounge chairs \$ 840	Concession stand partitions \$ 6,225
	Misc. equip \$ 811	Interlock/autofill \$ 2,375
		Slide new \$ 50,962
<b>General Government</b>	<b>General Government</b>	<b>General Government</b>
Go Daddy email hosting renewal \$600-\$3,107	Copier \$ 10,000	Recodification \$ 14,000
	Printer \$ 600	
<b>Library</b>	<b>Library</b>	<b>Library</b>
	5 Computer replacement \$ 4,000	Tuck point \$ 3,485
<b>Police</b>	<b>Police</b>	<b>Police</b>
Lexipol maintenance \$ 2,625	1 squad SUV (1) \$ 26,955	Lexipol policy management program \$ 7,190
	2 vests (1) \$ 800	
<b>Refuse and Recycling</b>	<b>Refuse and Recycling</b>	<b>Refuse and Recycling</b>
2020 operation budget deficit \$ 28,000		
Staff OT for compost site \$ 9,545		
Grinding \$ 8,000		

Note: does not include operating increases due to wages

- (1) Net of trade in or grant
- (2) funded with park improvement fees or advertising fees
- (3) TIF
- (4) borrowing
- (5) Stormwater Utility
- (6) partially paid by sewer and water utilities
- (7) Capital Surplus Funds
- (8) designated funds