

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

**Monday April 6, 2020 at 7:00 P.M.**

**Notice: Participants may attend in person, by phone, or online**

**Join by telephone:**

- On your phone, **Dial: 1-408-418-9388**
- Enter the meeting ID number when prompted, **Meeting ID: 966 655 057**
- Please note that long-distance charges may apply. This is not a toll-free number.
  
- Public participants will be able to speak on agenda and non agenda items during personal appearances only.
- Please mute your phone when you are not speaking to minimize background noises
- We are new at holding meetings this way, so please be patient

**OR**

**Join online: WebEx Meeting**

- <https://cityofedgerton.webex.com/cityofedgerton/onstage/g.php?MTID=ef3f187102306750d56134d9a0204f3f4>
- Meeting ID: 966 655 057
- Meeting Password 2480

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12 ALBION STREET**

Monday, April 6, 2020 at 7:00 p.m.

1. Call to order; Roll call
2. Pledge of Allegiance.
3. Confirmation of appropriate meeting notice posted on Friday, April 3, 2020.
4. Council acceptance of agenda.
5. Personal appearances for agenda and non-agenda items limited to 3 minutes.
6. Minutes:
  - A. Consider approval of minutes from March 16, 2020 Council meeting.
7. Finance items:

- A. Consider approval of bills and payroll vouchers.
  - B. Consider approval of licenses.
  - C. Consider amendment to Cedar Corp contract for S Main Street Reconstruction for the right-of-way plat.
  - D. Consider downtown lighting upgrades.
  - E. Consider declaring old scoreboard and playground equipment surplus.
  - F. Consider crack filling quotes.
  - G. Consider sealcoating quotes.
8. Fire District Report:
- A. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meetings.
9. Consider Ratification of Declaration of Emergency proclaimed on March 23, 2020.
10. Consider modifications to Personnel Policies in response to COVID-19 pandemic.
11. Consider extraterritorial land division for Miller/Becker, section 25, Albion Township.
12. Consider Mayor's committee appointments.
13. Consider proposed DOR tax appeal settlement to reduce assessed value at 405 E Fulton Street.
14. Consider operational change to Shared Ride Taxi program to provide free package delivery from the food pantry during COVID-19 emergency.
15. Mayor, alderperson and staff reports.
16. 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 and consider Veterans' Memorial Building offer to purchase.
17. 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: Meeting participants may be attending remotely.

**MARCH 16, 2020 COMMON COUNCIL MEETING MINUTES  
CITY OF EDGERTON**

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

Present: Sarah Braun, David Esau, Candy Davis, Debbie Olson, Anne Radtke and Jim Burdick

Others Present: City Administrator Ramona Flanigan, City Clerk/Treasurer Cindy Heggglund, Municipal Services Director Howard Moser, Police Chief Bob Kowalski, Fire Chief Randy Pickering, City Attorney Bill Morgan, Paula Carrier Best Realty, Edgerton Reporter and citizens.

Heggglund confirmed the meeting agendas were properly posted on Friday, March 13, 2020 at the Post Office, Edgerton Library, and City Hall.

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

**PERSONNEL POLICY HANDBOOK MODIFICATIONS:** The Council was provided with a City Hall Work Interruption Preparedness Plan. This plan spells out the procedures and policies for the City Hall employees and committee members for a work interruption caused by a major event.

A Sarah Braun/David Esau motion to approve the modification to the Personnel Policy Handbook to address the emergency communicable illness preparedness plan passed on a 6/0 roll call vote.

**MINUTES:** A David Esau/Candy Davis motion to approve the minutes from the March 2, 2020 Common Council meeting with an amendment passed, all voted in favor.

**COMMITTEE REPORTS:**

**Finance Committee:** A Candy Davis/David Esau motion to approve the bills and payroll list in the amount of \$385,725.01 passed on a 6/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve the public event packet for the Edgerton Community Market at Central Park and waive the fees passed on a 6/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve the purchase of the Gregory Field backstop from Sports Facilities Group in the amount of \$3,163.15 passed on a 6/0 roll call vote.

MSA is the company that administers the City's CDBG housing program. The proposed amendments consist of a fee increase from 14% to 16%; an increase in the fees for performing lead inspections and a change to the due date of the first installment payment of the fees.

A Candy Davis/Sarah Braun motion to approve the amendment to the Housing Administration contract with MSA passed on a 6/0 roll call vote.

A Candy Davis/David Esau motion to adopt City of Edgerton Resolution 26-19A: Amended 2020 Salary Resolution to add a part-time cemetery groundskeeper position passed on a 6/0 roll call vote.

A Candy Davis/David Esau motion to adopt City of Edgerton Resolution 04-20: Extending the Life of Tax Incremental District No. 5 to fund the Edgerton Affordable Housing Improvement Program passed on a 6/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve the bid for the purchase of a pool pump strainer basket from In Depth Pool Service in the amount of \$20,700 passed on a 6/0 roll call vote.

A Candy Davis/Debbie Olson motion to approve the purchase of a pool chemical controller from In Depth Pool Service in the amount of \$1,980 passed on a 6/0 roll call vote.

A Candy Davis/David Esau motion to award the bid from RT Fox Contractors Inc for the regional storm pond and Marshview Court street and utility improvement project in the amount of \$362,219 passed on a 6/0 roll call vote.

A Candy Davis/David Esau motion to approve the listing contract with Best Realty for the sale of the Veteran's Memorial Building passed on a 6/0 roll call vote.

**407 N MAIN ST PURCHASE AGREEMENT:** A Sarah Braun/David Esau motion to approve a three month extension of the purchase agreement with Green Tek for 407 N Main St with the condition the City mows the grass passed on a 6/0 roll call vote.

**CLOSED SESSION:** A Candy Davis/David Esau motion to go in to 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 and consider sale price and Right of First Refusal Agreement for Veterans' Memorial Building passed on a 6/0 roll call vote.

A Debbie Olson/Sarah Braun motion to go into open session passed on a 6/0 roll call vote.

A Candy Davis/Sarah Braun motion to set the listing price at \$340,000 for the Veterans Memorial Building passed on a 4/2 roll call vote. Debbie Olson and Jim Burdick voted against the motion.

A Candy Davis/Debbie Olson motion to accept the Right of First Refusal agreement with Cathe Engler for the sale of the Veteran's Memorial Building passed on a 6/0 roll call vote.

Being no other business before the Council, a Sarah Braun/Anne Radtke motion to adjourn passed, all voted in favor.

Cindy Hegglund/wl  
City Clerk-Treasurer  
Adopted April 6, 2020

## Report Criteria:

Detail report.  
Invoices with totals above \$0 included.  
Paid and unpaid invoices included.  
Invoice Detail.Input Date = 04/03/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
<b>10013100</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	MAY 2020	MAY 20 HEALTH INSURANCE	04/03/2020	4,868.58	.00		
2887 c	DELTA DENTAL OF WISCONSIN	APRIL 2020	APRIL 2020 DENTAL INSURANCE	04/03/2020	58.88	.00		
Total 10013100:					4,927.46	.00		
<b>10021520</b>								
789 ch	WI RETIREMENT SYSTEM	MARCH 2020	MARCH 2020 RETIREMENT	04/03/2020	21,429.04	.00		
Total 10021520:					21,429.04	.00		
<b>10021552</b>								
788 ch	WISCONSIN PROFESSIONAL P	6401/6825	LEER FULL TIME/PAC CONTRIBUTION	04/03/2020	336.00	.00		
Total 10021552:					336.00	.00		
<b>10044210</b>								
604 ch	ROCK CO TREASURER	MARCH 2020	DOG TAGS	04/03/2020	70.50	.00		
604 ch	ROCK CO TREASURER	MARCH 2020A	DOG TAGS	04/03/2020	107.50	.00		
Total 10044210:					178.00	.00		
<b>10051100340</b>								
231 ch	EDGERTON REPORTER CO INC	9262	BASKETBALL SIGNATURE PAGE - COUNCIL	04/03/2020	15.00	.00		
Total 10051100340:					15.00	.00		
<b>10051300210</b>								
2936 c	MURPHY DESMOND LAWYERS	8103030	FEB 20 CITY RETAINER	04/03/2020	2,125.00	.00		
Total 10051300210:					2,125.00	.00		
<b>10051320210</b>								
2936 c	MURPHY DESMOND LAWYERS	8103029	FEB 20 PROSECUTOR RETAINER	04/03/2020	633.33	.00		
Total 10051320210:					633.33	.00		
<b>10051410153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	APRIL 2020	APRIL 20 DENTAL INSURANCE	04/03/2020	58.88	.00		
Total 10051410153:					58.88	.00		
<b>10051410154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	MAY 2020	MAY 20 HEALTH INSURANCE	04/03/2020	691.22	.00		
Total 10051410154:					691.22	.00		
<b>10051430153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	APRIL 2020	APRIL 20 DENTAL INSURANCE	04/03/2020	105.97	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Vo
Total 10051430153:					105.97	.00		
<b>10051430154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	MAY 2020	MAY 20 HEALTH INSURANCE	04/03/2020	1,354.18	.00		
Total 10051430154:					1,354.18	.00		
<b>10051430320</b>								
231 ch	EDGERTON REPORTER CO INC	8906	COUNCIL MINUTES - 1/6/20	04/03/2020	51.90	.00		
231 ch	EDGERTON REPORTER CO INC	8907	COUNCIL MINUTES - 1/20/20	04/03/2020	69.36	.00		
231 ch	EDGERTON REPORTER CO INC	8908	COUNCIL MINUTES - 2/3/20	04/03/2020	81.96	.00		
231 ch	EDGERTON REPORTER CO INC	8914	COUNCIL MINUTES - 2/17/20	04/03/2020	54.81	.00		
231 ch	EDGERTON REPORTER CO INC	9003	DOG AND CAT LICENSE AD	04/03/2020	9.04	.00		
231 ch	EDGERTON REPORTER CO INC	9182	DOG AND CAT LICENSE AD	04/03/2020	10.70	.00		
Total 10051430320:					277.77	.00		
<b>10051440311</b>								
230 ch	EDGERTON POSTMASTER	3/13/20	POSTAGE - ELECTION	04/03/2020	110.00	.00		
230 ch	EDGERTON POSTMASTER	3/18/20	POSTAGE - ELECTION	04/03/2020	165.00	.00		
230 ch	EDGERTON POSTMASTER	3/24/20	POSTAGE - ELECTION	04/03/2020	110.00	.00		
230 ch	EDGERTON POSTMASTER	3/30/20	POSTAGE - ELECTION	04/03/2020	110.00	.00		
230 ch	EDGERTON POSTMASTER	3/31/20	ELECTION POSTAGE	04/03/2020	2.24	.00		
Total 10051440311:					497.24	.00		
<b>10051440340</b>								
231 ch	EDGERTON REPORTER CO INC	8902	ABSENTEE BALLOT NOTICE - 4/7/20	04/03/2020	64.02	.00		
231 ch	EDGERTON REPORTER CO INC	9185	VOTING MACHINE TESTING - 4/7/20 ELECTI	04/03/2020	8.27	.00		
238 ch	ELECTION SYSTEMS & SOFTW	1120917	BATTERIES - ELECTION EQUIPMENT	04/03/2020	140.00	.00		
934 ch	STAPLES CREDIT PLAN	706080286	PRINTER LABELS - ELECTION	04/03/2020	22.18	.00		
934 ch	STAPLES CREDIT PLAN	7306077608	ENVELOPES/ALCOHOL PADS - ELECTIONS	04/03/2020	45.06	.00		
934 ch	STAPLES CREDIT PLAN	7306080286	ELECTION LABELS	04/03/2020	22.18	.00		
934 ch	STAPLES CREDIT PLAN	7306354923	LABELS/ENVELOPE MOISTENER - ELECTIO	04/03/2020	28.16	.00		
934 ch	STAPLES CREDIT PLAN	7306446715	BALLPOINT PENS - ELECTION	04/03/2020	24.95	.00		
Total 10051440340:					354.82	.00		
<b>10051510153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	APRIL 2020	APRIL 20 DENTAL INSURANCE	04/03/2020	82.42	.00		
2887 c	DELTA DENTAL OF WISCONSIN	APRIL 2020	APRIL 20 DENTAL INSURANCE	04/03/2020	41.20	.00		
Total 10051510153:					123.62	.00		
<b>10051510154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	MAY 2020	MAY 20 HEALTH INSURANCE	04/03/2020	1,053.25	.00		
779 ch	WI DEPT OF EMPLOYEE TRUST	MAY 2020	MAY 20 HEALTH INSURANCE	04/03/2020	526.62	.00		
Total 10051510154:					1,579.87	.00		
<b>10051511210</b>								
731 ch	BAKER TILLY VIRCHOW KRAUS	BT1578372	SERVICES 12/31/19 FINANCIAL STATEMENT	04/03/2020	2,523.50	.00		
Total 10051511210:					2,523.50	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
<b>10051600210</b>								
568 ch	PROFESSIONAL PEST CONTRO	455121	PEST CONTROL - CITY HALL	04/03/2020	26.20	.00		
596 ch	ROBINSON'S MARKETING DIV I	25654	CLEANING THROUGH 3/13/20 - CITY HALL	04/03/2020	110.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	25673	CLEANING THROUGH 3/20/20 - CITY HALL	04/03/2020	110.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	25690	CLEANING THROUGH 3/27/20 - CITY HALL	04/03/2020	110.00	.00		
Total 10051600210:					356.20	.00		
<b>10051600225</b>								
311 ch	FRONTIER COMMUNICATIONS	3/1/20	608-884-3341 TELEPHONE CHARGES	04/03/2020	89.16	.00		
3534 c	CHARTER COMMUNICATIONS	001590703012	CITY HALL INTERNET	04/03/2020	42.50	.00		
Total 10051600225:					131.66	.00		
<b>10051600340</b>								
934 ch	STAPLES CREDIT PLAN	7306077608	COFFEE - CITY HALL	04/03/2020	19.98	.00		
934 ch	STAPLES CREDIT PLAN	7306354923	TAPE - CITY HALL	04/03/2020	6.44	.00		
3701 c	GODADDY.COM, LLC	2020-2021	DOMAIN NAME RENEWAL (1 YEAR)	04/03/2020	18.17	.00		
4096 c	HORIZON DISTRIBUTORS, INC	S3471367	TOILET PAPER - CITY HALL	04/03/2020	65.96	.00		
Total 10051600340:					110.55	.00		
<b>10052100153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	APRIL 2020	APRIL 20 DENTAL INSURANCE	04/03/2020	117.74	.00		
Total 10052100153:					117.74	.00		
<b>10052100154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	MAY 2020	MAY 20 HEALTH INSURANCE	04/03/2020	1,382.44	.00		
Total 10052100154:					1,382.44	.00		
<b>10052100210</b>								
596 ch	ROBINSON'S MARKETING DIV I	25673	CLEANING THROUGH 3/20/20 - POLICE STAT	04/03/2020	119.00	.00		
Total 10052100210:					119.00	.00		
<b>10052100340</b>								
3090 c	TV & RP UNIT	3/23/20	WISCONSIN DOT SUSPENSIONS (2)	04/03/2020	10.00	.00		
Total 10052100340:					10.00	.00		
<b>10052120153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	APRIL 2020	APRIL 20 DENTAL INSURANCE	04/03/2020	941.96	.00		
Total 10052120153:					941.96	.00		
<b>10052120154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	MAY 2020	MAY 20 HEALTH INSURANCE	04/03/2020	10,466.57	.00		
Total 10052120154:					10,466.57	.00		
<b>10052120225</b>								
130 ch	US CELLULAR	0361046244	POLICE CELL PHONES	04/03/2020	156.75	.00		
Total 10052120225:					156.75	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
<b>10052120340</b>								
4820 c	KIESLER'S POLICE SUPPLY, IN	IN128229	AMMUNITION	04/03/2020	243.20	.00		
5030 c	US PUBLIC SAFETY GROUP, IN	2/6/20	OFFICER BADGES	04/03/2020	501.16	.00		
Total 10052120340:					744.36	.00		
<b>10052120380</b>								
3175 c	MOTOR PARTS & EXHAUST LLC	1-3067660	LIGHT BULB - SQUAD	04/03/2020	19.98	.00		
Total 10052120380:					19.98	.00		
<b>10052150210</b>								
568 ch	PROFESSIONAL PEST CONTRO	455121	PEST CONTROL - POLICE STATION	04/03/2020	21.20	.00		
596 ch	ROBINSON'S MARKETING DIV I	25654	CLEANING THROUGH 3/13/20 - POLICE STAT	04/03/2020	119.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	25690	CLEANING THROUGH 3/27/20 - POLICE STAT	04/03/2020	119.00	.00		
Total 10052150210:					259.20	.00		
<b>10052150225</b>								
3534 c	CHARTER COMMUNICATIONS	001590703012	POLICE DEPT INTERNET/PHONE CHARGES	04/03/2020	273.76	.00		
Total 10052150225:					273.76	.00		
<b>10052150340</b>								
557 ch	PHOENIX CONSULTING INC	0032701	INTERNET REPAIRS - POLICE DEPT	04/03/2020	110.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	25655	HAND TOWELS/TOILET PAPER	04/03/2020	129.00	.00		
3977 c	EDWARDSON PLUMBING	3828	TOILET REPAIRS POLICE DEPT	04/03/2020	412.50	.00		
Total 10052150340:					651.50	.00		
<b>10052150820</b>								
5033 c	DANIELSON, BOB	430542	INTERCOM REPAIR - SPEAKER	04/03/2020	130.00	.00		
Total 10052150820:					130.00	.00		
<b>10052400210</b>								
2584 c	GENERAL ENGINEERING COMP	FEB 2020	JAN 2020 BUILDING INSPECTIONS	04/03/2020	1,820.75	.00		
Total 10052400210:					1,820.75	.00		
<b>10053100153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	APRIL 2020	APRIL 20 DENTAL INSURANCE	04/03/2020	117.74	.00		
2887 c	DELTA DENTAL OF WISCONSIN	APRIL 2020	APRIL 2020 DENTAL INSURANCE	04/03/2020	76.53	.00		
Total 10053100153:					194.27	.00		
<b>10053100154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	MAY 2020	MAY 20 HEALTH INSURANCE	04/03/2020	1,504.64	.00		
779 ch	WI DEPT OF EMPLOYEE TRUST	MAY 2020	MAY 20 HEALTH INSURANCE	04/03/2020	978.01	.00		
Total 10053100154:					2,482.65	.00		
<b>10053100320</b>								
231 ch	EDGERTON REPORTER CO INC	9081	TEMP SEASONAL HELP - DPW	04/03/2020	16.70	.00		
231 ch	EDGERTON REPORTER CO INC	9173	TEMP SEASONAL HELP - DPW	04/03/2020	15.70	.00		
231 ch	EDGERTON REPORTER CO INC	9179	ASPHALT OVERLAY AD FOR BIDS	04/03/2020	28.21	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10053100320:					58.61	.00		
<b>10053230153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	APRIL 2020	APRIL 2020 DENTAL INSURANCE	04/03/2020	431.74	.00		
Total 10053230153:					431.74	.00		
<b>10053230154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	MAY 2020	MAY 20 HEALTH INSURANCE	04/03/2020	6,510.85	.00		
Total 10053230154:					6,510.85	.00		
<b>10053230210</b>								
568 ch	PROFESSIONAL PEST CONTRO	455121	PEST CONTROL - MUNI GARAGE	04/03/2020	21.20	.00		
Total 10053230210:					21.20	.00		
<b>10053230225</b>								
130 ch	US CELLULAR	0363503378	DPW CELL PHONE	04/03/2020	44.50	.00		
311 ch	FRONTIER COMMUNICATIONS	3/1/20	608-884-3341 TELEPHONE CHARGES	04/03/2020	89.16	.00		
311 ch	FRONTIER COMMUNICATIONS	3/1/20	608-884-4037 TELEPHONE CHARGES	04/03/2020	74.79	.00		
311 ch	FRONTIER COMMUNICATIONS	3/1/20	608-884-3809 TELEPHONE CHARGES	04/03/2020	35.97	.00		
Total 10053230225:					244.42	.00		
<b>10053230340</b>								
243 ch	ELKHORN CHEMICAL&PACKAG	619562	SOAP/TOILET BOWL BRUSH	04/03/2020	51.45	.00		
259 ch	FASTENAL COMPANY	WIJAN214992	GLOVES - MUNI GARAGE	04/03/2020	148.99	.00		
3161 c	MENARDS	3/27/20	PIPE - MUNI GARAGE	04/03/2020	239.96	.00		
4096 c	HORIZON DISTRIBUTORS, INC	S3471367	TOILET PAPER - MUNI GARAGE	04/03/2020	98.94	.00		
Total 10053230340:					539.34	.00		
<b>10053310340</b>								
259 ch	FASTENAL COMPANY	WIJAN215194	FASTENERS	04/03/2020	82.95	.00		
Total 10053310340:					82.95	.00		
<b>10053310380</b>								
700 ch	LAKESIDE INTERNATIONAL TR	5128604P	HOSE ASSEMBLY	04/03/2020	7.91	.00		
700 ch	LAKESIDE INTERNATIONAL TR	5128690P	OIL PAN/GASKET - STREET VECHILS	04/03/2020	255.01	.00		
Total 10053310380:					262.92	.00		
<b>10053310385</b>								
3404 c	BURNS FULL SERVICE LLC	MARCH 20	MARCH 2020 GAS/DIESEL CHARGES - STRE	04/03/2020	1,445.55	.00		
Total 10053310385:					1,445.55	.00		
<b>10053310390</b>								
4908 c	CHESTNUT RIDGE NURSERY, I	1387	STREET TREES	04/03/2020	2,784.00	.00		
Total 10053310390:					2,784.00	.00		
<b>10053318340</b>								
2371 c	MONROE TRUCK EQUIPMENT I	5424090	VBOX SALT SPINNER REPAIRS	04/03/2020	1,479.83	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
4008 c	UNITED INDUSTRIES INC	INV280624	SALT-BE-GONE	04/03/2020	273.62	.00		
Total 10053318340:					1,753.45	.00		
<b>10053400340</b>								
193 ch	DECKER SUPPLY CO INC	909356	STREET SIGNS	04/03/2020	1,678.65	.00		
3482 c	THE SHERWIN-WILLIAMS CO	3/27/20	PAINT FOR LINE STRIPER	04/03/2020	487.80	.00		
5035 c	STOP-GRINDING.COM	0133941-IN	STENCILS - RAILROAD	04/03/2020	231.76	.00		
Total 10053400340:					2,398.21	.00		
<b>10053420221</b>								
21 ch	ALLIANT ENERGY	FEB 20 833074	833074 ELECTRIC CHARGES	04/03/2020	4,600.94	.00		
Total 10053420221:					4,600.94	.00		
<b>10053420340</b>								
732 ch	VISCO	44534	REPLACEMENT POLE FOR STREET LIGHT	04/03/2020	3,455.00	.00		
732 ch	VISCO	44535	(2) REPLACEMENT POLES FOR STREET LIG	04/03/2020	6,910.00	.00		
4309 c	KING LUMINAIRE CO. INC	I-KUS-2002164	STREET LIGHT REPAIR	04/03/2020	1,783.00	.00		
4638 c	WERNER ELECTRIC SUPPLY	S6095985.001	LIGHT BOX - STREET LIGHTS	04/03/2020	20.44	.00		
4638 c	WERNER ELECTRIC SUPPLY	S6121809.001	BULBS - STREET LIGHTS	04/03/2020	7.36	.00		
Total 10053420340:					12,175.80	.00		
<b>10054910380</b>								
2371 c	MONROE TRUCK EQUIPMENT I	5428427	TRUCK #12 REPAIR PARTS	04/03/2020	267.02	.00		
Total 10054910380:					267.02	.00		
<b>10054910385</b>								
3404 c	BURNS FULL SERVICE LLC	MARCH 20	MARCH 2020 GAS/DIESEL CHARGES - CEME	04/03/2020	48.51	.00		
Total 10054910385:					48.51	.00		
<b>10055110153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	APRIL 2020	APRIL 2020 DENTAL INSURANCE	04/03/2020	333.60	.00		
Total 10055110153:					333.60	.00		
<b>10055110154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	MAY 2020	MAY 20 HEALTH INSURANCE	04/03/2020	3,389.89	.00		
Total 10055110154:					3,389.89	.00		
<b>10055110210</b>								
568 ch	PROFESSIONAL PEST CONTRO	455121	PEST CONTROL - LIBRARY	04/03/2020	25.20	.00		
Total 10055110210:					25.20	.00		
<b>10055140210</b>								
4414 c	SUMMIT SAFETY LLC	1429623	FIRE EXTINGUISHER UPDATES - VETS BUIL	04/03/2020	65.00	.00		
4414 c	SUMMIT SAFETY LLC	1493350	TRIP CHARGE CREDIT	04/03/2020	35.00-	.00		
Total 10055140210:					30.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
<b>10055150210</b>								
568 ch	PROFESSIONAL PEST CONTRO	455122	PEST CONTROL - DEPOT	04/03/2020	40.00	.00		
4414 c	SUMMIT SAFETY LLC	1429810	FIRE EXTINGUISHER UPDATES - DEPOT	04/03/2020	47.00	.00		
4414 c	SUMMIT SAFETY LLC	1493344	TRIP CHARGE CREDIT	04/03/2020	35.00-	.00		
Total 10055150210:					52.00	.00		
<b>10055200340</b>								
193 ch	DECKER SUPPLY CO INC	909357	PET EXERCISE SIGN	04/03/2020	103.20	.00		
243 ch	ELKHORN CHEMICAL&PACKAG	619562	SOAP/TOILET BOWL BRUSH	04/03/2020	51.45	.00		
4096 c	HORIZON DISTRIBUTORS, INC	S3471367	TOILET PAPER - PARKS	04/03/2020	230.86	.00		
4862 c	ACE PORTABLES	34149	PUMP OUT PORT-A-POTTY AT FISH POND	04/03/2020	40.00	.00		
Total 10055200340:					425.51	.00		
<b>10055200380</b>								
3404 c	BURNS FULL SERVICE LLC	MARCH 20	MARCH 2020 DEF FLUID - PARKS VEHICLES	04/03/2020	6.17	.00		
Total 10055200380:					6.17	.00		
<b>10055200385</b>								
3404 c	BURNS FULL SERVICE LLC	MARCH 20	MARCH 2020 GAS/DIESEL CHARGES - PARK	04/03/2020	9.77	.00		
Total 10055200385:					9.77	.00		
<b>10055420210</b>								
568 ch	PROFESSIONAL PEST CONTRO	455121	PEST CONTROL - POOL	04/03/2020	21.20	.00		
Total 10055420210:					21.20	.00		
<b>10055420225</b>								
311 ch	FRONTIER COMMUNICATIONS	3/1/20	608-884-3232 TELEPHONE CHARGES	04/03/2020	28.91	.00		
Total 10055420225:					28.91	.00		
<b>10055420340</b>								
2086 c	FIRST SUPPLY LLC	2748740-00	SLOAN REPAIR KIT - POOL	04/03/2020	18.38	.00		
2086 c	FIRST SUPPLY LLC	2763805-00	SLOAN VALVE/ASSY REPAIR KIT - POOL	04/03/2020	32.30	.00		
Total 10055420340:					50.68	.00		
<b>10055420820</b>								
231 ch	EDGERTON REPORTER CO INC	8903	POOL CHEMICAL CONTROLLER AD FOR BID	04/03/2020	25.72	.00		
231 ch	EDGERTON REPORTER CO INC	8904	POOP PUMP STRAINER AD FOR BIDS	04/03/2020	28.15	.00		
2635 c	IN DEPTH POOL SERVICE	15794	(3) POOL PUMP STRAINER ASSEMBLY INST	04/03/2020	22,680.00	.00		
Total 10055420820:					22,733.87	.00		
<b>10056300153</b>								
2887 c	DELTA DENTAL OF WISCONSIN	APRIL 2020	APRIL 20 DENTAL INSURANCE	04/03/2020	35.32	.00		
Total 10056300153:					35.32	.00		
<b>10056300154</b>								
779 ch	WI DEPT OF EMPLOYEE TRUST	MAY 2020	MAY 20 HEALTH INSURANCE	04/03/2020	414.73	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10056300154:					414.73	.00		
<b>20653630340</b>								
5034 c	ATLAS CUSTOM GRINDING LLC	377	TUB GRINDING - BRUSH	04/03/2020	3,600.00	.00		
Total 20653630340:					3,600.00	.00		
<b>40057332820</b>								
231 ch	EDGERTON REPORTER CO INC	9008	PUBLIC MEETING - MAIN ST PROJECT	04/03/2020	39.30	.00		
Total 40057332820:					39.30	.00		
<b>40057334820</b>								
231 ch	EDGERTON REPORTER CO INC	9176	ROLLIN ST RECONSTRUCTION AD	04/03/2020	84.65	.00		
Total 40057334820:					84.65	.00		
<b>40557120820</b>								
731 ch	BAKER TILLY VIRCHOW KRAUS	BT1578372	SERVICES 12/31/19 FINANCIAL STATEMENT	04/03/2020	180.25	.00		
2623 c	EDGERTON BUSINESS PARK A	2020	2020 ASSOCIATION DUES	04/03/2020	1,253.22	.00		
Total 40557120820:					1,433.47	.00		
<b>40657120820</b>								
731 ch	BAKER TILLY VIRCHOW KRAUS	BT1578372	SERVICES 12/31/19 FINANCIAL STATEMENT	04/03/2020	360.50	.00		
Total 40657120820:					360.50	.00		
<b>40657726820</b>								
731 ch	BAKER TILLY VIRCHOW KRAUS	BT1578372	SERVICES 12/31/19 WEDC EXAMINATION	04/03/2020	1,000.00	.00		
Total 40657726820:					1,000.00	.00		
<b>40757120820</b>								
731 ch	BAKER TILLY VIRCHOW KRAUS	BT1578372	SERVICES 12/31/19 FINANCIAL STATEMENT	04/03/2020	360.50	.00		
Total 40757120820:					360.50	.00		
<b>40757121820</b>								
2936 c	MURPHY DESMOND LAWYERS	8103026	CERTIFIED PARTS APPEAL	04/03/2020	25.50	.00		
Total 40757121820:					25.50	.00		
<b>40857120820</b>								
731 ch	BAKER TILLY VIRCHOW KRAUS	BT1578372	SERVICES 12/31/19 FINANCIAL STATEMENT	04/03/2020	180.25	.00		
Total 40857120820:					180.25	.00		
<b>40857330820</b>								
231 ch	EDGERTON REPORTER CO INC	8810	STORM POND/MARSHVIEW CT - AD FOR BID	04/03/2020	53.36	.00		
Total 40857330820:					53.36	.00		
<b>40857700820</b>								
2936 c	MURPHY DESMOND LAWYERS	8103027	TJN WARRANTY DEED	04/03/2020	208.00	.00		
5032 c	TJN ENTERPRISES, LLC	2020	PURCHASE 3.8 ACRES FROM TJN ENTERPR	04/03/2020	37,491.85	37,491.85	04/01/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 40857700820:					37,699.85	37,491.85		
<b>60380652340</b>								
3309 c	ZARNOTH BRUSH WORKS INC	0179165-IN	BROOM WITH REFILL FOR SWEEPER	04/03/2020	485.55	.00		
Total 60380652340:					485.55	.00		
Grand Totals:					164,085.53	37,491.85		

Total General Fund Vouchers: \$164,085.53

Total Payroll Check Date 3/27/20: \$72,793.65

GRAND TOTAL OF GENERAL FUND: \$236,879.18

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 = 04/03/2020

# Memo

**To:** Common Council  
**From:** Staff  
**Date:** 4/3/2020  
**Re:** April 6, 2020 Meeting

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**Cedar Corp South Main Street reconstruction contract amendment for ROW plat:** The DOT grant that is funding 80% of the S Main Street reconstruction project requires the City verify we have access and easement rights for all properties next to the right-of-way. The attached amended contract (new text underlined) with Cedar Corp for \$45,000 is to complete that work including the \$14,800 in title searches by a title company.

**Crack sealing quotes** – City staff advertised for bids for crack sealing services on various City owned roads. On April 2, 2020 bids were opened. The City received four bids and Fahrner Asphalt Sealers, LLC. was the lowest responsible bidder with a total cost of \$32,101.00. Staff recommends awarding the contract for crack sealing services to Fahrner Asphalt Sealers, LLC.

**Chip sealing quotes** - City staff advertised for bids for chip sealing services on various City owned roads. On April 2, 2020 bids were opened. The City received three bids and Fahrner Asphalt Sealers, LLC was the lowest responsible bidder with a total cost of \$113,935.00. Staff recommends awarding the contract for chip sealing services to Fahrner Asphalt Sealers, LLC.

**Downtown lighting upgrades:** The expiration period for the downtown TIF expires in 2022. This TIF forecasts we use have included funding to make any needed repairs to downtown infrastructure before the expenditure period deadline. Staff has explored many options for upgrading the city owned downtown street lights to LED. Options considered include a turn-key lease to own process from Alliant, to traditional engineering and bidding. The Public Works Department investigated a retrofit LED bulbs and the replacement of the last of the acrylic globes with glass. They found equipment that will work with our current poles. The DPW Department can do the installation making the project significantly cheaper than other options.

The DPW Department has a few alternative bulbs install for your consideration. We are recommending the light on Albion Street and the light on the SW corner of Fulton and Main. Please take a look at them before the meeting. The locations are:

- Southwest corner of Fulton and Main in the overhead fixture: 36 watt LED (equivalent to 150 watt metal halide)
- The pole across from the Pit Stop is in an old acrylic globe: 27 watt LED (equivalent to 100 watt metal halide)
- West side of Albion in second pole north of Fulton: 12 watt LED (equivalent to 50 watt metal halide)

The cost of the LED bulbs is \$4,265. The cost of the globe replacement is \$22,928.

**Modifications of Personnel policies for COVID19:** The following is a list of the current operating procedures for city departments. These procedures may change as dictated by the evolving situation.

Police Department –Is utilizing protective gear when 911 dispatch alerts them to a potential threat of COVID19 in a structure and is cooperating with other county agencies to ensure coverage. The department is repairing the audio system of the drive up window to allow drive up service. All other operations are normal.

Library – The Governor closed libraries. The Director is working from home and in the library. All other staff are home and being compensated.

DPW – All services are currently being provided. Starting Monday, 2/3 of the DPW staff will remain on duty and 1/3 will be rotating on a weekly basis to standby to ensure we have coverage in the event working staff contracts COVID. Employees on standby are required to be at home following the recommendation of the CDC and the Safe at Home order, and must be ready and fit to report to work during regular hours. Staff on standby will be compensated. Standby staff will be encouraged to take online training when available.

City Hall – In person voting was complete on April 3. After election day on April 7, City Hall services will be by appointment only and the lobby will be closed. Some staff will continue to report to work and some staff will work from home to improve chances that work from home staff will be able to come back to work to complete essential city business if a staff member working from the office contracts COVID. Staff being directed to work from home will be compensated. Patrons will be asked to call for service and make payments online or using the payment box. Those services that require face to face contact will be done so in the lobby as much as possible to limit exposure to citizens and staff.

Utilities – The utilities are following DNR protocol to ensure compliance and safety. Utility staff are not entering private structures unless necessary. All utility staff are currently on duty and will reevaluate the situation weekly. Staff has contacted other area utilities to coordinate mutual aid.

The City's personnel policy does not anticipate a situation like a pandemic. The two actions mentioned above that are outside of our regular procedures are: standby and compensation for standby; and compensation for employees who cannot work because their work place is closed.

**Ratification of Declaration of Emergency Proclamation:** The Mayor signed the attached Emergency Proclamation on March 23, 2020. The proclamation is subject to ratification, alteration, modification or repeal by the Council.

**ET land division:** The Plan Commission did not review the attached extraterritorial land division.

**Tax appeal for 405 E Fulton Street:** The owner of 405 E Fulton Street (old Dorsey plant) has again filed an appeal to the assessed value with the Department of Revenue. The Department is seeking the City's approval of a settlement offer that reduces the assessed value of \$2,559,635 for both the 2017 and 2018 by \$190,065 for both

years. If approved, these charges cannot be charged back to the other taxing jurisdictions, thus TIF #7 would pay the approximately \$9,080 owed to the property owner.

**Shared Ride Taxi package delivery:** During the Safer at Home order, the City's Shared Ride Taxi vendor seeks the City's approval to offer free package (primarily food) delivery from the Edgerton Outreach to city residents in an effort to reduce patron trips in the taxi, especially for residents who need to shelter in place.

## ADDENDUM TO AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement shall be an addition to, and subject to the conditions contained in that Agreement for Services dated April 5, 2011, between Cedar Corporation (ENGINEER), and the City of Edgerton (OWNER).

WHEREAS the OWNER wishes to engage the ENGINEER to provide various services as described below, in accordance with ENGINEER procedures, standards, and normal billing practices; and

WHEREAS the project to which such services apply is referred to as the PROJECT and described generally as follows: Design for reconstruction of South Main Street from City Limit (CTH F) to Lord Street (USH 51); Wisconsin Department of Transportation Project ID 5798-00-11; and

WHEREAS the ENGINEER has agreed to perform such work.

NOW, THEREFORE, and in consideration of the above, the ENGINEER and the OWNER do hereby agree and covenant as follows:

### SECTION 1 – SERVICES

The PROJECT includes the following general items:

- Design of the street reconstruction and storm sewer of South Main Street from City Limit (CTH F) to Lord Street (USH 51) in the City of Edgerton and provide Wisconsin Department of Transportation (DEPARTMENT) standard design reports, environmental documentation, hazardous materials assessment, subsurface investigations, right of way plat, agency coordination, utility coordination, public involvement, meetings, surveys, and road plans; and plans, specifications, & estimates (P.S. & E.). The construction of this PROJECT is being funded in part by the DEPARTMENT.

#### 1.1 SCOPE OF SERVICES

The ENGINEER agrees to provide the following services for the PROJECT.

##### A. DESIGN REPORTS

- (1) Prepare the following engineering reports/analyses as required by the DEPARTMENT:
  - a. Encroachment Report
  - b. Transportation Management Plan (TMP)
  - c. Pavement Design Report
  - d. Design Study Report
  - e. Construction Estimate Report

**B. ENVIRONMENTAL DOCUMENTATION**

Execute a disclosure statement as required by 40 CFR 1506.5(c).

Prepare a Programmatic Categorical Exclusion (PCE) for the PROJECT as specified in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code. Furnish the required number to the DEPARTMENT for approval.

Prepare an environmental document that evaluates reasonable alternatives to the PROJECT and consider other reasonable actions or activities that may achieve the same or similar goals of the proposed highway PROJECT, including other or additional transportation alternatives and intermodal opportunities and the alternative of taking no action. Evaluate alternative courses of action based upon a balanced consideration of the environment, public comments, and the need for safe and efficient transportation consistent with local, state, and national environmental goals. Prepare environmental documents that are concise and emphasize significant environmental issues and plausible alternatives. Comply with requirements specified in the MANUAL and TRANS 400, Wisconsin Administrative Code. In the event of a conflict between the MANUAL and TRANS 400, Wisconsin Administrative Code, the administrative rule supersedes.

- (1) Historical and Archaeological Surveys and Studies:
  - (a) The ENGINEER shall prepare a report as required in the "Guidelines for Preparation of Formal Report on Archaeological Materials or Sites" as specified in the MANUAL. The ENGINEER shall document the results of the reconnaissance survey for architecture/history using the "Architecture/History Survey Form".
- (2) Hazardous Materials/Contamination Assessments:
  - (a) Conduct a Phase I investigation for the PROJECT in accordance with the MANUAL.
  - (b) The OWNER acknowledges that the ENGINEER is not, by virtue of this CONTRACT, the owner or generator of any waste materials generated as a result of the Hazardous Materials/ Contamination Assessments services performed by the ENGINEER under this CONTRACT. Dispose of investigative waste in accordance with the MANUAL.
- (3) Native American Coordination:
  - (a) The ENGINEER shall prepare the notification letter and submit to the DEPARTMENT for review and approval. Letters will be mailed out by the DEPARTMENT.

- (4) Wetland Investigations:
- (a) The ENGINEER shall identify wetland impacts in conjunction with the Department of Natural Resources and provide for compensation of wetland loss, if necessary, following the procedures in the MANUAL and the “Wisconsin Department of Transportation Wetland Mitigation Banking Technical Guideline dated March 2002.”

**C. AGENCY COORDINATION**

- (1) Section 401 and 402 Certifications:

Evaluate the effects of the PROJECT on water quality, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the MANUAL; and prepare the necessary application.

- (2) Section 404 Permits:

Evaluate the potential for discharge of fill materials into the waters of the United States, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the MANUAL; and prepare the necessary permit application.

- (3) US Fish & Wildlife (USFW):

The ENGINEER shall coordinate with the US Fish and Wildlife (USFW) for the Northern Long Eared Bat and Rusty Patched Bumble Bee.

**D. UTILITY COORDINATION**

- (1) Utility Coordination

Perform all utility coordination in accordance with:

- a) The ENGINEER shall follow the procedures of the DEPARTMENT Guide to Utility Coordination for non-TRANS 220 projects; however, the ENGINEER shall maintain a utility log and provide updates to the DEPARTMENT at notification, 30%, 60%, and 90% PROJECT stages.
- b) The ENGINEER will coordinate plans with the OWNER for water and sanitary sewer utilities.

**E. PUBLIC INVOLVEMENT**

- (1) Public Involvement Meetings:

- (a) Conduct or assist the OWNER in holding two public involvement meeting(s) and explain to the public concepts and probable impacts of this PROJECT.

- (b) Prepare all exhibits and supplementary handout material and provide the equipment necessary to conduct the public involvement meeting(s).
- (c) Prepare a summary report after the public involvement meeting(s).
- (d) Discuss with the OWNER the comments received and recommend the possible disposition of these comments and suggestions after the public involvement meeting(s).
- (e) Make all the necessary arrangements for scheduling the public involvement meeting(s) and provide notices and press releases for the DEPARTMENT'S use.
- (f) Provide the DEPARTMENT with copies of all public involvement correspondence and file notes.
- (g) Coordinate meeting schedules with the DEPARTMENT and the OWNER.

**F. MEETINGS**

- (1) The ENGINEER shall hold an Operational Planning Meeting to discuss the organization and processing of the Services under this CONTRACT.
- (2) A 30% Plan review Meeting/Conference Call with the OWNER and the DEPARTMENT shall be held as directed by the DEPARTMENT.
- (3) A 60% Plan review Meeting/Conference Call with the OWNER and the DEPARTMENT shall be held as directed by the DEPARTMENT.
- (4) A 90% Plan review Meeting/Conference Call with the OWNER and the DEPARTMENT shall be held as directed by the DEPARTMENT.
- (5) The ENGINEER shall attend the pre-construction meeting as scheduled by the DEPARTMENT.

**G. SURVEYS**

- (1) The ENGINEER shall set horizontal and vertical control based on the Wisconsin County Coordinate System, Rock County.
- (2) The ENGINEER shall provide additional topographic survey to verify existing utility locations, add missing areas not surveyed for the sewer and water replacement project, locate existing property pins, locate wetland boundaries, and establish the existing right of way.

**H. STREET PLANS**

- (1) The ENGINEER shall submit 30%, 60%, and 90% plans to the DEPARTMENT and City of Edgerton for review and comment.
- (2) The following plan sheets will be included:
  - a. Title Sheet
  - b. General Notes
  - c. Typical Sections
  - d. Construction Details
  - e. Traffic Control/Detour Plans
  - f. Erosion Control Plans
  - g. Storm Sewer Plans
  - h. Pavement Marking and Signing Plans
  - i. Right of Way Plat
  - j. Road Plan and Profile
  - k. Cross Sections

**I. PLANS, SPECIFICATIONS, AND ESTIMATES (P.S.&E.)**

- (1) The ENGINEER shall submit the Plan Letter, Sample Proposal with the Highway Work Proposal and Special Provisions, Recommendation to Governor for Contract and Bond Approval Form, Utility Status Report, Certificate of Right of Way, Contract Time for Completion, News Release, Notes to Construction, and the Wetland Impact Tracking Form portion of the P.S.&E. electronically as specified in the MANUAL to the DEPARTMENT.

**J. PLATS**

Not included at this time. This work will be added, through an amendment, once property impacts are known for the PROJECT.

**TRANSPORTATION PROJECT PLATS**

- (1) Prepare the transportation project plat for the PROJECT in accordance with Wisconsin Statute 84.095, WisDOT Guide to Utility Coordination and the MANUALS.
  - (a) Show all newly monumented right-of-way points and reestablished right-of-way points with the size and kind noted (e.x. 1" I.P.) in accordance with the MANUALS.
  - (b) Show all recovered monuments with the size and kind noted in accordance with the MANUALS.
  - (c) Note on the plat existing access control or access covenants from previous DEPARTMENT projects, CSM's or subdivisions.

- (d) Note on the plat existing property lines along with CSM's, subdivisions, assessor plats, county plats, and condominium plats, plats of survey and other surveys of record.
- (e) Assign a note or table to every transportation project plat to include the historical basis for dimensioning the existing highway right-of-way; include intersecting roads.
- (f) Show the bearing and distance along the section line to the adjacent quarter corner or section corner whenever the mainline reference line and the right-of-way lines cross a section line. Note on the plat the type and coordinates of the section corner.
- (g) Submit a final full size, 22" x 34" pdf, unless otherwise specified by the county, in accordance with the MANUALS upon final approval of the OWNER.
- (h) Submit the plat PROJECT DOCUMENTS in accordance with the MANUALS upon receiving final approval from the OWNER.

(2) Title Searches/Updates

Obtain title searches, title updates, or commitments necessary to determine property lines and current ownerships for the PROJECT. It is estimated that 74 title searches are required. Contract with a title company to prepare the title searches, title updates, or commitments in accordance with the DEPARTMENT'S approved list of title companies. Provide a copy of the title searches, title updates, or commitments to the OWNER, upon request.

(3) Provide right-of-way descriptions for all individual parcels of land and interests to be acquired as right-of-way for the PROJECT. Write descriptions in accordance with Wisconsin Statute 84.095 (7) and the MANUALS.

(4) Prepare the descriptions using Microsoft Word 2007 or newer software or software compatible with the OWNER, and provide a copy of the descriptions, excluding the recording information, in an electronic format to the OWNER.

(5) Provide, upon request, survey to field locate and temporarily mark the new right-of-way boundaries including all temporary and permanent easements in a manner which will facilitate the appraisal of all affected parcels and relocation of affected utilities. Staking activities shall be coordinated with the OWNER'S real estate consultant to provide at least two weeks lead time for the OWNER'S real estate consultant to notify property owners.

(6) Monument the new and reestablished right-of-way points, as depicted on the transportation project plat, prior to construction. Submit to the OWNER an as-staked document after right-of-way staking is complete.

- (7) Be responsible for all revisions to the transportation project plat and right-of-way descriptions, until the transportation project plat is recorded with the County Register of Deeds Office, unless specifically excluded by the CONTRACT. All amendments or revisions to the recorded transportation project plat shall be made in accordance with Wisconsin Statute 84.095, and the transportation project plat guidelines.
- (8) Submit the transportation project plat to the OWNER for review and approval. The ENGINEER will be responsible for the recording of all transportation project plats with recording fees paid by the OWNER.

**K. OPINIONS OF PROBABLE COST**

Any opinion of the construction cost prepared by the ENGINEER represents his judgment as a design professional and is supplied for the general guidance of the OWNER. Since the ENGINEER has no control over the cost of labor and material, or over competitive bidding or market conditions, the ENGINEER does not guarantee that bids or actual construction costs to the OWNER will not vary from ENGINEER's opinions of probable cost. If the OWNER desires greater assurance as to construction costs, OWNER shall employ an independent cost estimator.

**L. SERVICES PROVIDED BY THE OWNER OR DEPARTMENT**

The OWNER or DEPARTMENT will provide to the ENGINEER the following for the PROJECT:

1. As-built plans and/or Plat, as may be available.
2. Traffic projections.
3. Known utility names and contacts.
4. Publication of Public Informational Meeting (PIM) Notice.
5. Mailing list for Public Informational Meeting.

**1.2 ADDITIONAL ENGINEERING SERVICES**

The ENGINEER shall under this paragraph provide *optional* additional professional services which are often a part of the project, but which have not been included under previous paragraphs. These services shall be provided **AT ADDITIONAL COST** under the method indicated in Section 2.

**A. RIGHT-OF-WAY PLATS (NOT PART OF BASE CONTRACT)**

- (1) Prepare Right-of-Way Plats in accordance with the MANUAL.
- (2) A right of way description shall be provided for all individual parcels of land to be acquired as Right of Way for the PROJECT. An individual legal description shall be provided for each parcel, or an envelope description that does not cover more than one page of the plat. Descriptions shall be by metes and bounds in accordance

with the provisions as set forth in the MANUAL, or in the case of platted property by suitable reference to the platted data. For all unplatted property, the descriptions shall be references to and tied into the pertinent section or quarter section corners.

- (3) Field locate and temporarily mark the new right of way boundaries in a manner which will facilitate the appraisal of all affected parcels.
- (4) Monument the new and existing right of way boundaries in accordance with the procedures outlined in the MANUAL.

**SECTION 2 - COMPENSATION**

**2.1 COST PLUS A FIXED FEE COMPENSATION**

Whereas the OWNER has elected to compensate the ENGINEER for services under paragraph(s) 1.1 on a Cost Plus a Fixed Fee basis, such compensation shall be as follows:

1.1 SCOPE OF SERVICES:

Estimated Labor Costs:

Direct Salary	\$ 61,555.00
Overhead	\$ 102,595.00
Estimated Direct Expenses	\$ 2,445.00
<u>Right of Way Plat (TPP)</u>	<u>\$ 30,200.00</u>
Estimated Cedar Total	\$ 196,795.00

Estimated Other Compensation:

Archeologist/Historical	\$ 4,252.00
Wetlands Investigation	\$ 4,000.00
<u>Title Searches</u>	<u>\$ 14,800.00</u>

Total Estimated Compensation: **\$ 219,847.00**

The above cost items shall be computed on the basis of Direct Salary, Overhead, Direct Expenses, and Other Compensation, as defined below:

**Direct Salary:**

The cost for this item shall be the ENGINEER's Direct Salary cost for these services. Direct Salary cost is defined as the direct compensation paid to the employee exclusive of benefits, excise, and payroll taxes, etc.

**Overhead:**

The cost for this item shall be 166.65% of the ENGINEER's Direct Salary cost for these services. The ENGINEER reserves the right to adjust the overhead rate on a yearly basis. Where Contract Labor is used by the ENGINEER, the Direct Salary cost shall be adjusted to provide a comparable mark-up.

**Direct Expenses:**

Reimbursement of direct expenses incurred in connection with the PROJECT, including but not limited to the following:

- Reimbursable expenses (e.g. long distance telephone, subsistence and lodging, commercial transportation, postage and shipping, expense of purchased services, lease of specialized equipment, etc.).
- Mileage expense at IRS regulations.
- Fees paid for securing approval of authorities having jurisdiction over the PROJECT.
- Printing and reproduction.
- Equipment costs (e.g. computers, automated survey instruments, CADD equipment, etc.).

**Other Compensation:** It is understood that when requested by the OWNER, the ENGINEER shall procure the services of independent inspection bureaus, laboratories, soil exploration firms, etc. However, this is for the convenience of the OWNER and the ENGINEER shall provide coordination only of these services at the labor rates determined above.

Payments are due and payable thirty (30) days from the date of the ENGINEER's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of one percent (1%) per month from invoice date.

**SECTION 3 - TIMETABLE**

- (1) Services under this CONTRACT are planned to be completed and submitted to the DEPARTMENT by August 1, 2021, for a Bid Letting on February 8, 2022.
- (2) The following items of work will be completed and submitted to the DEPARTMENT by the indicated dates. This assumes the ENGINEER has received the Notice to Proceed by June 1, 2019.

Report Title	Date
Field Survey	July, 2019
Operational Planning Meeting	August, 2019
Pavement Design Report	December, 2019
PIM #1	May 2020
30% Road Plan, Estimate, and Road Builder's Quantities	May 2020

<b>Report Title</b>	<b>Date</b>
Environmental Document	<i>June, 2020</i>
PIM #2	<i>August, 2020</i>
Transportation Management Plan	<i>October, 2020</i>
Design Study Report	<i>November, 2020</i>
Right of Way Plat	<i>November, 2020</i>
60% Road Plan, Estimate, and Road Builder's Quantities	<i>November, 2020</i>
90% Road Plans, Estimate, and Road Builder's Quantities	June 1, 2021
Final P.S.& E.	August 1, 2021

The ENGINEER is prepared to work within the above schedule, unless delays occur due to unforeseen circumstances beyond the control of the ENGINEER.

**SECTION 4 - SPECIAL CONDITIONS**

- (1) The ENGINEER proposes to sublet these following services:
  - (a) Historical and Archeological Investigations.
  - (b) Wetland Delineation.
  - (c) Title Team

~~(2) Right of Way Plats Section 1.2 are not included as part of this contract until completion of the preliminary design and the right of way requirements are known; at~~

Project No. 04894-0078  
Addendum No. 41-1  
Date: March 30, 2020

~~\_\_\_\_\_ that time the number of parcels affected and title searches required will be known and the costs associated. An amendment for Right of Way Plat Services will be issued at that time.~~

All other provisions of that Agreement referred to above shall remain in force unless otherwise modified or deleted above.

IN WITNESS WHEREOF the parties hereto set their hands and seals dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

For OWNER:

For ENGINEER:

CITY OF EDGERTON

CEDAR CORPORATION

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

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

Name: \_\_\_\_\_

Name: William A. Betzig, P.E.

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

Title: Sr. Project Manager

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

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

Name: \_\_\_\_\_

Name: David K. Sauer, P.E.

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

Title: Director



BRABAZON | Title Team  
GROUP, LLC

March 23, 2020

Bill Betzig  
Cedar Corporation  
2820 Walton Commons West Suite #142  
Madison, WI 53718

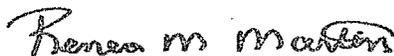
RE: ID5798-00-09 City of Edgerton, South Main Street

You have asked our office for a proposal to complete 74 Wisconsin DOT (60 Year) title search reports for South Main Street, City of Edgerton.

Our fees for the Letter Reports will be \$200 each. Updates will be \$50 each. If the order is placed by March 31<sup>st</sup>, you will receive the orders by May 15<sup>th</sup>. If it is placed after March 31<sup>st</sup>, you will receive the orders by May 31<sup>st</sup>.

Please let me know if you want to proceed with this order.

Thanks,



Renea Martin  
Office Manager



2851 Liberty Lane | Janesville, WI 53545 | Ph 608.741.7000 | Fax 608.741.7011  
2225 Cranston Road Suite 101 | Beloit, WI 53511 | Ph 608.362.0330 | Fax 608.362.0749

CITY OF EDGERTON

DECLARATION OF EMERGENCY

**WHEREAS**, a novel strain of the coronavirus, named COVID-19 has spread throughout numerous countries including the United States (“Pandemic”); and

**WHEREAS**, the World Health Organization has declared a Public Health Emergency of International Concern; and

**WHEREAS**, the United States Department of Health and Human Services has declared a Public Health Emergency; and

**WHEREAS**, the State of Wisconsin has declared a Public Health Emergency issued as Executive Order #72 Relating to a Proclamation Declaring a Public Health Emergency in Response to the COVID-19 Coronavirus; and

**WHEREAS**, the conditions created by the Pandemic pose a continuing and substantial threat to public order, life, health and safety of the citizens of the City of Edgerton;

**WHEREAS**, the City will be continuing preparedness efforts and response to the outbreak for weeks and potentially months to come; and

**WHEREAS**, the scope and circumstances regarding the outbreak are fluid in nature and often times can change on short notice; and

**WHEREAS**, the City may need to take quick action and make rapid decisions during this public health emergency; and

**WHEREAS**, as Mayor of the City of Edgerton it is recognized that the Common Council may not be able to meet with sufficient promptness to implement all measures deemed necessary for the City and its citizens based on information and guidelines as they’re made available by the Federal Government, the Centers for Disease Control, and the Wisconsin State Government and the Department of Health Services, among other sources.

**NOW THEREFORE, BE IT DECLARED** as Mayor of the City of Edgerton, Wisconsin, under the authority granted by Sections 323.11, 323.14 and 323.52, Wis. Stats., that there is presently a local emergency due to the Pandemic. This Declaration shall remain in effect until the first meeting of the Common Council following the issuance of this Declaration (“Initial Effective Period”), unless ratified and extend by the Common Council;

**BE IT FURTHER DECLARED**, that during the Initial Effective Period, and thereafter if ratified and extended by the Common Council, the City Administrator shall have executive authority to implement measures that they determine to be necessary for the continuation of the City’s business, specifically including but not limited to the following and other powers as required (“Emergency Powers”):

- a. Cancellation of City programs.
- b. Closure of City facilities as appropriate.
- c. Authorization to allow select staff to work from home.
- d. Continuation of compensation for all regular full-time and part-time employees if employees are ordered to not to report to work and cannot work from home.
- e. Temporary grant of emergency leave in accordance with Federal or State temporary COVID-19 leave acts.
- f. Authorization to approve the payment of bills.
- g. Authorization to release emergency contingency funds if needed for COVID-19 response.
- h. Authorization to Approve or Deny Special Event, Park Use and Street Use Permits based on Federal and State Guidelines of Gatherings.
- i. Authorization to direct all city departments and employees to assist as appropriate in the City's ongoing response to the Pandemic.
- j. Authorization to direct all city departments and employees to keep a record of all time and expenses expended on responding to the Pandemic.

The City Administrator shall to the extent practicable seek counsel from the City's Council members, Department Heads and those State and Federal resources as necessary and appropriate.

The City Administrator and Emergency Government Coordinator for the City of Edgerton are hereby authorized and directed, working with Federal, State and other local authorities, to take all reasonable and necessary steps to prevent exposure to and/or spread of the COVID-19 coronavirus within the City of Edgerton including but not limited to those duties specified within Chapter 7 of the City's Municipal Code and Chapter 323 of the Wisconsin Statutes

If the City Administrator is to become incapacitated or otherwise unable to serve, the City Mayor shall assume these duties. Upon that event, the Common Council shall reconvene as soon as possible to discuss this Declaration and to take such action as it deems appropriate.

Further, during period covered by this Declaration, to the extent necessary, any public meeting may be held partially or entirely, in the digital realm so long as reasonable provisions are made to allow the public to observe and participate to the greatest degree possible. To further the goals of public safety, and the health and the wellbeing of public employees, any alderperson or member of any city board, commission or committee may be permitted to participate by telephone or other electronic means in any publicly noticed meeting in the same manner as if such alderperson, commission or committee member were physically present. The individual shall give notice to the city of their intent to so participate as soon as practicable so as

to facilitate the sharing of relevant meeting materials. If it becomes necessary to conduct meetings entirely in an electronic fashion, the meeting shall either be streamed live or a record of the meeting shall be made publically available as soon as possible.

In addition to the Emergency Powers enumerated above, if the Common Council is unable to meet at any time during the Pandemic, the City Administrator is hereby authorized and directed to take such actions as may be necessary and expedient and continue the regular operations of the City of Edgerton, including:

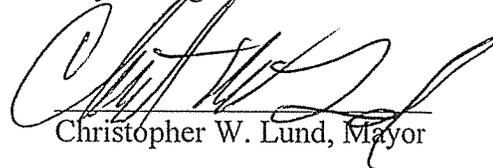
- a. Authorizing purchases and accepting bids which would otherwise require approval of the Common Council, so long as such purchases or bids meet all statutory and local code requirements.
- b. Authorizing temporary budget adjustments and transfers.
- c. Presentation of items directly to the Council for consideration without prior input from any Committee or Commission, if such action is not explicitly prohibited by law.

Any actions taken under this authorization shall be presented to Edgerton Common Council for ratification as soon as practicable.

This Declaration shall serve as the City's direction until such time that the State's public health emergency declaration is lifted or until the Common Council acts to revoke such delegation of authority.

Dated: 03/23/2020

City of Edgerton



Christopher W. Lund, Mayor

**TO:** Common Council

**FROM:** Ramona Flanigan

**MEETING DATE:** April 6, 2020

**GENERAL DESCRIPTION**

**Address:** Oak St, Dane County, Albion Township, Section 25

**Applicant:** Miller and Becker

**Parcel Size:** Approx. 17,402 sf

**Description of Request:** combine lots

**STAFF REVIEW COMMENTS**

Staff has reviewed the petition for planning issues in accordance with the Edgerton Master Plan and has the following comments:

1. The proposed land division is within the City of Edgerton's extraterritorial zone. Therefore, the City has land division review authority.
2. The petitioner proposes to combine lots.

**STAFF RECOMMENDATION**

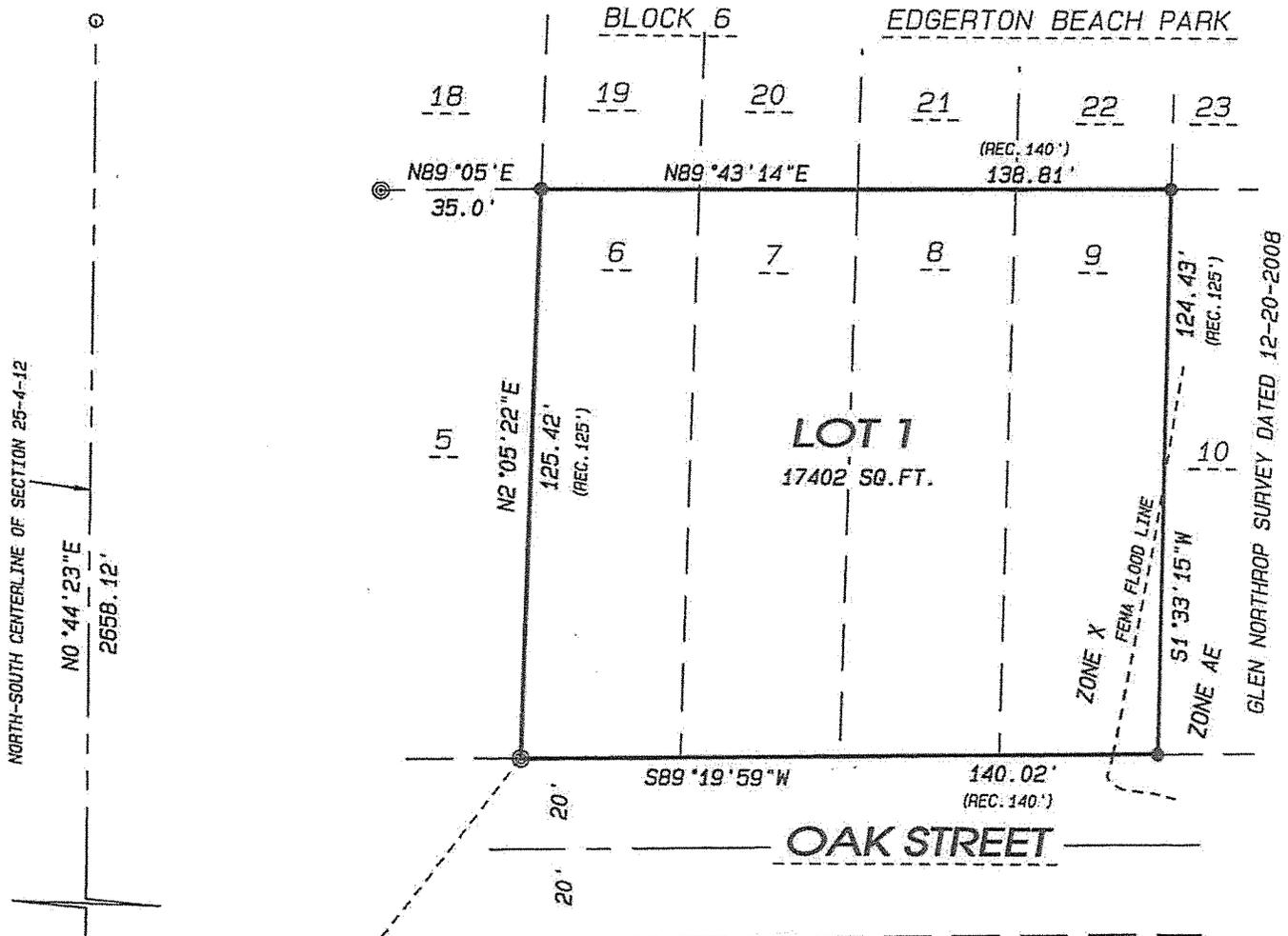
Staff recommends the City Council approve the proposed land division.

# CERTIFIED SURVEY MAP

LOTS 6,7,8 AND 9, BLOCK 6, EDGERTON BEACH PARK AND LOCATED IN  
GOVERNMENT LOT 2 OF FRACTIONAL SECTION 25, T.5N., R.12E. OF THE  
4TH P.M., TOWN OF ALBION, DANE COUNTY, WISCONSIN.

OWNERS OF RECORD:  
BRET H. MILLER  
JANE M. BECKER  
1515 22ND AVENUE  
MONROE, WI 53566

CENTER OF SEC. 25-5-12  
SET PIN FROM WITNESS  
MONUMENTS OF RECORD.  
FILED TIE SHEET.



GLEN NORTHRUP SURVEY DATED 12-20-2008

## LEGEND:

- SET IRON PIN, 3/4" x 24",  
1.5 LBS./LIN.FT.
- FOUND 3/4" IRON PIN
- ◎ FOUND 1" IRON PIPE



# Committee Volunteer Application

## City of Edgerton

If you reside in the City of Edgerton and wish to be appointed to a citizens committee, commission or board, please complete the following application and return to the City Clerk's Office, 12 Albion Street, Edgerton, WI 53534

Name (Last, First Middle) Lee, Joshua R

Home Address 708 Doty ST, Edgerton, WI 53534

How long have you been a City of Edgerton Resident? 28 years

Home Phone 608-770-3803 E mail Address [Leejr05@uwv.edu](mailto:Leejr05@uwv.edu)

Employer Phone 608-770-3803 Can we contact you at work? Yes

Occupation Psychotherapist

List any previous municipal committee experience None.

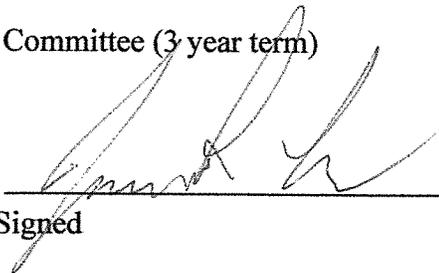
Do you have any special skills, knowledge, experience or interest that relate to a committee, commission or board? *I am specifically interested in joining the police commission. Previously experience involves working along side law enforcement in mental health crisis situations while working as an Emergency Clinician for Jefferson County Human Services. I am also currently the Mental Health Specialist for the Iowa County Jail.*

Why would you like to volunteer for service to the City of Edgerton? *I have been a long-time member of this community and would like to start getting more involved.*

Do you have any conflict of interest related to any of the committees you would like to serve on? (such as employed relatives, business or financial conflict) *None.*

Please number the following committees, commission and boards by order of preference. Please note behind each committee is the number of years each term serves for. New appointees should be willing to serve for the given number of years.

- 4 Utility Commission (5 year term)
- 2 Parks and Recreation Committee (5 year term)
- 10 Zoning Board of Appeals (3 year term)
- 1 Police Commission (5 year term) \*
- 6 Library Board (3 year term)
- 5 Housing Authority (5 year term)
- 12 Planning Commission (3 year term)
- 9 Edgerton Fire Protection District (1 year term)
- 3 Economic Development Corporation (1 year term)
- 11 Historic Preservation Commission (3 year term)
- 13 Revolving Loan Fund Committee (5 year term)
- 7 Redevelopment Authority (5 year term)
- 8 Commerce and Marketing Committee (3 year term)

  
\_\_\_\_\_  
Signed

3-25-2026  
\_\_\_\_\_  
Date