

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

Monday, May 6, 2019 at 6:30 p.m.

1. Call to order; Roll call
2. Confirmation of appropriate meeting notice posted on Friday, May 3, 2019.
3. Elect Chair.
4. Consider Approval of April 15, 2019 Minutes.
5. Consider approval of bills and payroll list.
6. Consider approval of licenses.
 - a. Consider Operator's License for Connor Foley.
 - b. Consider new "Class A" Combination Liquor License for K and B LLC dba Hotspot Liquor & Smokes, 611 N Main St, Basant Kumar agent.
7. Consider event packet and request to wave fees for Edgerton Kids Fishing Derby.
8. Consider event packet and request to wave fees for Edgerton Clay Day Pottery Festival and Art Fair.
9. Consider awarding bids for S. Main St. paving.
10. Consider declaring old speed trailer as surplus.
11. Consider purchase of new speed trailer.
12. Consider write-off of unpaid 2006 taxes.
13. Consider recommendation for Council to adopt City of Edgerton Resolution 13-19: Updating Wisconsin Public Employer's Group Health Insurance Program.
14. Consider draft City of Edgerton Financial Policy.
15. Finance Director's report.
16. Project updates.
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 is hereby given that a majority of the Common Council is expected to be present at the above scheduled noticed meeting to gather information about a subject over which they have decision-making responsibility. The only action to be taken at this meeting will be action by the Finance Committee.

**APRIL 15, 2019 FINANCE COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chair Mark Wellnitz called the meeting to order at 6:30 p.m.

Present: Mark Wellnitz and Candy Davis. David Esau arrived at 6:40 p.m.

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

Heggland confirmed the meeting agendas were properly posted on Friday, April 12th at the Post Office, Edgerton Library and City Hall.

APPROVE MINUTES: A Candy Davis/Mark Wellnitz motion to approve the minutes from the April 1, 2019 Finance Committee meeting passed, all voted in favor.

BILLS AND PAYROLL: A Candy Davis/Mark Wellnitz motion to approve bills and payroll in the amount of \$236,611.57 passed on a 2/0 roll call vote.

FAÇADE GRANT FOR 205-207 W FULTON ST: Flanigan stated the RDA is recommending approval of a façade grant for replacement of doors at 205-207 W Fulton St.

A Candy Davis/Mark Wellnitz motion to approve a façade grant for 205-207 W Fulton St in the amount of \$4,436.80 passed on a 2/0 roll call vote.

PUBLIC EVENT PACKETS: A Candy Davis/Mark Wellnitz motion to approve the public event packet and waive the fees for the Concerts in the Park Series passed, all voted in favor.

A Candy Davis/Mark Wellnitz motion to approve the public event packet and waive the fees for the 6th Annual Gravity Racers Classic passed, all voted in favor.

A Candy Davis/Mark Wellnitz motion to approve the public event packet and waive the fees for the September Gravity Racers Classic passed, all voted in favor.

A Candy Davis/Mark Wellnitz motion to approve the public event packet and waive the fees for the Edgerton Farmer's Market passed, all voted in favor.

STORMWATER CREDITS: A Candy Davis/Mark Wellnitz motion to approve the stormwater credits for the listed properties (see attachment) passed on a 2/0 roll call vote.

FARMLAND BIDS AND LEASE AGREEMENTS: A Candy Davis/Mark Wellnitz motion to approve the bid amount of \$150 per acre and the lease agreement for the cemetery farmland with Tim Clark passed on a 2/0 roll call vote.

A Candy Davis/Mark Wellnitz motion to approve the bid amount of \$300 per acre and the lease agreement for the Dallman Rd farmland with Josh Livingston passed on a 2/0 roll call vote.

RESOLUTION 11-19: A Candy Davis/Davis Esau motion to recommend to Council adoption of City of Edgerton Resolution 11-19: Amendment to the 2019 Salary Resolution by adding the police chief salary and increase the police lieutenants' hourly rate by \$2 retroactive to January 1, 2019 passed on a 2/0 roll call vote.

QUOTES FOR THRONSON AND W MEADOWS ROAD REPAIRS: Hartzell stated the combine low quotes came in under budget by \$416.

A Candy Davis/Mark Wellnitz motion to approve the quote from W.N. Yoss in the amount of \$16,871 for the Thronson Dr. repairs and asphaltting passed on a 2/0 roll call vote.

A Candy Davis/Mark Wellnitz motion to approve the quotes for the W Meadows Dr. repairs and asphaltting from W.N. Yoss in the amount of \$11,262 and the curb and gutter repairs from Yeske Construction in the amount of \$1,350, for a total of \$12,713 passed on a 3/0 roll call vote.

DECLARE EXMARK MOWER AS SURPLUS: Hartzell stated the Exmark mower with the 72" deck was not included with the last list of surplus equipment.

A Candy Davis/Mark Wellnitz motion to declare the Exmark mower with the 72" deck as surplus passed on a 3/0 roll call vote.

PURCHASE OF DITCH MOWER: Flanigan stated at budget time, Hartzell's proposal was to sell the New Holland tractor, ditch mower attachment and Exmark with a 72" deck in order to purchase a Trax mower, trailer and have a surplus to the budget of \$3,000.

At this time, Flanigan stated the only piece of equipment that has sold is the ditch mower attachment for \$1,602. The Council voted to hold off on the sale of the tractor because the bids were less than what Hartzell felt it was worth and the Exmark has not gone to auction yet.

Hartzell stated there is a two-week ordering process for the new Trax mower. If the purchase is delayed again it will not be available for the start of mowing season. He stated there should be enough money in the DPW operating accounts to cover the shortfall. The trailer will not be purchased at this time.

A Candy Davis/Mark Wellnitz motion to approve the purchase of the DPW Trax mower with any shortfall coming from the DPW budget passed on a 3/0 roll call vote.

BIDS FOR POOL ELECTRICAL UPGRADES: Flanigan stated in 2018 the City learned that the electrical panels for the operation of the pool were in poor condition. Money was spent in 2018 to get through the season and funds were budgeted for the upgrades in the 2019 budget.

There was only one bid submitted which is over budget. With the bidding fees, the project will be roughly \$1,000 short.

A Candy Davis/David Esau motion to approve the bid from Hady Electric in the amount of \$15,376.46 for the pool electrical upgrades passed on a 3/0 roll call vote.

BIDS FOR POOL SAND FILTER SYSTEM: Flanigan stated there are 12 sand filtering vessels that work in conjunction with each other to filter the pool. The 2019 budget included funds to replace the media or sand material within the vessels.

Upon further analysis by the City Engineer, it was discovered that the vessels are original to the pool and at the end of their design life. The Engineer felt that the pressurized vessels could fail at any time and the money spent on replacing the media would be wasted.

The bids requested replacement of only the media, replacing the media and 6 vessels, or replacing the media and all 12 vessels. There is a \$3,000 savings if all 12 vessels were replaced at the same time compared with replacing 6 this year and 6 next year. The system cannot run without all 12 vessels functioning.

Candy Davis asked if all the vessels were replaced, where would the money come from? Flanigan stated this is a capital project so the Committee could choose to use General Fund savings or use Capital Projects Fund surplus.

A Candy Davis/David Esau motion to approve the bid from In Depth Pool Service to replacement of the media and 12 filtration vessels at the pool in the amount of \$25,620 with the shortfall taken from the Capital Projects Fund surplus passed on a 3/0 roll call vote.

CEDAR ADDENDUM FOR 2019 SIDEWALK PROJECT: A Candy Davis/Mark Wellnitz motion to approve the addendum to the Cedar Corp. agreement to include the design and engineering of the 2019 Sidewalk Replacement Program passed on a 3/0 roll call vote.

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

Cindy Hegglund
City Clerk-Treasurer

Adopted May 6, 2019

TO: Edgerton Common Council

FROM: Wendy

MEETING DATE: April 15, 2019

GENERAL DESCRIPTION

Billing error for stormwater charges.

Upon redevelopment or change of use of a property, stormwater rates must be modified. Rates were not adjusted for the properties listed below and the following credits are due.

Apartment buildings

401 W Fulton St	\$402.50
351 S Main St	\$609.50
203 S Main St	\$20.92

Duplex

206 S Main St	\$39.08
208 S Main St	\$8.40

Townhouses

233 W Lawton St	\$11.79
237 W Lawton St	\$11.35
241 W Lawton St	\$5.33
245 W Lawton St	\$12.00
24 W High St	\$33.99
26 W High St	\$19.18
28 W High St	\$5.68
30 W High St	\$31.71
218 S Main St	\$37.94
220 S Main St	\$1.20
222 S Main St	\$7.57
224 S Main St	\$37.64

Report Criteria:

Detail report.
 Invoices with totals above \$0 included.
 Paid and unpaid invoices included.
 Invoice Detail.Input Date = 05/03/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
10013100								
2887 c	DELTA DENTAL OF WISCONSIN	MAY 2019	MAY 2019 DENTAL INSURANCE	05/03/2019	68.69	.00		
Total 10013100:					68.69	.00		
10021532								
13 ch	AFLAC	273071	MONTHLY AFLAC PREMIUM	05/03/2019	167.63	.00		
Total 10021532:					167.63	.00		
10051100340								
231 ch	EDGERTON REPORTER CO INC	2531	VOLUNTEER SIGNATURE PAGE - COUNCIL	05/03/2019	14.00	.00		
418 ch	LEAGUE OF WI MUNICIPALITIE	2019	LOV GOV 101 CLASS - OLSON	05/03/2019	90.00	.00		
418 ch	LEAGUE OF WI MUNICIPALITIE	2019A	LOV GOV 101 CLASS - BRAUN/RADTKE/BUR	05/03/2019	270.00	.00		
Total 10051100340:					374.00	.00		
10051300210								
2936 c	MURPHY DESMOND LAWYERS	8078355	MAR 19 RETAINER	05/03/2019	2,083.34	.00		
Total 10051300210:					2,083.34	.00		
10051320210								
2936 c	MURPHY DESMOND LAWYERS	8078353	2019 PROSECUTOR SERVICES	05/03/2019	707.68	.00		
2936 c	MURPHY DESMOND LAWYERS	8078354	2019 PROSECUTOR SERVICES	05/03/2019	471.88	.00		
Total 10051320210:					1,179.56	.00		
10051410153								
2887 c	DELTA DENTAL OF WISCONSIN	MAY 2019	MAY 2019 DENTAL INSURANCE	05/03/2019	58.87	.00		
Total 10051410153:					58.87	.00		
10051410320								
231 ch	EDGERTON REPORTER CO INC	2613	PLAN COMMISSION - EDGERTON SCHOOL	05/03/2019	21.36	.00		
231 ch	EDGERTON REPORTER CO INC	2623	PLAN COMMISSION - 212 BENTLEY PL	05/03/2019	11.18	.00		
231 ch	EDGERTON REPORTER CO INC	2624	PLAN COMMISSION - 505B W FULTON	05/03/2019	17.97	.00		
231 ch	EDGERTON REPORTER CO INC	2625	PLAN COMMISSION - WP&LIGHT AD	05/03/2019	9.24	.00		
231 ch	EDGERTON REPORTER CO INC	2724	PLAN COMMISSION - WP&LIGHT AD	05/03/2019	13.64	.00		
231 ch	EDGERTON REPORTER CO INC	2725	PLAN COMMISSION - 505B W FULTON	05/03/2019	15.17	.00		
231 ch	EDGERTON REPORTER CO INC	2726	PLAN COMMISSION - EDGERTON SCHOOL	05/03/2019	18.23	.00		
231 ch	EDGERTON REPORTER CO INC	2727	PLAN COMMISSION - 212 BENTLEY PL	05/03/2019	9.42	.00		
Total 10051410320:					116.21	.00		
10051430153								
2887 c	DELTA DENTAL OF WISCONSIN	MAY 2019	MAY 2019 DENTAL INSURANCE	05/03/2019	105.97	.00		
Total 10051430153:					105.97	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
10051430320								
231 ch	EDGERTON REPORTER CO INC	2611	FARM LAND LEASE - DALLMAN RD AD	05/03/2019	12.64	.00		
231 ch	EDGERTON REPORTER CO INC	2612	FARM LAND LEASE - S MAIN ST AD	05/03/2019	16.03	.00		
231 ch	EDGERTON REPORTER CO INC	2718	ORDINANCE 19-02	05/03/2019	30.09	.00		
231 ch	EDGERTON REPORTER CO INC	2719	COUNCIL MINUTES 3/18/19	05/03/2019	35.91	.00		
231 ch	EDGERTON REPORTER CO INC	2720	COUNCIL MINUTES 4/1/19	05/03/2019	96.02	.00		
231 ch	EDGERTON REPORTER CO INC	2721	ORDINANCE CHANGE 19-03	05/03/2019	35.91	.00		
231 ch	EDGERTON REPORTER CO INC	2723	ORDINANCE CHANGE 19-04	05/03/2019	116.38	.00		
4460 c	CODE PUBLISHING, INC	63250	PRINT SUPPLEMENT - 2019 CODE UPDATE	05/03/2019	22.20	.00		
Total 10051430320:					365.18	.00		
10051430340								
2928 c	PAPER DIRECT INC	9423914	LIQUOR LICENSE CERTIFICATE FORMS	05/03/2019	104.40	.00		
Total 10051430340:					104.40	.00		
10051440340								
867 ch	ROCK CO CLERK	4022019	ELECTION COSTS - SPRING 2019	05/03/2019	221.42	.00		
Total 10051440340:					221.42	.00		
10051510153								
2887 c	DELTA DENTAL OF WISCONSIN	MAY 2019	MAY 2019 DENTAL INSURANCE	05/03/2019	82.42	.00		
2887 c	DELTA DENTAL OF WISCONSIN	MAY 2019	MAY 2019 DENTAL INSURANCE	05/03/2019	41.20	.00		
Total 10051510153:					123.62	.00		
10051530340								
4128 c	UWEX CENTER FOR LAND USE	1434	BOARD OF REVIEW	05/03/2019	85.00	.00		
Total 10051530340:					85.00	.00		
10051600210								
596 ch	ROBINSON'S MARKETING DIV I	24613	CLEANING THROUGH 4/12/19 - CITY HALL	05/03/2019	70.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	24633	CLEANING THROUGH 4/19/19 - CITY HALL	05/03/2019	70.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	24660	CLEANING THROUGH 4/30/19 - CITY HALL	05/03/2019	70.00	.00		
Total 10051600210:					210.00	.00		
10051600225								
311 ch	FRONTIER COMMUNICATIONS	MAR 19 3341	608-884-3341 TELEPHONE CHARGES	05/03/2019	83.45	.00		
Total 10051600225:					83.45	.00		
10051600340								
194 ch	DEEGAN'S HARDWARE INC	MARCH 2019	MAR 2019 CHARGES - CITY HALL	05/03/2019	16.90	.00		
934 ch	STAPLES CREDIT PLAN	7216999433	COPY PAPER/TAPE - CITY HALL	05/03/2019	24.90	.00		
Total 10051600340:					41.80	.00		
10051930510								
2209 c	BAER INSURANCE SERVICES L	2587	LIABILITY INSURANCE	05/03/2019	1,173.38	.00		
Total 10051930510:					1,173.38	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
10052100153								
2887 c	DELTA DENTAL OF WISCONSIN	MAY 2019	MAY 2019 DENTAL INSURANCE	05/03/2019	117.74	.00		
Total 10052100153:					117.74	.00		
10052100210								
476 ch	EDGERTON HOSPITAL & HEALT	4/15/19	PRE-EMPLOYMENT TESTING - KOWALSKI	05/03/2019	37.00	.00		
4525 c	DEAN CLINIC	4/23/19	LABS - COWDEN	05/03/2019	398.00	.00		
Total 10052100210:					435.00	.00		
10052100320								
359 ch	BLISS COMMUNICATIONS INC	MARCH 19	MARCH 2019 SUBSCRIPTION RENEWAL	05/03/2019	9.95	.00		
Total 10052100320:					9.95	.00		
10052100340								
596 ch	ROBINSON'S MARKETING DIV I	24634	HAND TOWELS AND TOILET TISSUE - POLIC	05/03/2019	126.00	.00		
3090 c	TV & RP UNIT	4/29/19	WISCONSIN DOT SUSPENSIONS (5)	05/03/2019	25.00	.00		
4433 c	DOLLAR TREE STORES, INC	3/22/19	BALLOONS/PLATES/NAPKINS - POLICE CER	05/03/2019	24.27	.00		
4498 c	SAM'S CLUB	3/22/19	COOKIE TRAY - POLICE CHIEF CEREMONY	05/03/2019	19.98	.00		
4907 c	FETCH GRAPHICS	111772	LETTERHEAD - POLICE DEPT	05/03/2019	155.00	.00		
4913 c	FESTIVAL FOODS	3/22/19	CAKE/PUNCH - POLICE CHIEF CEREMONY	05/03/2019	49.42	.00		
4916 c	COPQUEST, INC	490476	HOLSTER - POLICE CHIEF	05/03/2019	187.04	.00		
Total 10052100340:					586.71	.00		
10052100510								
2209 c	BAER INSURANCE SERVICES L	2587	LIABILITY INSURANCE	05/03/2019	1,447.23	.00		
Total 10052100510:					1,447.23	.00		
10052120153								
2887 c	DELTA DENTAL OF WISCONSIN	MAY 2019	MAY 2019 DENTAL INSURANCE	05/03/2019	981.18	.00		
Total 10052120153:					981.18	.00		
10052120210								
476 ch	EDGERTON HOSPITAL & HEALT	4/15/19	ALCOHOL COLLECTION	05/03/2019	87.00	.00		
Total 10052120210:					87.00	.00		
10052120225								
130 ch	US CELLULAR	0303145635	POLICE CELL PHONES	05/03/2019	165.75	.00		
Total 10052120225:					165.75	.00		
10052120380								
3404 c	BURNS FULL SERVICE LLC	128345	(1) TIRE MOUNTED/DISPOSAL - SQUAD	05/03/2019	26.00	.00		
Total 10052120380:					26.00	.00		
10052120510								
2209 c	BAER INSURANCE SERVICES L	2587	LIABILITY INSURANCE	05/03/2019	2,271.00	.00		
Total 10052120510:					2,271.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
10052120514								
2209 c	BAER INSURANCE SERVICES L	2587	AUTO LIABILITY INSURANCE	05/03/2019	666.56	.00		
Total 10052120514:					666.56	.00		
10052140330								
4917 c	NATIONAL TACTICAL OFFICERS	2019	CRITICAL INCIDENTS TRAINING - KANABLE	05/03/2019	293.00	.00		
4917 c	NATIONAL TACTICAL OFFICERS	2019A	CRITICAL INCIDENTS TRAINING - VIERCK	05/03/2019	293.00	.00		
Total 10052140330:					586.00	.00		
10052150210								
596 ch	ROBINSON'S MARKETING DIV I	24613	CLEANING THROUGH 4/12/19 - POLICE STAT	05/03/2019	119.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	24633	CLEANING THROUGH 4/19/19 - POLICE STAT	05/03/2019	119.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	24660	CLEANING THROUGH 4/30/19 - POLICE STAT	05/03/2019	119.00	.00		
Total 10052150210:					357.00	.00		
10052150340								
1015 c	ABENDROTH WATER COND INC	269354	POLICE STATION WATER	05/03/2019	13.00	.00		
Total 10052150340:					13.00	.00		
10052160340								
3161 c	MENARDS	4/13/19	DOWELS - CROSSWALK FLAGS	05/03/2019	16.68	.00		
Total 10052160340:					16.68	.00		
10052160510								
2209 c	BAER INSURANCE SERVICES L	2587	LIABILITY INSURANCE	05/03/2019	230.08	.00		
Total 10052160510:					230.08	.00		
10053100153								
2887 c	DELTA DENTAL OF WISCONSIN	MAY 2019	MAY 2019 DENTAL INSURANCE	05/03/2019	117.74	.00		
2887 c	DELTA DENTAL OF WISCONSIN	MAY 2019	MAY 2019 DENTAL INSURANCE	05/03/2019	76.53	.00		
Total 10053100153:					194.27	.00		
10053100320								
231 ch	EDGERTON REPORTER CO INC	2607	MOWING NOTICE - AD	05/03/2019	8.66	.00		
Total 10053100320:					8.66	.00		
10053100340								
4912 c	VEITCH, LINDA	4/29/19	REIMBURSEMENT - DAMAGED CEMETERY	05/03/2019	56.00	.00		
Total 10053100340:					56.00	.00		
10053100510								
2209 c	BAER INSURANCE SERVICES L	2587	LIABILITY INSURANCE	05/03/2019	253.08	.00		
Total 10053100510:					253.08	.00		
10053230153								
2887 c	DELTA DENTAL OF WISCONSIN	MAY 2019	MAY 2019 DENTAL INSURANCE	05/03/2019	627.96	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10053230153:					627.96	.00		
10053230221								
21 ch	ALLIANT ENERGY	MAR 19 12937	129372 ELECTRIC CHARGES	05/03/2019	240.18	.00		
21 ch	ALLIANT ENERGY	MAR 19 37005	370054 ELECTRIC CHARGES	05/03/2019	102.21	.00		
Total 10053230221:					342.39	.00		
10053230224								
21 ch	ALLIANT ENERGY	MAR 19 12937	129372 GAS CHARGES	05/03/2019	188.43	.00		
21 ch	ALLIANT ENERGY	MAR 19 37005	370054 GAS CHARGES	05/03/2019	115.38	.00		
Total 10053230224:					303.81	.00		
10053230225								
311 ch	FRONTIER COMMUNICATIONS	APRIL 19 380	608-884-3809 TELEPHONE CHARGES	05/03/2019	32.86	.00		
311 ch	FRONTIER COMMUNICATIONS	APRIL 19 4037	608-884-4037 TELEPHONE CHARGES	05/03/2019	69.97	.00		
311 ch	FRONTIER COMMUNICATIONS	MAR 19 3341	608-884-3341 TELEPHONE CHARGES	05/03/2019	83.45	.00		
Total 10053230225:					186.28	.00		
10053230340								
194 ch	DEEGAN'S HARDWARE INC	MARCH 2019	MAR 2019 CHARGES - MUNI GARAGE	05/03/2019	59.68	.00		
259 ch	FASTENAL COMPANY	WIJAN204962	FASTENERS - MUNI GARAGE	05/03/2019	255.10	.00		
3175 c	MOTOR PARTS & EXHAUST LLC	1-289951	ANTIFREEZE - MUNI GARAGE	05/03/2019	48.27	.00		
4191 c	SCHAEFFER'S SPECIALIZED LU	BA2945	LUBRICANT FOR MUNICIPAL GARAGE	05/03/2019	232.92	.00		
Total 10053230340:					595.97	.00		
10053230510								
2209 c	BAER INSURANCE SERVICES L	2587	LIABILITY INSURANCE	05/03/2019	253.08	.00		
Total 10053230510:					253.08	.00		
10053230820								
4915 c	A.O. BAUER GLASS, INC	80558	INSTALL NEW FRONT/BACK DOORS - MUNI	05/03/2019	7,352.00	.00		
Total 10053230820:					7,352.00	.00		
10053240340								
488 ch	MILLER-BRADFORD & RISBER	P19005	FILTERS - LOADER/BACKHOE/SKIDSTEER	05/03/2019	771.69	.00		
488 ch	MILLER-BRADFORD & RISBER	P20013	LOADER FITTING	05/03/2019	23.45	.00		
488 ch	MILLER-BRADFORD & RISBER	P20014	FITTINGS - LOADER	05/03/2019	429.46	.00		
3175 c	MOTOR PARTS & EXHAUST LLC	288819	BACKHOE - GEAR LUBRICANT	05/03/2019	72.88	.00		
Total 10053240340:					1,297.48	.00		
10053240510								
2209 c	BAER INSURANCE SERVICES L	2587	LIABILITY INSURANCE	05/03/2019	506.17	.00		
Total 10053240510:					506.17	.00		
10053310340								
194 ch	DEEGAN'S HARDWARE INC	MARCH 2019	MAR 2019 CHARGES - STREETS	05/03/2019	125.98	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10053310340:					125.98	.00		
10053310370								
4918 c	WAUKESHA LIME AND STONE	1602181	COLD MIX - ROAD REPAIRS	05/03/2019	3,181.14	.00		
Total 10053310370:					3,181.14	.00		
10053310380								
700 ch	LAKESIDE INTERNATIONAL TR	5074474	REPAIR TRUCK #9 - AIR LEAK	05/03/2019	1,100.00	.00		
700 ch	LAKESIDE INTERNATIONAL TR	5117976P	AIRDRYER PART - TRUCK #4	05/03/2019	329.99	.00		
700 ch	LAKESIDE INTERNATIONAL TR	5118127P	SPRING - TRUCK #4	05/03/2019	131.16	.00		
700 ch	LAKESIDE INTERNATIONAL TR	5118554P	HOSE AND CLAMP - TRUCK #4	05/03/2019	52.14	.00		
700 ch	LAKESIDE INTERNATIONAL TR	CM5117976P	BATTERY CORE RETURN - TRUCK #4	05/03/2019	66.50	.00		
2408 c	GORDIE BOUCHER FORD LINC	145187	CABLE ASSEMBLY FOR TRUCK #8	05/03/2019	204.15	.00		
2408 c	GORDIE BOUCHER FORD LINC	145331	CABLE ASSEMBLY FOR TRUCK #8 - CREDIT	05/03/2019	79.23	.00		
3175 c	MOTOR PARTS & EXHAUST LLC	1-289781	STEER SHIFT TUBE	05/03/2019	35.75	.00		
3175 c	MOTOR PARTS & EXHAUST LLC	1-289863	STEER SHIFT TUBE - TRUCK #8	05/03/2019	41.98	.00		
3175 c	MOTOR PARTS & EXHAUST LLC	1-289863	STEER SHIFT TUBE - RETURN	05/03/2019	35.75	.00		
3175 c	MOTOR PARTS & EXHAUST LLC	289769	HALOGEN LAMP - TRUCK #5	05/03/2019	19.94	.00		
3266 c	AMERICAN INDUSTRIAL STEEL	6872	ALUMINIUM - STREET VEHICLES	05/03/2019	48.67	.00		
4112 c	FRANK BOUCHER	81519	FUEL CAP - TRUCK #14	05/03/2019	21.60	.00		
4112 c	FRANK BOUCHER	81660	DRAIN PAN - TRUCK #3	05/03/2019	65.00	.00		
Total 10053310380:					1,868.90	.00		
10053310390								
4874 c	PAUL'S TURF AND TREE	61938	RACETRACK PARK TREES	05/03/2019	1,475.00	.00		
Total 10053310390:					1,475.00	.00		
10053310510								
2209 c	BAER INSURANCE SERVICES L	2587	LIABILITY INSURANCE	05/03/2019	506.17	.00		
Total 10053310510:					506.17	.00		
10053310514								
2209 c	BAER INSURANCE SERVICES L	2587	AUTO LIABILITY INSURANCE	05/03/2019	1,749.86	.00		
Total 10053310514:					1,749.86	.00		
10053318510								
2209 c	BAER INSURANCE SERVICES L	2587	LIABILITY INSURANCE	05/03/2019	506.17	.00		
Total 10053318510:					506.17	.00		
10053400510								
2209 c	BAER INSURANCE SERVICES L	2587	LIABILITY INSURANCE	05/03/2019	253.08	.00		
Total 10053400510:					253.08	.00		
10053420221								
21 ch	ALLIANT ENERGY	MAR 19 55521	555211 ELECTRIC CHARGES	05/03/2019	31.38	.00		
21 ch	ALLIANT ENERGY	MAR 19 83307	833074 ELECTRIC CHARGES	05/03/2019	4,803.87	.00		
Total 10053420221:					4,835.25	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
10053420340								
194 ch	DEEGAN'S HARDWARE INC	MARCH 2019	MAR 2019 CHARGES - STREET LIGHTING	05/03/2019	3.58	.00		
Total 10053420340:					3.58	.00		
10053430510								
2209 c	BAER INSURANCE SERVICES L	2587	LIABILITY INSURANCE	05/03/2019	253.08	.00		
Total 10053430510:					253.08	.00		
10054910221								
21 ch	ALLIANT ENERGY	MAR 19 17756	177564 ELECTRIC CHARGES	05/03/2019	16.93	.00		
Total 10054910221:					16.93	.00		
10054910340								
194 ch	DEEGAN'S HARDWARE INC	MARCH 2019	MAR 2019 CHARGES - CEMETERY	05/03/2019	6.99	.00		
Total 10054910340:					6.99	.00		
10054910510								
2209 c	BAER INSURANCE SERVICES L	2587	LIABILITY INSURANCE	05/03/2019	253.08	.00		
Total 10054910510:					253.08	.00		
10054910514								
2209 c	BAER INSURANCE SERVICES L	2587	AUTO LIABILITY INSURANCE	05/03/2019	249.96	.00		
Total 10054910514:					249.96	.00		
10055110153								
2887 c	DELTA DENTAL OF WISCONSIN	MAY 2019	MAY 2019 DENTAL INSURANCE	05/03/2019	363.06	.00		
Total 10055110153:					363.06	.00		
10055110340								
194 ch	DEEGAN'S HARDWARE INC	MARCH 2019	MAR 2019 CHARGES - LIBRARY	05/03/2019	31.98	.00		
Total 10055110340:					31.98	.00		
10055110510								
2209 c	BAER INSURANCE SERVICES L	2587	LIABILITY INSURANCE	05/03/2019	207.07	.00		
Total 10055110510:					207.07	.00		
10055140510								
2209 c	BAER INSURANCE SERVICES L	2587	LIABILITY INSURANCE	05/03/2019	253.08	.00		
Total 10055140510:					253.08	.00		
10055148790								
4589 c	PHELPS, ROBERT	2/27/19	REIMBURSE SENIOR CENTER ENTERTAINM	05/03/2019	75.00	.00		
Total 10055148790:					75.00	.00		
10055200221								
21 ch	ALLIANT ENERGY	MAR 19 41346	413465 ELECTRIC CHARGES	05/03/2019	23.16	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
21 ch	ALLIANT ENERGY	MAR 19 56315	563154 ELECTRIC CHARGES	05/03/2019	78.19	.00		
Total 10055200221:					101.35	.00		
10055200340								
28 ch	AMERICAN AWARDS & PROMO	46086	BRONZE PLAQUE - BENCH	05/03/2019	162.00	.00		
194 ch	DEEGAN'S HARDWARE INC	MARCH 2019	MAR 2019 CHARGES - PARKS	05/03/2019	1.79	.00		
3002 c	MID-AMERICAN RESEARCH CH	0662970-IN	WASP/HORNET KILLER & INSECTICIDE	05/03/2019	336.18	.00		
3977 c	EDWARDSON PLUMBING	3090	REPAIR LEAK IN MEN'S BATHROOM - RACET	05/03/2019	261.50	.00		
4862 c	ACE PORTABLES	30913	PUMP OUT PORT-A-POTTY AT FISH POND	05/03/2019	40.00	.00		
Total 10055200340:					801.47	.00		
10055200510								
2209 c	BAER INSURANCE SERVICES L	2587	LIABILITY INSURANCE	05/03/2019	1,012.32	.00		
Total 10055200510:					1,012.32	.00		
10055200514								
2209 c	BAER INSURANCE SERVICES L	2587	AUTO LIABILITY INSURANCE	05/03/2019	249.96	.00		
Total 10055200514:					249.96	.00		
10055200810								
4914 c	HARTJE FARM & POWER	4/16/19	ALTO TRAX MOWER PURCHASE	05/03/2019	17,279.10	.00		
Total 10055200810:					17,279.10	.00		
10055200820								
4229 c	DVORAK LANDSCAPE SUPPLY,	123109	NONWOVEN LANDSCAPE FABRIC - OLD BAL	05/03/2019	390.00	.00		
4229 c	DVORAK LANDSCAPE SUPPLY,	123109	NONWOVEN LANDSCAPE FABRIC - EXCESS	05/03/2019	1,170.00	.00		
Total 10055200820:					1,560.00	.00		
10055420225								
311 ch	FRONTIER COMMUNICATIONS	APRIL 19 3232	608-884-3232 TELEPHONE CHARGES	05/03/2019	26.36	.00		
Total 10055420225:					26.36	.00		
10055420340								
2635 c	IN DEPTH POOL SERVICE	15372	REMOVAL AND DISPOSAL OF EXSITING FILT	05/03/2019	12,810.00	.00		
Total 10055420340:					12,810.00	.00		
10055420510								
2209 c	BAER INSURANCE SERVICES L	2587	LIABILITY INSURANCE	05/03/2019	759.25	.00		
Total 10055420510:					759.25	.00		
10056300153								
2887 c	DELTA DENTAL OF WISCONSIN	MAY 2019	MAY 2019 DENTAL INSURANCE	05/03/2019	35.32	.00		
Total 10056300153:					35.32	.00		
10056400340								
231 ch	EDGERTON REPORTER CO INC	2615	ZBA - 104 W ROLLIN ST AD	05/03/2019	15.06	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10056400340:					15.06	.00		
10056600210								
3838 c	CLARK COMPANIES INC	8165	TRIM ASH TREES PER CONTRACT	05/03/2019	4,000.00	.00		
Total 10056600210:					4,000.00	.00		
20653630510								
2209 c	BAER INSURANCE SERVICES L	2587	LIABILITY INSURANCE	05/03/2019	253.08	.00		
Total 20653630510:					253.08	.00		
20653630514								
2209 c	BAER INSURANCE SERVICES L	2587	AUTO LIABILITY INSURANCE	05/03/2019	249.96	.00		
Total 20653630514:					249.96	.00		
40057328820								
231 ch	EDGERTON REPORTER CO INC	2610	2019 SIDEWALK ASSESSMENT HEARING	05/03/2019	17.48	.00		
Total 40057328820:					17.48	.00		
40057330820								
231 ch	EDGERTON REPORTER CO INC	2722	ROLLIN ST CDBG AD	05/03/2019	29.12	.00		
Total 40057330820:					29.12	.00		
40057332820								
231 ch	EDGERTON REPORTER CO INC	2620	SOUTH MAIN ST AD	05/03/2019	38.74	.00		
231 ch	EDGERTON REPORTER CO INC	2728	AD FOR BIDS - SOUTH MAIN ST	05/03/2019	30.81	.00		
Total 40057332820:					69.55	.00		
60380840340								
934 ch	STAPLES CREDIT PLAN	7216999433	COPY PAPER/TAPE - CITY HALL	05/03/2019	18.46	.00		
4880 c	BAYSIDE PRINTING, LLC	135049	1ST QTR 2019 BILLING - INSERT FEE NEWS	05/03/2019	56.10	.00		
4880 c	BAYSIDE PRINTING, LLC	1ST QTR 19	1ST QTR 2019 BILLING - POSTAGE	05/03/2019	270.67	.00		
4880 c	BAYSIDE PRINTING, LLC	1ST QTR 19	1ST QTR 2019 BILLING - UTILITY BILLS	05/03/2019	136.14	.00		
Total 60380840340:					481.37	.00		
Grand Totals:					82,502.66	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
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Total General Fund Vouchers: \$82,502.66

Total Payroll Check Date 4/26/19: \$71,439.99

GRAND TOTAL OF GENERAL FUND: \$153,942.65

Finance Committee Members Signatures of Approval:

DAVID ESAU

CANDY DAVIS

SARAH BRAUN

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Invoice Detail.Input Date = 05/03/2019

REC'D 4/14/19

600-103024692603

262-873-9170
262-327-2605

Original Alcohol Beverage Retail License Application

Submit to municipal clerk.

For the license period beginning _____ 20____ ;
ending June 30 2019

TO THE GOVERNING BODY of the: Town of
 Village of } EDGERTON
 City of

County of Rock Aldermanic Dist. No. _____ (if required by ordinance)

Applicant's WI Seller's Permit No. / FEIN Number: <u>456103024692603 / 014-1003024692603</u>	
LICENSE REQUESTED	
TYPE	FEE
<input checked="" type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>5.00</u> (pd)
TOTAL FEE	\$

- The named Individual Partnership Limited Liability Company
 Corporation / Nonprofit Organization

hereby makes application for the alcohol beverage license(s) checked above.

- Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): K. BASANT AND B LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name (Last, First, M.I.)	Home Address	Post Office & Zip Code
President/Member	<u>MRS. KUMAR BASANT</u>	<u>#3293, SOMERS LANE, PORT WASHINGTON, WI 53074</u>	<u>WI 53074</u>
Vice President/Member	<u>MRS. SUKHEJA KUSMAKAR</u>	<u>#3293 SOMERS LN, PORT WASHINGTON, WI 53074</u>	<u>WI 53074</u>
Secretary/Member	<u>MANESH SUKHEJA</u>	<u>3293 SOMERS LN PORT WASHINGTON WI 53074</u>	<u>WI 53074</u>
Treasurer/Member			
Agent	<u>Basant Kumar</u>		
Directors/Managers			

- Trade Name HOT SPOT LIQUORS & SMOKES Business Phone Number 262-873-9170
- Address of Premises #611, N. MAIN ST. Post Office & Zip Code EDGERTON - 53534

- Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
- Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
- Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
- (a) Corporate/limited liability company applicants only: Insert state WI and date 4-6-19 of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) #611, N. MAIN ST, EDGERTON, WI 53534

- Legal description (omit if street address is given above):
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
(b) If yes, under what name was license issued?
12. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277]. Yes No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. Yes No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

B. Kumar
(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

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

Event Edgerton Kids Fishing Derby # 15 year

Name of Group Sponsoring Event Edgerton Conservation Club

Date of Event May 19 2019

Contact Person for Organization Kevin & Bonnie Slagg

Address 21 York Road

Business Phone 290-7983 Home Phone 884-7983
Cell

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

Estimated Attendance 200 Rain Date none

Is Event Open to Public? Yes or No Admission Fee Charged? Yes or No

Will your organization make any contributions to the City or other organizations with the profits from this event? We make no money

If so, what do you plan to donate? _____

to what group? _____

and what percentage of the proceeds will be donated? _____

Brief Description of Activities Kids fishing

How is the event going to be promoted or advertised? Paper & Face Book
web sight Flyers

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

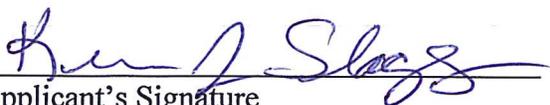
The person/organization shall be responsible for the required deposit needed for the event and for the key deposit and will be returned after the keys are brought back and the area is inspected. The check is sent after the next scheduled council meeting.

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

*No Police necessary
4/25/19*

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

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


Applicant's Signature

4-23-2019
Date

Deposit Paid \$ none Receipt Number none Date

(Revised 1/2009)

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

Event: Edgerton Kids fishing Derby
 Sponsor: Edgerton Conservation Club
 Location: Edgerton Fish Pond Park

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

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

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

Parks:

Date: May 19

From: _____	to _____	_____ Personnel	x _____	Hours	x _____	Rate	_____ = _____
From: _____	to _____	_____ Personnel	x _____	Hours	x _____	Rate	_____ = _____
From: _____	to _____	_____ Personnel	x _____	Hours	x _____	Rate	_____ = _____

Additional Labor:

Date: _____

From: _____	to _____	_____ Personnel	x _____	Hours	x _____	Rate	_____ = _____
From: _____	to _____	_____ Personnel	x _____	Hours	x _____	Rate	_____ = _____
From: _____	to _____	_____ Personnel	x _____	Hours	x _____	Rate	_____ = _____

Estimated additional water and sewer _____

Estimated additional electrical usage _____

Signed: _____; Applicant

Signed: Tom Hartzell; Public Work Director

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

City of Edgerton
SECURITY AGREEMENT

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

1. Describe arrangements being made for the method and distribution of alcohol. Include provision being made to service only to legal consumers.
2. Identify the licensed Operators in charge of selling and distributing alcohol for the entire time alcohol is being served.
3. Describe the type of event you are hosting.
4. Estimate the number of people who will be attending this event.
5. All liquor must be bought from a Wisconsin Wholesaler. Please list the Wholesaler you will be using. (This excludes all retail stores)

Police Department recommendation for services including costs:

Ronit Kowalski 4/25/19

Chief of Police

NO POLICE SERVICE NECESSARY

City of Edgerton
FACILITY & EQUIPMENT NEEDS & COSTS

RACETRACK PARK _____ CENTRAL PARK _____ OTHER LOCATION Fish Pond Park
ENTIRE PARK _____

DEPOSIT _____

RACETRACK PARK

Southeast Diamond: _____ Date _____

With lights _____

Diamond preparation _____

Deposit for Bases _____

Shelter house:

Whole _____ Westside _____ East side _____

Deposit _____ Key Deposit _____

Northeast Diamond: _____ Date _____

With lights _____

Diamond preparation _____

Deposit for Bases _____

Soccer Fields:

Large Field _____ Dates _____

Small Field _____ Dates _____

Striping Charge _____

Southwest Diamond: _____ Date _____

With lights _____

Diamond preparation _____

Deposit for Bases _____

Horseshoe Pits: _____ Date _____

With Lights _____

Northwest Diamond: _____ Date _____

With lights _____

Diamond preparation _____

Deposit for Bases _____

Parking Lots:

Dates _____ Location _____

STREETS _____

EQUIPMENT

Picnic Tables 12

Barricades _____

Striping _____

Trash Cans 12

Traffic Cones _____

Fencing _____

Signs _____

Posts _____

Benches _____

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

Please PICK UP BRUSH around the Pond

mowing

Trash Can & Picnic Tables around the Pond

pump & Clean out Porta Pot

mess By the Ditch PICKUP

we will not cut Brush Before may 7

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

Event Edgerton Clay Day Pottery Festival & Art Fair
Name of Group Sponsoring Event Arts Council of Edgerton
Date of Event Saturday July 20, 2019 9:00am - 4:00p.m.
set-up Friday, 7/19, afternoon
Contact Person for Organization Vicki Morris
Address 614 Hemphill Ave., Edgerton
Business Phone 608-289-1084 Home Phone _____

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

Estimated Attendance 400 Rain Date none
Is Event Open to Public? Yes or No Admission Fee Charged? Yes or No

Will your organization make any contributions to the City or other organizations with the profits from this event? This is a free event. Any additional sponsorships go to
If so, what do you plan to donate? ACE scholarships, free tickets to EPAC
to what group? shows, concerts in the Park & more.
and what percentage of the proceeds will be donated? unknown

Brief Description of Activities Clay/pottery demonstrations including hands-on activities for attendees, music, food served by local groups, art vendors.
How is the event going to be promoted or advertised? Newspapers, radio, social media, flyers

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

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

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

NO POLICE
NECESSARY
KSL
4/25/19

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

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

Victor S Morris
Applicant's Signature

4-22-19
Date

Deposit Paid \$ _____ Receipt Number _____ Date _____

(Revised 1/2009)

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

Event: Edgerton Clay Day Pottery Festival & Art Fair
 Sponsor: Arts Council of Edgerton
 Location: Swift Street Pavilion & adjacent area of Central Park
set up Friday, 7-19-19 afternoon.

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

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

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

Parks:

Date: _____

From: _____	to _____	Personnel	x	Hours	x	Rate	=	_____
From: _____	to _____	Personnel	x	Hours	x	Rate	=	_____
From: _____	to _____	Personnel	x	Hours	x	Rate	=	_____

Additional Labor:

Date: _____

From: _____	to _____	Personnel	x	Hours	x	Rate	=	_____
From: _____	to _____	Personnel	x	Hours	x	Rate	=	_____
From: _____	to _____	Personnel	x	Hours	x	Rate	=	_____

Estimated additional water and sewer _____

Estimated additional electrical usage _____

Signed: Victoria Morris _____; Applicant

Signed: Tom Hartzell _____; Public Work Director

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

City of Edgerton
FACILITY & EQUIPMENT NEEDS & COSTS

RACETRACK PARK _____ CENTRAL PARK X OTHER LOCATION _____
ENTIRE PARK _____

*Swift St. pavilion &
adjacent area*

DEPOSIT _____

RACETRACK PARK

Southeast Diamond: _____ Date _____

With lights _____

Diamond preparation _____

Shelter house:

Whole _____ Westside _____ East side _____

Deposit _____ Key Deposit _____

Deposit for Bases _____

Northeast Diamond: _____ Date _____

With lights _____

Diamond preparation _____

Deposit for Bases _____

Soccer Fields:

Large Field _____ Dates _____

Small Field _____ Dates _____

Striping Charge _____

Southwest Diamond: _____ Date _____

With lights _____

Diamond preparation _____

Deposit for Bases _____

Horseshoe Pits: _____ Date _____

With Lights _____

Northwest Diamond: _____ Date _____

With lights _____

Diamond preparation _____

Deposit for Bases _____

Parking Lots:

Dates _____ Location _____

STREETS _____

EQUIPMENT

Picnic Tables 25 Barricades 5 Striping _____

Trash Cans 20 Traffic Cones _____ Fencing _____

Signs _____ Posts _____ Benches _____

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

- One 10 yd. dumpster
- Access to electrical outlets in pavilion & in box on side
- Access to water spigot on pavilion

City of Edgerton
SECURITY AGREEMENT

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

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

no alcohol will be sold

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

3. Describe the type of event you are hosting.

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

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

Police Department recommendation for services including costs:





~~Tom Klubertanz~~, Chief of Police

Memo

To: Common Council
From: Staff
Date: 5/3/2019
Re: May 6, 2019 Meeting

Resolution to Submit the CDBG PF Application for West Rollin Street reconstruction: Please note the public hearing of the Citizen Participation Committee will be held on Tuesday, May 7, 2019. If public input at the public hearing provides information that requires modification of the application, the Council will reconvene at a special meeting prior to the application being submitted by May 17 to allow for an amendment to the application and the resolution.

2019 Sidewalk Special Assessments: The City Council will hold a public hearing regarding special assessment charges to benefitting property owners for the 2019 sidewalk improvement project. The resolution included in your packet requires the Council determine the interest rate, the minimum assessment amount that will be financed, and the number of years the owner will have to repay the special assessment. The terms assigned to the 2017 and 2018 sidewalk project were 3.75% with a 5 year term. The minimum payment to be financed was \$200.

South Main Street Paving: Please recall the Council decided to mill and resurface a portion of S Main Street. The estimated cost of the project was \$36,908. The milling portion of the project is to be funded from the 2019 streets budget and the resurfacing from general fund surplus funds. The Council awarded a \$9,349.76 contract to mill the road surface. The low bid for resurfacing portion of the project is from Payne and Dolan in the amount of \$38,700 making the project \$11,142 over the estimated cost not including engineering.

Financial Policy: The City receives an annual grant from the State and Federal governments for the majority of the Shared Ride Taxi Program costs. DOT regulations require the City adopt a policy regarding the handling of Federal Funds (section 6 of the attached draft policy). In addition to Federal Funds policies, staff is recommending we also adopt policies regarding City credit cards, accounts payable, accounts receivable, and asset capitalization. A draft policy is in your packet.

STANDARD FORM OF
BID ANALYSIS
PROJECT NUMBER 4894-0078

WHEREAS City of Edgerton (hereinafter referred to as the OWNER) has received bids on the 28th day of March, 2019 for Contract "19E-03" – SOUTH MAIN STREET OVERLAY (hereinafter referred to as the Project) and

WHEREAS Cedar Corporation, (hereinafter referred to as ENGINEER) has been retained by the OWNER to prepare bid tabulations, analyze bid results and consult with the OWNER on the award of contracts.

The ENGINEER hereby consults as follows:

1. Based upon ENGINEER's analysis of the bids received on the above PROJECT the responsive low bidder is:

Payne & Dolan, Inc.
6295 Lacy Road
Fitchburg, WI 53593
Phone: 608-421-5152

The base bid price for the project was \$38,700.00. The bid includes a list of unit price bid items for HMA Pavement, HMA Patching and Mobilization.

2. Two bids were submitted for this project. The second low bidder was Rock Road Companies at \$49,900.00. The bid tab is attached.
3. The ENGINEER's estimate for schedule A work was \$36,300 at bid time.
4. This project includes constructing a 2" HMA overlay on 970' of South Main Street from curb face to curb face in the area that was milled in early April.
5. Payne and Dolan has done work for the City for many years and is a well respected contractor.
6. The contract calls for work to be substantially complete by May 31, 2019 and fully completed by June 7, 2019.
7. It is understood that by this analysis, that the ENGINEER does not guarantee the Contractor's performance, which is covered by the Contractor's bond. It is a statement by the ENGINEER that the ENGINEER has no information, which would lead the ENGINEER to believe that the Contractor does not have the necessary equipment and personnel to complete the PROJECT in compliance with the drawings and specifications within reasonable tolerances generally accepted in the trade.
8. It is further understood that this analysis is not a representation that the ENGINEER has reviewed the proposal for possible legal irregularities, which should be a function of the OWNER'S legal counsel, and at the option of the OWNER.

9. It is further understood that in the event that OWNER feels that the Contract should be awarded on some basis other than price, the OWNER should defer further action on this PROJECT until a thorough legal review can be made by OWNER'S legal counsel.

Cedar Corporation

Submitted By: William A. Betzig, P.E.

Date: May 2, 2019



BID TABULATION

**SOUTH MAIN STREET OVERLAY
 CONTRACT "19E-03"
 CITY OF EDGERTON
 EDGERTON, WI**

BID DATE: APRIL 30, 2019

PROJECT NAME:		South Main Street Overlay		Payne & Dolan, Inc. 6295 Lacy Road Fitchburg, WI 53593		Rock Road Companies, Inc. P.O. Box 1818 Janesville, WI 53547-1818					
PROJECT NO:		4894-0078									
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
2513-01200	HMA, 2.0" OVERLAY	TON	400	\$88.00	\$35,200.00	\$88.00	\$35,200.00	\$88.00	\$35,200.00		
2513-01175	HMA, PATCHING	LS	1	\$2,000.00	\$2,000.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00		
2513-99001	MOBILIZATION	LS	1	\$1,500.00	\$1,500.00	\$7,200.00	\$7,200.00	\$7,200.00	\$7,200.00		
PROJECT TOTAL					\$38,700.00		\$49,900.00		\$49,900.00		

DECLARATION OF SURPLUS PROPERTY

In March, 2019 I declared surplus the Edgerton Police Department Speed Trailer. This trailer was purchased in 2000 or 2001. It has been out of service for several years (The Smart Functions.)

Attempts to restore to proper working order have been unsuccessful. This trailer may still have some value. I would like to post this property for sale with the Wisconsin Online Auction Service located in Mount Horeb, WI. when approval is given.

- Police Department capital projects fund approved purchase of new speed trailer/speed monitoring device.
- Bids to purchase replacement are completed.

Surplus Speed Trailer

REQUEST TO PURCHASE CAPITOL EQUIPMENT

TRAFFIC ANALYST (SPEED TRAILER)

DEALER	LOCATION	CONTACT	QUOTE
Stalker	855 E Collins Richardson TX	Donna Russell	\$3106.98*
JAMAR	1500 Ind. RD Hatfield PA	Paul Phillipi	\$3,631
Gen Com	2880 Com Park Blvd Madison, WI	Josh Knauer	\$3,130

- Stalker Radar came in lowest bid, even when adding a computer to run the software and some memory cards. Attached to bid is also information on computer.
- Stalker Radar produces the type of data we are looking for to identify specific times, speed and direction. Includes a second battery and two year warranty.
- Both JAMAR and GenCom will require a computer to run the software adding an additional \$413.91 to each (Same computer added to Stalker bid.)
- 2019 capitol budgeted money for a radar trailer/radar data collection device is **\$6,500**. With this data collection device we can accomplish better results and be **under budget just over \$3,100**.
- In addition, the Speed Trailer in the City's possession now is outdated, the computer system doesn't work (collect data) and the solar charging system no longer functions properly. However, this trailer may still have some value and should be declared surplus.\

(NOTE: The purpose for the purchase of this speed collection device is to collect data and examine the information in order to enforce data driven policing. The device will be strategically placed in areas the police department has received complaints on speeding vehicles. The collection of the information will be used and disseminated appropriately.)

2019 Speed Trailer /Data Collection Device Quotes

AFFIDAVIT OF CANCELED TAX CERTIFICATES

Pursuant to WIS STATS 75.20(1). Tax certificates shall be void after 11 years following December 31 of the year in which such certificates were dated.

Also pursuant to WIS STATS 75.20(2), the County Treasurer shall cancel all tax certificates that have become void by limitation and shall make an entry in the treasurer's record of unredeemed property subject to a tax certificate evidencing such cancellation.

Therefore, I, Michelle L Roettger, the duly elected Treasurer in and for Rock County, State of Wisconsin hereby declare the following tax certificates, issued on September 1, 2007 for the taxes on lands for the year 2006, to be canceled, by virtue of the statutes of limitations:

Certificate No. 2006
Tax Parcel No. 012 0220902 *Fulton*
Owner: Charles V Sweeney, Edgerton Sand and Gravel
2006 Tax Amount: \$27.47

Certificate No. 2006
Tax Parcel No. 206 13480760 *Beloit*
Owner: E-Z Machine & Tool Works
2006 Tax Amount: \$238.06

✓ Certificate No. 2006
Tax Parcel No. 221 21500201
Owner: Charles V Sweeney, Edgerton Sand and Gravel Co
2006 Tax Amount: \$14.63

State of Wisconsin
County of Rock

I, Michelle L Roettger, Treasurer of Rock County, hereby certify that, to the best of my knowledge and belief, the above information is true and correct.

Michelle L Roettger

Michelle L Roettger, Rock County Treasurer
Dated this 28th day of March 2019

Subscribed and sworn to (affirmed) before me
This 28th day of March 2019

J K Stank

Notary Public, Rock County, WI
My commission expires 6/28/22



City of Edgerton Resolution 13-19
Wisconsin Department of Employee Trust Funds

EXISTING EMPLOYER UPDATE RESOLUTION
WISCONSIN PUBLIC EMPLOYERS' GROUP HEALTH INSURANCE PROGRAM

RESOLVED, by the _____ City _____ of the _____ Edgerton _____
(Governing Body) (Employer Legal Name)

that pursuant to the provisions of Wis. Stat. § 40.51 (7) hereby determines to continue in the Wisconsin Public Employers (WPE) Group Health Insurance program that is offered to eligible personnel through the program of the State of Wisconsin Group Insurance Board (Board), and agrees to abide by the terms of the program as set forth in the *Local Employer Health Insurance Standards, Guidelines and Administration Manual* (ET-1144).

We will continue to participate in the program option in which we are currently enrolled. If we wish to elect a new program option for 2020 we will file a separate resolution to do so.

All participants in the WPE Group Health Insurance program need to be enrolled in a program option. Individual employees cannot choose between program options.

The resolution must be received by the Department of Employee Trust Funds as soon as possible, but no later than October 1, in order to continue participation without lapse. If more time is needed, contact ETF.

The proper officers are herewith authorized and directed to take all actions and make salary deductions for premiums and submit payments required by the Board to provide such Group Health Insurance.

Certification

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the above governing body on the 6th day of May, year 2019 and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this 6th day of May, year 2019.

I understand that Wis. Stat. § 943.395 provides criminal penalties for knowingly making false or fraudulent statements, and hereby certify that, to the best of my knowledge and belief, the above information is true and correct.

39-6005440

Federal tax identification number (FEIN/TIN)

69-036-0976

ETF employer identification number

Number of eligible employees 33

Rock

Employer county

chegglund@cityofedgerton.com

Employer benefit contact email address

Authorized employer representative signature

Cindy Hegglund

Authorized employer representative printed name

Clerk-Treasurer

Authorized representative title

12 Albion St Edgerton, WI 53534

Mailing address

Submit completed form to ETF at ETF SMBESSNewEmployer@etf.wi.gov
or fax to 608-267-4549.

City of Edgerton Financial Policy

Adopted May 6, 2019

INTRODUCTION

AUTHORITY, PURPOSE AND CONTENT

The intent of this document is to provide accounting guidance for accountability, consistency and standards of operational procedures and processes for all financial transactions. The Finance Director shall assist where further clarification is needed.

This policy manual is a guide to procedures and policies and does not give anyone the authority to revise or manipulate the adopted budget. The adopted budget shall be adhered to as adopted by the City of Edgerton Common Council.

The policies in this manual cannot provide for every possible financial transaction situation. The content is guidance in every day ordinary transactions. When out of the ordinary situations arise, the Finance Director will determine the proper processing method to be used.

This document does not contain any confidential information.

Adopted by the City of Edgerton Common Council on May 6, 2019

1. PURCHASING POLICY

1.1 See City of Edgerton Ordinance 4.18 for the Purchase Policy

2. CREDIT CARD/P-(PURCHASE) CARD POLICY

2.1. Introduction to Credit Card Policy The City of Edgerton will issue credit cards to certain employees/departments for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of city-issued credit cards is a privilege, which the City of Edgerton may withdraw in the event of serious or repeated abuse. Any credit card the City of Edgerton issues to an employee/department must be used for business purposes only and is intended to be used primarily for conferences, hotels, meals, and purchases.

Employees with credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. The City of Edgerton will not consider expenses for one's own business-related use, such as lodging and meals while on company-approved business trips, as personal purchases, as long as such expenses are business related. If any employee uses a company credit card for personal purchases in violation of this policy, the cost of such purchase(s) could be considered an advance of future wages payable to that employee if not immediately reimbursed to the City of Edgerton. If an employee uses a company credit card for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on the City of Edgerton's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse the City of Edgerton. Any purchases an employee makes with a city credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

2.1.1. Finance Director Approval:

The Finance Director or his/her designee approves the positions/departments with the ability to use a credit card issued by the City of Edgerton. The Finance Department shall maintain a listing of all positions/departments authorized to use a credit card and associated credit limits.

2.1.2. Departmental Usage Policy

Cardholders approved to use a credit card shall:

- Have purchases authorized by a Department Head
- Only use the credit card for City of Edgerton purchases
- Ensure that sales tax is not paid on all exempt purchases.

- Cardholders are responsible for ensuring that they adhere to the Credit Card policy, thereby ensuring adequate controls are exercised to minimize the risk that credit cards are used for fraudulent or corrupt purposes
- Report lost or stolen cards immediately to U S Bank 1-800-344-5696 and report immediately to the Finance Department.
- Upon resignation or termination of duties with the City of Edgerton reconcile all expenditures on his/her card account since the last Statement and surrender the card upon termination to appropriate staff or exit interviewer.

2.1.3. Credit Card Accounting Process

Purchase receipts and invoices shall be turned submitted to the Accounts Payable Clerk within 5 working days. Monthly credit card statements will be received by Accounts Payable Clerk. He/She will match and reconcile receipts with purchases. Any missing receipts will be requested immediately. Cardholders that do not turn in receipts in a timely manner on a routine basis could result in cancellation of the card and shall be held responsible for any late payment fees incurred.

3. ACCOUNTS PAYABLE PROCESS

3.1. Overview

City of Edgerton strives to maintain efficient business practices and good cost control. A well-managed accounts payable function can assist in accomplishing this goal from the purchasing decision through payment and check reconciliation.

It is the policy of the City of Edgerton that the recording of assets or expenses and the related liability is performed by an employee independent of ordering and receiving. The amounts recorded are based on the vendor invoice for the related goods or services. The vendor invoice should be reviewed and approved by a Department Manager prior to being processed for payment. Invoices and related general ledger account distribution codes are reviewed prior to posting to the subsidiary system.

The primary objective for accounts payable and cash disbursements is to ensure that:

1. Disbursements are properly authorized
2. Invoices are processed in a timely manner
3. Vendor credit terms and operating cash are managed for maximum benefits

3.2. Recording of Accounts Payable

All valid accounts payable transactions, properly supported with the required documentation, shall be recorded as accounts payable in a timely manner.

General Fund accounts payable are processed on a semi-monthly basis and Utility Fund accounts payable are processed on a monthly basis. Information is entered into the system from approved invoices or disbursement vouchers with appropriate documentation attached.

It is the policy of City of Edgerton that only original invoices will be processed for payment unless duplicated copies have been verified as unpaid by researching the vendor records. No vendor statements shall be processed for payment.

3.3. Processing of Vouchers

The following procedures shall be applied to each voucher by the designated department employee:

1. Check the mathematical accuracy of the vendor invoice;
2. Compare the nature, quantity, and prices of all items ordered per the vendor invoice to the purchase order request form, packing slip, and receiving report;
3. Review the general ledger distribution that has been documented by each department using the Organization's current chart of accounts; and
4. Obtain the review and approval of the department head (or their designee) associated with the goods or services purchased.

Approvals by department heads indicate their acknowledgement of satisfactory receipt of the goods or services invoiced, agreement with all terms appearing on the vendor invoice, agreement with general ledger account coding, and agreement to pay vendor in full. Approvals shall be documented with initials or signatures of the approving individual.

3.4. Payment Discounts

To the extent practical, it is the City's policy to take advantage of all prompt payment discounts offered by vendors. When availability of such discounts is noted, and all required documentation in support of payment is available, payments will be scheduled so as to take full advantage of the discounts.

3.5. Manual Checks

In the event an invoice/payment is due, a discount may be applied or other circumstance arises, the Treasurer may approve payment via a manual check prior to Council/Commission approval. The same process shall be followed as outlined in 2.3 of this section.

3.6. City Ordinance

Please refer to City of Edgerton Ordinance 4.18 Purchasing Policy for additional information.

4. ACCOUNTING POLICY

4.1. Basis of Accounting:

See City of Edgerton Ordinance 4.14 Revenue Policy and 4.16 Accounting, Auditing and Financial Reporting Policy.

4.2. Accounts Receivable

Training in the module is available from the Finance Director/Treasurer and procedural processes are drafted and available for use to all employees using the module.

Any invoice placed in the accounting system shall not be reversed, adjusted or discounted by the department that initiated the invoice. The department head shall request the treasurer to make any reversals or adjustments.

Exceptions would include: an error on the billing, usual and customary adjustments, wrong customer billed or any invoice that does not require a judgment whether it is a legitimate billing.

4.2.1. Accounts Receivable Delinquent Payments and Collections:

The Finance Department is responsible for coordinating, tracking, monitoring and collecting all delinquent payments due to the City of Edgerton. Exceptions are court fine and fees and police department citations.

The Finance Department shall process and send out letters and past due statements for overdue accounts.

The City of Edgerton will make every effort to send a past due notices as follows:

- 30 days past due shall receive a letter from the Finance Department notifying them of a past due amount.
- 60-90 days past due accounts shall receive a letter from the Finance Department notifying them of the past due amount and the available option to start a payment plan
- Over 120 days past due accounts shall receive a final notice letter regarding the account going to collection if not paid within 10 days of the letter.
- The Finance Department is authorized to send accounts remaining delinquent after 150 days to a collection agency.
- This excludes the utility billing payment, collection and delinquency process.

4.2.2. Cash Receipts/Cash Handling

Any department taking in cash/check/credit card transactions must report and cash handle deliverables on a timely basis, ideally daily. Each department has unique

situations and as such timely means something different. Therefore, the minimum deposit requirements for departments are at least weekly.

Departments shall:

- Contact the City Treasurer to assist in the deposit process if unsure how to account for the monies.
- Immediately receipt all funds collected
- Deposit all receipts intact with the documentation to the Finance Department staff.

4.2.3. Payments from Accounts with Non-Sufficient Funds:

See the City of Edgerton's NFS policy.

4.2.4. Bank/Cash Reconciliation

The City Treasurer is responsible for balancing cash and all bank statements monthly. This shall be done no later than the 15th of the following month. Any discrepancies, errors and adjustments shall be made and departments affected shall be notified as to the issue to assist in future accuracy.

The City Treasurer is responsible for the cash flow availability with movement of monies between accounts for positive impact of the City of Edgerton's resources.

4.3. Asset Capitalization Policy

This policy establishes the minimum cost value (capitalization amount) that shall be used to determine the capital assets, including infrastructure assets that are to be recorded in the city's annual financial statements. This policy also addresses other considerations for recording and depreciating fixed assets.

4.3.1. Capitalization Threshold

Capital assets may be acquired through purchase, self-construction, or donation. The asset value when purchased will be the initial cost plus the trade-in value of any old asset traded, plus all costs related to placing the asset into operation. Donated or contributed assets are recorded at fair market value as of the date the asset is acquired. The cost of self-constructed assets will include all costs of construction.

Capital asset value thresholds for capitalization are to be applied to individual capital assets rather than to groups of similar capital assets.

Class of Asset	Examples of Costs to be Capitalized	Capitalization
Land	Purchase price or market value, closing costs, cost of preparing land for use, demolition of existing buildings and improvements	Capitalize all land
Machinery and equipment	Purchase price, freight charges, assembly, installation	\$5,000
Land Improvements	Included parking lots, outdoor lighting, fences, tennis courts, playground equipment, athletic fields, trails, retaining walls	\$5,000
Buildings	Materials, labor, design costs, site excavation, purchase price	\$5,000
Building Improvements	Component units when separately replaced. Major renovation or alterations of original building.	\$5,000
Intangible assets	Software, land use rights, patents, copyrights, trademarks	\$25,000
Infrastructure	See Attachment A of Examples	\$25,000

- a. Capital assets having values of \$250 to \$5,000 are to be controlled at the department level for insurance and inventory reporting purposes. However, these capital assets will not be capitalized and will not be reported as capital assets.
- b. Value estimates of capital assets required to be reported, but for which no historical documentation is available due to past accounting practices, shall be reviewed by the City auditor in accordance with GASB requirements.
- c. A listing of capital assets is to be kept, annually reconciled and reported in the annual financial statements.

4.3.2. Useful Lives

Consider the following when determining the useful life of an asset:

- The length of time these assets have historically lasted
- Anticipated changes in technology
- Specific asset use
- Maintenance practices – among City departments, similar assets may be assigned different useful lives, depending on asset use and maintenance

Capital Assets – General Guidance

- Buildings 30-50 years
- Building Improvements 15-50 years
- Machinery and equipment 3-20 years
- Land improvements 15 – 30 years
- Intangible assets 2 – 100 years

Infrastructure Assets – Specific Guidance

- Asphalt 20 years
- Curb & Gutter 30 years
- Concrete 30 years
- Sidewalks 30 years
- Bridges 50 years

4.3.3. Salvage Value

The salvage value of capital assets is estimated to be immaterial to the financial statements. Therefore, generally the City will not record salvage value on capital assets.

4.3.4. Disposition of Assets

Fixed assets may be disposed of due to sale, obsolescence, loss, destruction, or replacement. Upon disposal of an asset, the capital asset records will be relieved of the cost and related depreciation.

4.3.5. Depreciation Method

The straight-line depreciation method will be used for all capital assets. The capital asset software program used by the City allows for depreciation to be calculated on an individual asset basis. In addition, depreciation will be calculated in the year of addition based on one half year’s depreciation regardless of when in the year the asset was put into use.

Infrastructure assets will be depreciated on the straight-line method on an annual basis. Assets will be depreciated on an individual segment basis, when possible, or a composite method when determined to be more reasonable.

Infrastructure Capitalization Guidance

<u>Infrastructure</u>	<u>Examples of Costs to be Capitalized</u>	<u>Examples of Costs to be Expensed</u>
Streets, Curb, & Gutter	New construction, partial reconstruction, full reconstruction	Crack filling, sweeping, patching, seal coating, pavement rehabilitation, pavement recycling, overlay
Bridges	New construction, partial reconstruction, full reconstruction	Crack filling, patching
Storm Sewers	New construction, partial reconstruction, full reconstruction	Storm sewer repairs
Sidewalks	New construction, partial reconstruction, full reconstruction	Spot replacements

Dams	New construction, partial reconstruction, full reconstruction	Spot repairs, maintenance
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4.4. Debt Management Policy. See City of Edgerton Ordinance 4.13 Debt Policy

5. INVESTMENT POLICY

5.1 See City of Edgerton Ordinance 4.15 Investment Policy

6. FEDERAL AWARDS

6.1. Charging of Costs to Federal Awards

Only costs that are reasonable, allowable and allocable to a federal award shall be charged to that award directly or indirectly. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to Federal awards.

6.2 Criteria for Allowability

All costs must meet the following criteria in order to be treated as allowable direct or indirect costs under a federal award:

1. The cost must be "reasonable" for the performance of the award, considering the following factors:
 - a. Whether the cost is of a type that is generally considered as being necessary for the operation of the Organization or the performance of the award;
 - b. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, federal and state laws and regulations, and the terms and conditions of the award;
 - c. Whether the individuals concerned acted with prudence in the circumstances;
 - d. Consistency with established policies and procedures of the Organization, deviations from which could unjustifiably increase the costs of the award.
2. The cost must be "allocable" to an award by meeting one of the following criteria:
 - a. The cost is incurred specifically for a federal award;
 - b. The cost benefits both the federal award and other work, and can be distributed in reasonable proportion to the benefits received; or
 - c. The cost is necessary to the overall operation of the Organization, but where a direct relationship to any particular program or group of programs cannot be demonstrated.
3. The cost must conform to any limitations or exclusions of OMS Circular A-122 or the federal award itself.
4. Treatment of costs must be consistent with policies and procedures that apply to both federally financed activities and other activities of the Organization.
5. Costs must be consistent with Non Federal charges and be consistently treated over time.
6. The cost must be determined in accordance with generally accepted accounting principles.
7. Costs may not be included as a cost of any other federally financed program in the current or prior periods.
8. The cost must be adequately documented.

6.3 Personnel and Fringe Benefit Costs

The cost of fringe benefits in the form of compensation paid to employees during periods of authorized absences from the job, such as for vacation, family-related leave, sick leave, holidays, court leave, military leave, and other similar benefits, are allowed and provided for under the City of Edgerton Personnel and Procedures manual.

6.4 Procurement

The City of Edgerton employees and board members shall comply with all applicable standards of conduct restricting the solicitation or acceptance of gifts, gratuities, favors, or anything of monetary value from contractors or potential contractors. This restriction also applies to any individuals with technical evaluation responsibilities for the procurement and/or assigned to a Source Team.

The City of Edgerton will adhere to all State, Federal and local procurement procedures including Wisconsin DOT Transit procurement procedures when 5311 Federal Grant monies are used.