

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

Monday, August 5, 2019 at 7:00 p.m.

1. Call to order; Roll call
2. Pledge of Allegiance.
3. Confirmation of appropriate meeting notice posted on Friday, August 2, 2019.
4. Council acceptance of agenda.
5. Personal appearances for non-agenda items limited to 3 minutes.
 - A. The public will be allowed to speak on agenda items during the meeting.
6. Minutes:
 - A. Consider approval of minutes from July 15, 2019 Council meeting.
7. Committee Reports:
 - A. Finance Committee:
 1. Consider change order #1 from AAON for the library HVAC project.
 2. Consider approval of bills and payroll vouchers.
 3. Consider approval of licenses.
 - a. Consider operators licenses for Karley Richter and Alexandria Welte.
 4. Consider Flip Flop Grants to the following:
 - b. 102 W Fulton St (C&M Printing)
 - c. 125 W Fulton St (Bonnie's Beauty Shop)
 - d. 14 W Fulton St HVAC (Feels Like Home)
 - e. 14 W Fulton St Windows (Feels Like Home)
 5. Consider farmland lease for 2 acres located on Lord St.
 6. Consider quotes for Central Park tree removal.
 7. Consider Veteran's Building lease renewal.
 8. Consider additions to National Night Out public event packet.
 9. Consider date change for Gravity Racers Classic – Night Race.
 10. Consider approval of public event packet for Chilimania and consider waiving fees.
 11. Consider approval of Temporary Class "B" License for Chilimania on Sept 6th and 7th.
 12. Consider quotes for drinking fountain and water bottle filler at pool.
 13. Consider approval of public event packet for Vannie Gogh Car and Bike Show Sept 7th and consider waiving fees.
 - B. Tree Board:
 1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meetings.
 - C. Fire District:
 1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meetings.
 - D. Personnel:
 1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meetings.
 2. Consider amending Personnel Policies and Procedures Manual for ID card policy.
 - E. Redevelopment Authority:

1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meetings.
- F. Plan Commission:
 1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meetings.
 2. Consider extraterritorial for Virrueta and Running. Arrowhead Shores Road, Town of Fulton, Section 16 to combine 3 lots.
- G. Historic Commission:
 1. Report on discussion and action taken at previous meeting, future agenda items and upcoming scheduled meetings.
8. Consider second reading and adoption of City of Edgerton Ordinance 19-06: Create Chapter 32 Urban Forestry.
9. Consider adoption of Shared Ride Taxi grant program documents:
 - A. Title VI Plan
 - B. Safety Management Policy
10. Mayor, alderperson and staff reports.
11. Closed session pursuant to Wis. Stat. 19.85(1) (e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session." Discuss and consider request to sell City property.
12. 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 request to purchase property.
13. Return to open session and consider taking action on items discussed in closed session.
14. Adjourn.

Notice: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: (608) 884-3341.

**JULY 15, 2019 COMMON COUNCIL MEETING MINUTES
CITY OF EDGERTON**

Mayor Christopher Lund called the meeting to order at 7:02 p.m.

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

Others Present: City Administrator Ramona Flanigan, Utility Director Randy Oren, Police Chief Bob Kowalski, City Attorney Bill Morgan, Edgerton Reporter and a few citizens.

Flanigan confirmed the meeting agendas were properly posted on Friday, July 12, 2019 at the Post Office, Edgerton Library and City Hall.

ACCEPT THE AGENDA: A Candy Davis/Debbie Olson motion to accept the agenda as posted passed, all voted in favor.

MINUTES: A Candy Davis/Anne Radtke motion to approve the minutes from the July 1, 2019 Common Council meeting with correction passed, all voted in favor.

COMMITTEE REPORTS:

Finance Committee: A Candy Davis/Sarah Braun motion to approve pay request #1 from RT Fox Contractors for the Sweeney Rd project in the amount of \$111,948 passed on a 6/0 roll call vote.

A Candy Davis/David Esau motion to approve the bills and payroll list in the amount of \$343,776.79 passed on a 6/0 roll call vote.

A Candy Davis/David Esau motion to approve the asbestos removal quote from KPH Environmental Corp for 407 N Main St in the amount of \$54,207.41 passed on a 6/0 roll call vote.

A Candy Davis/David Esau motion to approve the quote for removal of a tree on Dakota St from TA Tree Removal in the amount of \$650 passed on a 6/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve a change order for the GMS trail project contract to add grading for the baseball field in the amount of \$1,600 passed on a 5/1 roll call vote. Debbie Olson voted against the motion.

A Candy Davis/Anne Radtke motion to approve the memorandum of understanding with Rock County to participate in the allocation and training of a Federal Assistance Grant Program for Crisis Intervention Team Training passed on a 6/0 roll call vote.

ORDINANCE 19-06: A Candy Davis/Sarah Braun motion to introduce and approve the first reading of City of Edgerton Ordinance 19-06: Create Chapter 32 Urban Forestry passed on a 6/0 roll call vote.

RESOLUTION 18-19: A Candy Davis/Jim Burdick motion to adopt City of Edgerton Resolution 18-19: Creating a Special Veteran's Building Assessment Committee passed on a 6/0 roll call vote.

2019 MAINTENANCE FOR LORD ST POLLINATOR FIELD: Flanigan reported the Bee and Butterfly Habitat Fund does not support the City's proposal to prepare the property by spraying herbicide alone. They recommend planting soy beans along with spraying herbicide. It is too late in the year to plant soy beans, therefore, the property will need to be mowed and maintained for the current year.

A Sarah Braun/David Esau motion to seek quotes for the mowing and harvesting of the grass on the two-acre pollinator field on Lord St passed on a 6/0 roll call vote.

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

Cindy Hegglund/wl
City Clerk-Treasurer

Adopted August 5, 2019

Memo

To: Common Council
From: Staff
Date: 8/2/2019
Re: August 5, 2019 Meeting

Veteran's Building Lease: The lease for the Veteran's Building expires on August 31, 2019. The current lease (attached) has a three year term for \$900/month. The tenant is responsible for utilities, trash, mowing, snow plowing (city plows a portion of the lot and removes snow piles) and veterans organizations can use the facility for meetings. Since 2015, the tenant has been required to pay 100% of utilities as opposed to the 60% it had been in the previous leases. The lease rate was last increased in 2013 from \$850/month. If the Council decides to offer a new lease to the tenant, staff recommends the following: it be for a one year term to allow the consideration of the recommendation of the Mayor's Committee to study the future use of the building; and that the maintenance requirement include the tenant maintaining the shrubs.

Lease of 2 acres on Lord St: The City received no bids for mowing the hay/grass from the 2 acres on Lord Street. Mark Houfe farms the adjacent parcel and would harvest the grass for the City.

Ash tree removal at Central Park: The City received 5 bids to remove 8 dead Ash trees from Central Park with the low bid of \$5,600 from Tree Wise Men. This is an unbudgeted expense that would be taken from the contingency fund or from other savings in DPW accounts.

National Night out Event Packet: Changes to the approved event packet for National Night Out include: allowing animals in the park for the petting zoo and comfort animals.

Application for a Facade Grant for 125 W Fulton St: The owner of 125 W Fulton Street, Bonnies Beauty Shop, is requesting approval of a facade grant to replace doors and paint trim white. The applicant provided one quote for \$2,134. The maximum grant amount is \$1,280.00. The doors will be made of steel and will be light gray or white (storm doors will be white)

Application for a Facade Grant for 102 W Fulton St: The owner of 102 W Fulton St, C&M Printing, in requesting approval of a facade grant to replace the missing masonry column bases. The applicant provided two quotes with the low quote being \$5,250. The maximum grant would be \$3,150.

Application for a Small Ed Fund Grant for 14 W Fulton St (HVAC): The owner of 14 W Fulton Street, Arnhem LLC (Feels Like Home), is requesting approval of a Small Ed Fund grant to replace the AC and furnace. The building currently does not have AC. The AC unit will be placed on the ground behind the building and behind a wooden

fence. The applicant provided two quotes for \$7,917 and \$7,995. The owner wishes to go with the higher bid as it is slightly more efficient. The maximum grant amount is \$3,000.

Application for a Facade Grant for 14 W Fulton St (windows and door): The owner of 14 W Fulton Street, Arnhem LLC (Feels Like Home), is requesting approval of a facade grant to replace 5 rear windows, a rear door, and paint trim. The windows will fill the original window opening and preserve the masonry arches. The door will be made of steel and painted a color that is in the approved historic color pallet. The windows will be made of vinyl. The windows and trim will be white. The applicant provided two quotes with the low quote of \$9,850. The maximum grant amount is \$5,000.

Employee ID Badge policy: Included in your packet is a policy regarding employee ID badges. If approved, the policy will be added to the Personnel Policies and Procedures Handbook.

Shared Ride Taxi Program: To ensure Shared Ride Taxi grant compliance, the City must adopt an updated Title VI Plan (attached) which is the City's commitment to inclusive, nondiscriminatory actions; and a Safety Management Policy (attached) which states the City's commitment to safety and the reporting of safety related concerns without reprisal.

Pool Drinking Fountain: The city received 2 quotes for the replacement of the drinking fountain at the pool with the low quote from Edwardson Plumbing for \$1,880. The 2019 budget provided \$1,880 for this project.

Employee Identification (ID) Badge

A. PURPOSE

As a vital part of our safety and security system, a City of Edgerton identification badge (ID Badge) system shall be established. ID Badges shall have, at minimum, the following components: employee's name; photo; and employment department. ID Badgers will be issued to a city employee on or about their first days of employment by the Edgerton Police Department.

ID Badges will be issued to provide a visible means of identification for city employees and help citizens know who is an authorized employee.

The ID Badge also serves as verification of employment with the city and as identification after hours or in an emergency.

B. DEFINITION

For the purpose of the ID Badge procedure, employee is defined as all non-elected regular, full-time and regular, part-time employees as defined in section 4.1 "Employment Categories" of the Personnel Policies and Procedures Manual.

C. PROCEDURES

1. All employees will be required to have a City of Edgerton ID Badge while working for the city.
2. Employees ~~may~~ will wear or have readily available their ID Badge while conducting official business. Badges should be as visible as possible; however the means of displaying the badge should consider the safety of the employee.
3. The ID Badge may be used only by the individual to whom it was issued. **Employees may not "loan" their ID Badge to anyone for any reason.**
4. Employees shall surrender their ID Badge to their supervisor upon termination of employment, beginning an extended leave of absence, or when requested.
5. A lost, stolen or misplaced ID Badge shall be immediately reported to the employee's supervisor who shall report the loss to the Police Department. A replacement ID Badge will be issued by the Police Department as necessary and a record of the lost ID Badge noted.
6. If an employee transfers from one department to another; an employee's name changes, and/or any other information on the ID Badge becomes invalid, the existing ID Badge shall be surrendered and a replacement ID Badge will be issued.

7. For all new and re-issued ID Badges, the employee shall make a request to their supervisor who will forward the request to the Edgerton Police Department.
8. If an ID Badge is found it should be returned to the appropriate department supervisor or the Edgerton Police Department.
9. All ID Badges will have a return disclosure on the card for those found by the public and returned to the Edgerton Police Department, 215 West Fulton St., Edgerton, WI. 53534
10. ID Badges may be replaced and updated periodically with badges of a different design to limit false reproductions.

The ID Badge program will be adopted in the City of Edgerton Personnel Policy and procedures Manual under section 3.0 Standards of Conduct, 3.75 Employee Identification (ID) Badge.

TO: Edgerton Plan Commission

FROM: Ramona Flanigan

MEETING DATE: August 5, 2019

GENERAL DESCRIPTION

Location: N Arrowhead Shores Rd, Town of Fulton, Section 16

Applicant: Virrueta and Running

Parcel Size: 0.55 acres

Description of Request: To combine 3 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. The petitioner proposes to combine lots.
2. The proposed land division is in a developed area of the Town of Fulton.

STAFF RECOMMENDATION

Staff recommends the Plan Commission recommend the City Council approve the proposed land division.

PRELIMINARY LOT COMBINATION

Certified Survey Map

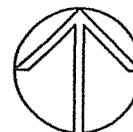
LOTS 131, 132, & 135 OF ARROWHEAD SHORE ESTATE, BEING PART OF THE SE 1/4 OF THE NW 1/4, AND THE SW 1/4 OF THE NE 1/4 OF SECTION 16, T.4N., R.12E., TOWN OF FULTON, ROCK COUNTY, WISCONSIN.

Land Division # _____ is Rock County Land Division and management Ordinance Compliant.

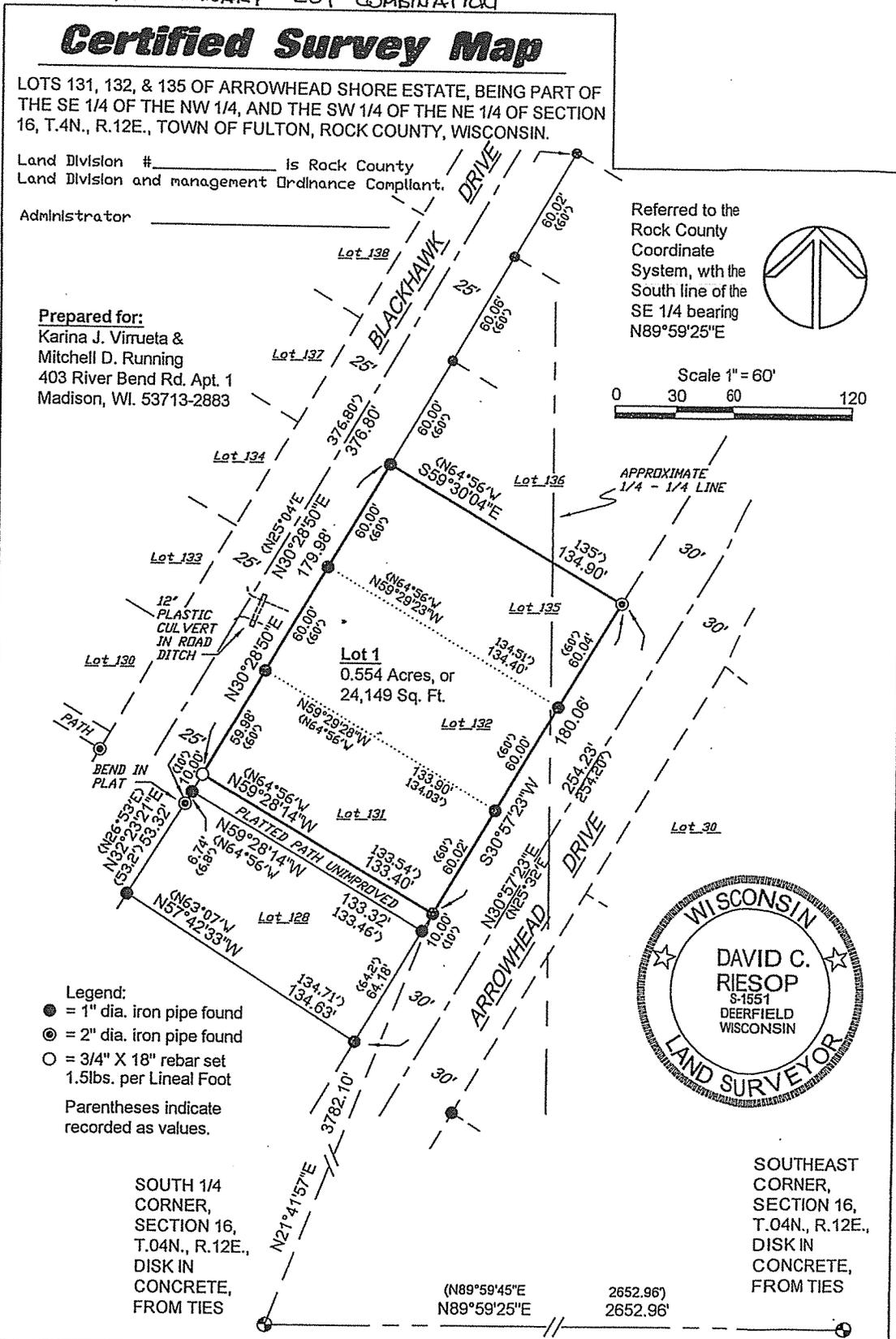
Administrator _____

Prepared for:
 Karina J. Virueta &
 Mitchell D. Running
 403 River Bend Rd. Apt. 1
 Madison, WI. 53713-2883

Referred to the Rock County Coordinate System, with the South line of the SE 1/4 bearing N89°59'25"E



Scale 1" = 60'
 0 30 60 120



- Legend:**
- = 1" dia. iron pipe found
 - ⊙ = 2" dia. iron pipe found
 - = 3/4" X 18" rebar set 1.5lbs. per Lineal Foot
- Parentheses indicate recorded as values.



SOUTH 1/4 CORNER, SECTION 16, T.04N., R.12E., DISK IN CONCRETE, FROM TIES

SOUTHEAST CORNER, SECTION 16, T.04N., R.12E., DISK IN CONCRETE, FROM TIES

Wisconsin Mapping, LLC
 * surveying and mapping services
 306 West Quarry Street, Deerfield, Wisconsin 53531
 (608) 764-5602

Dwg. No. 5363-19 Date 06/05/2019
 Sheet 1 of 3
 Document No. _____
 C. S. M. No. _____ V. _____ P. _____

**CITY OF EDGERTON
ORDINANCE No. 19-06
CREATE CHAPTER 32 “URBAN FORESTRY” AND REPEAL RELATED
ORDINANCE SECTIONS RELATED TO TREES WITHIN THE CITY OF EDGERTON,
ROCK AND DANE COUNTIES, WISCONSIN**

Aldersperson _____ introduced the following Ordinance and moved its adoption:

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

The following Edgerton Ordinances shall be created, amended and/or repealed:

The following ordinances shall be **created** as follows:

Chapter 32, Urban Forestry

32.01 PURPOSE & INTENT.

This chapter establishes policies, regulations and standards necessary to insure that the community will continue to realize the benefits provided by its urban forest. Activities regulated include, but are not limited to:

- (1); The planting, transplanting, removal, maintenance and protection of trees and shrubs within the City in order to eliminate and guard against dangerous conditions which may result in injury to persons using the streets, sidewalks or other public property;
- (2) To promote and enhance the beauty and general welfare of the City;
- (3) To prevent damage to any public sewer, water main, street, sidewalk or other public property;
- (4) To protect trees and shrubs located in public areas from undesirable and/or unsafe planting, removal, treatment and maintenance practices; and
- (5) To guard all trees and shrubs within the City against the spread of disease or pests.

It is the intent of the City Council that the provisions of this subchapter shall apply to all the trees, shrubs, or plants growing in or upon any public right-of-way or other public lands and to all trees and shrubs within the boundaries of the City which may threaten the life, health, safety or welfare of the public or of any public area.

32.02 DEFINITIONS.

The following terms, as used in this chapter, shall be defined as follows:

- (1) **PUBLIC TREE.** ~~Shall mean a~~Any tree located within a public right-of-way or upon any other lands owned or leased by the City whether acquired by lease, purchase, gift, dedication, condemnation or otherwise.
- (2) **SHRUB.** ~~Shall be d~~Defined as a deciduous or evergreen woody plant with an expected mature height of generally not more than fifteen (15') feet, with single or multiple trunks or multiple leaders.
- (3) **TREE.** ~~Shall mean a~~Any woody plant usually with a single stem unbranched at the base, with an expected mature reaching a height of fifteen (15) feet or more.

- (4) **TREE ADVISORY BOARD.** ~~Shall mean~~ The board established under Section 32.03 and charged with implementation of this subchapter.
- (5) **PERSON.** Includes an individual, firm, association or corporation.
- (6) **PUBLIC NUISANCE.** Any tree or shrub or part thereof which, by reason of its condition, interferes with the use of public areas; is infected with a plant disease; infested with injurious insects or pests; injurious to public improvements; or which may endanger life, health, safety or welfare of persons or property, public or private.
- (7) **PUBLIC AREA.** All public ways, parks and other lands owned or leased by the City.
- ~~(4)~~(8) **URBAN FORESTRY MANAGEMENT PROGRAM.** A comprehensive plan including maintenance, new planting and budget with projections for long range implementation as recommended by the Tree Advisory Board and adopted by the City Council.

32.03 TREE ADVISORY BOARD.

- (1) **CREATION AND MEMBERSHIP.** The Edgerton Tree Advisory Board is hereby established to administer this chapter. The Tree Advisory Board consisting of 7 members. Of the members, one shall be an alderman and six shall be persons with relevant experience or significant contacts to the City of Edgerton (i.e. Resident, business or property owner, a person employed within the City, or one with other significant contacts or knowledge). Each member shall have, to the highest extent practicable, a known interest in Urban Forestry. The Mayor shall appoint the Board members subject to confirmation by the Common Council. Of the initial members so appointed, two shall serve a term of 1 year, two shall serve a term or 2 years, and three shall serve a term of 3 years. Thereafter, the term for each member shall be 3 years.
- (2) **POWERS AND DUTIES.** The powers and duties of the Tree Advisory Board may include shall:
 - ~~(a)~~ Provide for the care of all trees and shrubs planted in the rights of way of all streets or highways, or in any park or other public areas of the City;
 - ~~(b)~~(a) Preparing and recommending to the City Council an Urban Forestry Management Plan, which shall include provisions for the planting, maintenance and protection of all Public Trees, and make recommendations for amendments thereto as the Tree Advisory Board shall determine appropriate from time to time;
 - ~~(c)~~(b) Serving in an advisory capacity to the City Council on all issues relating to Public Trees and Shrubs located within street right-of-ways, parks, cemeteries, and other public places in the City; and to any other matter involving trees and shrubs that affect, or may affect, public areas;
 - ~~(d)~~(c) Preparing and maintaining an inventory of Public Trees and Shrubs located in public areas within the City and on private property along streets where street trees cannot be planted due to site limiting factors;
 - ~~(e)~~(d) Adopt- Recommending to the City Council rules and regulations for the protection and maintenance of Public Trees and shrubs located on public property, and to protect the public health, safety and welfare against dangers resulting from Public Nuisance any Trees and or Shrubs, including any regulations deemed necessary to protect against injury or damage caused by the spread of disease, insects or fungus;
 - ~~(f)~~(e) Identify Identifying, improving and promoteing desirable tree and shrub species within the City;
 - ~~(g)~~(f) Identifying and maintaining a list of tree and shrub species deemed to be nuisances due to their propensity to harbor pests or transmit diseases which endanger other trees or shrubs or the public health, safety and welfare. Any trees or shrubs so listed by the Board shall be deemed Public Nuisances within the meaning of this Chapter and Chapter 17.02 of this Code.

- ~~(h)(g)~~ Applying for county, state, federal and private grant funds for the City's urban forestry program;
- ~~(i)(h)~~ Recommending such persons or firms who are qualified in urban forestry to assist with the City's ~~u~~Urban ~~f~~Forestry ~~p~~Program;
- ~~(j)(i)~~ Providing a forum for, and encourage, public comments on City ~~t~~Tree and ~~s~~Shrub projects and the ~~u~~Urban ~~f~~Forestry ~~p~~Program;
- ~~(k)(i)~~ Encouraging public participation in urban forestry practices and projects within the City and the surrounding extraterritorial area;
- ~~(l)(k)~~ The Conducting an Arbor Day observance each year;
- ~~(m)(l)~~ Informing and ~~edueate~~educating City residents about the care of natural areas in their neighborhoods;
- (m) Undertaking programs for education of the public with regard to the benefits of urban trees, the proper selection, planting and care of urban trees and other matters relating to urban forestry as it deems appropriate.
- (n) Hearing appeals of Public Nuisance determinations and abatement orders made by the City Forester.
- (o) Maintaining the "Tree City USA" status of the City.
- (p) Providing plan review and technical assistance to the Planning & Zoning Commission or any other board, committee or commission of the City upon request, and provide technical advice and assistance with respect to matters affecting the urban forest to the public on such terms and conditions as determined by the board.
- (3) **LIMITATION ON REGULATIONS.** ~~Except as provided in sub. (4), and notwithstanding the provisions of sub. (2), the regulations established by the Tree Advisory Board shall not apply to the extent they conflict with the applicable provisions of Chapters 22 or 23.~~ The planting of any tree or shrub required or approved by the Planning Commission as part of a landscaping plan required under Chapter 22 or 23 shall not be prohibited by the regulations adopted by the Tree Advisory Board.
- (4) **EMERGENCY AUTHORITY.** In addition to the general powers of the Tree Advisory Board, and without limitation by sub. (3), the Tree Advisory Board may issue emergency orders to temporarily prohibit, limit, or regulate the planting, pruning, spraying, fertilizing, cutting, removal or handling of any tree or shrub, any species of either, or any brush, wood or other materials derived therefrom, within the City if deemed necessary to prevent threatened harm to any tree or shrub or to the public health, safety or welfare. Any such order shall not become effective until posted in at least 3 public places within the City. The regulations shall be published as a Class I notice in the official City newspaper as soon as practicable after their adoption and upon any amendment. If the order applies only to an individual property, the order shall not be enforced until a copy thereof is served upon the owner of such property by personal delivery or certified mail. Emergency regulations adopted pursuant to this subsection shall remain in effect for a period determined by the Tree Advisory Board, but not longer than thirty (30) days, unless the extension thereof is approved by the City Council.

32.04 CITY FORESTER.

- (1) **APPOINTMENT.** The City Forester shall be appointed by, and shall serve at the pleasure of, the City Council.
- (2) **-POWERS AND DUTIES.** The City Forester, ~~subject to the advice of the Tree Advisory Board,~~ shall have the following general powers and duties:
 - (a) To direct, manage, supervise, and control the City's urban forestry program including the planting, removal, trimming, maintenance, and protection of all trees and shrubs in or upon all public areas of the City;
 - (b) To enforce such rules, regulations, permit, and penalty procedures as deemed

necessary and may do so by the issuance of administrative orders and/or municipal citations to effectuate the intent of this chapter.

- (c) To inspect any trees, shrubs, vines, hedges, plants, logs or branches existing or growing upon any property within the City and to conduct surveys and testing/sampling to determine if any destructive or communicable disease or pest exists which may be detrimental to or endanger the good health and wellbeing of trees or other plant life. No additional consent from the private property owner or person in possession of the property is necessary to carry out such duties.
- (d) To order the removal of a nuisance tree or shrub.
- (e) To restrict or regulate tree maintenance activities within the City limits to reduce the spread of infectious diseases and/or insects.
- (f) To provide information to the public concerning the urban forestry program and tree and shrub care.
- (g) To implement and direct a City Urban Forestry Management Plan.
- (h) To plant, remove, maintain, and protect all public trees and shrubs or cause such work to be done as may be necessary to preserve the beauty of public areas, and to protect life and property.

32.05 STANDARDS AND SPECIFICATIONS

- (1) The following standards and specifications, are hereby adopted and incorporated herein, and shall apply to all activities regulated by this chapter:
 - (a) Forestry Specifications for Construction on Public Areas with such amendments as may be approved by the ~~Committee~~ City Council from time to time;
 - (b) ANSI A300-1995 "American National Standard for Tree Care Operations - Tree, Shrub and Other Woody Plant Maintenance - Standard Practices Part 6" or the most recent version thereof.
 - (c) ANSI Z60.1-1996 "American Standard for Nursery Stock" or most recent version thereof.
 - (d) City of Edgerton Species Recommendations and Prohibited Tree/Shrub List as approved by the ~~Tree Advisory Board~~ under 32.03(2)(fg).

32.06 PUBLIC NUISANCES, DECLARATION AND ABATEMENT.

- (1) **DECLARATION:** The City Forester shall have the right to declare as a public nuisance any ~~t~~Tree or ~~s~~Shrub or part thereof, including firewood and other plant material, existing anywhere in the City which is:
 - (a) Interfering with the use of any public area,
 - (b) Infected with a plant disease,
 - (c) Infested with insects, or
 - (d) Endangering the life, health or safety of other trees/shrubs, persons or property.
- (2) **LIST OF NUISANCE TREES AND SHRUBS:** City Forester shall maintain and make available to the public a list of nuisance trees and shrubs as established by the Tree Advisory Board.
- (3) **ABATEMENT OF PUBLIC NUISANCES.**
 - (a) Public Areas. All trees, shrubs or parts thereof on public property shall be subject to treatment and/or removal when it is determined by the City Forester or his/her designee that the trees or shrubs constitute an immediate or future health or safety hazard or when they have become unsightly, infested, diseased or dead. The City Forester or his/her designee shall have the discretion to determine the most appropriate course of action to prevent or treat such conditions.
 - (b) Private Premises. No person shall permit any nuisance tree or shrub as determined

under 32.06, 32.03(2)(g), or Chapter 17 of this Code to remain on any premises owned or controlled by such person within the City. Upon determination by the City Forester that any nuisance tree or shrub exists on any private premises, he/she shall order the owner ~~or tenant~~ as his or her name appears on the assessment roll of the City, in writing having charge of such premises to treat, remove or otherwise control such tree or shrub in such manner as will abate the nuisance. Within notice time as specified in the order, which shall not be less than thirty (30) days unless the City Forester determines that immediate action is necessary for public safety, the ~~person~~owner shall cause treatment, removal or control of the nuisance tree or shrub as directed in the order. If the owner ~~or tenant~~, shall refuse or neglect to comply with the terms of the order within the time specified, or does not appeal the nuisance determination to the Tree Advisory Board, the City Forester shall cause the ~~Public~~ Nuisance to be abated and shall then notify the owner in writing of the expense of abatement and that the owner may appeal the abatement cost to the Tree Advisory Board if the owner is desirous of contesting the abatement charge, and that the charge will be entered on the tax roll against the parcel of real estate on which the tree or shrub was located if the same is not contested. In the event the charge is contested, the Board shall finally determine the amount thereof which shall be paid within ten (10) days following such determination or, if not so paid, shall be entered in the tax roll against said property. ~~report the expense thereof to the City Clerk who shall enter it as a special charge against the property upon which the nuisance is located.~~ No damage shall be awarded to the owner for the destruction of any tree, wood, or any part thereof pursuant to this section.

~~(b)~~(c) Stump Removal. The property owner shall treat, remove, or cause to be removed the tree stump of a nuisance tree that may endanger the health of other trees.

~~(e)~~(d) Determination: If the City Forester is unable to determine with reasonable certainty that a tree in or upon private premises is a nuisance, the City Forester shall notify the Wisconsin Department of Agriculture at Madison, Wisconsin, and shall proceed as provided in subsection (3)(b) of this section upon receipt of a positive report from the Department.

~~(d)~~(e) Special Charge for costs of abatement and treatment.

1. The City Forester shall keep strict account of the costs of work done under this section and shall report to the City Clerk all work done for which a special charge is to be made, stating and certifying the description of the land, lots, parts of lots or parcels of land and the amounts chargeable to each lot or parcel and such amounts shall be levied as a special charge against said parcels or lots in the same manner as other special taxes.

32.07 PLANTING, MAINTENANCE, AND REMOVAL OF PUBLIC TREES AND SHRUBS.

(1) **URBAN FORESTRY MANAGEMENT PLAN.** The Urban Forestry Management Plan ~~as recommended~~ adopted by the Tree Advisory Board may contain any or all of the following elements:

(a) **Street Tree Planting Plan.** A ~~proposed~~ plan for the orderly and systematic planting of new or replacement trees in the terraces or boulevards along City streets in a manner which minimizes conflicts between trees and other public use of streets, facilitates care of the trees, and enhances the aesthetics of the City streetscapes. The plan ~~shall~~ may designate the appropriate species of tree(s) for each street segment and ~~shall~~ take into consideration the mature size and requirements of the species, the width of the terrace or boulevard, depth of building setbacks, location of street lights, safety signals and signs, the location of overhead or underground public utility facilities, the

location of existing desirable trees and any other relevant site factors. The plan shall be consistent with the requirements of Chapter 22 of this Code and shall contain the following provisions ~~which are enforceable with this chapter:~~

1. No trees shall be planted on any City street until the grade of such street and terrace has been established.
 2. No tree shall be planted closer than 20 feet from an intersecting street line.
 3. No tree that is expected to reach a height of greater than 18 feet shall be planted under an overhead wire ~~that reaches a maximum height of greater than 18 feet.~~
- (b) Tree Maintenance. Plans for the maintenance of trees located in public places to preserve the function or beauty of such public places in accordance with the applicable City maintenance standards. The plan shall provide plans for the trimming, removal, pruning, spraying, fertilizing or other treatment of any tree on any ~~pPublic place~~ Area when necessary or appropriate to promote the general welfare, improve the City's appearance or alleviate any unsafe condition. Plans shall include the following provisions which are enforceable with this chapter:
1. Branches over streets and alleys shall be trimmed to at least 14 feet above the ground.
 2. Branches over sidewalks shall be trimmed to at least 9 feet above the ground.

(2) NEW SUBDIVISIONS. Plats or Certified Survey Maps that create new public right-of-way shall include with their development drawings a tree planting plan approved by the City Forester. The plan shall provide for trees to be installed in terraces, boulevards, and traffic circles and the plan shall be subject to all provisions of this ordinance. The cost of preparing and implementing this plan shall be borne by the subdivider. The subdivider shall be responsible for replacing trees that die within two years of planting. The owner of a lot shall be responsible for all tree relocation or replacement costs due to their actions or construction.

~~(2)~~(3) PROHIBITED ACTS. It shall be unlawful for any person to:

- (a) ~~r~~Remove, destroy, cut, deface or injure any tree or tree roots existing on any ~~pPublic place~~ Area in the City;
- (b) ~~a~~Attach any rope, wire, chain, sign or any other device to any tree on any ~~pPublic place~~ Area in the City except as approved by the City Forester or the Tree Advisory Board;
- (c) Permit any toxic chemical, gas, smoke, oil, or other injurious substance to seep, drain, or be emptied upon or about any public tree or shrub, excluding routine winter street maintenance by City Departments.
- (d) ~~p~~Participate in the erection, alteration or removal of any building or structure in the City without assuring that any tree upon any ~~pPublic place~~ Area in the vicinity of such operation is provided with a good and sufficient guard or protection so as to prevent injury, damage or defacement to such tree arising out of, in connection with or by reason of, such operation. The sufficiency of the guard or protection shall be determined by the City Forester;
- (e) Interfere with the Tree Advisory Board or the City Forester when carrying out their responsibilities under this chapter;
- (f) Plant, move, remove, prune, spray, or otherwise maintain any ~~pPublic~~ Tree or Shrub in a Public Area except pursuant to a permit issued by the City Forester pursuant to sub. (3);
- (g) Plant or maintain any Tree or Shrub which is prohibited or which is declared a nuisance pursuant to this Chapter and Chapter 17 of this Code or by regulation adopted by the Tree Advisory Board.
- (h) Remove or misuse any device placed to protect a ~~pPublic~~ Tree or Shrub in a Public Area.
- (i) Fail or refuse to comply with any lawful rule, regulation or order issued by the City Forester or Tree Advisory Board under this subchapter.

- (j) Intentionally transport within, into, or out of the City any infected wood or material without first securing a permit from the City Forester.

~~(3)~~(4) **PERMIT REQUIRED.**

- (a) The City Forester may issue a permit to any person allowing such person to plant, move, remove, prune or otherwise maintain any ~~public~~ Public ~~tree~~ Tree or ~~shrub~~ Shrub in public areas in accordance with this subsection.
- (b) Application and Approval. Any person, desiring to plant, move, remove, prune or otherwise maintain any public tree or shrub shall apply in writing to the City Forester for a permit to do such work. Such application shall specify the location and description of the proposed work. Such permit may be issued if the City Forester determines that the proposed work is necessary and in accord with the purposes of this subchapter, taking into account the safety, health, and welfare of the public, location of utilities, public sidewalks, driveways and street lights, general character and aesthetic quality of the area in which the tree or shrub is located or proposed to be located, and the soil conditions and physiological needs of the tree or shrub, and that the work will be performed by a person capable of completing the work without unnecessary risk of injury or damage. Public Utilities and other entities maintaining their infrastructure must contact the City Forester prior to planting, moving, removing, pruning or otherwise maintaining any public tree or shrub
- (c) Permit Form, Expiration, Compliance, and Inspection. Permits shall be issued by the City Forester on the standard form for this purpose and shall include a description of the work to be done and shall specify the genus, species, variety, size, grade, and location of trees or shrubs to be planted, if any. Any work done under such permit shall be performed in strict compliance with the terms thereof and with the specifications and standards set forth in 32.05. The City Forester shall inspect all work performed pursuant to this section. Permits issued under this section shall specify an expiration date not to exceed six (6) months after the date of issuance.
- (d) Permit Exemptions. No permit shall be required to water or fertilize any public tree or shrub or to take the necessary action to guard the public safety or clear the public way in the event of a storm, accident or other emergency.
- (e) Request to Remove Trees. Should any property owner desire to have a public tree removed that is adjacent to his/her property - other than a dead, dangerous, or undesirable variety - it shall be removed by a tree expert or by an agent of the City at the expense of the property owner, and then, only after a permit for said removal has been obtained from the City Forester.

32.08 TREE PROTECTION DURING CONSTRUCTION.

- (1) **REVIEW OF PERMIT APPLICATIONS.** The City Forester shall review all applications for approval of construction in public rights-of-way and other public areas under Chapter 10, and shall make recommendations to the Building Inspector as to conditions or requirements necessary to adequately protect public trees and trees on property adjacent to such public areas from damage due to the construction work. Such recommendation shall include compliance with all applicable standards contained in 32.05 unless the Forester shall determine that compliance therewith is unnecessary or impracticable under the circumstances.
- (2) **CITY CONTRACTS.** All City contracts for public construction shall include or incorporate by reference the standards contained in 32.05 to the extent applicable to the construction project, provided, however, that the City Forester may waive any standards the Forester determines to be unnecessary or impracticable under the circumstances. The decision of the Forester under this subsection shall be reviewable by the City Administrator.

32.09 PRIVATE TREE MAINTENANCE.

- (1) **OAK PRUNING REGULATED.** No person shall prune, cut or otherwise injure any oak tree on public or private property between April 1 and October 1 in any year, provided, however, that the Tree Advisory Board may authorize the issuance of permits to allow such pruning as may be necessary to protect the public safety and shall specify any conditions thereon deemed necessary to prevent the spread of Oak Wilt Disease.
- (2) **PRIVATE TREES.** Property owners having trees or shrubs growing on their property outside of public right-of-way shall maintain such trees and shrubs such that they do not obstruct street lights, traffic signs or signals, street name signs or the free use of public ways and do not interfere with overhead or underground utility facilities.

32.10 PENALTY.

- (1) **GENERAL.** Any person who shall violate any provision of this chapter shall, in addition to any other remedy provided in Section 1.06 of this Municipal Code, be subject to a civil forfeiture of:
 - (a) not less than \$50.00 nor more than \$500.00 for a first violation;
 - (b) not less than \$100.00 nor more than \$500.00 for second and subsequent violations.
- (2) **CONTINUING VIOLATIONS.** Each day a violation continues shall constitute a separate offense.
- (3) **PRIVATE REMEDIES PRESERVED.** Nothing in this subchapter shall be construed in any way to restrict or limit the rights of private parties to pursue whatever private legal remedies they may have as a result of any nuisance.

32.11 APPEALS.

Any person aggrieved by the administration or interpretation of any of the terms or provisions of this chapter by any City officer may, within ten (10) days after notice of the action appealed from, appeal to the Tree Advisory Board which may reverse, affirm or modify, in whole or part, the order, requirement, decision or determination of such officer. Any person aggrieved by a decision of the Tree Advisory Board may appeal that decision to the City Council. Any appeal to the City Council shall be filed in writing not later than 30 days after the date of the decision appealed or be barred.

Create Section **2.05(12) TREE ADVISORY BOARD. See Chapter 32**

The following Ordinances shall be **amended** as follows:

| **10.19 STREET AND PUBLIC TREES. (See Chapter 32)**

17.05 DISEASED TREES. (See chapter 32)

17.03 PUBLIC NUISANCES AFFECTING HEALTH.

The following are hereby declared to be public nuisances affecting health:

(14) OBJECTIONABLE VEGETATIVE COVER AND NOXIOUS WEEDS.

- 2. Every owner or occupant of any premises having a lawn shall cut and maintain such lawn at a height not exceeding six inches on such premises as well as the boulevard in front of or along such premises. In this section “yard” means an open space at grade on the same lot as a building or structure located between the main building and the adjoining lot line and/or street line. The measurement of a yard shall be the minimum horizontal distance between the lot line and the building or structure. Yards shall be provided with adequate lawn, groundcover or vegetation, hedges or bushes, equal to at least ten percent of the total lot area. All areas that are not covered

by vegetation shall be treated to prevent dust or the blowing or scattering of dust particles into the air. ~~All trees, bushes or vegetation which overhang a public entrance, street or sidewalk shall be properly trimmed to avoid obstruction of the view and movement of vehicles and pedestrians, which shall be at least 9 feet above the surface of such public sidewalk and at least 14 feet above the surface of such street.~~

17.06 PUBLIC NUISANCES AFFECTING PEACE AND SAFETY.

The following acts, omissions, places, conditions and things are hereby declared to be public nuisances affecting peace and safety, but such enumeration shall not be construed to exclude other nuisances affecting public peace or safety coming within the definition of sec. 17.02.

~~(2) TREE ROOTS.~~ All trees placed or set so close to any street that the roots of the same penetrate the public sewer.

~~(3) TREE LIMBS.~~ All limbs of trees which project over a public sidewalk or street and which are less than nine feet above the surface of such public sidewalk and fourteen feet above the surface of such street.

(17) BUSHES OBSTRUCTING VIEW. All shrubs or bushes located near any street, alley, sidewalk or right of way used by the public which obstruct the view of persons traveling thereon.

The following Ordinances shall be **repealed** in their entirety:

10.19 STREET AND PUBLIC TREES.

(1) DEFINITION. Any tree that has been or will be planted in the terrace along any public street, public alley, or public place, and in accordance with the provisions of the section.

(2) INJURY TO PUBLIC TREES. No person, without a written permit from the Director of Public Works, shall plant, cut, prune, break, climb, injure, or remove any tree, plant, or shrub growing in a public highway, public alley, or public place, or cut, disturb, or interfere in any way with the roots of any tree, plant, or shrub on a public highway, public alley, or public place; or spray with any chemical or insecticide any tree, plant, or shrub in a public highway, public alley, public place; or place any rope, sign, poster, or other fixture on a tree in a public highway, public alley, or public place; or injure, misuse, or remove any device placed to protect such tree, plant or shrub on a public highway, public alley, or public place.

(3) INTERFERENCE WITH DIRECTOR OF PUBLIC WORKS ORDERS. No person shall delay or interfere with the Director in planting, pruning, spraying, or removing of trees or shrubs living or dead, in that part of any street lying between the lot line and the curb line or in the center of side plots of boulevards in the City, or from removing stone, cement, lumber, or other substance placed against a tree or shrub in any public place in said City.

(4) TREE PLANTING PERMIT REQUIRED. No person shall plant any tree upon any street lying between the lot line and the curb line without first securing a written permit from the Director and such permit, if issued, shall be subject to the following conditions and restrictions:

(a) No trees shall be planted on any City street until the grade of such street has been established and cut or filled to the established grade.

- (b) No tree shall be planted on a street where the width of the terrace between the walk and the curb line is less than 8 feet unless approved by the Public Works Director.
- (c) No tree shall be planted closer than 10 feet from an intersecting street line.
- (d) All trees shall be placed at least 30 feet apart on lots with a frontage of less than 70 feet and not less than 35 feet apart on all other lots.
- (e) Where trees are permitted between walk and curb, all trees will be placed 4 feet from the outside edge of walk.
- (f) The following shall not be planted in the streets and alleys of the City:
 1. No elm of any type until such time as one immune to Dutch Elm Disease has been developed.
 2. No box elder.
 3. No nut trees.
 4. No willow, cottonwood, poplar, catalpa, or native honey locust.
 5. No shrubs of any kind.
- (g) It is prohibited to plant trees that reach a maximum, mature height or greater than 18 feet under any overhead electric wires.
 1. The Director of Public Works shall maintain a list of appropriate trees that are permitted to be planted under overhead electric wires.
- (5) TRIMMING OF STREET TREES.** All trees planted in accordance with the provisions of this section upon any public street, public alley, or public place shall be trimmed, pruned, or removed in accordance with the standards in this section by the Department of Public Works or a tree expert hired by the City to do so. The City is not obligated to trim street trees if they comply with the following standards:
 - (a) Branches over streets and alleys will be kept at 14 feet or above clearance height.
 - (b) Branches over sidewalks will be kept at 9 feet or above clearance height.
- (6) REMOVAL OF DANGEROUS TREES.** The City shall remove all dead and dangerous trees and may replace the same with approved varieties where they can be planted in compliance with the regulations hereby established.
- (7) LARGER TREES.** Whenever the City decides to replace a tree under subsection (6) above, the owner or occupant of the lot or parcel or real estate upon which said tree or trees are to be planted may make application to the Director for a permit to plant a larger tree or other approved variety than the City proposes to plant.
- (8) REMOVAL OF TREES AT EXPENSE OF PROPERTY OWNER.** Should any property owner desire to have a street tree removed other than a dead, dangerous, or undesirable variety, it shall be removed by a tree expert or by an agent of the City at the expense of the property owner, and then, only after written permission for said removal has been obtained from the Director of Public Works.
- (9) PENALTY.** The penalty provision of subsection 10.24 shall apply to any violation of ordinance.

17.05 DISEASED TREES.

- (1) PUBLIC NUISANCE.** The Common Council, having determined that the health of any tree within the City that is threatened by a fatal, contagious disease such as Dutch Elm Disease or Emerald Ash Borer, hereby declares the following to be public nuisances:
 - (a) Any living or standing diseased tree or part thereof infected with a disease or which harbors any disease carrying agent.

- (b) Any dead, diseased tree or part thereof, including logs, branches, stumps, firewood or other material in which a disease carrying agent can harbor.
- (2) **INSPECTION.** The Building Inspector shall inspect or cause to be inspected all premises and places within the City periodically to determine whether any public nuisance as defined in subsection (1) of this section exists thereon, and shall also inspect or cause to be inspected any tree or wood reported or suspected to be infected with a contagious disease.
- (3) **ABATEMENT OF NUISANCE.**
- (a) If the Building Inspector upon inspection and examination determines that any public nuisance as herein defined exists in or upon any public street, alley, park or other public place, including the terrace strip curb and lot line, within the City, and that the danger to other trees within the City is imminent, he shall immediately cause it to be removed and burned or otherwise abate the same in such manner as to destroy or prevent as fully as possible the spread of the disease or the insect, pests or vectors known to carry such diseases.
- (b) If the Building Inspector determines with reasonable certainty that any public nuisances as herein defined exists in or upon private premises and that the danger to other trees within the City is imminent, he shall immediately serve upon the owner of such property, if he can be found, or upon the occupant thereof, a written notice to abate such nuisance within thirty (30) days of the service of said notice. If such owner or occupant does not abate or provide evidence of suitable treatment of said nuisance within the time limited, the Building Inspector shall cause the same to be abated. No damage shall be awarded to the owner for destruction of any tree, wood or any part thereof pursuant to this section.
- (c) If the Building Inspector is unable to determine with reasonable certainty or not a tree in or upon private premises is infected with a contagious disease, the Inspector shall notify the Wisconsin Department of Agriculture at Madison, Wisconsin, and shall proceed as provided in subsection (3)(b) of this section upon receipt of a positive report from the Department.
- (d) In all cases where the Building Inspector shall determine upon inspection that any public nuisance as defined herein exists in or upon any public or private premises, but that the danger to other trees within the City is not imminent because of dormancy, he shall make a written report of his findings to the Common Council and shall proceed as provided in Section 27.09(4), Wis. Stats.
- (4) **TREATMENT OF DISEASED TREES.** Whenever it is determined in accordance with subsection (2) of this section that any tree or part thereof is infected with a contagious disease, the Building Inspector may cause to be sprayed or otherwise treated all high value trees of similar species within one thousand (1,000) foot radius thereof with an effective pesticide; providing such treatment shall be performed during the appropriate season.
- (5) **ASSESSMENT OF COSTS OF ABATEMENT AND TREATMENT.**
- (a) The entire cost of abating any public nuisance with regard to diseased trees or of treating any diseased tree or part thereof may be chargeable to and assessed against the parcel or lot abutting on the street, alley, boulevard or parkway upon or in which such tree is located or the parcel or lot upon which such tree stands. The cost of

**CITY OF EDGERTON
RESOLUTION No. 18-19**

**A RESOLUTION CREATING A SPECIAL VETERAN'S BUILDING
ASSESSMENT COMMITTEE,
CITY OF EDGERTON, ROCK AND DANE COUNTIES, WISCONSIN.**

WHEREAS, the City of Edgerton is the owner of the Veteran's Memorial Building located at 414 Albion Street; and

WHEREAS, the City leases the facility to a private entity, and

WHEREAS, the operating income currently covers the operating costs, however the City of Edgerton must utilize tax levy for the capital maintenance and repairs to the building and site; and

WHEREAS, the Common Council believes it is their obligation to evaluate the costs and benefits to the community of the Veteran's Memorial Building,

NOW, THEREFORE BE IT RESOLVED, that the City of Edgerton Common Council shall create the Veteran's Building Assessment Committee that is comprised of five (5) members to be appointed by the Mayor, and

BE IT FURTHER RESOLVED, that the duties and objectives of the Committee are as follows:

1. Evaluate the expenses, revenues, and capital improvement needs of the facility.
2. Evaluate whether the City should continue to rent the facility to a private user.
3. Evaluate if there is a public use of the facility that would benefit and be supported by the community.
4. Make a recommendation to the Council regarding the long-term operation and ownership of the facility.

BE IT FURTHER RESOLVED, that this Committee shall be dissolved on or before April 21, 2020 per City of Edgerton Ordinance 3.225(3).

Motion by:

Seconded by:

Roll Call: Yeas: Noes:

Dated: July 15, 2019

Christopher W. Lund, Mayor

ATTEST

Ramona Flanigan, City Administrator

Title VI Plan
City of Edgerton - Shared Ride Taxi

Revised on: _____

Adopted by: Edgerton City Council

Adopted on: August 5, 2019

This policy is hereby adopted and signed by:

City of Edgerton

Mayor Name/Title: _____

Mayor Signature: _____

Policy Statement

The City of Edgerton as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Wisconsin Department of Transportation (WisDOT) will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations.

Title VI Plan Elements

The City of Edgerton's Title VI plan includes the following elements:

1. Evidence of Policy Approval
2. Log of Policy Updates
3. Contact Information/Program Administration
4. Notice to the Public
5. Complaint Procedure
6. Complaint Form
7. List of transit related Title VI Investigations, Complaints and Lawsuits
8. Public Participation Plan
9. Language Assistance Plan
10. Minority Representation Table and Description

The **City of Edgerton** will review its policy on an annual basis to determine if modifications are necessary. The **City of Edgerton** will use the table below to record reviews/revisions made to the plan. The **City of Edgerton** will meet with its third-party contractor (transit provider), **Brown Cab** on an annual basis to ensure compliance with Title VI plan requirements.

Policy Updates – Activity Log

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Person Responsible	Remarks
July 15, 2019	Revise and update Title VI Policy.	Jenny Salvo	

Contact Information/Program Administration

Transportation Coordinator

The **City of Edgerton's** Transportation Coordinator will ensure implementation of the **City of Edgerton's** federally funded transportation program. The Transportation Coordinator has other duties and responsibilities in addition to Title VI. This position has a direct reporting relationship and access to **City of Edgerton's** City Administrator.

Name:	Jenny Salvo
Email:	jsalvo@cityofedgerton.com
Phone:	608-884-3341

The City Administrator is responsible for initiating, monitoring, and ensuring compliance of the **City of Edgerton's** Title VI requirements, including the following activities:

- ✓ Program Administration
 - Ensure compliance with federal Title VI requirements
 - Develop and implement the **City of Edgerton's** Title VI Plan
 - Update and maintain Title VI program policies and procedures
- ✓ Complaints
 - Review, track, investigate and close Title VI complaints
- ✓ Employee Training
 - Educate staff on Title VI issues and regulations
- ✓ Reporting
 - Prepare and submit Title reports per state and federal regulations
- ✓ Public Dissemination
 - Notify the public of the **City of Edgerton's** Title VI program requirements via the **City of Edgerton's** public area, on its website, in vehicles, etc.
- ✓ Oversight
 - Ensure contractors and lessees adhere to Title VI requirements

Title VI Notice to the Public¹

The City of Edgerton's Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

CITY OF EDGERTON

- ✓ The City of Edgerton operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Edgerton.
- ✓ For more information on the City of Edgerton's civil rights program, and the procedures to file a complaint, contact 608-884-3341, email rflanigan@cityofedgerton.com; or visit our administrative office at 12 Albion Street, City of Edgerton, WI 53534. For more information, visit www.cityofedgerton.com
- ✓ A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- ✓ If information is needed in another language, contact 608-884-3341
Si se necesita informacion en otro idioma de contacto, 608-884-3341.
Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 608-884-3341.

The City of Edgerton's Notice to the Public is posted in the following locations:

- ✓ Agency website www.cityofedgerton.com
- ✓ Public areas of the agency office (community board)
- ✓ Inside vehicles

¹ Title VI regulations require the City of Edgerton to inform customers and the public of their rights under Title VI regulations by posting a Title VI public notice. The Title VI notice must include:

- ✓ A statement that the agency operates programs without regard to race, color or national origin.
- ✓ Information on how to request additional information about the agency's Title VI obligations, including information on how to file a complaint, the location of the complaint form, etc.
- ✓ Information on how to request Title VI information in another language, if required

The Public Notice should be posted in the following locations: website, public areas of the agencies office, inside vehicles, rider guides/schedules and transit shelters/facilities

Complaint Procedure

The **City of Edgerton's** Complaint Procedure is made available in the following locations:

- ✓ Agency website www.cityofedgerton.com
 - ✓ Public areas of the agency office (community board)
-

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin, religion, gender, disability or age by the **City of Edgerton** may file a complaint by completing and submitting the agency's Complaint Form.

The Complaint Form may also be used to submit general complaints to the **City of Edgerton**.

The **City of Edgerton** investigates complaints received no more than 180 days after the alleged incident. The **City of Edgerton** will process complaints that are complete.

Once the complaint is received, the **City of Edgerton** will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The **City of Edgerton** has 30 days to investigate the complaint. If more information is needed to resolve the case, the city may contact the complainant.

The complainant has 30 business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within 30 business days, the city can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact 608-884-3341.

City of Edgerton - Complaint/Comment Form

City of Edgerton is committed to providing you with safe and reliable transportation services and we want your feedback. Please use this form for suggestions, compliments, and complaints.

Please submit this form electronically at rflanigan@cityofedgerton.com or in person at the address below.

City of Edgerton
 12 Albion St
 Edgerton, WI 53534
rflanigan@cityofedgerton.com

You may also call us at 608-884-3341. Please make sure to provide your contact information in order to receive a response.

SECTION I: TYPE OF COMMENT (Choose One) – provide detail in 'Comment Details' below			
Compliment	Suggestion	Complaint	Other
		Title VI: <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin ADA <input type="checkbox"/> Yes <input type="checkbox"/> No (Disability): <input type="checkbox"/> Yes <input type="checkbox"/> No Service: <input type="checkbox"/> Gender <input type="checkbox"/> Religion <input type="checkbox"/> Age Other: <input type="checkbox"/> Limited English Proficient LEP	
SECTION II: CONTACT INFORMATION			
Name:			
Rider ID (if applicable):			
Street Address:			
City, State, Zip code:			
Phone:			
Email:			
Accessible Format Requirements: (choose preferred format(s))	Large Print	TDD/Relay	Audio Recording Other
Are you filing this complaint on your own behalf? If you answered "yes" to this question, go to Section IV.	Yes		No
If not, please provide the name and relationship of the person for whom you are complaining:			
Please explain why you have filed for a third party:			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	Yes		No
SECTION III: COMMENT DETAILS			
Transit Service (Choose one, as applicable) Bus/Paratransit/Shared-Ride Taxi			
Date of Occurrence:			
Time of Occurrence:			

Name/ID of Employee(s) or Others Involved:		
Vehicle ID/Route Name or Number:		
Direction of Travel:		
Location of Incident:		
Mobility Aid Used (if any):		
If above information is unknown, please provide other descriptive information to help identify the employee:		
Description of Incident: As applicable, explain as clearly as possible what happened and why you believe you were discriminated against. If more space is needed, please add additional pages.		
SECTION IV: FOLLOW-UP		
May we contact you if we need more details or information?	Yes	No
What is the best way to reach you? (choose one) If a phone call is preferred, what is the best day and time to reach you?	Phone	
	Email	
	Mail	
SECTION V: DESIRED OUTCOME		
What steps have you have taken to address the conflict or problem?		
What type of corrective actions took place?		
What remedy are you seeking?		
SECTION VI: ADDITIONAL INFORMATION		
Have you previously filed a complaint with this agency?	Yes	No
Have you filed this complaint with any other Federal, State or Local agency, or with any Federal or State Court?	Yes	No
If yes, to the question above, list all agencies contacted:		
Please provide information about a contact person at the agency/court where each complaint was filed. Name, Agency, Address, Phone, Email		

Please attach any documents you have which support the allegation. Then date and sign this form and send it to the City of Edgerton:

_____ **Complainant Signature** _____ **Date**

_____ **Print Your Name**

List of Investigations, Complaints and Lawsuits²

The City of Edgerton maintains a list or log of all investigations, complaints and lawsuits, pertaining to its transit-related activities.

Check One:

There have been no investigations, complaint and/or lawsuits filed against us during the report period.

_____ There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

	Date (Month, Day, Year)	Complainant's Name/Address	Basis of Complaint ³	Summary Complaint Description	Status	Action(s) Taken
Investigations						
1.						
2.						
Complaints						
1.						
2.						
Lawsuits						
1.						
2.						

² **Lawsuit:** The protected classes under Title VI are Race, Color and Nation Origin.

³ **Basis of Complaint:** Specify Race, Color, National Origin, Religion, Gender, Disability, Age, Other

Public Participation Plan

Strategies and Desired Outcomes

To promote inclusive public participation, the **City of Edgerton** will employ the following strategies, as appropriate:

- ✓ Provide for early, frequent and continuous engagement by the public.
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Provide childcare and food during meetings, if possible.
- ✓ Use social media in addition to other resources as a way to gain public involvement
- ✓ Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.
- ✓ Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.

Public Outreach Activities

The **City of Edgerton** maintains a log/record of the various types of outreach activities it uses to promote inclusive public participation. On an annual basis, the **City of Edgerton** reviews its log of outreach activities to determine if additional or different strategies are needed to promote inclusive public participation.

The direct public outreach and involvement activities conducted by the **City of Edgerton** are summarized in the table below. Efforts include *meetings, surveys, focus groups, attendance at community events, etc.*

Information collected on the size, location, meeting format, number of attendees, etc. as well as the scope of the distribution method (i.e. posters were placed in all shopping centers in the affected area) will be used for future planning efforts. Examples of additional supporting materials include copies of meeting announcements, agendas, posters, attendee list, etc.

Event Date	Event	Date Publicized and Communication Method (Public Notice, Posters, Social Media)	Outreach Method (Meeting, Focus Group, Survey, etc).	Notes
ongoing	website	website	online	
ongoing	Social media	Social media	Online posting	
annual	Contract extension	Agenda notice	meeting	Agendas posted at Post Office, City Hall and Library
quarterly	newsletter	Newsletter (quarterly)	mailing	All utility customers
annual	Budget hearing	Notice in local newspaper (annual)	Public hearing meeting	Agendas posted at Post Office, City Hall and Library
annual	Annual application for funding	Local Newspaper	Notice of publication	Application legal notice

Language Assistance Plan

Plan Components

As a recipient of federal US DOT funding, the **City of Edgerton** is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

Limited English Proficient (LEP) refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

The **City of Edgerton's** Language Assistance Plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated
5. A description of how employees are trained to provide language assistance to LEP persons
6. Additional information deemed necessary

Methodology

To determine if an individual is entitled to language assistance and what specific services are appropriate, the **City of Edgerton** has conducted a *Four Factor Analysis*⁴ of the following areas: 1) Demography, 2) Frequency, 3) Importance and 4) Resources and Costs.

LEP Four Factor Analysis

Factor 1: Demography: Identifies the number or proportion of LEP persons served and the languages spoken in the service area.

The first factor of the *Four Factor Analysis* is the basis of the Language Assistance Plan. It requires the **City of Edgerton** to review its US Census data to determine if it meets the *LEP Safe Harbor Threshold*.

US Census and American Community Survey (ACS) Data⁵

The **City of Edgerton** did the following:

1. Inserted a copy of the **City of Edgerton's** county LEP data in the Title VI plan. This data was found at the WisDOT website <http://www.dot.wisconsin.gov/localgov/docs/title6-lep.pdf> or the US Census Bureau American Fact Finder website <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

⁴ DOT LEP guidance <https://www.transportation.gov/civil-rights/civil-rights-awareness-enforcement/dots-lep-guidance>

⁵ The ACS publishes data in many forms on the Census Bureau American Fact Finder website <http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml>

2. Analyzed the LEP demographic data for the **City of Edgerton's** program and/or service area by calculating the *Safe Harbor Threshold* for two to three of the largest language groups identified other than English.
 - a. The *Safe Harbor Threshold* is calculated by dividing the population estimate for a language group that "Speaks English less than very well" by the total population of the county.
 - i. The *LEP Safe Harbor Threshold* provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less, of the population to be served) the **City of Edgerton** must provide translation of vital documents in written format for the non-English users.
 - ii. Examples of written translation of vital documents include the Title VI policy statement and/or Notice to the Public (Appendix 2), Title VI Complaint Procedure (Appendix 3), Title VI Complaint Form (Appendix 4), and ADA paratransit eligibility forms.
3. Explained the results of the analysis of the county LEP data in the demographic section of the *Four Factor Analysis*.

Factor 2: Frequency: Identifies the frequency staff (and transit provider/lessee, if applicable) comes into contact with LEP persons.

LEP persons are persons identified as speaking English less than very well, not well or not at all. Just because a person speaks a language other than English doesn't mean they don't speak English or are identified as LEP.

The summary below discusses the frequency with which **City of Edgerton** staff, and/or its contractor/lessee come into contact with LEP persons. It also provides information on the how staff is instructed to meet the needs of LEP persons. **City of Edgerton** staff persons are encouraged to use LEP resource materials to assist LEP persons.

Factor 3: Importance: Explains how the program, service or activity affects people's lives.

The summary below discusses how the **City of Edgerton's** program and services impact the lives of persons within the community. The **City of Edgerton** will specify the community organizations that serve LEP persons, if available.

Factor 4: Resources and Costs: Discusses funding and other resources available for LEP outreach.

The summary below discusses the low-cost methods the **City of Edgerton** uses to provide outreach to LEP persons as well as train staff (and transit provider/lessee, if applicable) on Title VI and LEP principles.

Additional Required Elements

In addition to the *Four Factor Analysis* (listed below as item #1), the **City of Edgerton** addresses the following elements:

- Item #2: A description of how language assistance services are provided by language
- Item #3: A description of how LEP persons are informed of the availability of language assistance service
- Item #4: A description of how the language assistance plan is monitored and updated
- Item #5: A description of how employees are trained to provide language assistance to LEP persons

City of Edgerton – Summary of the Language Assistance Plan Components

Item #1 – Results of the Four Factor Analysis (including a description of the LEP population(s) served)

Factor 1 – Demography

The City of Edgerton contracts with a transit provider to provide shared-ride taxi (SRT) service. The contractor/transit provider provides service for the City of Edgerton in Rock and Dane Counties. Census 2010 reports a population of 5,503. The American Community Survey (ACS) reports a population estimate of 5,090. The City of Edgerton is below the Safe Harbor threshold. The largest LEP population is Spanish or Spanish Creole, which represents 3.4% of the population.

Even though the City of Edgerton is below the Safe Harbor Threshold and is not required to provide written translation of vital documents, it posts a brochure in Spanish on its website and in City Hall.

In the future, if the City of Edgerton meets the Safe Harbor Threshold for written translation of vital documents, it will also consider measures needed for oral interpretation.

Factor 2 – Frequency

The **City of Edgerton** and its transit provider/ will be trained on what to do when they encounter a person that speaks English less than well. The **City of Edgerton** with assistance from its transit provider tracks the number of encounters and consider adjustments as needed to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the **City of Edgerton's** programs and services.

Log of LEP Encounters

Date	Time	Language Spoken By Individual (if available)	Name and Phone Number of Individual (if available)	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

The **City of Edgerton's** transit provider provides rides to about 6,000 persons per year. While formal data has not been collected, the transit provider/lessee has indicated it has encountered about 3 LEP persons using the service within the last six months.

The **City of Edgerton** and its transit provider has an open-door policy and will provide rides to any person who requests a ride. If an individual has speech limitations, the dispatcher or driver will work with the Transit Manager and the **City of Edgerton** to ensure the individual receives access to the transportation service.

The provider has never refused an LEP person or been unable to figure out the LEP person's request. Edgerton Transit has posted the "I Speak" card in our vehicle on the dashboard.

"I Speak" Language Identification Card

Mark this Box if you speak...	Language Identification Chart	Language
	I speak English	English
	Yo hablo español	Spanish
	Kug has lug Moob	Hmong
	我說中文	Chinese
	E nói tiếng Việt	Vietnamese
	나는한국어를	Korean
	Marunong akong mag-Tagalog	Tagalog
	Ich spreche Deutsch	German
	Я говорю по-русски	Russian
	Ja говорим српски	Serbian
	मैं हिंदी बोलते हैं	Hindi
	میں نے اردو بولتے ہیں	Urdu

Note: For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>

Factor 3 – Importance

The **City of Edgerton** and our transit provider understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education, access to employment and nutrition meal sites, recreational services and socialization. A transportation system is a key link to connecting LEP persons to these essential services.

The **City of Edgerton** has identified activities and services which would have serious consequences to individuals if language barriers prevented access to information or the benefits of those programs. The activities and services include providing emergency evacuation instructions in our facilities and vehicles and providing information to the public on security awareness or emergency preparedness.

The **City of Edgerton's** assessment of the programs, activities and services that are most critical include contact with community organization(s) that serve LEP persons, as well as contact with LEP persons themselves to obtain information on the importance of the modes or the types of services that are provided to the LEP populations.

Factor 4 – Resources and Costs

Even though the **City of Edgerton** does not have a separate budget for LEP outreach, the city has worked with our transit provider to implement low cost methods of reaching LEP persons.

In addition, the **City of Edgerton** uses a variety of low-cost outreach methods to reach LEP communities such as visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions and local festivals. The cost is relatively low but the ability to reach the LEP population is high.

Item # 2 – Description of how Language Assistance Services are Provided, by Language

At this time, language assistance services have not been required. As the need for language assistance services arise, the **City of Edgerton** work with community leaders at the city and county to ensure mechanisms are in place to reach LEP persons in the service area.

Item # 3 - Description of how LEP Persons are Informed of the Availability of Language Assistance Service

The **City of Edgerton** and our transit provider does the following to inform LEP persons of the availability of language assistance services:

- ✓ Review outreach activities and the frequency of contact with LEP individuals to determine whether additional language assistance services are needed
- ✓ Prioritize the hiring of bilingual staff, as needed
- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs <http://www.wisconsinrelay.com/> and <http://www.wisconsinrelay.com/features>

Item # 4 – Description of how the Language Assistance Plan is Monitored and Updated

The **City of Edgerton** reviews its plan on an annual basis or more frequently as needed. The city will evaluate the information collected on encounters with LEP persons as well as public outreach efforts to determine if adjustments should be made to the delivering of programs and services to ensure meaningful access to minority and LEP persons.

In addition, the **City of Edgerton** meets with our transit provider on an annual basis to ensure the Title VI requirements are met.

Item # 5 - Description of how Employees are Trained to Provide Language Assistance to LEP Persons

City of Edgerton employees are oriented on the principles of Title VI and the **City of Edgerton's** Language Assistance Plan. New employees will be provided guidance on the needs of clients served and how best to meet their needs. The **City of Edgerton** will ensure its transit provider, as applicable also educates its staff on Title VI requirements, and specifically LEP provisions.

If a driver, dispatcher or employee needs further assistance related to LEP individuals, they will work with the **City of Edgerton's** and/or our transit provider/lessee's Transit Manager to identify strategies to meet the language needs of the participants of the program or service.

As part of our annual check in meeting, the **City of Edgerton** will meet with our transit provider as applicable to discuss updates the **City of Edgerton's** Language Assistance Plan.

Minority Representation Information

A. Minority Representation Table⁶

The table below depicts the **City of Edgerton's** non-elected committees/councils related to transit.

Body	Caucasian	Hispanic	African American	Asian American	Native American	Two or More Races
County Population	87.6%	3.8%	5%	1%	0.3%	2.3%
City Council	100%	0	0	0	0	0

B. Efforts to Encourage Minority Participation

The **City of Edgerton** understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population. As such, the **City of Edgerton** encourages participation of all its citizens.

As vacancies on boards, committees and councils become available, the **City of Edgerton** will make efforts to encourage and promote diversity.

To encourage participation on its boards, committees and councils, the **City of Edgerton** will continue to reach out to community, ethnic and faith-based organizations to connect with all populations. In addition, the **City of Edgerton** will use creative ways to make participating realistic and reasonable. Such as, scheduling meetings at times best suited to its members and consider providing transportation and child care, if needed for its members.

⁶ County data by race is available at the WisDOT website <http://www.dot.wisconsin.gov/localgov/transit/title6.htm> or the US Census Bureau American Fact Finder website <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

SAFETY MANAGEMENT POLICY

MAP-21 and Safety Management Systems (SMS)

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity for FTA to assist transit agencies in moving towards a more holistic, performance-based approach in Safety Management Systems (SMS).

To ensure transit safety and in order to comply with Federal Transit Administration (FTA) requirements, **City of Edgerton** has developed and adopted this Safety Management Policy to address FTA regulations established by Section 5329(d) of the Moving Ahead for Progress in the 21st Century (MAP-21) Act signed into law by President Barack Obama on July 6, 2012.

City of Edgerton is committed to Safety Management Systems (SMS) as a systematic and comprehensive approach to identifying safety hazards and risks associated with transit system operations and related maintenance activities. **City of Edgerton** has adopted a Safety Management Systems (SMS) framework as an explicit element of the agency's responsibility by establishing a safety policy; identifying hazards and controlling risks; goal setting, planning and measuring performance. Furthermore, **City of Edgerton** has adopted SMS as means by which to foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety.

Safety Beliefs

1. Safety is a core business value;
2. Safety excellence is a key component of our mission;
3. Safety is a source of our competitive advantage; our business will be strengthened by making safety excellence an integral part of all our public transportation activities; and
4. Accidents and serious incidents are preventable and do not occur out of the blue; they are preceded by precursors (events, behaviors, and conditions) that can be identified, assessed and mitigated through physical, administrative and behavioral defense strategies.

Safety Culture

City of Edgerton believes safety promotion is critical to the success of SMS by ensuring that the entire organization fully understands and trusts the SMS policies, procedures, and structure. It involves establishing a culture that recognizes safety as a core value, training employees in safety principles, and allowing open communications of safety issues.

Positive safety culture must be generated from the top-down. The actions, attitudes, and decisions at the policy-making level must demonstrate a genuine commitment to safety. Safety must be recognized as the responsibility of each employee with the ultimate responsibility for safety resting with the Mayor and Common Council of **City of Edgerton**. Employees must trust that they will have management support for decisions made in the interest of safety while recognizing that intentional breaches of safety will not be tolerated.

Safety Reporting

City of Edgerton is committed to the safest transit operating standards possible. To achieve this, it is imperative that **City of Edgerton** have uninhibited reporting of all incidents and occurrences which may compromise the safe conduct of our operations. To this end, every employee and contract service provider is responsible for the communication of any information that may affect the integrity of transit safety. Such communication must be completely free of any form of reprisal.

City of Edgerton Representative

Signature: _____

Name: _____

Title: _____

Date: _____

Transit Contractor

Signature _____

Name: _____

Title: _____

Date: _____