

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

Monday, November 4, 2019 at 6:30 p.m.

1. Call to order; Roll call
2. Confirmation of appropriate meeting notice posted on Friday, November 1, 2019.
3. Consider Approval of October 21, 2019 Minutes.
4. Consider approval of bills and payroll vouchers.
5. Consider approval of licenses.
6. Consider Edgerton Chamber of Commerce sublease of Depot.
7. Consider CDBG-PF grant administration contract with Cedar Corp.
8. Consider bids for compost pile removal.
9. Finance Director's report.
10. Project updates.
11. 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.

**OCTOBER 21, 2019 FINANCE COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:31 p.m.

Present: David Esau and Candy Davis.

Excused: Sarah Braun.

Others Present: City Administrator Ramona Flanigan, City Clerk-Treasurer Cindy Hegglund, Utility Director Randy Oren, Library Director Kirsten Almo, and a few citizens.

City Clerk-Treasurer Hegglund confirmed the meeting agendas were properly posted on Friday, October 18th at the Post Office, Edgerton Library and City Hall.

APPROVE MINUTES: A David Esau/Candy Davis motion to approve the minutes from the October 7, 2019 Finance Committee meeting passed, all voted in favor.

BILLS AND PAYROLL: A Candy Davis/David Esau motion to approve bills and payroll in the amount of \$152,942.48 passed on a 2/0 roll call vote.

LICENSES: A Candy Davis/David Esau motion to approve a Temporary Class “B” License to the EHHS Sunshine Committee for November 7, 2019 passed on a 2/0 roll call vote.

FLIP FLOP FAÇADE GRANTS: A Candy Davis/David Esau motion to approve a Flip Flop Façade Grant for 102 W Fulton St in the amount of \$1,047 passed on a 2/0 roll call vote.

David Esau asked for an explanation on the two grant amounts in the staff report. City Administrator Flanigan explained the lesser grant amount is for the normal façade grant program and the greater grant amount is for the Flip Flop Façade Grant program offered this summer. The applicant had requested being allowed the Flip Flop grant amount because she missed the deadline due to serious health issues. The RDA recommended approval of the greater grant amount of \$2,520.

A Candy Davis/David Esau motion to approve a Flip Flop Façade Grant for 115 N Henry St in the amount of \$2,520 passed on a 2/0 roll call vote.

CDBG-PUBLIC FACILITY GRANT ADMINISTRATION PROPOSALS FOR THE ROLLIN STREET PROJECT: City Administrator Flanigan stated the City contacted five or six engineering firms, one of which is minority owned, along with posting the RFP for grant administration on Vendor Net but only received one proposal.

The City requested administrative assistance with: labor standards and MBE/WBE reports; data collection and reporting requirements for compliance with CDBG Reporting; and Citizen Participation Public Hearing and reporting. The City staff will complete the financial grant administration portion of the reporting.

The City received one proposal for consideration from Cedar Corporation. The work being requested is very labor intensive and Cedar Corporation being the City's engineer for the project, will have staff at the site during the project. A large portion of the grant administration work will be conducted in the field. On many occasions, it is not feasible for another firm to bring in staffing for the grant administration work on its own.

Prior to the meeting, Finance Committee members received the proposal evaluation criteria, proposal, and evaluation grid to be rated before the meeting. The price quote was not included.

City Administrator Flanigan asked the two members in attendance for their rating on a scale of 1 – 5 with 5 being the best. The results were as follows:

Experience:	Davis 5	Esau 5
Specific Grant implementation	Davis 4	Esau 4
Knowledge of Edgerton	Davis 5	Esau 5
Capacity	Davis 4	Esau 4

After the ratings, City Administrator Flanigan distributed the fees for service. The cost for the administration services requested was \$10,000. Because only one proposal was submitted, Flanigan contacted the CDBG contact with the State for assist with determining the fair cost for services. She was informed administrative services generally range between \$8,000 - \$30,000 dependent upon the size of the project and request of services.

Candy Davis stated, given this information, she believes the fees are within reason. The City has worked with Cedar Corp and she is satisfied with the proposal.

Davis Esau added that with the given information in the proposal, he feels Cedar Corp is knowledgeable with Edgerton and is also satisfied with the proposal.

A Candy Davis/David Esau motion to recommend to Council approval of Cedar Corporation to provide the grant administration for the CDBG-Public Facility Rollin St project passed on a 2/0 roll call vote.

(After the meeting adjourned, Finance Committee member Sarah Braun arrived and provided her rating on the proposal to City Administrator Flanigan.)

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

Cindy Hegglund, City Clerk-Treasurer

Adopted November 4, 2019

Report Criteria:

Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.
Invoice Detail.Input Date = 11/01/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
10013100								
2887 c	DELTA DENTAL OF WISCONSIN	1359584	NOV 2019 DENTAL INSURANCE	11/01/2019	68.69	.00		
Total 10013100:					68.69	.00		
10021552								
788 ch	WISCONSIN PROFESSIONAL P	5242/4781	LEER FULL TIME/PAC CONTRIBUTION	11/01/2019	294.00	.00		
788 ch	WISCONSIN PROFESSIONAL P	5544/5088	LEER FULL TIME/PAC CONTRIBUTION	11/01/2019	294.00	.00		
Total 10021552:					588.00	.00		
10024213								
2631 c	WI DEPT OF REVENUE	SEPT 2019	SALES AND USE TAX	11/01/2019	13.38	.00		
Total 10024213:					13.38	.00		
10046213								
2631 c	WI DEPT OF REVENUE	SEPT 2019	SALES AND USE TAX	11/01/2019	1.62	.00		
Total 10046213:					1.62	.00		
10046710								
2631 c	WI DEPT OF REVENUE	SEPT 2019	SALES AND USE TAX	11/01/2019	16.88	.00		
Total 10046710:					16.88	.00		
10046734								
2631 c	WI DEPT OF REVENUE	SEPT 2019	SALES AND USE TAX	11/01/2019	41.62	.00		
Total 10046734:					41.62	.00		
10046743								
2631 c	WI DEPT OF REVENUE	SEPT 2019	SALES AND USE TAX	11/01/2019	2.67	.00		
Total 10046743:					2.67	.00		
10051100340								
231 ch	EDGERTON REPORTER CO INC	6370	FIRE PREVENTION WEEK - CITY COUNCIL	11/01/2019	15.00	.00		
Total 10051100340:					15.00	.00		
10051200330								
4783 c	POPE, DALE	2019	WI JUDICIAL CONFERENCE - MEALS/LODGI	11/01/2019	201.72	.00		
Total 10051200330:					201.72	.00		
10051200332								
4783 c	POPE, DALE	2019	MILEAGE REIMBURSEMENT 118 @ .58- CON	11/01/2019	68.44	.00		
Total 10051200332:					68.44	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
10051410153								
2887 c	DELTA DENTAL OF WISCONSIN	1359584	NOV 2019 DENTAL INSURANCE	11/01/2019	58.87	.00		
Total 10051410153:					58.87	.00		
10051410332								
264 ch	FLANIGAN, RAMONA	2019	LRIP MEETING MILEAGE REIMBURSEMENT	11/01/2019	24.94	.00		
Total 10051410332:					24.94	.00		
10051430153								
2887 c	DELTA DENTAL OF WISCONSIN	1359584	NOV 2019 DENTAL INSURANCE	11/01/2019	105.97	.00		
Total 10051430153:					105.97	.00		
10051430320								
231 ch	EDGERTON REPORTER CO INC	6419	COUNCIL MINUTES 9/16/19	11/01/2019	93.60	.00		
231 ch	EDGERTON REPORTER CO INC	6420	COUNCIL MINUTES 9/3/19	11/01/2019	68.87	.00		
Total 10051430320:					162.47	.00		
10051430340								
118 ch	C & M PRINTING INC	68849	CAT LICENSES	11/01/2019	87.00	.00		
Total 10051430340:					87.00	.00		
10051510153								
2887 c	DELTA DENTAL OF WISCONSIN	1359584	NOV 2019 DENTAL INSURANCE	11/01/2019	82.42	.00		
2887 c	DELTA DENTAL OF WISCONSIN	1359584	NOV 2019 DENTAL INSURANCE	11/01/2019	41.20	.00		
Total 10051510153:					123.62	.00		
10051510340								
934 ch	STAPLES CREDIT PLAN	7301494145	EXPANDING FILE - BILLS	11/01/2019	11.91	.00		
Total 10051510340:					11.91	.00		
10051520320								
4864 c	WISCONSIN POLICY FORUM	9/4/19	2019 MEMBERSHIP RENEWAL	11/01/2019	225.00	.00		
Total 10051520320:					225.00	.00		
10051600210								
568 ch	PROFESSIONAL PEST CONTRO	430564	PEST CONTROL - CITY HALL	11/01/2019	26.20	.00		
596 ch	ROBINSON'S MARKETING DIV I	25218	CLEANING THROUGH 10/18/19 - CITY HALL	11/01/2019	70.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	25239	CLEANING THROUGH 10/25/19 - CITY HALL	11/01/2019	70.00	.00		
Total 10051600210:					166.20	.00		
10051600225								
3534 c	CHARTER COMMUNICATIONS	001590710011	CITY HALL INTERNET	11/01/2019	42.50	.00		
Total 10051600225:					42.50	.00		
10051600340								
934 ch	STAPLES CREDIT PLAN	7301494145	MECHANICAL PENCILS/TRASH BAGS - CITY	11/01/2019	55.98	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10051600340:					55.98	.00		
10052100153								
2887 c	DELTA DENTAL OF WISCONSIN	1359584	NOV 2019 DENTAL INSURANCE	11/01/2019	117.74	.00		
Total 10052100153:					117.74	.00		
10052100240								
4674 c	CIT	34236226	PHONE MAINTENANCE - POLICE DEPT	11/01/2019	161.02	.00		
Total 10052100240:					161.02	.00		
10052120153								
2887 c	DELTA DENTAL OF WISCONSIN	1359584	NOV 2019 DENTAL INSURANCE	11/01/2019	981.18	.00		
Total 10052120153:					981.18	.00		
10052120225								
130 ch	US CELLULAR	0329071353	POLICE CELL PHONES	11/01/2019	167.85	.00		
130 ch	US CELLULAR	0334265309	POLICE CELL PHONES	11/01/2019	184.35	.00		
Total 10052120225:					352.20	.00		
10052120340								
118 ch	C & M PRINTING INC	68764	TIME CARDS - POLICE DEPT	11/01/2019	128.00	.00		
4832 c	AXON	SI-1610343	BATTERY PACK CARTRIDGE	11/01/2019	304.00	.00		
Total 10052120340:					432.00	.00		
10052120380								
4293 c	US AUTO FORCE	5911742	TIRES FOR SQUAD	11/01/2019	479.12	.00		
4293 c	US AUTO FORCE	6141706	TIRES FOR SQUAD	11/01/2019	239.56	.00		
Total 10052120380:					718.68	.00		
10052120810								
4947 c	APPLIED CONCEPTS, INC	355880	RADAR MACHINE - POLICE DEPT	11/01/2019	2,386.00	.00		
Total 10052120810:					2,386.00	.00		
10052150210								
568 ch	PROFESSIONAL PEST CONTRO	430564	PEST CONTROL - POLICE DEPT	11/01/2019	21.20	.00		
596 ch	ROBINSON'S MARKETING DIV I	25218	CLEANING THROUGH 10/18/19 - POLICE STA	11/01/2019	119.00	.00		
596 ch	ROBINSON'S MARKETING DIV I	25239	CLEANING THROUGH 10/25/19 - POLICE STA	11/01/2019	119.00	.00		
Total 10052150210:					259.20	.00		
10052150225								
3534 c	CHARTER COMMUNICATIONS	001590710011	POLICE DEPT INTERNET/PHONE CHARGES	11/01/2019	272.61	.00		
Total 10052150225:					272.61	.00		
10052150340								
1015 c	ABENDROTH WATER COND INC	10/14/19	WATER - POLICE DEPARTMENT	11/01/2019	13.00	.00		
2700 c	OFFICE PRO	0365671-001	SHREDDING SERVICE - POLICE DEPT	11/01/2019	15.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10052150340:					28.00	.00		
10053100153								
2887 c	DELTA DENTAL OF WISCONSIN	1359584	NOV 2019 DENTAL INSURANCE	11/01/2019	76.53	.00		
Total 10053100153:					76.53	.00		
10053100320								
231 ch	EDGERTON REPORTER CO INC	6422	WINTER PARKING AD	11/01/2019	26.69	.00		
231 ch	EDGERTON REPORTER CO INC	6423	LEAF PICKUP AD	11/01/2019	10.70	.00		
231 ch	EDGERTON REPORTER CO INC	6512	LEAF PICKUP AD	11/01/2019	9.04	.00		
Total 10053100320:					46.43	.00		
10053230153								
2887 c	DELTA DENTAL OF WISCONSIN	1359584	NOV 2019 DENTAL INSURANCE	11/01/2019	510.22	.00		
Total 10053230153:					510.22	.00		
10053230210								
568 ch	PROFESSIONAL PEST CONTRO	430564	PEST CONTROL - MUNI GARAGE	11/01/2019	21.20	.00		
Total 10053230210:					21.20	.00		
10053230221								
21 ch	ALLIANT ENERGY	SEP 19 370054	370054 ELECTRIC CHARGES	11/01/2019	52.78	.00		
21 ch	ALLIANT ENERGY	SEPT 19 1293	129372 ELECTRIC CHARGES	11/01/2019	296.35	.00		
Total 10053230221:					349.13	.00		
10053230224								
21 ch	ALLIANT ENERGY	SEP 19 370054	370054 GAS CHARGES	11/01/2019	6.39	.00		
21 ch	ALLIANT ENERGY	SEPT 19 1293	129372 GAS CHARGES	11/01/2019	59.44	.00		
Total 10053230224:					65.83	.00		
10053230225								
130 ch	US CELLULAR	0331530902	DPW CELL PHONE	11/01/2019	44.54	.00		
130 ch	US CELLULAR	0336960014	DPW CELL PHONE	11/01/2019	44.50	.00		
3534 c	CHARTER COMMUNICATIONS	000011510011	DPW INTERNET	11/01/2019	32.50	.00		
Total 10053230225:					121.54	.00		
10053230340								
194 ch	DEEGAN'S HARDWARE INC	SEPT 2019	SEPT 2019 CHARGES - MUNI GARAGE	11/01/2019	179.88	.00		
357 ch	JANESVILLE DOOR CO LTD	107796	REPAIRED CORNER BRACKET - MUNI GARA	11/01/2019	215.32	.00		
3014 c	NORTHWOODS SUPERIOR CH	239590	FIREBALL DEGREASER - MUNI GARAGE	11/01/2019	73.04	.00		
4229 c	DVORAK LANDSCAPE SUPPLY,	48114AA	QUARTZITE ROCK - MUNI GARAGE SIGN	11/01/2019	54.00	.00		
4267 c	CERTIFIED PARTS CORPORATI	105904	PALLET RACKING - MUNI GARAGE	11/01/2019	460.00	460.00	10/29/2019	
Total 10053230340:					982.24	460.00		
10053310340								
193 ch	DECKER SUPPLY CO INC	907548	HIGH WATER STREET SIGN	11/01/2019	216.60	.00		
373 ch	JB JOHNSON BROS LLC	370419	318 S MAIN ST SIDEWALK/CURB REPAIR	11/01/2019	478.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10053310340:					694.60	.00		
10053310370								
2056 c	ROCK ROAD COMPANIES INC	304903	HOT MIX ASPHALT - IKI DR	11/01/2019	1,766.90	.00		
2056 c	ROCK ROAD COMPANIES INC	304929	HOT MIX ASPHALT - YORK RD	11/01/2019	893.39	.00		
2056 c	ROCK ROAD COMPANIES INC	304929	HOT MIX ASPHALT - IKI DR	11/01/2019	877.37	.00		
Total 10053310370:					3,537.66	.00		
10053310380								
3175 c	MOTOR PARTS & EXHAUST LLC	1-300552	WINDSHIELD WIPERS - TRUCK #4	11/01/2019	15.84	.00		
3175 c	MOTOR PARTS & EXHAUST LLC	1-300553	WINDSHIELD WIPERS - TRUCK #5	11/01/2019	15.84	.00		
3404 c	BURNS FULL SERVICE LLC	OCT 2019	OCT 2019 STREET VEHICLE MAINTENANCE	11/01/2019	531.80	.00		
Total 10053310380:					563.48	.00		
10053310385								
3404 c	BURNS FULL SERVICE LLC	OCT 2019	OCT 2019 GAS/DIESEL CHARGES - STREET	11/01/2019	1,061.58	.00		
Total 10053310385:					1,061.58	.00		
10053310390								
194 ch	DEEGAN'S HARDWARE INC	SEPT 2019	SEPT 2019 CHARGES - STREETS	11/01/2019	30.00	.00		
4874 c	PAUL'S TURF AND TREE	63436	CENTRAL/RACETRACK TREES	11/01/2019	605.00	.00		
Total 10053310390:					635.00	.00		
10053400340								
3482 c	THE SHERWIN-WILLIAMS CO	10/2/19	HOSE - TRAFFIC PAINT LINE STRIPER	11/01/2019	41.50	.00		
Total 10053400340:					41.50	.00		
10053420221								
21 ch	ALLIANT ENERGY	SEPT 19 55521	555211 ELECTRIC CHARGES	11/01/2019	22.91	.00		
Total 10053420221:					22.91	.00		
10053440340								
194 ch	DEEGAN'S HARDWARE INC	SEPT 2019	SEPT 2019 CHARGES - STORM SEWER REP	11/01/2019	8.99	.00		
Total 10053440340:					8.99	.00		
10054910221								
21 ch	ALLIANT ENERGY	SEPT 19 1775	177564 ELECTRIC CHARGES	11/01/2019	17.76	.00		
Total 10054910221:					17.76	.00		
10054910320								
231 ch	EDGERTON REPORTER CO INC	6421	CEMETERY FLOWERS AD	11/01/2019	4.88	.00		
Total 10054910320:					4.88	.00		
10054910340								
194 ch	DEEGAN'S HARDWARE INC	SEPT 2019	SEPT 2019 CHARGES - CEMETERY	11/01/2019	8.29	.00		
1030 c	OTTO PAAP CO INC	139172	CASTOR - CEMETERY MOWER	11/01/2019	135.93	.00		
3586 c	MCGUIRE'S LANDSCAPE & GA	268249	SHREDDED BLACK DIRT - CEMETERY	11/01/2019	180.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 10054910340:					324.22	.00		
10054910385								
3404 c	BURNS FULL SERVICE LLC	OCT 2019	OCT 2019 GAS/DIESEL CHARGES - CEMETE	11/01/2019	408.68	.00		
Total 10054910385:					408.68	.00		
10055110153								
2887 c	DELTA DENTAL OF WISCONSIN	1359584	NOV 2019 DENTAL INSURANCE	11/01/2019	363.06	.00		
Total 10055110153:					363.06	.00		
10055110210								
568 ch	PROFESSIONAL PEST CONTRO	430564	PEST CONTROL - LIBRARY	11/01/2019	25.20	.00		
Total 10055110210:					25.20	.00		
10055110340								
194 ch	DEEGAN'S HARDWARE INC	SEPT 2019	SEPT 2019 CHARGES - LIBRARY	11/01/2019	33.98	.00		
Total 10055110340:					33.98	.00		
10055140340								
231 ch	EDGERTON REPORTER CO INC	6341	VET'S BUILDING PUBLIC SESSION 10/23	11/01/2019	50.00	.00		
231 ch	EDGERTON REPORTER CO INC	6487	VET'S BUILDING PUBLIC SESSION 10/23	11/01/2019	50.00	.00		
Total 10055140340:					100.00	.00		
10055150210								
568 ch	PROFESSIONAL PEST CONTRO	430565	PEST CONTROL - DEPOT	11/01/2019	40.00	.00		
Total 10055150210:					40.00	.00		
10055150340								
194 ch	DEEGAN'S HARDWARE INC	SEPT 2019	SEPT 2019 CHARGES - TRAIN DEPOT	11/01/2019	5.98	.00		
Total 10055150340:					5.98	.00		
10055200340								
194 ch	DEEGAN'S HARDWARE INC	SEPT 2019	SEPT 2019 CHARGES - E FULTON ST SIGN	11/01/2019	29.76	.00		
194 ch	DEEGAN'S HARDWARE INC	SEPT 2019	SEPT 2019 CHARGES - PARKS	11/01/2019	42.22	.00		
2433 c	AMAZON.COM LLC	0240261	BATTERIES - TRAIL CAMERAS	11/01/2019	28.65	.00		
3014 c	NORTHWOODS SUPERIOR CH	239590	FIREBALL DEGREASER - PARKS	11/01/2019	73.04	.00		
3404 c	BURNS FULL SERVICE LLC	OCT 2019	OCT 2019 PARKS CHARGES	11/01/2019	86.53-	.00		
4229 c	DVORAK LANDSCAPE SUPPLY,	48785	QUARTZITE ROCK - E FULTON SIGN	11/01/2019	144.00	.00		
4787 c	LEE RECREATION	12410-19	PARK BENCH	11/01/2019	954.00	.00		
4862 c	ACE PORTABLES	33062	PUMP OUT PORT-A-POTTY AT FISH POND	11/01/2019	40.00	.00		
Total 10055200340:					1,225.14	.00		
10055200385								
3404 c	BURNS FULL SERVICE LLC	OCT 2019	OCT 2019 GAS/DIESEL CHARGES - PARKS	11/01/2019	147.84	.00		
Total 10055200385:					147.84	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
10055420210								
568 ch	PROFESSIONAL PEST CONTRO	430564	PEST CONTROL - POOL	11/01/2019	21.20	.00		
568 ch	PROFESSIONAL PEST CONTRO	430692	PEST CONTROL - RACETRACK PARK	11/01/2019	40.00	.00		
Total 10055420210:					61.20	.00		
10055420225								
130 ch	US CELLULAR	0331530902	POOL WIFI	11/01/2019	39.50	.00		
130 ch	US CELLULAR	0336960014	POOL WIFI	11/01/2019	39.50	.00		
Total 10055420225:					79.00	.00		
10055420340								
194 ch	DEEGAN'S HARDWARE INC	SEPT 2019	SEPT 2019 CHARGES - POOL	11/01/2019	13.99	.00		
Total 10055420340:					13.99	.00		
10056300153								
2887 c	DELTA DENTAL OF WISCONSIN	1359584	NOV 2019 DENTAL INSURANCE	11/01/2019	35.32	.00		
Total 10056300153:					35.32	.00		
10056600210								
3838 c	CLARK COMPANIES INC	8261	TAKE DOWN SUMMER BASKETS - 25% OF C	11/01/2019	2,875.00	.00		
Total 10056600210:					2,875.00	.00		
20653630297								
4457 c	WASTE MANAGEMENT OF WI-M	5746158-2766-	SEPT 2019 GARBAGE/RECYCLING FEE	11/01/2019	20,743.94	.00		
Total 20653630297:					20,743.94	.00		
20653630340								
2433 c	AMAZON.COM LLC	0240261	BATTERIES - TRAIL CAMERAS	11/01/2019	28.64	.00		
Total 20653630340:					28.64	.00		
40057437820								
4449 c	CHRISTMAS DONE BRIGHT	SO-069363	HOLIDAY LIGHT DISPLAY - KOWALSKI	11/01/2019	516.00	.00		
4449 c	CHRISTMAS DONE BRIGHT	SO-069617	HOLIDAY DECORATIONS - PARKERS PUMPK	11/01/2019	400.00	.00		
4449 c	CHRISTMAS DONE BRIGHT	SO-069634	HOLIDAY DECORATIONS - FREY/NY LIFE	11/01/2019	120.00	.00		
4449 c	CHRISTMAS DONE BRIGHT	SO-069643	HOLIDAY DECORATIONS - FARM FAMILY SO	11/01/2019	704.00	.00		
4449 c	CHRISTMAS DONE BRIGHT	SO-069852	HOLIDAY DECORATIONS - STACI HANSEN/IN	11/01/2019	200.00	.00		
Total 40057437820:					1,940.00	.00		
40657125820								
118 ch	C & M PRINTING INC	102019	FLIP FLOP GRANT REIMBURSEMENT - 102	11/01/2019	1,113.69	.00		
4282 c	STUDIO 115 PHOTOGRAPHY	10/21/19	FACADE GRANT REIMBURSEMENT - PARPE	11/01/2019	2,520.00	.00		
Total 40657125820:					3,633.69	.00		
60380831340								
373 ch	JB JOHNSON BROS LLC	370419	MARLBORO AVE CURB REPAIR - STORM SE	11/01/2019	101.60	.00		
Total 60380831340:					101.60	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Grand Totals:					<u>48,739.07</u>	<u>460.00</u>		

Total General Fund Vouchers: \$48,739.07

Total Payroll Check Date 10/25/19: \$71,678.13

GRAND TOTAL OF GENERAL FUND: \$120,417.20

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 = 11/01/2019

Memo

To: Common Council
From: Staff
Date: 11/1/2019
Re: November 4, 2019 Meeting

Cedar Contract for CDBG grant administration: Please recall the Council selected Cedar Corp to provide grant administration services for the W Rollin St project at its last meeting. The contract provides a not to exceed fee of \$9,000 plus an hourly rate with work requested by the city for the environmental review process. Staff plans to complete this work in house.

2020 Budget: Upon entering the changes made during the last budget discussion, the contingency was reduced by \$901 to balance the budget. Included with your packet are the budget pages for all funds other than the General Fund. One additional item for the budget is a quote for pool wall repair for \$2,700. The Council should decide how to pay for this repair which will be completed next spring.

Compost pile removal bids: The City solicited bids for the removal of the "compost" pile at the cemetery. Two bids were submitted with the low bid being \$78,600. Staff recommends the City reject all bids and staff will investigate alternatives solutions.

**CONTRACT FOR ADMINISTRATIVE SERVICES
BY AND BETWEEN**

**THE CITY OF EDGERTON
AND
CEDAR CORPORATION**

THIS AGREEMENT, entered into as of November _____, 2019 by and between the CITY OF EDGERTON, WISCONSIN (hereinafter referred to as the City) and CEDAR CORPORATION (hereinafter referred to as the Consultant):

WITNESSETH THAT:

WHEREAS, the City is in the process of implementing a Community Development Block Grant Program as provided by the Wisconsin Department of Administration, Division of Energy, Housing, and Community Resources, and

WHEREAS, in the furtherance of this program, professional technical assistance is required, and

WHEREAS, the City desires to engage the Consultant to render such technical assistance in accordance with the Scope of Services described in Attachments "A",

NOW, THEREFORE, the parties hereto do mutually agree as follows:

I. SCOPE OF SERVICES

The Consultant shall perform in a satisfactory and proper manner the services as outlined in Attachment A.

II. TIME OF PERFORMANCE

The services of the Consultant are to commence upon the approval of this Contract by the DOA and shall be undertaken in such sequence as to assure their expeditious completion in light of the purposes of this Contract. Each portion of the Scope of Services shall be completed by the deadline as outlined in the contract between the City and DOA.

III. COMPENSATION AND METHOD OF PAYMENT

The City will pay the Consultant \$9,000 which shall constitute full and complete payment for the Consultants services hereunder. Such sum will be paid in every case, subject to the receipt of requisition for payment from the Consultant specifying that the work has been performed in conformance with the Contract and that Cedar Corporation is entitled to receive the amount requisitioned under the terms of this Contract. Monies called for under such requisition are due and payable within thirty (30) days of the date of said requisition. It is expressly understood and agreed that the total compensation hereunder shall not exceed the maximum sum of \$9,000.

Consultant will assist the City with Environmental Review on an as needed basis. The Consultant fee will be on an hourly basis at a rate of \$85. The City will contact the Consultant if assistance is needed on the Environmental Review.

IV. CIVIL RIGHTS ACT OF 1964

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color or national origin, be excluded from participation in, be subjected to discrimination under any program or activity receiving federal financial assistance.

V. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

No person in the United States shall, on the ground of race, color, national origin, sex, age or handicap be excluded from participation in (including employment), be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds made available under this title.

VI. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.D. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance of HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income person, particularly persons who are recipients of HUD assistance for housing.

VII. TERMINATION

This contract may be terminated, upon a 30 day written notice, by either party. All compensation accrued to that point will be due and payable upon termination.

IN WITNESS WHEREOF, the City and Cedar Corporation have executed this Agreement as of the date first written above.

EDGERTON, WISCONSIN

ATTEST:

Chris Lund
Mayor

Ramona Flanigan
City Administrator

CEDAR CORPORATION

ATTEST:



Wendy Sander
Director of Planning



Lynn McIntyre
Grant Coordinator

ATTACHMENT A

**CITY OF EDGERTON - CEDAR CORPORATION
CDBG ADMINISTRATION SCOPE OF SERVICES**

1. ENVIRONMENTAL REVIEW (as needed--hourly rate of \$85)

The Consultant shall provide technical planning services and personnel to perform the following, as needed, according to regulations outlined in the Federal Register:

- a. Prepare a description of the project and documentation of the environmental review process, including:
 - 1. Determining existing conditions;
 - 2. Identifying environmental impacts;
 - 3. Examining identified impacts; and
 - 4. Determining the level of environmental clearance.
- c. Document whether or not the environment would be significantly affected by each of the program activities, and describe the existing environment, impacts identified and proposed modifications to compensate for any environmental impacts.
- e. Prepare a Notice of Intent to request funds to the Wisconsin Department of Administration (DOA) which is to be published in the local newspaper.
- f. Submit a request for release of funds to DOA.
- g. Be available to make any revisions or corrections, or to provide additional information that DOA may require in reviewing the Environmental Review Record or Environmental Assessment.

2. CITIZEN PARTICIPATION

Conduct meetings according to Citizen Participation Plan for successful implementation of the program.

3. LABOR STANDARDS

Where applicable, provide the City with documents, advice and on-site supervision and administration in meeting Davis-Bacon Contract and Work Hours and Safety Standards Act; Copeland Anti-kickback Act; State/Federal Bidding Requirements and federal wage rate compliance. The Consultant will oversee the contractors, engineers, and the City staff on bid documents, bid openings, preconstruction conference, on-site employee interviews, payrolls, and other Labor Standard requirements.

4. MEETINGS

The Consultant will attend City Council meetings and other meetings as necessary to implement this program.

5. PROJECT COMPLETION REPORT

The Consultant will prepare Project Completion Reports consisting of the Final Semiannual Report, the Certificate of Completion, Final Report, and Minority Enterprise/Women Business Contractor/Subcontractor Records.

6. SEMI-ANNUAL AND ANNUAL REPORTS/MONITORING

The Consultant will submit semi-annual/annual reports to the Wisconsin Department of Administration as required and meet with the DOA Field Representative on all scheduled monitoring visits.

ATTACHMENT B

1. FEDERAL LANGUAGE REQUIREMENTS FOR PROFESSIONAL SERVICES AND OTHER
NON-CONSTRUCTION CONTRACTS NOT FUNDED WITH CDBG

- Conflict of Interest Disclosure Form
- Title 24 570 Subpart I, Code of Federal Regulations Title 24 570.489 (h) Program
Administrative Requirements
- Lobbying Certification
- Disclosure of Lobbying Activities Form (if applicable)

DISCLOSURE STATEMENT

Conflict of Interest

Do you have family or business ties to any of the following people? Yes No

Any individual who is an employee, agent, consultant, officer, elected official or appointed official of the state, or of a unit of local government, or of any designated public agencies, or sub-recipients.

If yes, identify below:

Individual	Family Ties	Business Ties

Business Name: Cedar Corporation

Authorized Representative Signature: 

TITLE 24 570 SUBPART I

Code of Federal Regulations Title 24 570.489(h) Program administrative requirements

(h) Conflict of interest:

(1) Applicability. (i) In the procurement of supplies, equipment, construction, and services by the States, units of local general governments, and sub-recipients, the conflict of interest provisions in paragraph (g) of this section shall apply.

(ii) In all cases not governed by paragraph (g) of this section, this paragraph (h) shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance with CDBG funds by the unit of general local government or its sub-recipients, to individuals, businesses and other private entities.

(2) Conflicts prohibited. Except for eligible administrative or personnel costs, the general rule is that no persons described in paragraph (h)(3) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this subpart or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

(3) Persons covered. The conflict of interest provisions for paragraph (h)(2) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub-recipients which are receiving CDBG funds.

(4) Exceptions: Thresholds requirements. Upon written request by the State, an exception to the provisions of paragraph (h)(2) of this section involving an employee, agent, consultant, officer, or elected official or appointed official of the state may be granted by HUD on a case-by-case basis. In all other cases, the state may grant such an exception upon written request of the unit of general local government provided the state shall fully document its determination in compliance with all requirements of paragraph (h)(4) of this section including the state's position with respect to each factor at paragraph (h)(5) of this section and such documentation shall be available for review by the public and by HUD. An exception may be granted after it is determined that such an exception will serve to further the purpose of the Act and the effective and efficient administration of the program or project of the state or unit of general local government as appropriate. An exception may be considered only after the state or unit of general local government, as appropriate, has provided the following:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the attorney for the state or the unit of general local government, as appropriate, that the interest for which the exception is sought would not violate state or local law.

(5) Factors to be considered for exceptions. In determining whether to grant a requested exception after the requirements of paragraph (h)(4) of this section have been satisfactorily met, the cumulative effect of the following factors, where applicable, shall be considered:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low or moderate income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;

(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (h)(3) of this section;

(vi) Whether undue hardship will result either to the State or the unit of general local government or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and

(vii) Any other relevant considerations.

GRANTEE/UGLG NAME: City of Edgerton
DEHCR GRANT AGREEMENT #: _____

LOBBYING CERTIFICATION

FROM THE Municipality/UGLG: _____
 Contractor/Sub-Contractor
 Other: Cedar Corporation

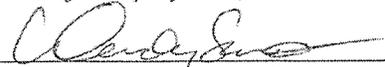
The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Cedar Corporation

Name of Municipality/UGLG/Business/Firm



Signature of the Chief/Elected Official, Owner, or Chief Executive Officer

Director of Planning

Title

10/28/19

Date Signed

Wendy Sander

Printed Name of the Chief Elected Official, Owner, or Chief Executive Officer

ATTACHMENT 3-D: DISCLOSURE OF LOBBYING ACTIVITIES FORM

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: ^{4c}	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

