

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

Monday, December 2, 2024 at 6:45 p.m.

NOTICE: The meeting noticed above will also be live streamed on a Zoom platform: To view the meeting, please select the link to the meeting listed on the **calendar events** on the City website's home page at www.cityofedgerton.com. Due to occasional technical difficulties, citizen participation via Zoom may not be possible.

1. Call to order; Roll call
2. Confirmation of appropriate meeting notice posted on Wednesday, November 27, 2024.
3. Consider approval of minutes of November 18, 2024 Finance meeting.
4. Consider approval of bills and payroll vouchers.
5. Consider bids for lighting at city facilities.
6. Consider WWTP solar bids.
7. Finance Directors Report.
8. 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.

**NOVEMBER 18, 2024 FINANCE COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Tim Shaw called the meeting to order at 6:40 p.m.

Present: Tim Shaw, Shawn Prebil, and Candy Davis

Others Present: City Administrator Ramona Flanigan, City Clerk Wendy Loveland, Library Director Beth Krebs-Smith, Police Chief Bob Kowalski, Finance Director Maddie Deegan, Mayor Christopher Lund, Working Foreman Curt Gilbertson and a few citizens.

Loveland confirmed the meeting agendas were properly posted on Friday, November 15, 2024 at the City Hall, Library, Post Office and the City's website.

MINUTES: A Candy Davis/Shawn Prebil motion to approve the minutes from the November 4, 2024 Finance meeting passed, all voted in favor.

BILLS AND PAYROLL: A Tim Shaw/Shawn Prebil motion to approve the bills and payroll in the amount of \$169,630.28 passed on a 3/0 roll call vote.

RESOLUTION 27-24: A Candy Davis/Shawn Prebil motion to adopt City of Edgerton Resolution 27-24: Amend Fee Schedule for Animal Fees passed on a 3/0 roll call vote.

CHANGE OF AGENT FOR KWIK TRIP DBA STOP N GO: A Tim Shaw/Shawn Prebil motion to approve the change of agent for Kwik Trip, dba Stop-N-Go, agent Dawn Brehmer passed on a 3/0 roll call vote.

BIDS FOR LIBRARY PAINTING: A Tim Shaw/Candy Davis motion to approve the bid from Warden & Sons for painting of the Library in the amount of \$3,150 using Designated Funds from 2023 passed on a 3/0 roll call vote.

INSTALLATION OF EV CHARGER AT DPW: A Tim Shaw/Shawn Prebil motion to approve a change order to the Arch Solar Project in the amount of \$2,000 for the installation of an EV charger at the DPW garage passed on a 3/0 roll call vote.

PURCHASE OF EV TRUCK FOR DPW: A Candy Davis/Shawn Prebil motion to approve the purchase of an EV Truck for the DPW in the amount of \$58,019 from Ewald Automotive passed on a 3/0 roll call vote.

DECLARE DPW TRUCK SURPLUS AND SET MINIMUM BID: A Tim Shaw/Shawn Prebil motion to approve declaring the DPW truck surplus and setting a minimum bid of \$8,000 passed on a 3/0 roll call vote.

BIDS FOR AUCTIONED SURPLUS ITEMS: The Auction company notified the city that 3 of the current items did not meet the minimum bid. The portable fuel tank and the '97 pickup truck came in just slightly under the minimum bid, however the scoreboard came in drastically under.

A Shawn Prebil/Candy Davis motion to approve the bids received for the scoreboard, fuel caddy and pickup truck passed on a 3/0 roll call vote.

POLICY AMENDMENT REGARDING MINIMUM BIDS FOR AUCTIONS: Currently the policy regarding auctioned items states if an item does not make the minimum bid, the item must go back to Council for approval. This causes a significant delay in the approval process depending on the timing of the auction. Staff suggested options to amend the policy. One option is to give department heads the authority to approve

the bids. Another option was for the Council to declare an item surplus and not set a minimum bid giving the department head the authority to approve the bid based on their assessment of whether the bid was sufficient.

Tim Shaw stated he is against not setting a minimum bid, however he did feel the department heads should have some authority to approve the bid if it was close.

Shawn Prebil suggested setting a percentage limit. This would give the department head the authority to accept a bid if it is lower than the minimum if it is within the percentage limit.

A Shawn Prebil/Tim Shaw motion to approve a policy amendment for minimum bids for auction items giving the department head authority to approve a bid if it is within 75% of the minimum bid passed on a 3/0 roll call vote.

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

Wendy Loveland
City Clerk
Adopted December 2, 2024

Report Criteria:

Detail report.
 Invoices with totals above \$0 included.
 Paid and unpaid invoices included.
 Invoice Detail.Input Date = 11/29/2024
 Invoice Detail.Voided = No

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10016200							
785 ch	WMCA	2025-LOVELA	2025 MEMBERSHIP DUES-LOVELAND	11/29/2024	65.00	.00	
785 ch	WMCA	2025-OZGA	2025 MEMBERSHIP DUES-OZGA	11/29/2024	65.00	.00	
5152 c	LEXIPOL, LLC	INVLEX112441	LAW ENFOR. POLICY MANUAL/BULLETINS 1	11/29/2024	6,286.02	.00	
Total 10016200:					6,416.02	.00	
10021520							
789 ch	WI RETIREMENT SYSTEM	OCT 2024	OCT 2024 RETIREMENT	11/29/2024	26,258.30	.00	
Total 10021520:					26,258.30	.00	
10021552							
788 ch	WISCONSIN PROFESSIONAL P	22428/23092	WPPA DUES DEC 2024	11/29/2024	311.50	.00	
Total 10021552:					311.50	.00	
10051200340							
5731 c	KOEFFLER, KRISTIN	NOV 2024	SUBSTITUTE JUDGE SERVICES 11/13/24	11/29/2024	200.00	.00	
Total 10051200340:					200.00	.00	
10051430320							
231 ch	EDGERTON REPORTER CO INC	12970654	LEGAL NOTICE- COUCIL MINUTES 7/15/24	11/29/2024	58.11	.00	
231 ch	EDGERTON REPORTER CO INC	12970659	LEGAL NOTICE- COUCIL MINUTES 7/1/24	11/29/2024	112.92	.00	
231 ch	EDGERTON REPORTER CO INC	12970660	LEGAL NOTICE- COUCIL MINUTES 6/14/24	11/29/2024	157.34	.00	
231 ch	EDGERTON REPORTER CO INC	12970701	LEGAL NOTICE- COUCIL MINUTES 9/3/24	11/29/2024	116.38	.00	
231 ch	EDGERTON REPORTER CO INC	12970702	LEGAL NOTICE- COUCIL MINUTES 8/19/24	11/29/2024	59.27	.00	
231 ch	EDGERTON REPORTER CO INC	12970704	LEGAL NOTICE- COUCIL MINUTES 8/5/24	11/29/2024	92.73	.00	
Total 10051430320:					596.75	.00	
10051440340							
231 ch	EDGERTON REPORTER CO INC	12970703	LEGAL NOTICE-SPRING ELECTION	11/29/2024	33.88	.00	
Total 10051440340:					33.88	.00	
10051600340							
934 ch	STAPLES CREDIT PLAN	7646022561	NOTEPADS, COFFEE, INK RIBBONS, TAPE	11/29/2024	69.02	.00	
934 ch	STAPLES CREDIT PLAN	7646445346	ENVELOPES	11/29/2024	17.58	.00	
5470 c	GORDON FLESCH CO.	IN14927043	CITY HALL COPIER-METERED IMAGES	11/29/2024	76.45	.00	
Total 10051600340:					163.05	.00	
10052120225							
54 ch	AT&T CORPORATION	X11152024	SRO CELL PHONE	11/29/2024	39.42	.00	
Total 10052120225:					39.42	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10052120340							
5248 c	TOP PACK DEFENSE	14600	SHIRTS, PANTS, GEAR- ANDERSON	11/29/2024	727.95	.00	
Total 10052120340:					727.95	.00	
10052120380							
3404 c	BURNS FULL SERVICE LLC	179520	TIRE MOUNT & DISPOSAL-PD SQUAD 86	11/29/2024	72.00	.00	
4293 c	US AUTO FORCE	INV000682561	(2)TIRES FOR SQUAD	11/29/2024	285.84	.00	
5184 c	BUMPER TO BUMPER EDGERT	652-387991	HEADLIGHT- PD	11/29/2024	8.29	.00	
Total 10052120380:					366.13	.00	
10052400210							
2584 c	GENERAL ENGINEERING COMP	OCT 2024	OCT 2024 BUILDING INSPECTIONS	11/29/2024	2,478.00	.00	
Total 10052400210:					2,478.00	.00	
10053110210							
3690 c	CEDAR CORPORATION	122120	PLAN COMMISSION- PRECISION CARPENTR	11/29/2024	1,050.00	.00	
Total 10053110210:					1,050.00	.00	
10053310380							
700 ch	LAKESIDE INTERNATIONAL TR	5090466	PLOW TRUCK REPAIR	11/29/2024	13,246.15	.00	
Total 10053310380:					13,246.15	.00	
10053400340							
3482 c	THE SHERWIN-WILLIAMS CO	2460-6	STREET PAINT	11/29/2024	183.40	.00	
Total 10053400340:					183.40	.00	
10053420221							
21 ch	ALLIANT ENERGY	NOV 24 83307	NOV 24 833074 ELECTRIC CHARGES	11/29/2024	4,739.95	.00	
Total 10053420221:					4,739.95	.00	
10054910340							
3482 c	THE SHERWIN-WILLIAMS CO	2462-2	PAINT- FASSET	11/29/2024	225.50	.00	
Total 10054910340:					225.50	.00	
10055110210							
3997 c	UNIQUE MANAGEMENT SERVI	6132190	10-07, 10-21 PLACEMENTS	11/29/2024	46.60	.00	
Total 10055110210:					46.60	.00	
10055110225							
3534 c	CHARTER COMMUNICATIONS	170826901110	LIBRARY INTERNET/PHONE CHARGES	11/29/2024	269.01	.00	
Total 10055110225:					269.01	.00	
10055110240							
3087 c	KONE INC	871510842	MAINTENANCE COVERAGE 11/01/2024-01/31	11/29/2024	250.38	.00	
4959 c	1901 INC	8808	SEMI-ANNUAL PREVENTATIVE MAINTENAN	11/29/2024	2,218.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10055110240:					2,468.38	.00	
10055110320							
231 ch	EDGERTON REPORTER CO INC	12970556	VETERANS SIGNATURE PAGE- LIBRARY	11/29/2024	21.00	.00	
4997 c	MAILCHIMP	MC16411685	ESSENTIALS PLAN-LIBRARY	11/29/2024	75.00	.00	
Total 10055110320:					96.00	.00	
10055110321							
4260 c	US BANK PROCUREMENT CAR	079357	PAPERBACK BOOK	11/29/2024	35.00	.00	
5754 c	THE CREATIVE COMPANY	163686	BOOKS	11/29/2024	672.95	.00	
Total 10055110321:					707.95	.00	
10055110323							
5379 c	KANOPY, INC.	424282	PLAY CREDITS	11/29/2024	22.95	.00	
Total 10055110323:					22.95	.00	
10055110324							
2504 c	MIDWEST TAPE LLC	506218090	DVDS	11/29/2024	38.23	.00	
2504 c	MIDWEST TAPE LLC	506218091	BLURAY DVD	11/29/2024	33.74	.00	
2504 c	MIDWEST TAPE LLC	506275817	DVDS	11/29/2024	121.44	.00	
2504 c	MIDWEST TAPE LLC	506322152	DVDS	11/29/2024	263.13	.00	
Total 10055110324:					456.54	.00	
10055110390							
130 ch	US CELLULAR	0688590667	HOT SPOTS - LIBRARY	11/29/2024	93.50	.00	
4260 c	US BANK PROCUREMENT CAR	030406	MEAL AT WLA CONFERENCE- KREBS	11/29/2024	39.89	.00	
5366 c	HYATT REGENCY GREEN BAY	31096011	WLA CONFERENCE HOTEL- KREBS	11/29/2024	481.64	.00	
Total 10055110390:					615.03	.00	
10055200340							
5407 c	Treetop Products Inc.	TP200075406	MEMORIAL BENCH	11/29/2024	1,238.24	.00	
Total 10055200340:					1,238.24	.00	
20357180820							
5755 c	FULL SPECTRUM SOLAR	NOV 2024	HOME REVIVAL GRANT- 302 MARLBORO AV	11/29/2024	5,000.00	.00	
Total 20357180820:					5,000.00	.00	
21057120820							
231 ch	EDGERTON REPORTER CO INC	12970656	LEGAL NOTICE- LIGHTING PROJECT	11/29/2024	18.88	.00	
231 ch	EDGERTON REPORTER CO INC	12970657	LEGAL NOTICE- BIDS FOR PHOTOVOLTIC S	11/29/2024	19.46	.00	
Total 21057120820:					38.34	.00	
21057320820							
5666 c	ARCH SOLAR C&I, INC.	24C-0220003	SOLAR CONTRACT 24COE-001	11/29/2024	65,389.81	.00	
Total 21057320820:					65,389.81	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
40057330820							
3690 c	CEDAR CORPORATION	122122	QUIGLEY ST- STREET & UTILITY IMPROVEM	11/29/2024	560.00	.00	
3690 c	CEDAR CORPORATION	122123	ALBION STREET- UTILITY & STREET IMPRO	11/29/2024	1,365.69	.00	
3690 c	CEDAR CORPORATION	122127	STP- LOCAL GEAR, TOWER, AND ARTISAN D	11/29/2024	4,210.00	.00	
Total 40057330820:					6,135.69	.00	
40057437820							
541 ch	OUTPATIENT ENTRANCE GRAP	NOV 2024	HOME FOR THE HOLIDAYS-GRAND MARSH	11/29/2024	40.00	.00	
3161 c	MENARDS	009205	HOLIDAY LIGHT SUPPLIES	11/29/2024	26.89	.00	
4449 c	CHRISTMAS DONE BRIGHT	SO-097286	HOLIDAY DECORATIONS- REYNOLDS	11/29/2024	981.00	.00	
4719 c	KAPELLEN, JAMES	05544Z	HOLIDAY LIGHT SUPPLIES	11/29/2024	43.55	.00	
Total 40057437820:					1,091.44	.00	
40057750820							
5657 c	WELLENKOTTER, JEDD	NOV 2024	FACADE GRANT- 102 W FULTON - AWNINGS/	11/29/2024	3,784.64	.00	
Total 40057750820:					3,784.64	.00	
41057630820							
723 ch	VANDEWALLE & ASSOCIATES I	202411058	TID#10	11/29/2024	236.25	.00	
Total 41057630820:					236.25	.00	
41157630820							
723 ch	VANDEWALLE & ASSOCIATES I	202411057	PLANNING SERVICES- SHOE FACTORY	11/29/2024	875.00	.00	
723 ch	VANDEWALLE & ASSOCIATES I	202411058	TID#11	11/29/2024	236.25	.00	
Total 41157630820:					1,111.25	.00	
41157726820							
3690 c	CEDAR CORPORATION	122121	SHOE FACTORY REDEVELOPMENT	11/29/2024	700.00	.00	
Total 41157726820:					700.00	.00	
41257630820							
3690 c	CEDAR CORPORATION	122126	DENTIST OFFICE UTILITIES	11/29/2024	522.50	.00	
Total 41257630820:					522.50	.00	
Grand Totals:					146,966.62	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Grand Total General Fund Vouchers: \$146,966.62
Total Payroll Check Date 11/27/2024: \$78,269.77
GRAND TOTAL OF GENERAL FUND: \$225,236.39

Finance Committee Members Signatures of Approval:

TIMOTHY SHAW

CANDY DAVIS

SHAWN PREBIL

Report Criteria:

- Detail report.
 - Invoices with totals above \$0 included.
 - Paid and unpaid invoices included.
 - Invoice Detail.Input Date = 11/29/2024
 - Invoice Detail.Voided = No
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Memo

To: Common Council
From: Staff
Date: 11/26/2024
Re: December 2, 2024 Meeting

Solar bids for WWTP: Bids results will be provided at the meeting. This project is funded by ARPA.

Lighting bids: The City received seven bids to replace lighting in municipal facilities with LED technology. Staff will have the bid analysis available for the meeting on Monday. This project is paid for with ARPA.

Vandewall contract for Comprehensive Plan update: Included in your packet is a contact with Vandewalle and Associates for an update to the City's Comprehensive plan. The current Plan was adopted in 2015. State law requires plans be updated every 10 years. The Plan Commission reviewed several optional public participation activities and selected the following: Focus Group Meetings and Community Visioning Workshop – online version. A description of the different options can be found on pages 4-5 of the attached contract. This project is being funded by ARPA.