

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

Monday, December 2, 2024 at 7:00 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. Pledge of Allegiance.
3. Confirmation of appropriate meeting notice posted on Wednesday, November 27, 2024.
4. Council acceptance of agenda.
5. Personal appearances for non-agenda items limited to 3 minutes.
6. Minutes:
 - A. Consider approval of minutes of November 18, 2024 Council meeting.
7. Committee Reports:
 - A. Finance Committee:
 1. Consider approval of bills and payroll vouchers.
 2. Consider bids for lighting at city facilities.
 3. Consider WWTP solar bids.
 - B. Fire District:
 1. Report on discussion and action taken at previous meeting.
 - C. Plan Commission:
 1. Report on discussion and action taken at previous meeting.
 2. Consider Vandewalle contract for Comprehensive Plan.
 - D. Personnel Committee:
 1. Report on discussion and action taken at previous meeting.
 - E. Historic Commission:
 1. Report on discussion and action taken at previous meeting.
8. Mayor, alderperson and staff reports.
9. 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 development agreement for 407 N Main St.

10. 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.

**NOVEMBER 18, 2024 COMMON COUNCIL MEETING MINUTES
CITY OF EDGERTON**

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

Present: Shawn Prebil, Michelle Crisanti, Candy Davis, Tim Shaw, and Paul Davis

Excused: Jim Burdick

Others Present: City Administrator Ramona Flanigan, City Clerk Wendy Loveland, Library Director Beth Krebs-Smith, Police Chief Bob Kowalski, Finance Director Maddie Deegan, Working Foreman Curt Gilbertson, City Attorney Bill Morgan 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.

ACCEPT THE AGENDA: A Tim Shaw/Shawn Prebil motion accept the agenda as printed passed, all voted in favor.

PUBLIC HEARING: The Council held a public hearing to hear comments regarding the 2025 Proposed Budget Document.

Council was presented with two amendments to the Budget Resolution. The first change included a recently received amount for a 2024 tax chargeback and the second version addressed the Fire District Budget.

Flanigan reported that staff was notified of a chargeback of 2024 taxes after the creation of the Levy Resolution. This adjustment was for taxes that were charged and paid in error in 2024, therefore the municipality had to refund them. The City's portion of those taxes were \$2,236. This can get added back into our levy limit for 2025.

The other amendment is for the Fire District portion of the budget. The DOR is not allowing the district to do an MOU for the additional staff, therefore, they will not meet the CPI +2. The District will present a modified budget to the Fire District board at their next meeting. This modification will reduce cost for the West Side municipalities by \$60,000, with the city's portion being \$20,000. If the board does not pass the amended budget, the Council will need to decide how the \$20,000 will be funded.

Hearing no comments, the Mayor closed the public hearing.

RESOLUTION 28-24: Tim Shaw/Candy Davis moved to adopt City of Edgerton Resolution 28-24: Adopt the 2025 Annual Budget and Establish the 2024 Property Tax Levy for the City of Edgerton to include the lower Fire District budget version using 2024 contingency funds if not passed by other municipalities. The motion passed on a 5/0 roll call vote.

MINUTES: A Shawn Prebil/Michelle Crisanti motion to approve the November 4, 2024 Council meeting minutes passed, all voted in favor.

COMMITTEES:

Finance Committee: A Tim Shaw/Shawn Prebil motion to approve the bills and payroll in the amount of \$169,630.28 passed on a 5/0 roll call vote.

A Tim Shaw/Shawn Prebil motion to adopt City of Edgerton Resolution 27-24: Amend Fee Schedule for Animal Fees passed on a 5/0 roll call vote.

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 5/0 roll call vote.

A Tim Shaw/Shawn Prebil 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 5/0 roll call vote.

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 5/0 roll call vote.

A Tim Shaw/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 5/0 roll call vote.

A Tim Shaw/Shawn Prebil motion to approve declaring the DPW truck surplus and setting a minimum bid of \$8,000 passed on a 6/0 roll call vote.

A Tim Shaw/Shawn Prebil motion to approve the bids received for the scoreboard, fuel caddy and pickup truck passed on a 5/0 roll call vote.

A Tim Shaw/Shawn Prebil 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 5/0 roll call vote.

Mayor Lund requested agenda item #10 be moved up to accommodate the applicants. All Council members agreed to move agenda item #10 after item #9A.

APPOINTMENT OF MUNICIPAL JUDGE: With the passing of Judge Roethe, the municipalities that make up the Municipal court must appoint an interim judge. This judge would be appointed until April 2025. At that time an election will be held and the judge's seat will be put on the ballot for a 1-year term.

The city received 2 letters of interest for the Municipal Judge seat. The letters received were from Tom Klubertanz and Jenna Gresens. Both applicants addressed the Council.

A Tim Shaw/Michelle Crisanti motion to appoint Jenna Gresens for the Municipal Judge passed on a 4/1 roll call vote. Paul Davis voted against the motion.

COMMITTEES:

Personnel Committee: A Candy Davis/Tim Shaw motion to approve an MOU with the WPPA regarding policies and wages for Police Academy attendees passed on a 5/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve the 1-year wage rate for the newly hired patrol officer passed on a 5/0 roll call vote.

Plan Commission: A Paul Davis/Tim Shaw motion to approve an extraterritorial land division for Peterson for lot line adjustment on E Knutsen Rd in Section 13 of the Town of Albion passed, all voted in favor.

A Paul Davis/Tim Shaw motion to approve an extraterritorial land division for Henning to combine lots on N Arrowhead Shores Dr in Section 16 of the Town of Fulton passed, all voted in favor.

A Paul Davis/Tim Shaw motion to approve an extraterritorial land division for Kase and Yusi He to combine lots on Ellendale Dr in Section 11 of the Town of Fulton passed, all voted in favor.

A Paul Davis/Tim Shaw motion to approve an extraterritorial land division for Bernstein to combine lots on Forest Ave in Section 36 of the Town of Albion passed, all voted in favor.

A Paul Davis/Tim Shaw motion to approve an extraterritorial land division for Morrison to combine lots on Hwy 59 in Section 7 of the Town of Fulton passed, all voted in favor.

MAYOR/COUNCIL WAGE INCREASE: The last increase in wages for the Mayor was in 1996 and the Council in 1998. Alderperson Paul Davis requested the Council consider an increase for both Mayor and Council positions.

MAYOR COMMITTEE APPOINTMENT: A Michelle Crisanti/Candy Davis motion to approve the Mayor appointment of Richard Sturm to the Police Commission passed on a 5/0 roll call vote.

MAYOR, ALDERPERSON AND STAFF REPORTS: Alderperson Paul Davis announced he would not run for another term as alderperson in April.

RE-VISIT WAGE INCREASE FOR MAYOR/COUNCIL: Attorney Morgan informed the Council about the State Statute regarding compensation. If an increase was approved, the seats that are filled in the 2025 election would receive an increase and the other seats would receive an increase in 2026. The Council could decide to make the increase effective in 2026 for all seats.

Shawn Prebil stated he would not be comfortable making a decision until data could be collected from other municipalities.

Tim Shaw stated he would like to gather salary information from the comparable municipalities.

Candy Davis previously requested data from other communities regarding wages for elected officials. She reported on comparable municipalities.

Shawn Prebil felt the small increase is unnecessary. He felt this increase would not entice the community to get involved. But he does agree that it is a time commitment and there should be some compensation. He is not opposed to discussing the topic but does not feel it is appropriate to make a decision now.

A Tim Shaw/Paul Davis motion to approve a wage increase for the Mayor to \$2,850/year and a wage increase for Council to \$2,500/year effective April 2026 passed on a 4/1 roll call vote. Shawn Prebil voted against the motion.

Being no other business before the Council, a Tim Shaw/Shawn Prebil motion to adjourn from closed session passed on a 6/0 roll call vote.

Wendy Loveland
City Clerk
Adopted December 2, 2024

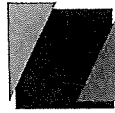
Memo

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.



VANDEWALLE & ASSOCIATES INC.

City of Edgerton Comprehensive Plan Update

Scope of Services

Draft: 11.8.24

BASE TASKS

Work Element One: Project Management, Plan Evaluation and Existing Conditions Analysis

Task 1.1: Progress Meetings with City Staff

V&A will facilitate up to six virtual meetings with City staff to discuss progress, report on findings, review draft documents, and receive direction.

Task 1.2: Base Mapping

V&A will coordinate with the various City departments and outside agencies to collect updated background mapping data including transportation, land use, natural resources, and community facilities.

Task 1.3: Update Data and Projections

V&A will collect and update all required data sets and rerun population, housing, and land use projections to be used in the Plan. Primary sources will be the US Census, DOA population projections, ArcGIS Business Analyst, the most recent ACS, and current zoning map, among others.

Task 1.4: Project Update Materials for Website or Social Media

Throughout the project, V&A will produce various summary materials at key milestones of the project that the City can distribute via its website or social media accounts. This information will keep interested community members informed and updated throughout the process.

Task 1.5: Review and Revise Public Participation Plan

V&A will review the City's Public Participation Plan and recommend changes as needed. If amended, the revised Public Participation Plan will be adopted by the Plan Commission and City Council.

Task 1.6: Community Site Visit

Members of the V&A project team will conduct an all-day community site visit consisting of the following:

120 East Lakeside Street • Madison, Wisconsin 53715 • 608.255.3988 • 608.255.0814 Fax
247 Freshwater Way • Milwaukee, Wisconsin 53204 • 414.988.8631
www.vandewalle.com

Shaping places, shaping change

- **City Tour:** Members of the V&A project team will participate in a tour of the community with City staff to enhance our familiarity with the City including recent and ongoing development projects and other areas of focus.
- **Department Head Meeting:** V&A will facilitate a meeting with City department heads to discuss successes and challenges in implementing the 2015 Comprehensive Plan and solicit ideas on key issues to be addressed in the updated Plan.
- **Plan Commission Kick-off Meeting:** V&A will facilitate a Kickoff Meeting with the Plan Commission to approve the Public Participation Plan, review the project schedule and process, discuss successes and challenges in implementing the 2015 Comprehensive Plan, identify key areas of change, and gather other input necessary to guide the development of the updated Plan.

Work Element Two: Public Engagement

Task 2.1: Community Visioning Workshop

V&A will facilitate an in-person, interactive Community Visioning Workshop to gather feedback from the entire community on the vision for the future, what makes the City unique, and the key issues to be addressed over the next 10+ years.

For more public engagement options, refer to the menu of optional tasks below.

Work Element Three: Draft Plan Update Preparation

Task 3.1: Prepare Draft #1 Redline for Staff Review

V&A will review the text of the 2015 Comprehensive Plan and make preliminary updates using tracked changes. This “redline draft” will be provided in digital form for City staff review and comment. City project staff will be responsible for obtaining and compiling comments from all other City staff and departments. Comments also will be discussed with staff in one or more extended calls with V&A.

Task 3.2: Prepare Draft Map Changes

V&A will prepare updated Plan Maps based on the versions in the 2015 Comprehensive Plan. The updates will be provided in digital form for staff review and comment. City project staff will be responsible for obtaining and compiling comments from all other City staff and departments. Comments also will be discussed with staff at one or more extended calls with V&A.

Task 3.3: Prepare Draft #2 for Plan Commission Review

V&A will make City staff’s suggested changes to the Redline Draft and Draft Map Changes and produce a “clean” version of the Plan for Plan Commission Review. To encourage greater use of the Plan, the document may be reformatted and reduced in length using techniques such as including the existing conditions and detailed data in technical appendices and including graphics, charts and tables to quickly communicate primary findings and recommendations. The draft will be provided in digital form for staff to transmit to the Plan Commission and make available to the public in either electronic or hard copy.

Task 3.4: Plan Commission Meeting to Review Draft #2

V&A will facilitate an in-person Plan Commission meeting to review and gather input on Draft #2.

Task 3.5: Prepare Draft #3 for Open House

V&A will make the appropriate changes based on Commission feedback to produce Draft #3. The changes to the draft will be discussed with City staff prior to completion and provided in digital form for staff to transmit to the Plan Commission and make available to the public in either electronic or hard copy.

Task 3.6: Prepare Draft Executive Summary

V&A will prepare a Draft Executive Summary consistent with the contents of Draft #3 of the full Comprehensive Plan. The Executive Summary will be a full-color, highly engaging piece that includes the Vision & Framework Graphic (if included in scope) and key outcomes from the Plan elements. The draft Executive Summary will be reviewed with City staff prior to completion and provided in digital form for staff to transmit to the Plan Commission and make available to the public in either electronic or hard copy.

Task 3.7: Public Open House

V&A will organize and facilitate a Public Open House to gather feedback on Draft #3 and the Draft Executive Summary. This will be a drop-in format where participants can review materials at their own pace and based on their own interests. Methods for providing input will include some combination of comment forms, survey with real time results, sticky notes, and one-on-one and small group conversations with V&A project team members and City staff and officials. The Open House will take place immediately prior to the Plan Commission meeting in Task 3.9.

Task 3.8: Public Open House – Online Version

V&A will provide a modified virtual option with a plan summary recording and virtual comment forum (Idea Board or Survey Monkey) to provide the public an opportunity to review and comment on the draft Plan at their leisure.

Task 3.9: Plan Commission Meeting to Review Draft #3

V&A will facilitate an in-person Plan Commission meeting to review and gather input on the draft Plan. At the conclusion of the meeting, the Plan Commission will be asked to consider scheduling a formal public hearing for Plan adoption

Work Element Four: Plan Adoption

Task 4.1: Prepare Draft #4 for Public Hearing

V&A will make the appropriate changes to the draft Plan based on direction from the Commission and public feedback to produce a final draft for the public hearing. The changes to the draft will be reviewed with City staff before being completed and provided in digital form for staff to transmit to the Plan Commission and make available to the public in either electronic or hard copy.

Task 4.2: Mail Minimum 30-Day Public Hearing Notice

V&A will prepare and send mailings to all neighboring and regional jurisdictions notifying them of the Public Hearing and draft Plan.

Task 4.3: Joint Plan Commission and City Council Public Hearing and Plan Commission Recommendation

V&A will facilitate an in-person Joint Plan Commission and City Council Public Hearing to gather public feedback on the draft Plan and seek a formal recommendation from the Plan Commission. At this meeting, the Plan Commission would recommend the Plan to the City Council, and the Council could consider adopting the Plan.

Task 4.4: Prepare Final Plan and Executive Summary

V&A will finalize the Plan and Executive Summary as adopted by the Plan Commission and City Council and review each with City staff prior to completion.

Task 4.5: Mail Adoption Notice

V&A will prepare and send mailings to all neighboring and regional jurisdictions notifying them of the Plan adoption as required by state statutes.

OPTIONAL PUBLIC ENGAGEMENT TASKS

Project Website \$5,000

V&A's in-house design/communications staff will develop and launch a clearinghouse project website that is continuously updated throughout the process. [An example can be found here.](#)

Focus Group Meetings (Virtual) - \$3,000

V&A will facilitate up to six virtual Focus Group Interviews with key stakeholders and experts in the community. Each Focus Group will consist of 6-8 participants with interest and expertise in topics such as development trends, community needs, the key growth areas of focus, infrastructure, intergovernmental relations. The ultimate participants and topics will be determined in consultation with City staff and Plan Commission. All feedback will be used to guide the development of the Redline Draft Plan.

Community Visioning Workshop – Online Version - \$1,400

V&A will prepare materials similar to those used in Task 2.1. that can be posted on the City's website. This would include an electronic survey and/or questionnaire as well as an online map-based survey to gather feedback from the entire community on geographic components of the Comprehensive Plan such as future growth areas, redevelopment opportunities, bike routes/trails, sidewalks, roads, crossings, parks, etc.

Vision and Framework Graphic - \$3,500

V&A will prepare an attractive and compelling one-page Vision and Framework graphic that concisely communicates the City's future and the priority issues for the next 10 years. The graphic

will be incorporated into the plan and be a centerpiece of the Executive Summary. It also can be used as a standalone piece in various hardcopy and electronic forms.

Base Tasks	\$45,000
Optional Tasks	
Project Website	\$5,000
Focus Group Meetings	\$3,000
Community Visioning Workshop – Online Version	\$1,400
Vision and Framework Graphic	\$3,500