

**MAY 17, 2021 FINANCE COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:34 p.m.

Present: Candy Davis, and Tim Shaw. Sarah Braun arrived at 6:36 p.m.

Others Present: City Administrator Ramona Flanigan, Clerk/Treasurer Cindy Hegglund, Library Director Kirsten Almo (remote), Aquatic Director Anne Gohlke, Municipal Services Director Howard Moser, Police Chief Robert Kowalski, and a few citizens.

Clerk/Treasurer Cindy Hegglund confirmed the meeting agendas were properly posted on Friday, May 14, 2021 at the Post Office, Edgerton Library, and City Hall.

ELECT CHAIR: A Tim Shaw/Candy Davis motion to elect Candy Davis as chair passed on a 2/0 roll call vote.

MINUTES: A Tim Shaw/Candy Davis motion to approve the minutes from the May 3, 2021 Finance meeting passed on a 2/0 roll call vote.

PAY REQUEST: A Candy Davis/Tim Shaw motion to approve pay request #5 from R.T. Fox Contractors, Inc in the amount of \$19,782.09 for the Marshview Court project passed on a 3/0 roll call vote.

BILLS AND PAYROLL: A Candy Davis/Sarah Braun motion to approve the bills and payroll in the amount of \$239,906.99 passed on a 3/0 roll call vote.

LICENSES: A Candy Davis/Sarah Braun motion to approve a Sandwich Board Sign Permit for Campbell Boys General Store at 115 Henry St passed on a 3/0 roll call vote.

EVENT PACKET FOR EHS GRADUATE PARADE: A Candy Davis/Tim Shaw motion to approve the public event packet for EHS Graduate Drive Through Parade on May 23rd and waive any fees passed on a 3/0 roll call vote.

DONATION POLICY: City Administrator Ramona Flanigan reviewed the draft policy. Highlights include a threshold of \$1,500 for staff to approve donations under this amount and a requirement that the Council approve donations over this amount. If donations appear to have contingencies attached or may have maintenance costs, the donation approval will come before the Council.

A Candy Davis/Tim Shaw motion to approve adoption of the City of Edgerton Donation Policy passed on a 3/0 roll call vote.

LIBRARY LED LIGHTING UPGRADE BIDS: A Candy Davis/Sarah Braun motion to award the bid for the library LED lighting upgrade project to the lowest responsible bidder, Van Bracklin Electric, in the amount of \$18,800 with the contingency that the cost not exceed \$25,000 passed on a 3/0 roll call vote.

FAÇADE AND SMALL ED GRANTS: A Candy Davis/Tim Shaw motion to approve a Façade Grant for 201 W Fulton St for roof repairs in the grant amount of \$5,000 passed on a 3/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve a Small ED Grant for 115 N Henry St for electrical work in the commercial space of the building in a grant amount of \$2,680 passed on a 3/0 roll call vote.

AMENDMENT TO FAÇADE AND SMALL ED GRANT POLICIES: A Candy Davis/Sarah Braun motion to amend the Façade Grant incentive from 40% to 50% with a maximum grant amount increase from \$5,000 to \$10,000; and amend the Small ED Grant incentive from 40% to 50% with a maximum grant amount increase from \$3,000 to \$6,000 passed on a 3/0 roll call vote.

AFFORDABLE HOUSING PROGRAM: City Administrator Ramona Flanigan recapped the decisions the Finance Committee made in developing of the program. She asked the Committee members whether they wish to have the committee or the consultant make the decisions when requests for subordination are made for the loans. The program also needs a name.

Tim Shaw and Sarah Braun both supported the consultant making the subordination decisions as long as it falls within the program parameters. The Committee held off on determining a program name.

A Candy Davis/Sarah Braun motion to approve the Affordable Housing Policy manual with the consultant making the decisions on subordination requests and determining a program name at a future meeting passed on a 3/0 roll call vote.

2021 POOL WAGES: City Administrator Ramona Flanigan clarified the staff report. The intent is to increase all lifeguard wages by either 75¢ or \$1. The estimated budget increase is either \$4,725 or \$6,300 respectively.

Aquatic Director Anne Gohlke stated she is really short on staffing for 2021. She compared wages and found that the average for area lifeguards' starting wage is \$9.13 with Janesville starting wage at \$9.50. In the past, returning lifeguards receive a 25¢ increase each year they return. She plans to continue this increase along with the recommended wage increase.

In addition, Gohlke would like to start the non-certified pool employees at \$7.25 instead of \$6.00.

A Candy Davis/Sarah Braun motion to increase the lifeguard wages by 75¢ with the return wage increase and increase the non-certified employees beginning wage to \$7.25 with the return wage increase passed on a 3/0 roll call vote.

Being no other business before the Committee, a Sarah Braun/Tim Shaw motion to adjourn passed, all voted in favor.

Cindy Hegglund, City Clerk-Treasurer
Adopted June 7, 2021