

**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