

**DECEMBER 6, 2021 FINANCE COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:32 p.m.

Present: Candy Davis, Tim Shaw and Sarah Braun (remote).

Others Present: City Administrator Ramona Flanigan, Clerk–Treasurer Cindy Hegglund, Police Chief Robert Kowalski, Municipal Services Director Howard Moser, and a few citizens.

Clerk-Treasurer Hegglund confirmed the meeting agendas were properly posted on Friday, December 3, 2021 at the Post Office, Edgerton Library, City website, and City Hall.

MINUTES: A Tim Shaw/Candy Davis motion to approve the minutes from the November 15, 2021 Finance meeting passed on a 3/0 roll call vote.

CHANGE ORDERS AND PAY REQUESTS: A Candy Davis/Tim Shaw motion to approve a change order from JB Johnson Bros to the W Fulton crosswalk replacement project for a reduction of \$7,331.02 passed on a 3/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve the final pay request from JB Johnson Bros for the W Fulton crosswalk replacement project in the amount of \$11,220.58 passed on a 3/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve a change order from Sir Lines-A-Lot, LLC for the Hwy 51 & 59 pavement marking project for a reduction of \$4,422.10 passed on a 3/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve the final pay request from Sir Lines-A-Lot, LLC for the Hwy 51 & 59 pavement marking project in the amount of \$4,315.74 passed on a 3/0 roll call vote.

BILLS AND PAYROLL: A Candy Davis/Tim Shaw motion to approve the bills and payroll in the amount of \$169,195.37 passed on a 3/0 roll call vote.

AMENDMENT TO CEDAR CONTRACT FOR S MAIN ST: City Administrator Flanigan stated the City is looking to combine the S Main St project with the Rock County’s Co. F project to obtain better bid prices for both entities. In order to do this, the City’s Engineer will need to work with the County’s Engineer to modify the plans for an estimated increase cost of \$10,000. The savings in the construction should more than cover the extra engineering fees.

A Tim Shaw/Sarah Braun motion to approve the amendment to the Cedar Corp agreement for the S Main St engineering services passed on a 3/0 roll call vote.

REVIVE EDGERTON POLICY: A Candy Davis/Tim Shaw motion to forward the Revive Edgerton policy discussion regarding subsequent loans and grants on to Council without a recommendation passed on a 3/0 roll call vote.

PURCHASE OF CASH RECEIPTING SOFTWARE MODULE: City Administrator Flanigan stated staff is recommending the purchase of receipting software from Civic Corp. that is a module of the accounting software. The addition of this module will save time and improve accuracy. Staff recommends implementing this module prior to the retirement of the Clerk/Treasurer.

Funding for the module will be determined at a later date. Potential funding sources include utilities (majority of the use will be for utility payments), ARPA funds, or capital projects funds.

A Tim Shaw/Candy Davis motion to approve the purchase of receipting software module from Civic Corp. as part of the accounting software in the amount of \$6,300 and an additional computer access seat to the software in the amount of \$1,500 for a total cost of \$7,800 passed on a 3/0 roll call vote.

Before the vote, Clerk-Treasurer Hegglund stated that an additional seat or user is recommended to access the software. Currently a maximum of 5 computers can be connected to the system at one time. With the receipting module, the front counter laptop will need to also be connected to process payments.

CONTRACT WITH KEY BENEFITS FOR COMPENSATION BENEFIT STUDY: City Administrator Flanigan stated the annual financial statements account for unfunded liability cost for future payments of health insurance benefits for retirees. The auditors require a study every 3 - 4 years to determine this cost. Key Benefits preformed this study in the past.

A Candy Davis/Sarah Braun motion to approve the contract with Key Benefits Concepts for a compensation benefit study in the amount of \$3,200 passed on a 3/0 roll call vote.

FIRE DISTRICT'S REQUEST FOR ARPA FUNDS: A Candy Davis/Tim Shaw motion to forward the request by the Fire District for ARPA funds on to Council without a recommendation passed on a 3/0 roll call vote.

FAÇADE AND ED GRANTS: A Candy Davis/Tim Shaw motion to approve a Supersized Façade Grant for 4 W Fulton for replacement windows for a grant amount of \$6,251 passed on a 3/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve Supersized Façade Grants for 12 W Fulton St for roof replacement/repairs for a grant amount of \$10,000 and a second for tuck pointing and window replacement for a grant amount of \$10,000 passed on a 3/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve a Supersized ED Grant for 102 W Fulton St for a furnace replacement for a grant amount of \$2,591 passed on a 3/0 roll call vote.

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

Cindy Hegglund, Clerk-Treasurer
Adopted December 20, 2021