

**JULY 20, 2020 FINANCE COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:19 p.m.

Present: Candy Davis, Robert Reynolds and Sarah Braun.

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

City Clerk-Treasurer Cindy Hegglund confirmed the meeting agendas were properly posted on Thursday, July 2nd at the Post Office, Edgerton Library and City Hall.

**APPROVE MINUTES:** A Sarah Braun/Candy Davis motion to approve the minutes from the July 6, 2020 Finance Committee meeting passed, all voted in favor.

**PAY REQUESTS:** A Candy Davis/Sarah Braun motion to approve pay request #1 from R T Fox Contractors for the W. Rollin St project in the amount of \$401,169.65 passed on a 3/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve pay request #2 from R T Fox Contractors for the Marshview Court pond project in the amount of \$75,465.94 passed on a 3/0 roll call vote.

**BILLS AND PAYROLL:** A Candy Davis/Robert Reynolds motion to approve bills and payroll in the amount of \$706,034.40 passed on a 3/0 roll call vote.

**BIDS FOR HENRY/ROLLIN ST PARKING LOT IMPROVEMENTS:** A Candy Davis/Sarah Braun motion to approve the bid from Archambault Asphalt Sealing & Striping in the amount of \$2,350 for the Henry/Rollin St parking lot sealcoating and striping passed on a 3/0 roll call vote.

**VETERANS' PARK PARKING LOT IMPROVEMENTS:** A Candy Davis/Sarah Braun motion to approve the bid for the parking lot construction and paving at the Veterans' Park from Riley Paving Service in the amount of \$7,500 passed on a 3/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve the bid for curb and sidewalk for the Veterans' Park from Yeske Construction Company in the amount of \$11,547.50 which includes a 6' wide sidewalk along the parking lot passed on a 3/0 roll call vote.

**BIDS FOR COMPOST SITE FENCING:** A Candy Davis/Sarah Braun motion to approve the bid from Lemke Fence of Jefferson in the amount of \$5,933 for the compost site fencing and gate passed on a 3/0 roll call vote.

**SMALL ED AND FAÇADE GRANTS FOR 13 SWIFT ST:** City Administrator Ramona Flanigan explained the RDA met earlier this evening and approved two Small ED grants for interior improvements and one façade grant for window replacement.

Robert Reynolds asked if there is a need for a public interest when awarding grants to private entities. City Administrator Ramona Flanigan stated these are very small grants which makes it difficult to show a correlation between increased tax assessment with the improvement costs.

The RDA, Council, and TIF plan took this into consideration when designing these grant programs. They felt that making even small financial improvements to the aging buildings in the downtown not only preserves the buildings but also encourages other property owners in the downtown to also make improvements. In a larger scope this helps improve the buildings and makes Edgerton's downtown more appealing.

Robert Reynolds stated he would like to see a public benefit in these grants. Sarah Braun added that in this case the improvements are being made to an upstairs apartment in the hopes of attracting good renters. The upper rental unit income help many of the businesses to subsidize the business expenses and makes the building ownership cash flow.

Mayor Christopher Lund added that the building owner also is investing in these projects. The program has a 60/40 match; the owner pays 60% and TIF funded program pays 40%.

A Candy Davis/Sarah Braun motion to approve a Small ED grant in the amount of \$2,400 for 13 Swift St for upgrades to the electrical and HVAC in the existing upstairs apartment passed on a 3/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve a Small ED grant in the amount of \$3,000 for 13 Swift St for plumbing upgrades to the upstairs apartment passed on a 3/0 roll call vote.

A Candy Davis/Sarah Braun motion to approve a façade grant in the amount of \$1,246 for 13 Swift St for the purchase and installation of 5 windows in the upstairs apartment passed on a 3/0 roll call vote.

**RESOLUTION 29-19B:** City Administrator Ramona Flanigan stated the Personnel Committee met and discussed the 6-month review of Municipal Services Director Howard Moser. At the time of hirer, the Committee committed to a 6-month review and depending on the outcome, would consider a pay increase. The review resulted in a recommendation to increase the Director's salary.

A Candy Davis/Sarah Braun motion to recommend to Council adoption of City of Edgerton Resolution 29-19B: 2020 Salary Resolution passed on a 3/0 roll call vote.

**AMENDMENTS TO THE OPERATOR'S LICENSE ORDINANCE:** City Clerk-Treasurer Cindy Heggland recommended the Finance Committee review and clarify the operator's license section of the Code of Ordinances. Staff is still working on the draft ordinance but she asked the Committee to discuss and provide staff direction on two issues: Does the Committee wish to require an applicant to appear or provide a written statement to be considered for approval of a license; and second does the 12-month start date occur on the date of an arrest or on the date of a conviction.

Candy Davis stated she likes to have the applicant appear before the Committee to provide a statement or answer questions. She didn't know if the Committee has to mandate that they appear. Sarah Braun agreed she likes to have them appear but supports the option of a written statement. Robert Reynolds supported the current language that they do not have to appear but it is recommended that they appear and that failure to appear will result in a negative recommendation.

City Administrator Ramona Flanigan felt that an applicant should have the right, not must, appear in order to be considered to be approve for a license.

The Committee members agreed that an applicant is encourage to appear or provide a written statement but they will not be required to appear in order for a license to be granted by the Committee.

City Attorney William Morgan stated that new case law has determined that an arrest cannot be used as grounds for denying a license. An applicant has the right to due process by the courts and only in rare cases can an arrest be considered. He stated that the Finance Committee should not even be informed of an arrest.

Sarah Braun noted that this could push the denial out longer than the 12-months stated in the ordinance.

The members debated if they would want an applicant to inform the City once a court decision is made on a violation so they could consider revoking the license. After considering the process of tracking, relying on someone to actually report the outcome, and the process of revocation, everyone agreed that if the applicant was convicted, they would have a "free pass" until the next renewal date when it would be found in the background check.

City Clerk-Treasurer Cindy Hegglund asked for clarification on reporting arrests. City Attorney William Morgan stated that the Clerk would have the authority to issue these licenses without informing the Committee of the arrest.

Candy Davis wanted to see those applications that have an arrest. Police Chief Robert Kowalski stated he will continue to record this information they find in the background. City Attorney William Morgan stated the Committee could be considered bias if they have the arrest information before conviction thus the Committee should not see the arrest information and the license would be administratively approved.

Robert Reynolds agreed that an applicant should be considered innocent until found guilty by the courts thus the Committee should not be informed of any arrests.

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

Cindy Hegglund, City Clerk-Treasurer

Adopted August 3, 2020