

**MAY 3, 2021 FINANCE COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:30 p.m.

Present: Candy Davis, and Tim Shaw.

Absent: Sarah Braun.

Staff Present: City Administrator Ramona Flanigan, Clerk/Treasurer Cindy Hegglund, Library Director Kirsten Almo (remote), Municipal Services Director Howard Moser, and Police Chief Robert Kowalski.

Clerk/Treasurer Cindy Hegglund confirmed the meeting agendas were properly posted on Friday, April 30, 2021 at the Post Office, Edgerton Library, and City Hall.

ELECT CHAIR: Candy Davis postponed this agenda item until all members of the Committee are present.

MINUTES: A Candy Davis/Tim Shaw motion to approve the minutes from the April 19, 2021 Finance meeting passed on a 2/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve the minutes from the April 26, 2021 Finance meeting passed on a 2/0 roll call vote.

BILLS AND PAYROLL: A Candy Davis/Tim Shaw motion to approve the bills and payroll in the amount of \$139,294.18 passed on a 2/0 roll call vote.

LICENSES: Candy Davis stated the Police Chief is recommending denial of an Operator's License for Ashlyn Oren due to an alcohol conviction within the past 12 months.

A Candy Davis/Tim Shaw motion to deny an Operator's License to Ashlyn Oren passed on a 2/0 roll call vote.

A Candy Davis/Tim Shaw motion to approve a Temporary Class "B" Beer and Wine License to Edgerton Lions Club for July 3, 2021 passed on a 2/0 roll call vote.

EVENT PACKET FOR CONCERTS IN THE PARK: City Clerk/Treasurer Cindy Hegglund noted the event organizers have requested social distancing squares be striped off for their events. Municipal Services Director Howard Moser stated he is recommending they post social distancing signs instead. Marking of squares would be very time consuming.

A Tim Shaw/Candy Davis motion to approve the public event packet for Concerts in the Park Series, waive the fees, and inform the organizers that the City will not include striping passed on a 2/0 roll call vote.

STUMP GRINDING AND TREE PLANTING BIDS: A Candy Davis/Tim Shaw motion to award the bid to Madison Commercial Landscapes for the stump grinding and tree planting in the amount of \$26,500 which was the lowest responsible bid passed on a 2/0 roll call vote.

POLICY DECISIONS REGARDING THE AFFORDABLE HOUSING PROGRAM: City Administrator Ramona Flanigan asked the Committee members if they wish to allow homeowners to select a project bid that is within 10% of the lowest responsible bid. The homeowner may choose to use a contractor who submits a higher bid. The homeowner must agree to pay the difference between the lowest bid and the chosen bid. The Committee members agreed to allow this.

For homeowners wishing to obtain a program loan, the borrower's mortgage debt to assessed value ratio must not be greater than 90% upon completion of the project. For projects that include additions, major remodeling, or other improvements that measurably increase the assessed value, the program assumes the assessed value will increase by 1/3 of the project costs. Would the Committee, on a case-by-case basis, allow for an opinion from the City Assessor instead of the 1/3 value if the mortgage debt to assessed value ratio exceeds 90%. The Committee felt this would be a rare exception and agreed to add it to the policy with the Committee making the decision whether to allow consulting with the assessor.

Again, for a program loan, if the applicant has an official appraisal of his/her property completed no more than 18 months prior to the date of the application filing, can the appraisal be utilized in place of the assessed value of the property when determining the mortgage debt to assessed value ratio? The Committee agreed to add allowing appraisals but having it no more than 12 months instead of 18 months.

City Administrator Ramona Flanigan stated she will incorporate these policies into the draft for final approval. In addition, she asked the Committee to come up with a name for the program for the next meeting.

SELECTION OF AFFORDABLE HOUSING PROGRAM ADMINISTRATION: The Committee members agreed that it makes good sense to utilize the same company to administer the new house program as the one that administers the existing CDBG housing loan program.

A Candy Davis/Tim Shaw motion to select MSA as the Affordable Housing Program administrator passed on a 2/0 roll call vote.

Being no other business before the Committee, a Tim Shaw/Candy Davis motion to adjourn passed on a 2/0 roll call vote.

Cindy Hegglund, City Clerk-Treasurer

Adopted May 17, 2021