

**MAY 7, 2018 FINANCE COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Mark Wellnitz called the meeting to order at 6:30 p.m.

Present: Mark Wellnitz, Candy Davis, and David Esau.

Others Present: City Administrator Ramona Flanigan, Clerk-Treasurer Cindy Heggland, Public Works Director Tom Hartzell, Utility Director Randy Oren, Police Chief Tom Klubertanz, Library Director Kirsten Almo, and a few citizens.

Heggland confirmed the meeting agendas were properly posted on Friday, May 4th at the Post Office, Edgerton Library and City Hall.

**ELECT CHAIR:** Candy Davis/David Esau moved to nominate Mark Wellnitz as chair. All voted in favor.

**APPROVE MINUTES:** A Candy Davis/Mark Wellnitz motion to approve the April 16, 2018 Finance Committee meeting minutes passed, all voted in favor.

**BILLS AND PAYROLL LIST:** A Candy Davis/Mark Wellnitz motion to approve the bills and payroll list in the amount of \$197,855.29 passed on a 3/0 roll call vote.

**PUBLIC EVENT PACKET FOR LION'S CLUB INDEPENDENCE DAY:** A Candy Davis/Mark Wellnitz motion to approve the public event packet for Edgerton Lion's Club Independence Day Celebration and waive all fees passed, all voted in favor.

Before the vote, Candy Davis asked if Chief Klubertanz would consider cutting back the hours for two of the four officers. The Chief stated this is the way he has always scheduled coverage.

**TEMPORARY CLASS "B" LICENSE:** A Candy Davis/Mark Wellnitz motion to approve a Temporary Class "B" License to Edgerton Lion's Club for July 3rd passed on a 3/0 roll call vote.

**PUBLIC EVENT PACKET FOR EDGERTON CONSERVATION CLUB'S KIDS FISHING DERBY:** A Candy Davis/Mark Wellnitz motion to approve the public event packet for Edgerton Conservation Club's Kids Fishing Derby and waive all fees passed, all voted in favor.

**PUBLIC EVENT PACKET FOR ARTS COUNCIL OF EDGERTON'S CONCERT IN THE PARK SERIES:** A Candy Davis/Mark Wellnitz motion to approve the public event packet for Arts Council of Edgerton's Concert in the Park Series and waive all fees passed, all voted in favor.

**PUBLIC EVENT PACKET FOR EDGERTON FIRE DISTRICT'S EMS WEEK OPEN HOUSE:** A Candy Davis/Mark Wellnitz motion to approve the public event packet for Edgerton Fire District's EMS Week Open House and waive all fees passed, all voted in favor.

**CONSIDER WAIVING RACETRACK PARK SHELTER RENTAL FEES FOR EVENT:**

Candy Davis asked if there are any other requests to use the shelter on these dates. Heggglund stated the dates fall on a Monday through Thursday and there are no other requests.

A Candy Davis/Mark Wellnitz motion to approve waiving the Racetrack Park shelter rental fees for June 11-14 for an Edgerton kids camp to fight childhood obesity sponsored by Birth to 3 Program passed, all voted in favor.

**BID REQUIREMENT POLICY:** Heggglund stated the Finance Chair requested a policy be written for direction on submission for bids before they are placed on an agenda. Most of the information came from the City's existing finance ordinance.

Candy Davis stated that following this policy will make it easier for the Finance Committee to make their decisions.

Public Works Director Hartzell asked if bids between \$500 and \$1,000 need to come before the Finance Committee. In reviewing the Ordinance, Heggglund stated that according to the ordinance, in this range, bids can be approved by the Finance Director and three bids are still recommended.

A Candy Davis/David Easu motion to recommend to Council adopting the Bid Requirements for Agendas Policy with an amendment to the purchase of items over \$1,000 passed on a 3/0 roll call vote.

**SALE OF SURPLUS EQUIPMENT:** Flanigan noted the sale price bids have all exceeded the budget estimates.

A Candy Davis/Mark Wellnitz motion to approve the sale of equipment to the following high bidders: 1992 asphalt roller in the amount of \$4,250; 2013 Exmark parks mower in the amount of \$5,576; and the 2001 Western snowplow in the amount of \$1,605 passed on a 3/0 roll call vote.

**HEATERS FOR DEPOT:** Public Works Director Hartzell stated the heaters have been repaired a number of times and it is now time they are replaced.

Candy Davis noted this is not a budgeted item so where will the funds come from. Flanigan stated the Finance Committee may assign the fund it will come, contingency or somewhere else. Otherwise, at the end of the year budget amendments are recommended by staff to adjust overages and shortages.

A Candy Davis/Mark Wellnitz motion to approve the purchase of 2 electric wall heaters for the Depot restrooms from Jenson in the amount of \$900 passed on a 3/0 roll call vote.

**AIR CONDITIONER UNIT FOR LIBRARY:** Public Works Director Hartzell stated the bids are all for the same type of unit and include installation. He has not worked with Clark before

but the technician was with another company with whom he has worked with. He is comfortable using them.

Flanigan stated the air conditioner is also an unbudgeted item. It would be helpful to Library Director Almo if the Committee intends for her to find the money within her budget or wait until the year end and make budget amendments. The Committee was in consensus of waiting until the end of the year.

A Candy Davis/David Easu motion to approve the purchase of a replacement air conditioner unit for the elevator at the library from Clark in the amount of \$3,583 passed on a 3/0 roll call vote.

**POLICE DEPARTMENT FLOOR REPAIR:** Chief Klubertanz stated the doweling and clean out drain concrete are included in the bid.

A Mark Wellnitz/Candy Davis motion to approve the bid from Tellefson Concrete and Excavation in the amount of \$1,843 for the Edgerton police station garage floor repairs using the poly drain passed on a 3/0 roll call vote.

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

Cindy Hegglund  
City Clerk-Treasurer

Adopted May 21, 2018