

**SEPTEMBER 3, 2024 FINANCE COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Tim Shaw called the meeting to order at 6:30 p.m.

Present: Tim Shaw, Shawn Prebil, and Candy Davis

Others Present: City Administrator Ramona Flanigan, City Clerk Wendy Loveland, Municipal Services Director Howard Moser, Aquatics Director Anne Gohlke, Police Chief Bob Kowalski, Mayor Christopher Lund, and Alderperson Jim Burdick.

Loveland confirmed the meeting agendas were properly posted on Friday, August 30, 2024 at the City Hall, Library, Post Office and the City's website.

MINUTES: A Candy Davis/Shawn Prebil motion to approve the minutes from the August 19, 2024 Finance meeting passed, all voted in favor.

PAY REQUEST #3 FOR BKS EXCAVATING FOR ALBION ST: Tim Shaw asked when the Albion St construction was scheduled to be completed according to the contract. Howard Moser reported the initial date for substantial completion was August 9th. Due to weather and other circumstances, the contractor was given an extension to August 16th. The project was not completed until August 30th. Shaw asked if this was the final pay request and inquired as to what still needs to be completed. Moser stated the final layer of asphalt still needs to be done which would take place next year and trees still need to be installed.

Shaw stated he had received comments regarding days when there was no activity on the job site, when there was no obvious reason. This situation also occurred from this same contractor during the Henry St project. Moser felt better time management may have allowed the contractor to meet the deadline. Shaw also asked if the project started on time. Moser stated the project did not start on time according to the project contract. The contractor stated the project did not start because of delays in getting the water permit. Moser stated other work could have been done while waiting for the water permits.

Candy Davis stated when the Albion St project was awarded, the contractor was made aware of the concerns with the Henry Street project. The expectations for the Albion project were made clear to the contractor. Davis felt, when analyzing bids for future projects, the issues with this contractor should be considered if this contractor bids.

Shawn Prebil asked about the option of assessing liquidated damages according to the contract. He felt, the contractor was made aware from the beginning of the project deadlines and did not follow through with that deadline. Given this same issue happened on the Henry St project and no liquidated damages were assessed at that time, he felt the city should pursue them for this project.

Ramona Flanigan stated, there was very little consideration given to the driveway access for those effected by the construction. Other contractors that the city has hired in the past, have made sure at the end of the day the residents on that street had access to their driveways. This contractor left residents without access for days at a time. City Hall staff received numerous complaints regarding this issue.

A Tim Shaw/Shawn Prebil motion to approve pay request #3 for BKS Excavating for the Albion St, Utility and Street Improvement Project in the amount of \$165,952.52 passed on a 3/0 roll call vote.

BILLS AND PAYROLL: A Tim Shaw/Candy Davis motion to approve the bills and payroll in the amount of \$809,963.27 passed on a 3/0 roll call vote.

CHANGE ORDER #1 FOR ARCH ELECTRIC FOR SOLAR INSTALLATION: A Tim Shaw/Shawn Prebil motion to approve change order #1 for Arch Electric for Solar Installation in the amount of \$7,027.30 using ARPA funds passed on a 3/0 roll call vote.

FUNDING FOR COMPUTER BACK UP SERVICES WITH COMPUTER KNOW HOW: Computer Know How, the City's new IT provider, has stated the current computer backup system is inadequate. They have provided a quote for a new back up system that will provide a full image backup for each machine being protected. This quote included 4 servers at the City Hall and Police Station for an annual cost of \$5,196 and 3 stand-alone computers at the Water Department and Wastewater Treatment plant for an annual cost of \$897.

Currently email communications are being saved for 30 days by the email provider. Due to record retention laws, the city is obligated to retain emails for at least a year. The quote to back up the 34 City email accounts was \$1,632 annually.

A Tim Shaw/Candy Davis motion to approve funding for computer back up services for the 4 servers, 3 stand alone computers and email services as quoted using contingency funds passed on a 3/0 roll call vote.

CLERK OF COURT CONTRACT AMENDMENT: A Tim Shaw/Shawn Prebil motion to approve a contract amendment for the Clerk of Courts for a \$100 fee increase per month passed on a 3/0 roll call vote.

RESOLUTION 20-24: A Tim Shaw/Candy Davis motion to adopt City of Edgerton Resolution 20-24: Authorizing the Issuance and Sale of up to \$1,273,440 Taxable General Obligation Water System Promissory Notes Series 2024B, and Providing for other Details and Covenants with Respect Thereto passed on a 3/0 roll call vote.

CONTRACT WITH QUARLES & BRADY FOR SAFE DRINKING WATER LOAN FOR LEAD SERVICE LINES: A Tim Shaw/Shawn Prebil motion to approve the contract with Quarles & Brady for the Safe Drinking Water loan for the replacement of public and private lead service lines passed on a 3/0 roll call vote.

FINANCIAL ASSISTANCE AGREEMENT FOR PROJECT #4800-08 LEAD SERVICE LATERAL REPLACEMENT PROJECT: A Tim Shaw/Candy Davis motion to approve the Financial Assistance Agreement for Project #4800-08 Lead Service Lateral Replacement Project passed on a 3/0 roll call vote.

RESOLUTION 21-24: A Tim Shaw/Shawn Prebil motion to adopt City of Edgerton Resolution 21-24: Authorizing the Issuance and Sale of up to \$330,882 General Obligation Water System Promissory Notes Series 2024A, and Providing for other Details and Covenants with Respect Thereto passed on a 3/0 roll call vote.

CONTRACT WITH QUARLES & BRADY FOR SAFE DRINKING WATER LOAN FOR QUIGLEY STREET: A Tim Shaw/Candy Davis motion to approve the contract with Quarles & Brady for the Safe Drinking Water loan for the Quigley Street Project passed on a 3/0 roll call vote.

FINANCIAL ASSISTANCE AGREEMENT FOR PROJECT #4800-03 QUIGLEY STREET UTILITY AND IMPROVEMENT PROJECT: A Tim Shaw/Shawn Prebil motion to approve the Financial Assistance Agreement for Project #4800-03, Quigley Street Utility and Improvement Project passed on a 3/0 roll call vote.

RESOLUTION 22-24: The City's code enforcement company indicated that some communities charge a fee to property owners if a reinspection is required due to noncompliance. This charge would be assessed if an owner does not comply within a given time frame. After the initial follow-up inspection is performed and the homeowner has complied with a violation order, there would be no fee assessed. But, if the homeowner has not complied and further inspections are needed, a fee would be assessed to the property owner. The proposed fees are \$75 for the first reinspection and \$100 for each subsequent inspection.

A Tim Shaw/Candy Davis motion to adopt City of Edgerton Resolution 22-24: Amend Fee Schedule to add a Code Enforcement Reinspection Fee passed on a 3/0 roll call vote.

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

Wendy Loveland
City Clerk
Adopted September 16, 2024