

**Agenda for a Regular Meeting of the
Finance Committee of the Common Council of the City of Hudson**
Monday, March 11, 2019
6:15 p.m.
Council Chambers of City Hall, 505 Third Street

1. Call to Order
2. **Discussion and Possible Action on Minutes from February 25, 2019**
3. **Discussion and Possible Action on Claims from March 11, 2019**
4. **Discussion and Possible Action on Regular Operators Licenses**
5. **Discussion and Possible Action on Temporary Beer/Wine license for the St. Patrick Parish for St. Patrick School Gala on May 4, 2019**
6. **Discussion and Possible Action on Proposed Fire Contracts for municipal partners**
7. **Discussion and Possible Action on bids submitted for City Hall Second Floor Window Replacement Project**
8. **Discussion and Possible Action on Part-Time Patrol Officer for Police Department**
9. Discussion and Possible Action on entering Closed session pursuant to 19.85(1)(c) considering employment, compensation or performance evaluation data or any public employee over which the governmental body has jurisdiction or exercises responsibility
 - A. Review of Finance Director Applications**NOTE: Closed Session will be held in Mayor's office**
10. Reconvene in Open Session
11. Items for Future Agendas
12. Adjournment

Rich O'Connor, Mayor

Posted in City Hall lobbies and emailed to Hudson Star 3-8-2019

Some agenda items may be taken up earlier in the meeting, or in a different order than listed. Upon reasonable notice, an interpreter or other auxiliary aids will be provided at the meeting to accommodate the needs of the public. Please contact the City Clerk at 715-386-4765, ext. 140.

Notice is hereby given that a majority of the Common Council of the City of Hudson, Wisconsin, may be present at the foregoing meeting. This may constitute a meeting of the Common Council pursuant to *State ex. Rel. Badke v. Greendale Village Board*, 174 Wis.2d 553, 494 N.W.2d 408 (1993), although the Council will not take any formal action at this meeting.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
CITY OF HUDSON, WISCONSIN
MONDAY, FEBRUARY 25, 2019

UNAPPROVED

Meeting called to order by Mayor O'Connor at 6:30 pm.

PRESENT: Mayor Rich O'Connor. Alderpersons Bill Alms, Joyce Hall, and Randy Morrissette II.

ABSENT: None

OTHERS PRESENT: Cathy Munkittrick, Devin Willi, Sarah Atkins Hoggatt, Jim Webber, Mike Johnson, Mike Mroz, Jennifer Rogers, Scott St. Martin, Geoff Willems, Glen Hartman, Tiffany Weiss, and others.

MINUTES: MOTION by Hall, second by Alms, to approve the Regular Meeting Minutes of February 4, 2019. Ayes (4). MOTION CARRIED.

CLAIMS: MOTION by Hall, second by Alms, to recommend the payment of the following claims:

	Fund	A/P Amounts	P/R Amounts	Totals
100	General	701,580.25	217,961.61	919,541.86
220	Stormwater MS-4	2,287.55	54.24	2,341.79
235	Room Tax & Comm Subs	40,712.26		40,712.26
290	Police Donations	3,500.00		3,500.00
415	Tid 1-5	2,320.00		2,320.00
416	Tid 1-6	4,773.13		4,773.13
450	Capital Projects	19,900.00		19,900.00
451	2017 & 2018 Cap Projects	24,710.00		24,710.00
452	2019 & 2020 Cap Projects	73,034.98		73,034.98
620	Parking	9,357.18	3,167.04	12,524.22
630	Ambulance	17,883.26	42,832.75	60,716.01
640	Storm Sewer	16,426.14	163.98	16,590.12
860	Tax Agency	12,570,380.75		12,570,380.75
	Totals	\$ 13,486,865.50	\$ 264,179.62	\$ 13,751,045.12

Ayes (4). MOTION CARRIED.

OPERATOR'S LICENSES: MOTION by Hall, second by Alms to recommend approval of one Regular Operator License for the period of February 25, 2019 to June 30, 2020 to: Sarah Edwards, contingent on payment of any outstanding debt owed to the City and successful completion of the background check. Ayes (4). MOTION CARRIED.

TEMPORARY BEER/WINE LICENSE: MOTION by Morrissette, second by Hall to recommend approval of the issuance of a temporary beer/wine license to The Hudson Rotary Club for their Taste of Hudson event to be held on May 23, 2019 from 5 pm to 10 pm at Lakefront Park. Ayes (4). MOTION CARRIED.

TEMPORARY BEER/WINE LICENSE: MOTION by Alms, second by Hall to recommend approval of the issuance of a temporary beer/wine license to The Hudson Hockey Association

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
CITY OF HUDSON, WISCONSIN
MONDAY, FEBRUARY 25, 2019

for their Hudson Hockey Sportsman Raffle event to be held on March 30, 2019 from 5 pm to midnight in the Drewiske Arena at 1820 Hanley Road. Ayes (4). MOTION CARRIED.

VEHICLE LEASE: MOTION by Alms, second by Hall to recommend approving the lease of a Jeep Cherokee for the Fire Department with Hudson Chrysler in the amount of \$373 per month, contingent on the City Attorney reviewing the lease. Ayes (4). MOTION CARRIED.

FINANCE DIRECTOR POSITION: MOTION by Hall, second by Morrissette to recommend appointing Devine Will as the Interim Finance Director/Treasurer effective March 1, 2019, until such time that a new Finance Director/Treasurer begins employment with the City. Ayes (4). MOTION CARRIED.

DIVE TEAM: Glen Hartman reviewed the dive team structure that currently is within St. Croix EMS department. MOTION by Morrissette, second by Hall to move discussion regarding a possible future dive team structure and plan back to Public Safety Committee for discussion. Ayes (4). MOTION CARRIED.

ITEMS FOR FUTURE AGENDAS: None.

ADJOURNMENT: MOTION by Alms, second by Hall, to adjourn at 7:01 p.m. Ayes (4). MOTION CARRIED.

Brenda L Malinowski
Finance Director

COUNCIL CLAIMS - March 11, 2019

Fund		A/P Amounts	P/R Amounts	Totals
100	General	459,216.76	146,071.59	605,288.35
225	Impact Collection	-1,648.42		-1,648.42
280	Park Deduction Fees	2,083.00		2,083.00
290	Police Donations	57.96		57.96
310	Debt Service	137,622.51		137,622.51
450	Capital Projects	2,246.27		2,246.27
452	2019 & 2020 Cap Projects	62,477.36		62,477.36
620	Parking	2,354.02	256.41	2,610.43
630	Ambulance	4,701.26	20,887.13	25,588.39
640	Storm Sewer	237.45	80.41	317.86
	Totals	\$ 669,348.17	\$ 167,295.54	\$ 836,643.71



SUBMITTED TO: Finance/Common Council

DATE: March 11, 2019

SUBMITTED BY: Karen Duchow, Deputy Clerk

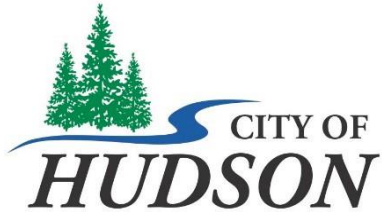
REGARDING: Approval of Operator License Applications

ISSUE:

Applications for the Operator's License applications are on file at the City Clerk's office and are available for inspection upon request. If approved by Council, the licenses will be issued contingent upon successful completion of a background check and payment of any outstanding debt owed to the City.

STAFF RECOMMENDATION:

Approve the issuance of 3 Regular Operator's Licenses for the period of March 12, 2019 to June 30, 2020 to: Lindsay Brinkman, Caroline Gurnoe and Tyler Mork.



SUBMITTED TO: Finance/Common Council

DATE: March 11, 2019

SUBMITTED BY: Karen Duchow, Deputy Clerk

REGARDING: Application for Temporary Beer/Wine License

ISSUE:

Applications are on file at the City Clerk's office and are available for inspection upon request. An application has been received from the St. Patrick Parish for the St. Patrick School Gala to be held on May 4, 2019 from 5:30 to 11:30 p.m. at 403 St. Croix St.

STAFF RECOMMENDATION:

Approve the issuance of a Temporary Beer/Wine license for the St. Patrick School Gala.

COUNCIL/COMMITTEE ISSUE SHEET

SUBMITTED TO: Common Council

DATE: March 6, 2019

SUBMITTED BY: Devin Willi, Administrator
Scott St. Martin, Fire Chief

REGARDING: Fire Contract

ISSUE: Each year, the City of Hudson enters in to individual contracts for the provision of fire services with the Town of Hudson, the Village of North Hudson, and the Town of Troy.

RECOMMENDATION: Staff and the City Attorney have been completing revisions and review of the contract for 2019 related to the proposed new fire facility. Staff is recommending approval of the draft. A marked-up copy showing changes and a clean copy of the proposed contract for the Town of Hudson follow. The contracts for North Hudson and Troy would be the same, except for the amount due from each municipality.

Upon Council approval, contracts would be forwarded to the partner municipalities for their approval and execution.

**~~2018 2019~~ TOWN OF HUDSON AND CITY OF HUDSON
FIRE PROTECTION CONTRACT**

WHEREAS, the TOWN OF HUDSON (hereinafter TOWN or Contracting Municipality) currently receives fire protection from the City of Hudson (hereinafter CITY), and wants to continue to receive fire protection from the CITY for the years ~~2018 2019~~ through ~~2022 2023~~, and

WHEREAS, the CITY is capable of furnishing such fire protection to the Town;

NOW THEREFORE, it is mutually agreed by and between the CITY and the TOWN as follows:

1. Term of the Agreement. This Agreement shall be in effect for a period of five years beginning January 1, ~~2018 2019~~ and ending December 31, ~~2022 2023~~, plus renewal five (5) year periods as provided herein. The five (5) year term shall be a rolling five (5) year term with a new five-year term beginning each year.
2. Automatic Renewal. Five Year Notice of Non-Renewal by the Town. This Agreement shall automatically renew each year for another five-year term beginning January 1 of the upcoming year, unless the Town gives written notice to the City on or before September 30th of the ~~current~~ year that the Town intends not to renew after the upcoming five-year term (Notice of Non-Renewal). If the Town does not give Notice of Non-Renewal on or before September 30th of any year, then this Agreement automatically renews for another five-year term, with the five-year term beginning January 1 of the immediately upcoming year.
3. CITY Provides Fire Service. The CITY agrees to provide fire suppression and related ~~public-health and safety-emergency~~ services to ~~the above-described~~ property in the TOWN, using equipment as efficiently as possible. The CITY shall not be liable for failure to provide service due to conditions beyond its control.
4. Annual Budget for Hudson Fire Department. A total annual fire department budget for the Hudson Fire Department shall be prepared and recommended by the Joint Fire Board to the Common Council, with final approval of the budget to be made by the Common Council of the City of Hudson.
5. Planning for Capital Improvements and/or Purchase of Capital Assets and Land/Buildings. In addition to recommending an annual budget, the Joint Fire Board may consider long range planning for acquisition and funding of capital assets or capital improvements that may be necessary to provide continuing fire service for the municipalities.
6. Purchase of Capital Assets. The cost of any capital assets purchased for the Hudson Fire Department in an amount less than or equal to \$1,000,000 in any one year shall be paid for by the municipalities over a period not to exceed ten years, except as provided in this Agreement. One tenth of the cost of the asset shall be included in the Fire Department's annual budget each year of the ten-year payment period and the Town's share shall be calculated as provided in paragraph 7 below. For capital purchases for the Fire Department exceeding \$1,000,000 in any one year, the cost to the Town receiving service from the Hudson Fire Department under this Agreement may be spread over a period agreed upon by the Contracting Municipality and the Common Council, but not to exceed twenty years. If the Town has given Notice of Non-Renewal of the Hudson Fire Protection Agreement, it shall pay any balance owing on capital purchases approved and made prior to giving its Notice of Non-Renewal, plus interest, as provided in the Capital Cost Amortization Schedule and Capital Cost Interest Schedule attached to this Agreement as Exhibit B. This obligation continues after

the five-year notice period expires until the non-renewing municipality's capital cost balance plus interest is paid. The Capital Cost Amortization Schedule and Capital Cost Interest Schedule shall be updated each year. For capital assets purchased after a municipality's Notice of Non-Renewal, the non-renewing municipality shall pay its pro rata annual share of the cost of the asset for the five-year notice period.

7. Fee for Fire Service. In consideration of the fire protection services provided by the CITY, the TOWN shall pay the CITY for such fire protection services as follows:

(a) Two calculations shall be used to determine the annual Fee for Fire Service.

(1) Equalized Valuation Calculation: The Town's pro rata share of the equalized value of all property served by the Hudson Fire Department shall be multiplied by the total annual fire department budget.

(2) Fire Run Calculation: The Town's pro rata share of the previous five-year average fire run volume for the Town as compared to the total five-year average run volume for the Hudson Fire Department. The municipality's pro rata fire run share shall be multiplied by the total annual fire department budget.

(b) For the year ~~2018~~ 2019, the annual fee calculation shall be based 50% on the Equalized Value Calculation and 50% on the Fire Run Calculation, resulting in an annual fee for ~~2018~~ 2019 in the amount of **\$276,306.00**. The TOWN shall pay said fee in two installments; the first shall be due the last business day in February, and the second shall be the last business day of August.

(c) The calculations described above and each municipality's share for ~~2018~~ 2019 are shown on the attached Exhibit A.

(d) The City plans to construct a new Fire Hall in 2019. For the rolling five-year term starting January 1, 2020, the annual Fee for Fire Service will include a Utilization Charge to recover costs associated with building and furnishing the new fire hall.

8. Additional costs payable by the Town. In addition to the annual fee described in paragraph 3, the TOWN shall also pay any additional costs the CITY may incur in providing fire suppression and public health and safety emergency services to that Town, when normal resources are exhausted. (The municipality receiving such services is responsible for any costs incurred.)

9. Inspections. The Fire Inspector employed by the CITY shall continue to perform fire inspection services for the Town and shall comply with state regulations for inspections within the Town. Upon completion of the inspection, the Fire Chief shall certify to the Municipal Clerk that inspections have been made in accordance with the law.

~~10. Payment for Cost of Land and/or Buildings City Acquires for Hudson Fire Department. The City and the Contracting Municipalities (currently Village of North Hudson, Town of Hudson, and Town of Troy) recognize that in the future it may become necessary for the City to improve existing Fire Department space or acquire additional space to house equipment and personnel necessary to continue to provide fire service to the Contracting Municipalities. The improvement of City buildings or the acquisition of additional land and/or buildings is a decision for the Common Council, upon review and recommendation by the Joint Fire Board, in addition to review and recommendation by City committees or commissions. At that time, the City and the Contracting Municipalities will need to negotiate an agreement regarding the terms whereby the Contracting Municipalities will pay for their share of the cost of such additional or improved space. Payment terms applicable to the Contracting Municipalities for their share of the cost the City incurs to improve existing Fire Department space or acquire additional land and/or~~

~~buildings for Fire Department purposes, shall be negotiated between the City of Hudson and the Contracting Municipalities under a separate agreement.~~

10. Termination of Services by the City. If the City, in its sole discretion, determines that it cannot provide suitable fire protection to a Contracting Municipality, it may terminate services to the Contracting Municipality after providing one (1) year advanced written notice of termination to the municipality. The municipality being terminated shall have one (1) year ~~five-years~~ to obtain alternate fire service. Payment of the terminated municipality's capital account balance plus interest shall continue during the one (1) year period after the City's Notice of Termination. ~~be as provided in paragraph 6, both for capital costs approved prior to Notice of Termination and the terminated municipality's share of capital costs approved during the five-year notice period, except that the terminated municipality shall pay only its pro-rata annual share of the cost of the assets for the five-year notice period.~~
11. Amendment. Any amendment to this Agreement must be in writing and approved by the governing body of the City and the Town.
12. Severability. If any term, provision, or portion of this Agreement is found by a court of competent jurisdiction to be unenforceable or invalid, the remainder of the Agreement, provision, term therein shall not be affected thereby and each term, provision, covenant, or restriction shall be severable and valid and enforceable to the fullest extent permitted by law.

IN WITNESS WHEREOF, the parties have hereto caused this Agreement to be signed and executed by the Mayor and City Clerk of the party of the first part, this _____ day of _____, 20__, and the Chair and Clerk of the party of the second part, this _____ day of _____, 20__.

TOWN OF HUDSON
A Municipal Corporation

CITY OF HUDSON
A Municipal Corporation

Elizabeth Moline
Chair

Rich O'Connor
Mayor

Vickie Shaw
Town Clerk

Jennifer Rogers
City Clerk

**2019 TOWN OF HUDSON AND CITY OF HUDSON
FIRE PROTECTION CONTRACT**

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5. Planning for Capital Improvements and/or Purchase of Capital Assets and Land/Buildings. In addition to recommending an annual budget, the Joint Fire Board may consider long range planning for acquisition and funding of capital assets or capital improvements that may be necessary to provide continuing fire service for the municipalities.
6. Purchase of Capital Assets. The cost of any capital assets purchased for the Hudson Fire Department in an amount less than or equal to \$1,000,000 in any one year shall be paid for by the municipalities over a period not to exceed ten years, except as provided in this Agreement. One tenth of the cost of the asset shall be included in the Fire Department's annual budget each year of the ten-year payment period and the Town's share shall be calculated as provided in paragraph 7 below. For capital purchases for the Fire Department exceeding \$1,000,000 in any one year, the cost to the Town receiving service from the Hudson Fire Department under this Agreement may be spread over a period agreed upon by the Contracting Municipality and the Common Council, but not to exceed twenty years. If the Town has given Notice of Non-Renewal of the Hudson Fire Protection Agreement, it shall pay any balance owing on capital purchases approved and made prior to giving its Notice of Non-Renewal, plus interest, as provided in the Capital Cost Amortization Schedule and Capital Cost Interest Schedule attached to this Agreement as Exhibit B. This obligation continues after

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11. Amendment. Any amendment to this Agreement must be in writing and approved by the governing body of the City and the Town.

12. Severability. If any term, provision, or portion of this Agreement is found by a court of competent jurisdiction to be unenforceable or invalid, the remainder of the Agreement, provision, term therein shall not be affected thereby and each term, provision, covenant, or restriction shall be severable and valid and enforceable to the fullest extent permitted by law.

IN WITNESS WHEREOF, the parties have hereto caused this Agreement to be signed and executed by the Mayor and City Clerk of the party of the first part, this _____ day of _____, 20__, and the Chair and Clerk of the party of the second part, this _____ day of _____, 20__.

TOWN OF HUDSON
A Municipal Corporation

CITY OF HUDSON
A Municipal Corporation

Elizabeth Moline
Chair

Rich O'Connor
Mayor

Vickie Shaw
Town Clerk

Jennifer Rogers
City Clerk



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
ph: 715-716-5746 5 fx: (715)386-3385

TO: Public Works Committee

FROM: Michael Mroz; Public Works Director

DATE: March 6, 2019

SUBJECT: Discussion and possible action on the approval of the bid received from Braden Construction in the amount of \$243,950 for the City Hall 2nd Floor Window Replacement project

BACKGROUND: Phase 3 of the City Hall Window Replacement – 2nd Floor Project was advertised for a 2-week time frame per the city’s procurement policy. NOTE: A pre-bid walk through of the project was done in late February.

- The project includes the removal and replacement of all exterior windows of the 2nd Floor at City Hall. This is the final phase of the window replacement for City Hall.

The bid opening was held on Wednesday, March 6, 2019. The following bids were received.

Braden Construction	\$243,950
Derrick Construction	\$252,000

FUNDING SOURCE: 2019 Capital Improvement funds in the amount of \$233,704 and to recommend a reallocation of funds from the City Hall Carpet/paint capital improvement fund in the amount of \$10,246

RECOMMENDED ACTION:

Recommend approval of the bid submitted by Braden Construction in the amount of \$243,950 for the 2nd Floor City Hall Window Replacement Project.

**CITY OF HUDSON
COUNCIL/COMMITTEE ISSUES**

Item #

Submitted to: Common Council

Date: 02/27/2019

Submitted by: Chief Geoff Willems

Regarding: New hire of Elias Schendel as patrol officer

ISSUE: I have offered Elias Schendel a position as a police officer with the City of Hudson. Elias is currently in the law enforcement academy and will be until May 17, 2019. Elias will start his full time position on or about June 3, 2019. The Police and Fire Commission has agreed to change the process by which we hire to allow us some flexibility due to recruitment issues that law enforcement in general has been facing. I am asking for permission to hire Elias, as a part time employee for the duration of his schooling. I am asking to pay him for the remaining 9 weeks of schooling at a rate of \$20 per hour for 28 hours per week. FICCA would also be required and that amount would be \$400. I estimate the cost in total to be \$5,440. There is money in the personnel budget for this, as there are currently 3 open and unfilled positions including full time wages, and one that was vacant for the first two months of the year. FICCA, retirement, and health insurance were also not paid for those positions. Those costs would not be applicable as we would be paying him part time hours and he would not qualify for those benefits until he is hired full time at the completion of his schooling.

- **Legal aspects:**
- **Budget Impact:** \$5,440
- **Past History:**
- **Other Pertinent Data:**

STAFF RECOMMENDATION: Approve the hiring of Elias Schendel on a part time basis until he finishes school on May 17, 2019.

COMMITTEE RECOMMENDATION: