

**Agenda for a Regular Meeting of the  
Finance Committee of the Common Council of the City of Hudson  
Council Chambers of City Hall, 505 Third Street  
Monday, July 18, 2016  
6:45 p.m. – please note time**

**(Click on agenda items highlighted in blue to access documents related to that item)**

1. Call to Order
2. Discussion and Possible Action on Minutes of Regular Meeting of July 5, 2016 and the Special Meeting of July 14, 2016
3. Discussion and Possible Action on Claims
4. Discussion and Possible Action on Operators Licenses
5. Discussion and Possible Action on Amusement Device Owner's License
6. Discussion and Possible Action on 2016 Storm Sewer Repair Projects and the letter of engagement related to said projects
7. Items for Future Agendas
8. Adjournment

Rich O'Connor, Mayor

Posted in City Hall lobbies and emailed to Hudson Star Observer on 7-15-16

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  
TUESDAY, JULY 5, 2016

UNAPPROVED

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

PRESENT: Mayor Burchill, Alderpersons McCormick and Morrissette.

ABSENT: John Hoggatt

OTHERS PRESENT: Catherine Munkittrick, Devin Willi, LeAnne Addy, Marty Jensen, Jim Webber, Kip Peters, Bill Alms, Joyce Hall, Tom Zeuli, Tom Syfko, and Denny Darnold.

MINUTES. MOTION by McCormick, second by Morrissette, to approve the minutes of the regular meeting of June 20, 2016. Ayes (3). MOTION CARRIED.

CLAIMS: MOTION by Morrissette, second by McCormick, to recommend the payment of the following claims:

Fund		A/P Amounts	P/R Amounts	Totals
100	General	56,782.27	186,958.74	243,741.01
220	Storm Water – MS4	0.00	1,210.94	1,210.94
280	Park Dedication Fees	6,877.29	0.00	6,877.29
450	Capital Projects	446,259.26	9,694.52	455,953.78
610	Sewer	4,190.74	12,263.12	16,453.86
620	Parking	169.98	1,292.78	1,462.76
640	Storm Sewer	4,716.15	1,702.42	6,418.57
630	Ambulance	4,800.61	26,130.17	30,930.78
860	Tax Agency	0.00	0.00	0.00
<b>Totals</b>		<b>523,796.30</b>	<b>239,252.69</b>	<b>763,048.99</b>

Ayes (3). MOTION CARRIED.

OPERATOR'S LICENSES: MOTION by Morrissette, second by McCormick, to recommend, contingent on payment of any outstanding debt owed by the City and successful completion of the background check, the issuance of twenty Regular Operator's License for the period July 6, 2015 to June 30, 2018 to: Daniel Lawler, Tara Mikenas, Cassandra Steenberg, Adrienne Chezik, Ethan Stanchik, Roxann Plummer, Brittany Anderson, Bailey Knight, Darah Wilcox, Mikael Hansen, Dau Lu, Zhong Zheng, Joseph Seaver, Regina Sanders, Jaime Huston, Dylan Burke, Fawn Beckman, Tanner Goulette, David Chowen-McNutt and Amanda Morris. Ayes (3). MOTION CARRIED.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL  
CITY OF HUDSON, WISCONSIN  
TUESDAY, JULY 5, 2016

MOTION by McCormick, second by Morrissette, to recommend denial of an Operator's License to Joshua Schmidt as recommended by Police Chief Marty Jensen due to Mr. Schmidt's history of alcohol convictions and failure to list all violations he had been convicted of on his application. Ayes (3). MOTION CARRIED.

City Engineer Tom Sykfo requested to address item 8 on the agenda and then discuss items 5, 6, 7.

2016 STREET IMPROVEMENT PROJECT: Sykfo reviewed the bids received for the 2016 Street Improvement Project. He noted that the total estimated project cost was \$150,300 less than budgeted. MOTION by Morrissette, second by McCormick, to recommend the award of the contract for the 2016 Street Improvement Project to Monarch Paving in the amount of \$338,235.15. Ayes (3). MOTION CARRIED.

2016 STREET MAINTENANCE PROJECTS – CRACK FILLING/PATCH SEALING: Motion by McCormick, second by Morrissette to recommend the reallocation of \$35,500 in funds from the Street Improvement Project budget to the 2016 Street Maintenance Project budget and to recommend the award of the 2016 Street Maintenance Project – Crack Filling and Patch Sealing to Farhner Asphalt in the amount of \$173,380.70. Ayes (3). MOTION CARRIED.

2016 STREET MAINTENANCE PROJECTS – SLURRY SEAL: Motion by McCormick, second by Morrissette to recommend the award of the 2016 Street Maintenance – Slurry Seal Project to Farhner Asphalt in the amount of \$25,755.00. Ayes (3). MOTION CARRIED.

2016 STREET MAINTENANCE PROJECTS – SEAL COATING: Motion by McCormick, second by Morrissette to recommend the award of the 2016 Street Maintenance – Seal Coating Project to Farhner Asphalt in the amount of \$59,306.72. Ayes (3). MOTION CARRIED.

SET DATE/TIME FOR SPECIAL MEETING: The Committee set 7:30 a.m. on Thursday, July 14, 2016, for a special Finance Committee meeting to discuss a possible salary study and/or merit pay/employee review system.

ADJOURNMENT: MOTION by Morrissette, second by McCormick, to adjourn at 6:45p.m. Ayes (3). MOTION CARRIED.

Devin J. Willi  
City Administrator

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL  
CITY OF HUDSON, WISCONSIN  
THURSDAY, JULY 14, 2016

UNAPPROVED

Meeting called to order by Mayor O'Connor at 7:30 a.m.

PRESENT: Mayor Burchill, Alderpersons Hoggatt, McCormick and Morrissette.

OTHERS PRESENT: Devin Willi, Brenda Malinowski, Mike Longaecker, Hudson Star-Observer.

SALARY STUDY AND/OR MERIT PAY SYSTEM AND/OR FORMAL PERFORMANCE REVIEW PROCESS: City Administrator Willi requested that the committee decide on the anticipated outcomes of a study. He reviewed the current pay system and performance system in place. Currently police officers have performance reviews. There was discussion on whether to have a salary study and/or formal performance review system. Consensus was made to move forward with a performance review study to be completed internally. The study will consist of obtaining different performance reviews and how these performance reviews are completed. Willi will report back to the Finance Committee on August 1<sup>st</sup>. At that meeting, a special meeting will be scheduled to review the results.

ADJOURNMENT: MOTION by Hoggatt, second by McCormick, to adjourn at 8:13 a.m. Ayes (4). MOTION CARRIED.

Brenda L Malinowski  
Finance Officer

COUNCIL CLAIMS - JULY 18, 2016

<b>Fund</b>		<b>A/P Amounts</b>	<b>P/R Amounts</b>	<b>Totals</b>
100	General	87,800.77	155,075.11	242,875.88
220	Stormwater - MS4	0.00	865.44	865.44
280	Park Dedication Fee	0.00	0.00	0.00
290	Police Donations	0.00	0.00	0.00
310	Debt Service	0.00	0.00	0.00
450	Capital Projects	794.82	354.13	1,148.95
490	Biosolids	0.00	0.00	0.00
610	Sewer	68,600.00	15,470.03	84,070.03
620	Parking	377.44	12,961.84	13,339.28
640	Storm Sewer	2,140.64	2,726.19	4,866.83
630	Ambulance	3,117.01	16,673.15	19,790.16
860	Tax Agency	0.00	0.00	0.00
<b>Totals</b>		<b>\$ 162,830.68</b>	<b>\$ 204,125.89</b>	<b>\$ 366,956.57</b>

**CITY OF HUDSON  
COUNCIL/COMMITTEE ISSUES**

**SUBMITTED TO:** FINANCE/COMMON COUNCIL

**DATE:** 7/18/2016

**SUBMITTED BY:** LEANNE ADDY, CITY CLERK

**REGARDING:** APPLICATION(S) FOR OPERATOR'S LICENSES

**ISSUE:** Applications for Operator's Licenses are on file in the Clerk's office and are available upon request. If approved by Council, the licenses will be issued after successful completion of the background check and any outstanding debt owed to the City has been paid.

**STAFF RECOMMENDATION:** Contingent on payment of any outstanding debt owed to the City and successful completion of the background check, approve the issuance of 6 Regular Operator Licenses for the period July 19, 2016 to June 30, 2018 to: Wade Malecha, Ryan Freitas, Teresa Peterson, Benjamin Kempfert, Kelly Beaudoin, Carly Syfko.

## COUNCIL/COMMITTEE ISSUES

**SUBMITTED TO:** COMMON COUNCIL

**DATE:** 7/8/2016

**SUBMITTED BY:** CITY CLERK LEANNE ADDY

**REGARDING:** AMUSEMENT DEVICE OWNER'S LICENSE AND AMUSEMENT  
DEVICE RENEWAL APPLICATION

ISSUE: The Clerk's office received an application for an Amusement Device Owner's Licenses for the period July 19, 2016 through June 30, 2017 from Twin States Music, Inc. The applications are on file in the Clerk's office and have been approved by the Police Chief and the Clerk is in receipt of the Wisconsin Seller's Permit.

STAFF RECOMMENDATION: Approve the Amusement Device Owner's Licenses to: Twin States Music, Inc. and the 30 amusement devices listed on the application, contingent on payment of any outstanding debt owed to the City.

# CITY OF HUDSON

## Council/Committee Issues

<b>Submitted to:</b> Finance Committee / City Council	<b>Date:</b> 7/14/16
<b>Submitted by:</b> Tom Syfko, City Engineer	
<b>Regarding:</b> 2016 Storm Sewer Repairs Project – Authorize Preparation of Plans and Specifications, and Approve the Letter of Engagement for Engineering Services	

As part of the on-going maintenance, city staff has prepared a list of miscellaneous repairs to the city's storm sewer system. Examples of corrective repairs are as follows:

- A) Replace broken pipe
- B) Replace deteriorated structures
- C) Adjustment/replacement of catch basin castings
- D) Drainage corrections
- E) Miscellaneous restoration (concrete & bituminous)

This project was discussed at the June 28, 2016 Public Works Committee meeting with a recommendation to bring the project before the Common Council for approval.

Attached is a Letter of Engagement (L.O.E.) with Bolton & Menk to provide engineering services on the proposed project in the amount of \$16,650.00.

### **PROPOSED SCHEDULE**

The proposed schedule is as follows:

July 18, 2016	Authorize preparation of plans and specifications, and approve the Letter of Engagement
August 1, 2016	Approve plans and specifications, and authorize the ad for bid
August 4 & 11, 2016	Advertise in local paper
August 25, 2016	Open bids
September 6, 2016	Award construction contract
September 19, 2016	Begin construction
November 1, 2016	Complete construction

**FUNDING SOURCE:** It is proposed to fund the project from the Storm Water Utility Collection System Maintenance budget of \$131,000.00.

**RECOMMENDATION:** The staff recommendation is to authorize preparation of plans and specifications, and approve the Letter of Engagement with Bolton & Menk for engineering services.

**CITY OF HUDSON  
LETTER OF ENGAGEMENT**

Project Name: 2016 Storm Sewer Repairs

Project Number: \_\_\_\_\_

This Letter of Engagement is entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between the City of Hudson , 505 Third Street, Hudson, WI, 54016 (hereinafter the "City") and

Bolton & Menk, Inc.

Name of Consultant

2035 County Road D East, Maplewood, MN 55109

Address of Consultant

(Hereinafter the "Consultant").

**RECITALS**

WHEREAS, the City and the Consultant entered into an Engineering Master Consulting Agreement on the 24th day of November, 2014; and

WHEREAS, the Master Consulting Agreement provides that the City would engage the Consultant from time to time to assist in providing engineering services for projects and studies designated by the City and as described through separate Letters of Engagement attached as Exhibits to the Master Consulting Agreement; and

WHEREAS, The City wishes to retain the services of an engineering consultant to assist with the following described project: 2016 Storm Sewer Repairs.

(hereinafter the "Project"); and

WHEREAS, this Letter of Engagement outlines the services to be performed by the Consultant; the approved cost of the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

**Article 1. Services to be performed by the Consultant**

The City hereby retains Consultant for the purposes of advising and consulting the City for the services described in Exhibit One attached hereto and made a part hereof.

**Article 2. Schedule of Performance**

The Consultant shall perform the services for the Project on the basis of the schedule attached hereto as Exhibit One and made a part hereof by reference. The schedule may be adjusted by mutual consent as the services proceed. The term limits established by the schedule and approved by the City shall not be exceeded by the Consultant or the City, except for reasonable cause agreed to by the City.

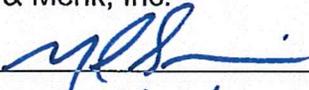
**Article 3. Consultant's Compensation**

The City shall pay the Consultant for services furnished and the Consultant shall accept as full payment the sums described on Exhibit One attached hereto and made a part hereof.

IN WITNESS THEREOF, the parties hereto have executed this Engagement letter as of the date first written above.

IN WITNESS WHEREOF, the parties hereto set their hands and seals dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Bolton & Menk, Inc.

By: 

Name: Michael Nill

Title: Project Manager

City of Hudson, Wisconsin

By: \_\_\_\_\_  
Devin Willi, City Administrator

By: \_\_\_\_\_  
Rich O'Connor, Mayor

Attest: \_\_\_\_\_  
LeAnne Addy, City Clerk

**EXHIBIT 1**  
**2016 Storm Sewer Repairs**

Construction improvements consist of miscellaneous storm sewer repairs at various locations throughout the City.

**Services to be performed:**

**Plan Phase:**

- Prepare plans and specifications for the 2016 Storm Sewer Repairs project
- Prepare advertisement for Bid and send to official newspaper
- Tabulate bids received
- Prepare contracts

**Construction Phase:**

- Provide construction staking and observation services as requested by City.

**Schedule of Performance:**

- Council approves Plans and Specifications and authorizes Ad for Bid.....July 18, 2016
- Ad for Bid published.....August 4 & 11, 2016
- Council awards contract.....September 6, 2016
- Construction.....September 19 – November 1, 2016

**Compensation:**

1. Plan Phase: estimated 90 hours, not to exceed	<b>\$13,130</b>
2. Construction Phase: estimated 32 hours, hourly estimate	<b><u>\$3,520</u></b>
<b>Total estimated engineering cost:</b>	<b>\$16,650</b>