

**Agenda for a Regular Meeting of the
Finance Committee of the Common Council of the City of Hudson
Monday, October 3, 2016
6:30 p.m.
Council Chambers of City Hall, 505 Third Street**

(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 September 19, 2016
3. Discussion and Possible Action on Claims
4. Discussion and Possible Action on Regular Operators Licenses
5. Discussion and Possible Action on Temporary Operators Licenses
6. Discussion and Possible Action on Bids Received for Fire Department Consulting Services
7. Discussion and Possible Action on an application from St. Croix Grill LLC, d/b/a as St. Croix Grill for a Class "B" Beer and "Class B" Liquor License for the property located at 417 2nd Street and the request for an extension of the timely startup provision
8. Discussion and Possible Action on Fuel Bids
9. Discussion and Possible Action on Agreement for Tax Collection with St. Croix County
10. Discuss possible dates for budget review sessions
11. Items for Future Agendas
12. Adjournment

Rich O'Connor, Mayor

Posted in City Hall lobbies and emailed to Hudson Star Observer on 9-30-16

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
MONDAY, SEPTEMBER 19, 2016

UNAPPROVED

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

PRESENT: Mayor O'Connor, Alderpersons John Hoggatt, Tom McCormick and Randy Morrissette II.

ABSENT: None

OTHERS PRESENT: Catherine Munkittrick, Bill Alms, Joyce Hall, Jim Webber, Devin Willi, Marty Jensen, Tom Zeuli, and others.

MINUTES. MOTION by McCormick, second by Hoggatt, to approve the minutes of the regular meeting of September 6, 2016. Ayes (4). MOTION CARRIED.

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

	Fund	A/P Amounts	P/R Amounts	Totals
100	General	117,533.35	200,609.97	318,143.32
220	Stormwater - MS4	0.00	1,105.89	1,105.89
250	Sewer Collection Sys	13,002.00	0.00	13,002.00
280	Park Dedication Fee	602.00	0.00	602.00
310	Debt Service	1,006,611.25	0.00	1,006,611.25
450	Capital Projects	263,652.79	820.59	264,473.38
620	Parking	418.03	1,230.12	1,648.15
640	Storm Sewer	2,705.14	644.27	3,349.41
630	Ambulance	3,777.03	9,503.65	13,280.68
	Totals	\$ 1,408,301.59	\$ 213,914.49	\$ 1,622,216.08

Ayes (4). MOTION CARRIED.

OPERATOR'S LICENSE: MOTION by Hoggatt, second by McCormick to recommend, contingent on payment of any outstanding debt owed to the City and successful completion of the background check, the issuance of one Regular Operator's License for the period September 20, 2016 to June 30, 2018 to: Scott Sippel. Ayes (4). MOTION CARRIED.

TEMPORARY OPERATOR'S LICENSE: MOTION by McCormick, second by Hoggatt to recommend, contingent on payment of any outstanding debt owed to the City and successful completion of the background check, the issuance of two Temporary Operator's Licenses for the date 10/1/2016 to Trisha Danielson and Alexis Fremling. Ayes (4). MOTION CARRIED.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
CITY OF HUDSON, WISCONSIN
MONDAY, SEPTEMBER 19, 2016

CLASS "B" (BEER) LICENSE: MOTION by McCormick, second by Hoggatt to recommend approval of the Class "B" (beer) license application to Hudson Hockey Association for an event being held on October 1, 2016. Ayes (4). MOTION CARRIED.

CLASS "B" (BEER) and CLASS "C" (WINE) LICENSE: MOTION by Hoggatt, second by McCormick to recommend approval of the Class "B" (beer) and Class "C" (wine) license application to the Phipps Center for the Arts for an event to be held on October 21, 2016. Ayes (4). MOTION CARRIED.

ITEMS FOR FUTURE AGENDAS: Willi told the committee that he will be scheduling budget meetings next week.

CLOSED SESSION: MOTION BY Hoggatt, second by McCormick, to enter into closed session pursuant to Wis. Stats. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding an employee resignation. Review of City Clerk Applications.

Roll call vote: Ayes: (4-Hoggatt, McCormick, Morrissette, O'Connor). Noes: None. MOTION CARRIED.

RECONVENE IN OPEN SESSION: MOTION BY McCormick, second by Hoggatt to reconvene in Open Session at 6:43 p.m. Ayes (4). MOTION CARRIED.

ADJOURNMENT: MOTION by McCormick, second by Hoggatt, to adjourn at 6:44 p.m. Ayes (4). MOTION CARRIED.

Brenda L Malinowski
Finance Officer

COUNCIL CLAIMS - OCTOBER 3, 2016

Fund		A/P Amounts	P/R Amounts	Totals
100	General	79,740.95	150,730.20	230,471.15
220	Stormwater - MS4	9,944.55	309.78	10,254.33
270	Police Drug Forfeiture	1,931.95	0.00	1,931.95
280	Park Dedication Fee	11,951.00	0.00	11,951.00
290	Police Donations	1,600.00	0.00	1,600.00
450	Capital Projects	840,319.13	820.59	841,139.72
620	Parking	5,723.97	1,267.69	6,991.66
640	Storm Sewer	5,868.30	1,592.27	7,460.57
630	Ambulance	18,902.26	8,101.19	27,003.45
860	Tax Agency	7,465.63	0.00	7,465.63
Totals		\$ 983,447.74	\$ 162,821.72	\$ 1,146,269.46

**CITY OF HUDSON
COUNCIL/COMMITTEE ISSUES**

SUBMITTED TO: FINANCE/COMMON COUNCIL

DATE: 10/04/2016

SUBMITTED BY: KAREN DUCHOW

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 5 Regular Operator Licenses for the period October 5, 2016 to June 30, 2018 to: Lacy Gleason, William Rickelman, Cecily Ripley, Tyler-Jonn Orion Doman and Amie Bresnahan.

**CITY OF HUDSON
COUNCIL/COMMITTEE ISSUES**

SUBMITTED TO: FINANCE/COMMON COUNCIL

DATE: 10/03/2016

SUBMITTED BY: KAREN DUCHOW

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

ISSUE: Applications for Temporary 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 5 Temporary Operator Licenses for the Phipps Visual Arts Council event on 10/21/2016 to Gloria Adrian, Chelsea Kelly, Kelly Stichter, Heather Zehring, Nicole Pederson.

COUNCIL/COMMITTEE ISSUES

SUBMITTED TO: Devin Willi

DATE: 9/14/2016

SUBMITTED BY: Scott St. Martin Fire Chief/David Gray Building Inspector

REGARDING: Requested RFP by council for engineering service for fire station facilities consideration.

ISSUE: The fire station has not serviced the growing needs of the department and the city.

BUDGET IMPACT: \$8,250-\$380,000; depending on choice made

FUNDING SOURCE: Unknown

RECOMMENDATION: It's the recommendation of the Fire Chief and Building Inspector to contract with Fives Bugels to perform the needs assessment at a cost of \$8,250.

August 31, 2016

Scott St. Martin, Fire Chief
222 Walnut Street
Hudson, WI 54016

RE: Station Location and Facilities Master Planning

Dear Chief St. Martin,

Thank you for your inquiry regarding a pre-design study for your facility. We are in agreement that your department could benefit from a more comprehensive facilities study. The current RFP will provide some needed maintenance to your existing station and make some spaces more useful, however we noted on our tour that there a number of issues that we are not certain it resolves:

- The existing facility is located in the downtown (on your far western boundary), but growth appears to be occurring in other areas of Hudson. And, as you have noted, parking is at a premium in the downtown.
- Expansion on your existing site is limited. Is this the best location for your headquarters into the future?
- How well is the current facility situated relative to points of service in your community today and relative to future growth patterns?
- You have several pieces of expensive equipment sitting outside. Perhaps the vacated EMS space will accommodate this, but then you will once again be full. And we are uncertain if we were seeing all of your existing equipment.
- Office space for Department Staff is located in a converted bathroom and your office is not located at the station.
- The distance between your apparatus bays is small and full of equipment making it difficult access the equipment in the trucks before and after events as well as hazardous when exiting and returning.
- Personal protective gear (turnout gear) is more susceptible to environmental degradation and it is no longer recommended to be stored in apparatus bays near vehicle exhausts or in contact with infrared light sources. Donning equipment alongside potentially exiting equipment is also recognized industry wide as a safety hazard.
- Training is one of the most critical activities of any department. You have a classroom big enough for the department, but no dedicated site for vehicle extraction exercises, hose drills, equipment or tower-type training programs, meaning that you must take valuable assets out of service to do training drills.

Much has changed in the fire service and in your community in the decades since the existing station was constructed. Your department could benefit from a comprehensive review of the existing facility with an eye toward determining what the department and your community will look like in 10-20 years.

We would suggest the following course of action prior to investing in the current facility:

1. Step 1: Perform a Station Location Study. This GIS mapping study will use existing City and County GIS data to create the following maps for the Department and City to use in developing a comprehensive plan for the development of the Hudson Fire Department:
 - a. Current response time maps showing response time in 2 minute increments from the existing station to the boundaries of your response area.
 - b. Fire Call Data Map. This map will use the Department's data for past five years of calls to develop a picture of current "hot-spots" in the community and overall need for service.
 - c. Paid-on-Call responder location. This map will help determine if the current or a projected location is within a reasonable distance of current POC staff to avoid hindering total response.
 - d. Optimal site location. This map will provide an optimal location for a fire station to best serve your community.
 - e. We will also generate up to two maps for sites as provided by the Department or City to demonstrate their potential response characteristics.
 - f. Recommendations will be based on NFPA Guidelines and will consider current and potential improvements to the City's ISO rating.
2. Step 2: Perform a comprehensive Space Needs Study. This study will look at current space usage as well as predict space needs for the next 20 years giving you a comprehensive look at the potential short comings of the existing facility and location.
3. Step 3: Master Planning Study. Our team will use the data generated above to develop a proposed plan of action for the future deployment or renovations required by the department to continue to serve the City of Hudson and its surroundings.
4. Step 4: The City has already embarked on a project to provide short term fixes to the existing facility. The work in steps 1-3 can be done either before or concurrently with that project to provide a more comprehensive view of the department's current needs as well as those that will develop over the next several decades; better informing the City's decision making processes.

Five Bugles Design will provide the services outlined in Steps 1-3 for a fee of \$7,500 dollars. We will also require an additional \$750 in reimbursable expenses to cover travel related costs for our work. The City already has our fees and proposal for the work outlined in Step no. 4 should you want us to coordinate that work with this proposal. We have attached some additional information from our firm including several pages of information on our Station Location services.

Please call if we can be of any additional assistance.

Best Regards,
Five Bugles Design



Michael Clark, AIA
Market Sector Leader

LARS

Architectural Services, LLC

Larry (Lars) Glockzin
Architect

Design Proposal for the Hudson Safety Building Fire Department

222 Walnut Street
Hudson, WI 54016



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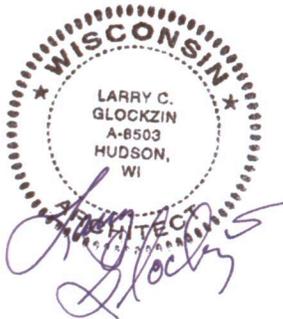
1: Summary

To whom it may concern:

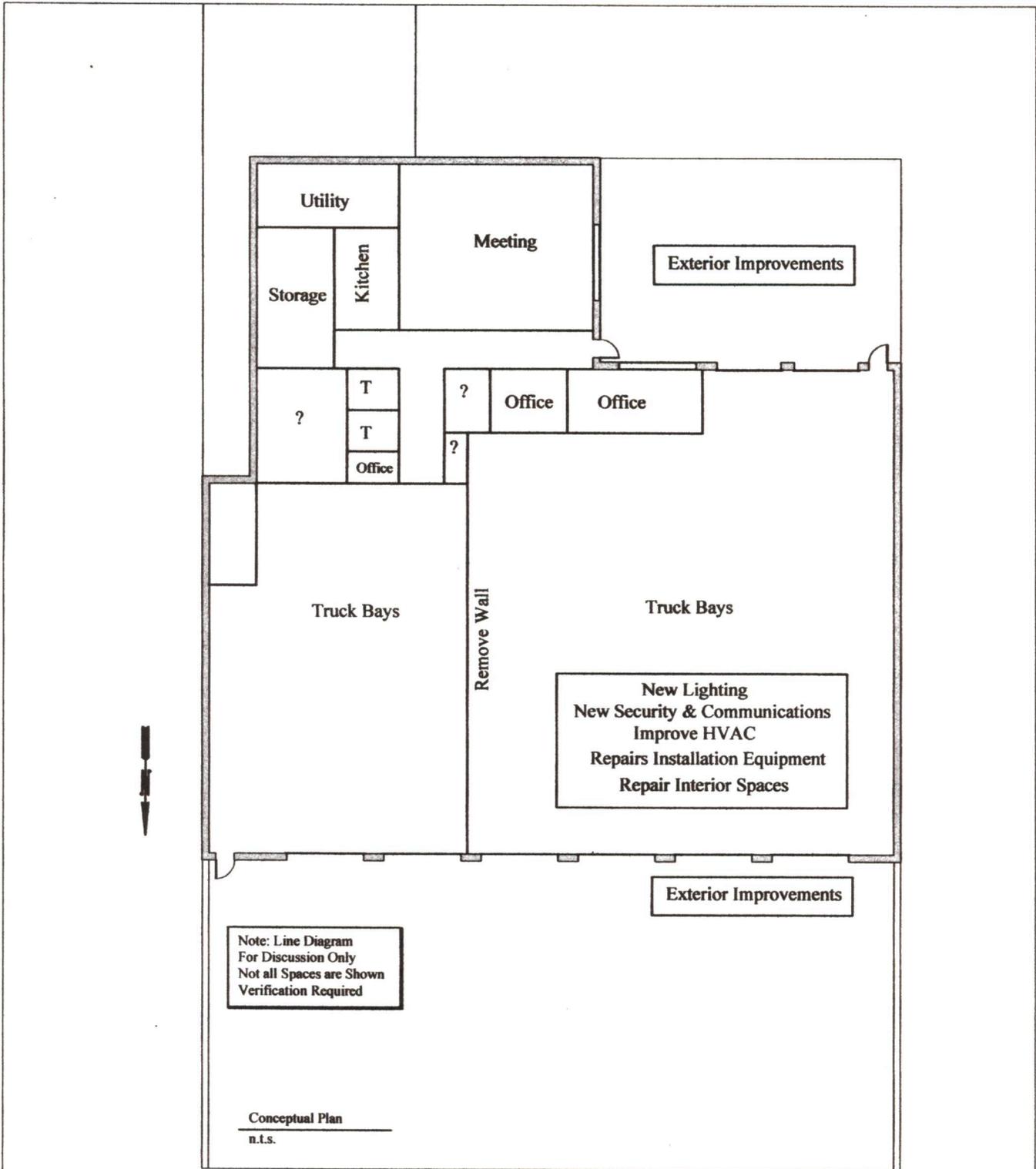
- First I would like to say that I am very interested in providing Design Services to the City of Hudson and the Fire Department.
- I have been a resident of Hudson for well over 30 years, which I am told that I am not quite a resident yet... I have seen Hudson have the painful growing pains with a population of approx. 5,600 to what it is now. This is a very strong and thriving community, and I am proud to be part of it.
- I have a wide experience in working with all elements pertaining to public and private facilities, which I will highlight later in this proposal.
- I will be the primary contact.
- After reviewing the Appendix A, there appears to be numerous items that would be better suited under an on-site construction manager position. Example is re-weatherstripping the doors. I have a perfect small contractor that I could provide under my contract, whereas we would work directly together. His name is Tom Harper of Hudson WI. I estimate the cost at approx. 3% of 350k (See preliminary building budget) of \$10,500.00. He is very experienced in commercial construction, plus many of the items that you need to be performed can be accomplished by a small contractor. This would replace the standard construction profit margin of 10%. We would still competitively bid out the sub-contract work. Its very important for me to work with qualified persons. I have confidence with Mr. Harper. We can discuss this at a later date.

I want to thank you for the opportunity to provide design services

Larry (Lars) Glockzin
Registered Architect #8305-A
Lars Architectural Servies LLC
115 River St.
Hudson WI 54016



2: Architectural Plan Diagram



3: Conceptual Building Costs

- I have performed a preliminary walk-through of the “fire station”, and reviewed the improvements described within appendix A. I can see we are severely limited with storage and basic maneuverability.
 - a. Note that there will be code elements that will supercede what we can actually do. I don't foresee any major issues at this time.
 - b. This building is not insulated very well. The 70's was an era where energy values were not taken into account, until after the oil embargos. Because of the massing, there is a definite delay (days) with heating and cooling of the spaces.
 - c. In regards to the roof:



Notice the dark areas of the membrane roof system. These do not indicate that the roof is bad. It is just a sign of areas that may deteriorate faster than other areas due to potential ponding. You would be able to tell by walking on it (lightly of course) and it feels soft. Most membrane roof systems will have a warranty of 25 years. They usually

start having problems around 28 to 30 years. You are probably looking at \$75,000 to replace/add insulation.

One of the more difficult elements is determining the costs. We are just throwing a dart. I also understand that most of the “equipment” could be incorporated with various grants.

Here is the dart...

Interior Improvements:	\$ 75,000.00
Demolition:	\$ 25,000.00
Exterior Improvements	\$ 30,000.00
Electrical:	\$ 70,000.00
HVAC:	\$ 50,000.00
Communications:	\$ 25,000.00
Plumbing:	\$ 35,000.00
Equipment & Install	<u>\$ 40,000.00</u>
	\$ 350,000.00

We also need to realize that there are levels of completeness. I think a range of \$275k to 350k would be in the ballpark. A more accurate budget could be performed once a preliminary design set was developed.

4: Qualifications

I have been in the field of construction and architecture for over 35 years. My work experience is well diverse. It consists of both large and small buildings. From the largest indoor motocross arena in Wisconsin, largest solar array in Minnesota, Apartment complexes, State (Impact 7) Housing, Retail, Commercial, Industrial, Municipal Government facilities, Fire Halls, etc. The list is extremely long.

The following facilities were recently completed.

Grantsburg Firehall
Dunn County Municipal Facility (Downsville WI)
Blackeye Coffee (St. Paul, MN)
Lindstrom Equipment (Modena WI)
Multiple Airport Hangars (Forest Lake & Redwing MN)
WDI Industries (Forest Lake, MN)
Common Man Brewery (Ellsworth, WI)
O'Connell Funeral Home (Hudson WI)

Here is a very short list of some buildings that I have designed:
Please feel free to look at their websites.

Ecetra (Hudson WI)
Norlake (Hudson WI)
River Ridge Campus (Hudson, WI. South of Post Office)
Mickelson Drug Store (upper level) 715 (Adjacent building)
Smiling Moose (Hudson WI)
Multiple Tenant Lease Spaces in Hudson
Catalyst (Hudson WI)
St. Croix Insulation (Hudson, WI)
Animal Care Center (Hudson, WI)
Boumeester Excavating (Hudson, WI)
McKenzie Bowl (Centuria, WI)
Clydes (Beledinville, WI)
Design Light (Woodbury, MN)
Multiple Freedom Station remodels (Wisconsin, Minnesota, South Dakota)
Woodville Municipal (Woodville, WI)
DR Tech (Grantsburg, WI)
Johnson Motors (St. Croix Falls)
Lindus Construction (Baldwin, WI)
High Crush - Frack Sand (Augusta, WI)
Redcliff Reservation Elderly and Manufacturing (Bayfield, WI)

Roberts Retail Complexes (Roberts, WI)
Merrick Inc Work facility for htcp (Vadnais Heights MN) www.merrickinc.org
70 Unit Apartment (Fergus Falls MN) <http://www.redrivervillage.com>

5: Referrals

Fire Halls:

You are more than welcome to contact the following persons.
They pertain to your facility.

Additional referrals available upon request.

Derek Zeiler

Grantsburg Fire Chief

gfirechief@grantsburgtelcom.net>

You can see the building at their website

<http://www.grantsburgwifire.org>

This facility came under budget of 1.64m (1.57m). I worked with USDA, which was able to provide a 0% financing interest rate for I think 30 years. It was the only building that was built under the “shovel ready” projects north of highway 8 under the Obama stimulus era. All other buildings were never built do to the intensity of the federal mandates. This facility has been reviewed by many fire departments throughout Wisconsin.

FYI: If you look on the website, the witch tower is used to hang their hoses. They still use cotton wrapped.

I recently worked with the Ellsworth Fire Department on determining if they should remodel vrs. building new. Still pending.

Contact:

Dave Diess

Ellsworth Fire Hall

dhdeiss@mmm.com

6: Breakdown of Design Services

Note: AIA B101 Contract will be provided upon acceptance by all parties.

Proposed Design Services fee for:

Public Safety Building (Fire Station)
222 Walnut St
Hudson, Wisconsin

Between the Owner: City of Hudson
505 Third St
Hudson, WI 54016
Rep: to be determined

and the Architect: Lars Architectural Services, LLC
Lars Glockzin
115 River St.
Hudson, Wisconsin

Scope of Work Includes:
Develop Construction Documents to be submitted for local/state approval:
Drawings to consist of:
Site Layout Plan
Floor Plan
Elevations
Schedules
Framing, Foundation Plans & Details
5 Site Visits

Basic Services cost -
Building:
Based on 5% of \$350k
Design Fees Arch/Struct (200 Hours @ \$80/hr) = \$16,000.00
Civil: * By owner
Mechanical/Electrical/Plumbing/HVAC: * Design/Build
Other Fees: * Per Contractor
Local Fees: * By owner

Total Design Fees = \$16,000.00

Design Development (25%)
Construction Documents (50%)
Build Construction (15%)
Final (10%)

Construction Management (3%) = \$10,500.00

State Submittal (May be waived by the state) = \$ 900.00

OWNER REP: ARCHITECT

Larry (Lars) Glockzin

SCOPE OF SERVICES

ASSUMPTIONS

- The services of mechanical, electrical and lighting consultants have not been included. Should they be required, they will be provided on a design-build basis through the general/sub-contractors.

ADDITIONAL SERVICES

1. Revisions to the program following completion of final plan.
2. Special wall, ceiling, floor or lighting treatment.
3. Custom furniture design and extensive cabinet/millwork drawings.
4. Selection of interior furnishings, accessories or equipment.

PREVAILING HOURLY RATES

<u>Position</u>	<u>Rate Per Hour</u>
Architect	\$80.00

PREVAILING REIMBURSABLE EXPENSES

<u>Description</u>	<u>Cost</u>
Large Format Prints	Included
Mileage	Included
Postage/Delivery Charges	Cost
Consultants if required	Cost

Expenses:

Nominal expenses are included. Excessive amounts will be addressed prior to submittal.

Mechanical/Electrical/HVAC

Per sub-contractor – Design/Build

I would strongly advise to approach this on a design build basis. I have not had engineered drawings developed in the past 20 years. It is due to the fact that if something doesn't work the finger pointing starts and you end up with the problem never being resolved. Drawings will be provided once the sub-contract is awarded, which usually is by the supply company that they work with.

Mech/Plumbing Design drawings, would be on a cost basis which would probably run approx. 2.5% to 3% of the project budget \$8,000.00 to \$10,000.00

Experience Levels:

I strive to have a broad experience in all aspects of building design. Over 30 years of experiences, include retail, schools, elderly care, dementia, technology, industrial, commercial, production, church additions, health centers, ambulatory, etc.

My code of ethics gives me the opportunity to provide a completed project. I will follow through.

References:

I have a strong, long list of references. Please feel free to ask.

7: Scheduling

Note: These times are indicated as weeks

1. Draft Existing Conditions = 3 weeks. Are Existing drawings available?
2. Review Proposed changes = 3 to 4 weeks
3. Develop Construction Budget = 2 weeks
4. Advertise for bid = 3 to 4 weeks
5. State Review = 3 weeks
6. Value Engineering = 1 week
7. Award Bids Contracts = 1 week
8. Construction = Seems to always average 3 Months

The above times will intermix. But with various meetings and reviews the design process would take approx. 2 to 3 months. Construction 3 months. It seems to always follow this time frame.

I do have most of the required public project documents, which I am sure the city also has.

COUNCIL/COMMITTEE ISSUES

SUBMITTED TO:	Finance Committee/Common Council	DATE: October 3, 2016
SUBMITTED BY:	Karen Duchow	
REGARDING:	APPLICATION FOR RETAIL CLASS 'B' FERMENTED MALT BEVERAGE AND RETAIL "CLASS B" LIQUOR LICENSE FROM ST. CROIX GRILL	

ISSUE: An application has been submitted by St. Croix Grill LLC for a Class "B" fermented malt beverage and Retail "Class B" liquor license at 417 2nd Street Hudson WI doing business as Ellies on Main.

The need for timely start up and continuation of the business is required per City of Hudson Municipal Code, Chapter 145-12 F. Request is made asking for an extension until April-May of 2017.

The application was found to be in order; the Police Department criminal history background check, the required documents have been presented, and there is no outstanding debt owed to the City.

STAFF RECOMMENDATION: Consider approving a Class "B" fermented malt beverage and Retail "Class B" Liquor license to St. Croix Grill LLC for the property at 417 2nd Street contingent on successful building and fire inspections, receipt of a copy of the Wisconsin Seller's Permit and payment of any outstanding debt owed to the City, surrender of the license that was issued to Sharon Horne Ellstrom, LLC owned by Sharon Horne Ellstrom and considering approving an extension to the timely start-up ordinance requirement, until April or May of 2017.

**CITY OF HUDSON
COUNCIL/COMMITTEE ISSUES**

SUBMITTED TO: FINANCE/COMMON COUNCIL	DATE: September 26, 2016
SUBMITTED BY: BRENDA MALINOWSKI	
REGARDING: FUEL BIDS FOR 10/4/16 TO 9/30/17	

ISSUE: Invitations to bid on the City's annual fuel contract were advertised in the Hudson Star Observer and on the City website. The bids were opened at 11:00 a.m. on Monday, September 26th.

The bid was to supply and deliver an estimated quantity of 37,000 gallons of blended clear unleaded gasoline and 25,000 gallons of Grade #2 ultra low sulfur diesel fuel. The bid price was based on a fixed differential added to the average price posted for blended clear unleaded gasoline and Number 2 diesel fuel as listed in the Oil Price Information Service (OPIS) St. Paul, MN Rack Prices for the date of delivery.

Bids were received from Diesel Dogs and Countryside Cooperative

The low bid, submitted by Countryside Cooperative, was for a fixed differential of +\$.10 per gallon for both fuel types. Countryside Cooperative is the City's current fuel supplier. This is the same price as the current contract.

STAFF RECOMMENDATION: Award the bid to Countryside Cooperative.

**CITY OF HUDSON
QUOTE TABULATION
PURCHASE AND DELIVERY OF GASOLINE DIESEL FUEL**

Date:	<u>9/26/2016</u>	Vendor name	Countryside Cooperative	Diesel Dog Companies
Quotes solicited by:	<u>public bid</u>	Contact name	Mike Holmann	Douglas Daniels
		Phone #	715-672-8947	651-636-2515
		Fax #	715-672-5131	651.636-2514

Estimated Quantity	Unit	Description	unit price	location price	unit price	location price
37,000	gallons	Blended Clear Unleaded Gasoline - 87 Octane (OPIS St. Paul, MN Rack price)	\$ 0.10	\$ 3,700.00	\$ 0.384	\$ 14,208.00
25,000	gallons	Ultra Low Sulphur Diesel - Grade #2 (OPIS St. Paul, MN Rack price)	\$ 0.10	\$ 2,500.00	\$ 0.444	\$ 11,100.00
Total bid price above OPIS pricec index				\$ 6,200.00		\$ 25,308.00

Recommended Vendor Countryside Cooperative Basis for recommendation lowest cost, current supplier

Other factors _____

**CITY OF HUDSON
COUNCIL/COMMITTEE ISSUES**

SUBMITTED TO: Finance/Common Council	DATE: September 30, 2016
SUBMITTED BY: Brenda Malinowski, Finance Officer	
REGARDING: Tax Collection Agreement with St. Croix County	

ISSUE: The City has historically contracted with St. Croix County for the preparation and collection of real and personal property taxes. The agreements have a 1-year term and are renewable annually by mutual consent.

The attached contains the same terms and cost (\$1.75 per parcel) as the current agreements. The cost for current year collections was \$11,235.00 based of 5,705 real estate tax and 715 personal property tax parcels.

STAFF RECOMMENDATION: Approve the renewal of the agreement.

COMMITTEE RECOMMNDATION:

TAX COLLECTION AGREEMENT

This Agreement, by and between the **City of Hudson** (City) and **St. Croix County** (County), as follows:

Whereas, pursuant to Wisconsin Statute § 74.10, the City of Hudson has agreed to contract with the County as its agent under Wisconsin Statute § 66.0301, and the County has agreed to act as such agent, for processing of first installment or full payments of real and personal property tax, special assessments and special charges through January 31, 2017 for all portions of the City of Hudson located within St. Croix County, the parties hereto agree as follows:

I. Agency Relationship Created

- A. The City shall act as principal under this Agreement and the County shall be its agent, acting in a fiduciary capacity for the City, in the billing and collection of real and personal property taxes, special assessments and special charges. In carrying out its duties under this Agreement, the County shall be vested with all powers and shall be subject to all responsibilities, duties and obligations conferred and imposed upon the City of Hudson by Wisconsin Statute Chapters 70, 74 and 75.

II. Tax Bill Preparation

- A. The County shall prepare the tax bills for the Town in accordance with Wisconsin Statute § 74.09. The tax bills shall specify the first installment payment is due on or before January 31, 2017, at which time one-half of the real property taxes and the full amount of personal property taxes, billed special assessments and special charges will be due. The County shall also prepare other documents and reports for the Town as agreed to by the County.
- B. Tax bills shall be sorted and collated according to a mutually agreed upon order.
- C. The City shall mail the real and personal property tax bills, within five (5) working days after receiving the tax bills from the County. The City of Hudson shall be responsible for placing all other documents in the envelope with the bills.

III. Settlement Procedures

- A. The County agrees to collect real and personal property taxes, special assessments, and special charges and to remit these collections to the City on each Friday through seven (7) ACH transfers to the City's bank account or other mutually agreed upon location. The City shall pay the County, on or before February 20, 2017 - **\$1.75 per parcel** listed on the tax roll. Receipts will be mailed by the County if a self addressed stamped envelope has been received from the taxpayer.
- B. On or before January 15 and February 20, 2017 the City shall settle with all taxing jurisdictions as provided in Wisconsin Statute §§ 74.23 and 74.25. The County will provide printouts of posted payments to the City before the settlement deadlines.

IV. General Provisions

- A. The County agrees to provide adequate staffing during the tax collection period to effectively handle the volume of taxpayers making payments.
- B. This Agreement shall be for a period of one (1) year beginning October 1, 2016 and ending September 30, 2017. The Agreement may be renewed annually by mutual consent in writing.
- C. The City agrees to defend and indemnify, save and hold harmless the County, its officers, agents and employees, from and against all losses, damages, costs, charges, expenses (including attorney's fees), causes of action, suits, claims (including claims under any workers compensation or occupation disease law), demands, judgments and liabilities arising out of the performance of this Agreement which is not due to the negligence or other fault of the County.

V. Collection Procedures

- A. The City agrees to place at least two (2) announcements in the newspaper designated by the municipality, one (1) in December and one (1) in January, informing City taxpayers that the first installment payment and full tax payment will be collected by the County.
- B. The County shall collect, in the manner provided by law, all payments of real and personal property taxes, special charges, and special assessments as agent for the City. The County is responsible for these payments and is bonded in sufficient amount to cover the amount of such payments.

- C. Payments received at the City, on or before January 31 of each year shall be certified as timely by the City and shall be transmitted to the County on the following workday.
- D. The County, as agent for the City, shall accept advance payments of taxes pursuant to Wisconsin Statutes § 74.13.
- E. General tax and payment information shall be available to the public from the County Treasurer's Office. Any request received by the City shall be referred to the County.
- F. Notices required or deemed advisable under the terms and conditions of this Agreement shall be addressed in writing and delivered, personally or via certified mail, return receipt requested, to the following representatives of the parties hereto:

County: Laurie A. Noble
St. Croix County Treasurer
1101 Carmichael Road
Hudson, WI 54016

City: Brenda Malinowski
City of Hudson Finance Officer/Treasurer
505 Third Street
Hudson, WI 54016

VI. Subsequent Changes in State Law

- A. If changes in state law occur during the course of this Agreement which substantially change tax collection methods or requirements, either party may elect to terminate this Agreement by providing the other party with thirty (30) days prior written notice. Any material violation of the terms of this Agreement shall be grounds for termination upon ninety (90) days written notice.

VII. Termination

- A. If for any reason either party is unable to perform the duties as required under this Agreement, a party may terminate the Agreement by providing ninety (90) day prior written notice to the other party.

