

**Agenda for a Regular Meeting of the
Finance Committee of the Common Council of the City of Hudson
Monday, November 21, 2016
6:45 p.m. (note time)
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 November 14, 2016
3. Discussion and Possible Action on Claims
4. Discussion and Possible Action on Regular Operators Licenses
5. Discussion and Possible Action on Wastewater Budget Adjustment
6. Discussion and Possible Action on Weitkamp Park Change Order
7. Discussion and Possible Action on Annual Contract with Animal Humane Society
8. Items for Future Agendas
9. Adjournment

Rich O'Connor, Mayor

Posted in City Hall lobbies and emailed to Hudson Star Observer on 11-18-16

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, NOVEMBER 14, 2016

UNAPPROVED

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

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

ABSENT: Tom McCormick

OTHERS PRESENT: Catherine Munkittrick, Bill Alms, Joyce Hall, Jim Webber, Devin Willi, Marty Jensen, Scott St. Martin, and others.

MINUTES. MOTION by Hoggatt, second by Morrissette, to approve the minutes of the regular meeting of October 24, 2016. Ayes (3). MOTION CARRIED.

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

| | Fund | A/P Amounts | P/R Amounts | Totals |
|-----|------------------------|----------------------|----------------------|----------------------|
| 100 | General | 122,292.95 | 314,498.16 | 436,791.11 |
| 220 | Stormwater - MS4 | 269.08 | 1,684.14 | 1,953.22 |
| 270 | Police Drug Forfeiture | 0.00 | 0.00 | 0.00 |
| 280 | Park Dedication Fee | 5,927.68 | 0.00 | 5,927.68 |
| 290 | Police Donations | 120.00 | 0.00 | 120.00 |
| 310 | Debt Service | 20,000.00 | 0.00 | 20,000.00 |
| 450 | Capital Projects | 95,883.54 | 998.55 | 96,882.09 |
| 620 | Parking | 13,700.39 | 2,546.48 | 16,246.87 |
| 640 | Storm Sewer | 2,223.02 | 5,341.48 | 7,564.50 |
| 630 | Ambulance | 8,634.92 | 33,076.64 | 41,711.56 |
| | Totals | \$ 269,051.58 | \$ 358,145.45 | \$ 627,197.03 |

Ayes (3). MOTION CARRIED.

OPERATOR'S LICENSES: MOTION by Morrissette, 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 approve the issuance of 7 Regular Operator Licenses for the period November 15, 2016 to June 30, 2018 to: Abigail Faulhaber, Nathan Wagner, Darian Jaeger, Casey VanDusartz, Brady Munich, Diane Lanphear, Elliot McMahon and 2 Temporary Operator licenses for the Hudson Hockey Alumni game for 12/23/2016 to Keri Gornick and Megan Gornick. Ayes (3). MOTION CARRIED.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
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OPERATOR'S LICENSE DENIAL: City Administrator Willi informed the Committee that he had sent a letter regarding the recommendation of denial to Johathan Houreau but had not received a response from Mr. Houreau. Motion by Morrissette, second by Hoggatt to recommend denial of the operator's license for Johanthan Houareau as recommended by Police Chief Marty Jensen due to Mr. Houareau's history of alcohol convictions and failure to list all violations he had been convicted of on his application. Ayes (3). MOTION CARRIED.

CLASS "B" (BEER) AND CLASS "B" (WINE) LICENSE: MOTION by Hoggatt, second by Morrissette to recommend approval of the Class "B" (beer) and "Class B" (wine) license application for the Hudson Hockey Blue Line Club event on December 23, 2016 from 6:00 to 10:00 p.m. Ayes (3). MOTION CARRIED.

ALCOHOL PREMISE DESCRIPTION CHANGE FOR HAG, INC.: MOTION by Morrissette, second by Hoggatt to recommend approval of the request to amend the alcohol premises description for Hag, Inc. to include: Alcohol is served and files stored on premises on first floor, basement, second floor, at 302 and 304 2nd St., including porches on first and second floors of 302 2nd St. and deck of 304 2nd St. that runs 21.8 ft north/south and 28 ft easterly wide from public sidewalk on west, a smoking garden on east side of building running 18 ft west/east and 35 ft north to south. Ayes (3). MOTION CARRIED.

SCBA PURCHASE: Fire Chief Martin requested to approved the bid for the 32 SCBA's. MOTION by Morrissette, second by Hoggatt to recommend approval of the purchase of SCBA's from 5-Alarm Fire and Safety Equipment at a cost of \$237,048.81 and to prepay the invoice by 12/1/16 for delivery in January 2107 to realize a cost savings of \$2,300. Total cost will be \$234,748.81. Ayes (3). MOTION CARRIED.

ITEMS FOR FUTURE AGENDAS: Willi asked if there was interest to have a special meeting to discuss the budget. There was consensus to hold a special meeting on November 21st at 6:00 p.m. to discuss the budget.

ADJOURNMENT: MOTION by Hoggatt, second by Morrissette, to adjourn at 6:38 p.m. Ayes (3). MOTION CARRIED.

Brenda L Malinowski
Finance Officer

COUNCIL CLAIMS - NOVEMBER 21, 2016

| Fund | | A/P Amounts | P/R Amounts | Totals |
|-------------|------------------------|----------------------|----------------------|----------------------|
| 100 | General | 139,352.02 | 202,885.89 | 342,237.91 |
| 220 | Stormwater - MS4 | 435.00 | 667.69 | 1,102.69 |
| 270 | Police Drug Forfeiture | 0.00 | 0.00 | 0.00 |
| 280 | Park Dedication Fee | 159,805.65 | 0.00 | 159,805.65 |
| 290 | Police Donations | 0.00 | 0.00 | 0.00 |
| 310 | Debt Service | 0.00 | 0.00 | 0.00 |
| 450 | Capital Projects | 448,500.31 | 133.61 | 448,633.92 |
| 620 | Parking | 954.11 | 1,280.14 | 2,234.25 |
| 640 | Storm Sewer | 892.50 | 3,263.54 | 4,156.04 |
| 630 | Ambulance | 2,467.25 | 8,911.87 | 11,379.12 |
| | Totals | \$ 752,406.84 | \$ 217,142.74 | \$ 969,549.58 |

**CITY OF HUDSON
COUNCIL/COMMITTEE ISSUES**

SUBMITTED TO: FINANCE/COMMON COUNCIL

DATE: 11/21/2016

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 2 Regular Operator Licenses for the period November 22, 2016 to June 30, 2018 to: Alexis Schauff and John Moreno.



HUDSON PUBLIC UTILITIES ISSUE SHEET

| |
|--|
| DATE: 11/15/2016 |
| SUBMITTED TO: Utility Commission- Finance- City Council |
| SUBMITTED BY: Utility Director Peters |
| REGARDING: Budget Transfer of Wastewater Funds |

ISSUE: Wastewater has experienced an unexpected amount of repairs and/or replacements of pumps, SCADA, gears and operational equipment in 2016. These items were not budgeted or foreseen. Wastewater is asking for a \$25,000 adjustment to cover the costs of these repairs or replacements.

FUNDING SOURCE: Transfer of funds (\$25,000) from the DNR Equipment Replacement Fund with a balance of 1.8 million to Account #610.47.57323.242.

STAFF RECOMMENDATION: Authorize budget transfer.

COMMITTEE RECOMMENDATION: Utility Commission authorized budget transfer of \$25,000 from the DNR Replacement Fund. Passed 5-0

**CITY OF HUDSON
ISSUE SHEET**

| |
|--|
| Submitted to: FINANCE/COMMON COUNCIL Date: 11-17-2016 |
| Submitted by: TOM ZEULI, DIRECTOR OF PUBLIC WORKS |
| Regarding: DISCUSSION AND POSSIBLE ACTION ON WEITKAMP PARK CHANGE ORDER |

The award of the contract with Zappa Brothers for the Weitkamp Park Universal Playground Pour in Place Pad was \$159,564.17.

Grading plan revisions were necessary to complete the work for the playground. The Change Order amount for the additional work submitted by the Contractor is \$18,563.84.

FUNDING SOURCE: Park Trust fund B – Balance \$380,000

STAFF RECOMMENDATION: To approve Zappa Brothers Change Order #1 in the amount \$19,563.84.

10/28/2016

City of Hudson
505 3rd Street
Hudson, WI 54016

Dear Municipal Administrator,

As you know, Animal Humane Society partners with local cities to improve the lives and welfare of animals as well as the impact they have on people in our community. We look forward to continuing our partnership with you in 2017.

While we have had no significant internal policy or practice changes that will affect this relationship, we want to remind our Wisconsin partners that the stray holding period in the state has changed. It is now 4 days if the animal has a live release (adopted, returned to owner) and 7 days if euthanized. These time frames have been updated in our contract.

Two copies of your 2017 contract are enclosed. We anticipate no other changes that will impact our municipal contracts, so the language in the new agreement is consistent with the one you signed for 2017 with the exception of Wisconsin holding days. Our holding fees – which have been static for several years – will increase slightly to \$142 per animal for cats and dogs and \$43 per animal for other domestic animals.

If you have any questions, please feel free to contact me at the email or phone number below. We have simplified the process this year by already signing our part of the contract. Please sign both copies of the contract and return one of them to the Woodbury address below.

We appreciate your partnership as we seek to serve both the people and animals of our communities.

Sincerely,

Graham Brayshaw, DVM
Director of Animal Services, Animal Humane Society
gbrayshaw@animalhumanesociety.org
(763) 489-2224

Animal Humane Society
c/o Dawn Mathews, Site Manager
9785 Hudson Rd.
Woodbury, MN 55125

10/28/2016

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c/o Dawn Mathews, Site Manager
9785 Hudson Rd.
Woodbury, MN 55125

**Animal Humane Society
and
City of Hudson, WI**

**Letter of Understanding for Impound Housing Services
2017**

1. Animal Humane Society (AHS) agrees to provide the following services:
 - a. Housing for stray or abandoned animals that are retrieved or legally seized by your municipality's community service officer (CSO) or animal control officer (ACO), or for stray animals that are brought into the shelter by a citizen and verbal permission is given by your agency via phone for intake. Housing includes kennel space, daily cleaning, food and water.
 - b. Herd management vaccination following our standard vaccination protocols, as well as medically necessary and/or emergency care for sick or injured animals impounded during regular business hours.
 - c. Euthanasia services as deemed necessary by an AHS veterinarian. These services may be provided at the end of the legally required holding period or in the case of a medical situation that requires immediate euthanasia.
 - d. Adoption services as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - e. Euthanasia services and body disposal as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - f. Provide animal rabies quarantine or diagnostic service for stray felines or canines that have bitten a person.
 - g. Hold animal for the legally required stray holding period: 5 days in MN, 4 Days in WI if a live release, 7 days in WI if euthanized or until reclaimed by owner within this holding period.
 - h. AHS will follow internal policy and best practice for unclaimed animals. **The City of Hudson** may request and view AHS policies at any time.

2. AHS expectations:
 - a. AHS is not responsible for sick or injured animals that are left after hours. Outside treatment must be sought for these animals by the animal control officer or community service officer prior to leaving the animals at the AHS facility when veterinary staff members are not on duty.
 - b. AHS has the sole authority to disposition all animals that have not been reclaimed upon the expiration of the legally designated holding period.

- c. AHS will not accept feral cats seized under municipal authority by your municipality's CSO or ACO.

3. **The City of Hudson** agrees to:

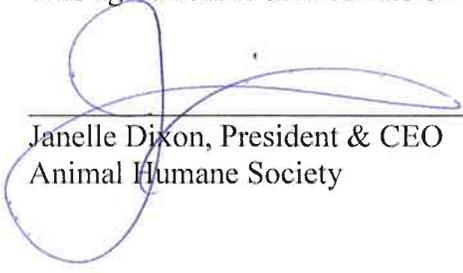
- a. Adhere to the drop off procedure set forth by AHS including animal housing at the shelter and paperwork. Drop off procedures and paperwork training for community service or animal control officers will be provided.
- b. Adhere to state laws and local ordinances that apply to the handling of stray or abandoned animals and the seizure and return of animals to their owners.
- c. Direct citizens where to take stray animals when not receiving permission for impoundment at AHS.
- d. Seek care for injured or sick animals prior to drop off in the event that it is after hours and/or AHS veterinary staff is not on duty.
- e. Pay the designated fees for each animal cared for from your municipality. AHS will charge a standard stray holding fee of \$142 per canine or feline and a \$43 fee per "other" domestic animals (rabbits, guinea pigs, birds etc.) not reclaimed by its owner. AHS will charge a \$10 administrative/processing fee to the municipality for each animal reclaimed by its owner in place of the stray holding fee. In these instances AHS will charge the owner reclaim fees. Fees for animals seized by the municipality (such as rabies quarantine) may vary due to the differing nature of their holding periods and services required.
- f. Adhere to AHS policy and best practice for unclaimed animals. **The City of Hudson** may request and view AHS policies at any time.
- g. Adhere to building access rules and ensure that the service access door is closed and locked after use in an after hours drop off.
- h. Ensure that the municipality's CSO/ACO uses his/her discretion in the field as to whether or not to impound an animal. AHS is not responsible for those decisions.
- i. Be available to members of your community to resolve their concerns related to the actions of your ACO/CSO officers and your municipality's procedures, policies and requirements.
- j. Release AHS from all liability of claims resulting from or related to providing impound housing services. **The City of Hudson** accepts responsibility for the CSO/ACO while in the course of impounding animals at AHS.

4. Administration

- a. AHS will bill the municipality at the end of each quarter on a fiscal calendar year. Billing will be mailed in the first month following the end of the quarter. Payment is expected within 30 days of receipt of billing.
- b. AHS will assign a contact person who should be contacted in the event of any problems, concerns or to receive feedback regarding the program.
- c. Any billing disputes must be raised within 10 days of receipt of billing.

This agreement is based on a one year commitment, which is renewed annually from the date your administrator signs the agreement below. The agreement can be ended at anytime by either party with a 30 day notice.

This agreement is entered into on the _____ day of _____, 2017 by



Janelle Dixon, President & CEO
Animal Humane Society

Signed on behalf of Municipal Authority

Printed Name and Title