

**Agenda for a Regular Meeting of the
Finance Committee of the Common Council of the City of Hudson
Monday, March 12, 2018
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 from February 26, 2018](#)
3. [Discussion and Possible Action on Claims](#)
4. [Discussion and Possible Action on Operators Licenses](#)
5. [Discussion and Possible Action on Temporary Picnic License for St. Patrick's](#)
6. [Discussion and Possible Action on Secondhand Article Dealer License](#)
7. [Discussion and Possible Action on purchase of 2019 Blend Boss Pre-Wet System](#)
8. [Discussion and Possible Action on purchase of 2019 Single Axle Truck](#)
9. [Discussion and Possible Action on purchase of Stainless Steel Dump Box and Plow Accessories](#)
10. [Discussion and Possible Action on Room Tax/Community Subsidies Budget](#)
11. Items for Future Agendas
12. Adjournment

Rich O'Connor, Mayor

Posted in City Hall lobbies and emailed to Hudson Star Observer 3-9-2018

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 26, 2018

UNAPPROVED

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

PRESENT: Alderpersons John Hoggatt, Tom McCormick, and Randy Morrisette II.

ABSENT: None

OTHERS PRESENT: Bill Alms, Joyce Hall, Jim Webber, Cathy Munkittrick, Devin Willi, Marty Jensen, Mike Johnson, Scott St. Martin, Tom Syfko, Jennifer Zeiler, Tom Zeuli, and others.

MINUTES: MOTION by McCormick, second by Hoggatt, to approve the Regular Meeting Minutes of February 5, 2018. Ayes (4). MOTION CARRIED.

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

Fund		AP Amounts	P/R Amounts	Totals
100	General	610,400.33	344,034.49	954,434.82
220	Stormwater - MS4	0.00	333.73	333.73
235	Room Tax/Comm. Subs.	7,297.50	0.00	7,297.50
280	Park Dedication Fees	1,000.00	0.00	1,000.00
450	Capital Projects	11,067.00	0.00	11,067.00
451	2017/18 Capital Projects	125,364.52	2,130.12	127,494.64
620	Parking	12,056.01	3,241.39	15,297.40
640	Storm Sewer	1,416.96	156.24	1,573.20
630	EMS	17,675.84	36,505.87	54,181.71
860	Tax Agency	13,725,881.64	0.00	13,725,881.64
Totals		\$ 14,512,159.80	\$ 386,401.84	\$ 14,898,561.64

Ayes (4). MOTION CARRIED.

OPERATOR'S LICENSES: MOTION by McCormick, second by Hoggatt to recommend approving 6 Regular Operator Licenses, contingent on payment of any outstanding debt owed to the City and successful completion of the background check for the period of February 27, 2018 to June 30, 2019 to Taylor Southerton, Erik Almquist, Danielle Bucchino, Robert Comstock, Brittany ArnoldCanter and Rebecca Soderstrom. Ayes (4). MOTION CARRIED.

PICKUP PURCHASE: MOTION by McCormick, second by Hoggatt to recommend approval of a 2019 Ford Explorer for the Parks and Recreation Department in the amount of \$35,490.00 from Hudson Ford. Funding is 2018 Capital Funds. Tom Zeuli clarified that the 1989 GMC would be sold and not the 2005 Dump Truck. Ayes (4). MOTION CARRIED.

WALNUT STREET BRIDGE REHABILITATION: MOTION by McCormick, second by Hoggatt to recommend approval of the low bid from PCiRoads, LLC in the amount of \$293,873.05 for the rehabilitation of the Walnut Street Bridge. Funding is 2017-2018 Capital Funds. Ayes (4). MOTION CARRIED.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
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2018 PARK USER FEES, BOAT LAUNCH FEES & SAILBOAT MOORING FEES: MOTION by Hoggatt, second by Morrissette to recommend approval of the 2018 park user fees, boat launch fees, & sailboat mooring fees as proposed by the Parks Board. 2018 fees are the same as the 2017 fees. Ayes (4). MOTION CARRIED.

2018 FEES SCHEDULE: MOTION by McCormick, second by Hoggatt to recommend approval of the 2018 Fee Schedule. Ayes (4). MOTION CARRIED.

ACCOUNTANT AND NETWORK ADMINISTRATOR POSITION: MOTION by McCormick, second by Morrissette to recommend that the City Administrator begin recruitment of the Accountant position in the Finance Department. Ayes (4). MOTION CARRIED.

DNR Grant and Equipment Purchase: MOTION by McCormick, second by Hoggatt to recommend approving the DNR Grant to be used for the purchase of wildland gear for the Fire Department in the amount of \$5,078.33 and to recommend the purchase of the wildland gear through Forestry Equipment R&D Center in the amount of \$10,252.26. Ayes (4). MOTION CARRIED.

ITEMS FOR FUTURE AGENDAS: None

ADJOURNMENT: MOTION by Hoggatt, second by McCormick, to adjourn at 6:48 p.m. Ayes (4). MOTION CARRIED.

Brenda L Malinowski
Finance Director

COUNCIL CLAIMS - MARCH 12, 2018

Fund		A/P Amounts	P/R Amounts	Totals
100	General	535,254.80	191,119.33	726,374.13
220	Stormwater - MS4	0.00	1,037.76	1,037.76
235	Community Subsidies	45,876.80	0.00	45,876.80
290	Police Donations	155.50	0.00	155.50
310	Debt Service	146,547.51	0.00	146,547.51
450	Capital Projects	9,700.37	0.00	9,700.37
451	2017/18 Capital Projects	3,567.58	692.96	4,260.54
620	Parking	4,278.00	1,373.36	5,651.36
640	Storm Sewer	506.24	88.72	594.96
630	EMS	4,647.66	18,578.07	23,225.73
860	Tax Agency	18,365.10	0.00	18,365.10
	Totals	\$ 768,899.56	\$ 212,890.20	\$ 981,789.76

**CITY OF HUDSON
COUNCIL/COMMITTEE ISSUES**

SUBMITTED TO: FINANCE/Common Council

DATE: 03/12/2018

SUBMITTED BY: KAREN DUCHOW, DEPUTY 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 3 Regular Operator Licenses for the period of March 13, 2018 to June 30, 2019 to: Andrew Kendhammer, Jennifer Brenny and Tracy Danovsky.

COUNCIL/COMMITTEE ISSUES

SUBMITTED TO: FINANCE COMMITTEE/COMMON COUNCIL **DATE:** 03/12/2018

SUBMITTED BY: KAREN DUCHOW

REGARDING: TEMPORARY CLASS "B"/ "CLASS B" RETAILER'S LICENSE
APPLICATION FOR ST PATRICK'S SCHOOL GALA

ISSUE: The Saint Patrick's Congregation has submitted an application for a Temporary Class "B"/ "Class B" Retailer's license and requests approval to serve beer and wine at the St. Patrick School Gala at 1500 Vine Street on 4/14/2018.

RECOMMENDATION: Consider approving the license application for the St. Patrick School Gala on 4/14/2018 from 5:30 to 11:30 p.m.

COUNCIL/COMMITTEE ISSUES

SUBMITTED TO: Finance Committee/Common Council

DATE: 03/12/2018

SUBMITTED BY: Karen Duchow, Deputy Clerk

REGARDING: Secondhand Article Dealer

ISSUE: An application has been received from Susan Sutheimer from Kudos at 805 Dominion Drive Inlow for a Secondhand Article Dealer for the period of 03/13/2018 through 12/31/2018.

The application is on file in the Clerk's office.

RECOMMENDATION: Approve the Secondhand Article Dealer License contingent on the standard background check and payment of any outstanding debt owed to the City.

**CITY OF HUDSON
ISSUE SHEET**

Submitted to: COMMON COUNCIL	Date: March 7, 2018
Submitted by: PUBLIC WORKS COMMITTEE	
Regarding: DISCUSSION AND POSSIBLE ACTION ON THE PURCHASE OF A BLEND BOSS	

The following bid was received for the purchase of one(1) Varitech Blend Boss:

VariTech Industries - \$21,990.00

- The Blend Boss is a piece of equipment used to mix and disperse de-icing chemicals. It is compatible with our existing equipment and is controlled with a touch display that allows for calibration and operating functions. It is capable of tracking the routing, date, time, user name, truck number, blend set points, etc. Moving forward all new plow trucks will have this capability. No other bids were received.

FUNDING SOURCE: 2018 Capital Funds - \$23,500

COMMITTEE RECOMMENDATION: MOTION by McCormick, second by Webber to recommend approval of the Varitech Blend Boss system in the amount of \$21,990.00.

**CITY OF HUDSON
ISSUE SHEET**

Submitted to: COMMON COUNCIL	Date: March 8, 2018
Submitted by: KEVIN SOLTIS, PUBLIC WORKS SUPERVISOR	
Regarding: DISCUSSION AND POSSIBLE ACTION ON THE PURCHASE OF A SINGLE AXLE DUMP TRUCK	

The following bids were received for the purchase of one(1) single axle dump truck per the city procurement policy:

VENDOR	TOTAL TRUCK COST
NUSS TRUCK - MACK	\$90,288.00
RIVER STATES - FREIGHTLINER	\$91,475.00

This will replace 2001 Single Axle Freightliner.

FUNDING SOURCE: 2018 Capital Funds in the amount of \$205,000.00. Remaining funds will be used for the Stainless Steel Dump Body and Plow Accessories.

STAFF RECOMMENDATION: To proceed with the purchase of the 2019 Single Axle Dump Truck from Nuss Truck in the amount of \$90,288.00.

**CITY OF HUDSON
ISSUE SHEET**

Submitted to: COMMON COUNCIL	Date: March 8, 2018
Submitted by: KEVIN SOLTIS, PUBLIC WORKS SUPERVISOR	
Regarding: DISCUSSION AND POSSIBLE ACTION ON THE STAINLESS STEEL DUMP BOX AND PLOW ACCESSORIES	

The following bids were received for the Stainless Steel Dump Box and Plow Accessories per the city procurement policy:

VENDOR	TOTAL TRUCK COST
UNIVERSAL TRUCK	\$103,384.00

This will be installed on the 2019 Single Axle Dump Truck.

FUNDING SOURCE: 2018 Capital Funds. \$205,000 allocated for the purchase of the Single Axle Dump Truck and the Dump Box with plow accessories.

STAFF RECOMMENDATION: To proceed with the purchase of the Stainless Steel Dump Box and Plow accessories from Universal Truck in the amount of \$103,384.00.

COUNCIL/COMMITTEE ISSUE SHEET

SUBMITTED TO: Finance Committee/Common Council

DATE: March 9, 2018

SUBMITTED BY: Devin Willi, City Administrator

REGARDING: Community Subsidies Budget

ISSUE: On an annual basis, the Mayor prepares a recommended budget for the distribution of the City's share (30%) of the estimated Room Tax Revenue collected from motels/hotels/beds and breakfast establishments in the City of Hudson. Said recommendation follows. As a reminder, the room tax collection and community subsidies expenditures are now in a separate accounting fund and are not part of the General Fund operating budget.

The budgeted revenue amount for 2018 is \$250,000. The Chamber of Commerce/Tourism Bureau receives 70% of all room tax revenue received. The estimated share for the Chamber based on the \$250,000 budget would be \$175,000. If the room tax revenue exceeds \$250,000, 70% of the excess will also be provided to the Chamber. The City's 30% estimated share is \$75,000.

The following changes are proposed in the 2018 budget when compared to 2017:

- Increase the Booster Days Fireworks allocation by \$1,000 to \$15,250. \$15,000 of the allocation will be for the actual fireworks and \$250 is for placement of buoys required by the US Coast Guard.
- Include both the 2018 and 2019 allocation for the Hot Air Affair in this year's budget. In past years, the event has been held prior to the time the Community Subsidies budget is considered. By doubling up for this year ONLY, the potential allocation will be made in the fiscal year prior to event, providing funding information to the Hot Air Affair Committee in advance of their event. The proposed allocation for the 2020 Hot Air Affair would be included in the 2019 Community Subsidies budget.
- The unallocated amount is \$15,100, which will provide potential funding for projects that would come forward in 2018.

In addition, the Mayor recommends that the following one-time allocations be made from the undesignated room tax fund balance from prior years. This amount is estimated to be about \$134,000 at the end of 2017.

- A request has been made by Public Works to add an additional \$3,000 for new holiday banners to be pooled with the \$2,000 that was allocated in 2017. The estimated cost was higher than anticipated.
- A request has been made by the Hudson Cemetery Association for a one-time additional contribution of \$10,000 to assist the association in meeting their financial obligations. The Association has indicated that they have been reorganizing their financial system and will be on track to continue operations with the regular contribution they receive each year.
- A request was made by the Parks Department for an allocation for the utilization of goats to remove the buckthorn infestation at Prospect Park. The original request of \$12,500 was removed from the 2018 operating budget. They are looking for grants, donations, etc. The Mayor is recommending a one-time allocation of \$6,000.

CITY OF HUDSON			
ROOM TAX COMMUNITY SUBSIDIES			
MAYOR'S RECOMMENDED BUDGET 2018			
	2017 BUDGET	2017 ACTUAL	2018 BUDGET
ROOM TAX REVENUE	\$ 190,000.00	\$ 289,236.00	\$ 250,000.00
ROOM TAX ALLOCATION			
	2017 Budget Allocation	2017 Actual Allocation	2018 Budget Requirement
Chamber Tourism & Dues	\$ 133,000.00	\$ 202,465.20	\$ 175,000.00
CITY TOURISM, BEAUTIFICATION AND OTHER EXPENDITURES			
	2017 Budget Allocation	2017 Actual Allocation	2018 Budget Recommendation
Octagon House	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Senior Citizens	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
VFW	\$ 500.00	\$ 500.00	\$ 500.00
Fireworks	\$ 14,250.00	\$ 14,250.00	\$ 15,250.00
Cemetery	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Concert Series	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Hot Air Affair (2018 and 2019)	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00
Hudson Ambassadors	\$ 3,500.00	\$ 3,780.00	\$ 3,500.00
Holiday Lighting	\$ 5,000.00	\$ 5,105.78	\$ 5,000.00
Flower Baskets	\$ 4,400.00	\$ 3,348.27	\$ 4,400.00
Holiday Decorations	\$ 1,000.00	\$ 1,140.00	\$ 1,000.00
Hudson Holiday Craft Fair	\$ 250.00	\$ 250.00	\$ 250.00
Unallocated	\$ 600.00	\$ -	\$ 15,100.00
Total Tourism, Beautification, Other	\$ 57,000.00	\$ 55,874.05	\$ 75,000.00
Total Allocation of Room Tax Revenue	\$ 190,000.00	\$ 258,339.25	\$ 250,000.00
Expenditures to be taken from prior year unexpended Community Subsidies funds			
New Flower Baskets for Downtown	\$ 5,000.00	\$ 5,000.00	\$ -
New Holiday Banners for Downtown	\$ 2,000.00	\$ -	\$ 3,000.00
Lakefront Park Waterfront Vision Plan	\$ 48,650.00	\$ 36,488.00	
One-Time Additional Allocation to Cemetery	\$ -	\$ -	\$ 10,000.00
One-Time Allocation for Prospect Park Buckthorn Removal Project	\$ -	\$ -	\$ 6,000.00

Undesignated Fund Balance - Community Subsidies	
Undesignated Fund Balance 1/1/2017	\$ 146,178.00
Revenue over Expenditures - 2017	\$ 30,896.75
Interest on Fund Balance	\$ 547.00
Flower Baskets	\$ (5,000.00)
New Holiday Banners yet to be Expended	\$ (2,000.00)
Waterfront Vision Plan Expended	\$ (36,488.00)
Waterfront Vision Plan yet to be Expended	\$ (12,162.00)
Undesignated Fund Balance 1/1/2018	\$ 134,133.75