

**Agenda for a Regular Meeting of the  
Finance Committee of the Common Council of the City of Hudson  
Monday, April 9, 2018  
6:45 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 March 26, 2018**
3. **Discussion and Possible Action on Claims**
4. **Discussion and Possible Action on Regular and Temporary Operators Licenses**
5. **Discussion and Possible Action on Authorization for recruitment for Part Time Engineer**
6. **Discussion and Possible Action on Purchase of Field Drag for Grandview Park**
7. **Discussion and Possible Action on Replacement of Garage Door at City Garage**
8. **Discussion and Possible Action on Letter of Engagement with Bolton and Menk, Inc. for Design Services and Authorize Preparations of Plans and Specifications – 2018 Storm Sewer Repairs**
9. Items for Future Agendas
10. Adjournment

Rich O'Connor, Mayor

Posted in City Hall lobbies and emailed to Hudson Star Observer 4-6-2018

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, MARCH 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, David Gray, Joyce Hall, Jim Webber, Cathy Munkittrick, Geoff Willems, Scott St. Martin, Devin Willi, Jennifer Zeiler, and others.

MINUTES: MOTION by McCormick, second by Hoggatt, to approve the Regular Meeting Minutes of March 12, 2018. 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	141,780.84	164,942.83	306,723.67
220	Stormwater - MS4	997.50	667.94	1,665.44
235	Community Subsidies	7,829.50	0.00	7,829.50
290	Police Donations	107.28	0.00	107.28
310	Debt Service	0.00	0.00	0.00
450	Capital Projects	4,480.50	0.00	4,480.50
451	2017/18 Capital Projects	324,890.39	565.20	325,455.59
620	Parking	5,289.74	1,371.15	6,660.89
640	Storm Sewer	590.13	115.14	705.27
630	EMS	6,133.83	18,586.64	24,720.47
860	Tax Agency	0.00	0.00	0.00
	<b>Totals</b>	<b>\$ 492,099.71</b>	<b>\$ 186,248.90</b>	<b>\$ 678,348.61</b>

Ayes (4). MOTION CARRIED.

OPERATOR'S LICENSES: MOTION by McCormick, second by Hoggatt to recommend approval of 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 March 27, 2018 to June 30, 2019 to: Matthew Vice, Chantil Reardon, Lisa Duran, Jennifer Gutting and Kari LaFlex and Temporary Operator Licenses to Robert Mueller and Dustin Danielson for the Hudson Hockey Association Men's Tournament event. Ayes (4). MOTION CARRIED.

TEMPORARY CLASS "B" RETAILER'S LICENSE: MOTION by Hoggatt, second by McCormick to recommend approval of the Temporary Class "B" Picnic license to serve beer at the Hudson Hockey Men's Tournament on April 20, 2018 to April 22, 2018. Ayes (4). MOTION CARRIED.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL  
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CHANGE OF AGENT REQUEST: MOTION by McCormick, second by Hoggatt to recommend approval the request for an agent change to Vipul Patel for Khushi Investment, Inc. d/b/a as Northland Liquor for the license year ending June 30, 2018 contingent on payment of any outstanding debt owed to the City and surrender of the current liquor license. Ayes (4). MOTION CARRIED.

PATROL POSITIONS: MOTION by McCormick, second by Morrissette to recommend approval of filling of four (4) patrol positions as they occur in the Police Department from the eligibility list currently being established by the Hudson Police and Fire Commission. Ayes (4). MOTION CARRIED.

UTILIZATION OF FUNDS FROM SQUAD EQUIPMENT ACCOUNT: MOTION by McCormick, second by Hoggatt, to recommend approval of the utilization of funds from the Squad Equipment Account to equip new squad vehicles. Ayes (4). MOTION CARRIED.

MELSTROM INSPECTIONS CONTRACT: MOTION by McCormick, second by Hoggatt, to recommend approval of an agreement for building inspection services with Melstrom Inspections. Ayes (4). MOTION CARRIED.

AMBULANCE REMOUNT: MOTION by Hoggatt, second by McCormick, to recommend the expenditure of up to \$106,000 for the remount of an ambulance by Everest Emergency Vehicles. Ayes (4). MOTION CARRIED.

STREET LIGHT POLE PURCHASE: MOTION by McCormick, second by Hoggatt, to recommend approval of the purchase of 22 street light poles at a cost of \$1,187 each from TAPCO for a total cost of \$26,114. Funding is 2018 Capital Funds. Ayes (4). MOTION CARRIED.

2017 FOURTH QUARTER FINANCIAL REPORT: MOTION by Hoggatt, second by McCormick, to recommend approval of the 2017 Fourth Quarter Financial Report. Ayes (4). MOTION CARRIED.

ITEMS FOR FUTURE AGENDAS: None.

ADJOURNMENT: MOTION by Hoggatt, second by McCormick, to adjourn at 6:47 p.m. Ayes (4). MOTION CARRIED.

Devin Willi  
City Administrator

COUNCIL CLAIMS - APRIL 9, 2018

<b>Fund</b>		<b>A/P Amounts</b>	<b>P/R Amounts</b>	<b>Totals</b>
100	General	524,934.28	179,887.83	704,822.11
220	Stormwater - MS4	0.00	0.00	0.00
235	Community Subsidies	1,837.50	0.00	1,837.50
290	Police Donations	250.00	0.00	250.00
310	Debt Service	21,025.00	0.00	21,025.00
415	TID #1	5,393.00	0.00	5,393.00
451	2017/18 Capital Projects	14,500.00	103.98	14,603.98
620	Parking	537.59	1,373.38	1,910.97
640	Storm Sewer	7,467.95	237.49	7,705.44
630	EMS	4,429.47	20,612.34	25,041.81
860	Tax Agency	0.00	0.00	0.00
	<b>Totals</b>	<b>\$ 580,374.79</b>	<b>\$ 202,215.02</b>	<b>\$ 782,589.81</b>

**CITY OF HUDSON  
COUNCIL/COMMITTEE ISSUES**

**SUBMITTED TO:** FINANCE/COMMON COUNCIL

**DATE:** 04/09/2018

**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 9 Regular Operator Licenses for the period of April 10, 2018 to June 30, 2019 to: Margaret Helget, Allison Ebertz, Callie Kemper, Jacob Chambers, Tracy Chase, Christopher Hartke, Damion Henzler, Toni Erickson and Davyann Lee.

## COUNCIL/COMMITTEE ISSUE SHEET

**SUBMITTED TO:** Common Council

**DATE:** April 4, 2018

**SUBMITTED BY:** Mike Johnson, Community Development Director  
Devin Willi, City Administrator

**REGARDING:** City Engineer Position

**ISSUE:** As previously noted at the March 12<sup>th</sup> Common Council meeting, Tom Syfko retired from his part-time City Engineer position on March 31<sup>st</sup>.

**RECOMMENDATION:** Authorize the Community Development Director and City Administrator to begin the recruitment process for the City Engineer position.

**CITY OF HUDSON  
ISSUE SHEET**

<b>Submitted to:</b> FINANCE/COMMON COUNCIL <b>Date:</b> April 5, 2018
<b>Submitted by:</b> PUBLIC WORKS COMMITTEE
<b>Regarding:</b> DISCUSSION AND POSSIBLE ACTION ON THE PURCHASE OF A FIELD DRAG FOR GRANDVIEW PARK WITH PW/PKS EQUIPMENT RESERVE FUNDS

The field drag used for grooming and prepping the ball fields at Grandview Park is roughly 10-12 years old. With the heavy field use at Grandview Park we are requesting funding from the PW/Parks Equipment reserves be used to purchase a new field drag.

The cost to replace the drag is roughly \$5,000

FYI – in recent meetings with the various organizations that use Grandview Park ball fields we have recently been informed that a National Tournament is scheduled this summer.

**FUNDING SOURCE:** Public Works & Parks Equipment reserve fund.  
Balance \$25,994.00.

**COMMITTEE/STAFF RECOMMENDATION:** MOTION by McCormick, second by Webber to recommend the use of Public Works and Parks Equipment reserve funds for the purchase of a field drag for Grandview Park in the amount of \$5,000. MOTION CARRIED.

**CITY OF HUDSON  
ISSUE SHEET**

**Submitted to:** FINANCE/COMMON COUNCIL

**Date:** April 5, 2018

**Submitted by:** PUBLIC WORKS COMMITTEE

**Regarding:** DISCUSSION AND POSSIBLE ACTION ON THE REPLACEMENT OF THE CITY GARAGE OVERHEAD DOORS CONTINGENT ON APPROVAL OF A FUNDING SOURCE

At the Public Works Committee held on March 27, 2018, discussion was held in regards to the condition of the existing garage doors at the east garage. The concerns discussed included the following:

- The east city garage doors are in poor shape and accumulating on-going costs for the repairs. Besides parts becoming obsolete, there are safety concerns with the overall condition of the doors. The tracks and rollers are worn, doors are falling off the tracks and possibly could injure someone or damage other equipment.

Quotes for the overhead doors include the tear out and replacement of 9 doors. The doors would be replaced with 12' commercial openers, 2 remotes for each, ½ hp single phase, safety eyes and low voltage wire.

The total cost is \$19,378.00. Quotes were received from 2 vendors .We are requested undesignated capital funds be used to pay for the improvements of the 9 garage doors.

**FUNDING SOURCE:** Undesignated capital funds.

**COMMITTEE/STAFF RECOMMENDATION:** MOTION by McCormick, second by Webber to recommend use of undesignated funds for the replacement of 9 garage doors for a cost of \$19,378.00 . MOTION CARRIED.



**CITY OF HUDSON  
ISSUE SHEET**

<b>Submitted to:</b> FINANCE COMMITTEE /COMMON COUNCIL	<b>Date:</b> 4-5-2018
<b>Submitted by:</b> TOM ZEULI, PUBLIC WORKS DIRECTOR	
<b>Regarding:</b> DISCUSSION AND POSSIBLE ACTION ON LETTER OF ENGAGEMENT (L.O.E.) WITH BOLTON & MENK, INC. FOR DESIGN SERVICES AND AUTHORIZE PREPARATION OF PLANS OF SPECIFICATIONS – 2018 STORM SEWER REPAIRS	

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.

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)

The following projects have been identified and funding is included in the 2018 Storm Water Utility budget:

1. Division and 2<sup>nd</sup> Street: remove and replace approx. 120 LF of 15" PVC and 1 CBMH
2. Summer and 7<sup>th</sup> Street: remove ex MH and replace with 2'x3' CB and approximately 14' of new pipe
3. 2760 Enloe St: remove and replace rings on two structures
4. Enloe and O'Neil Intersection: remove and replace rings on CBs in SE and SW corners
5. Namekagen Loop: Add a CB in existing low area, including associated storm sewer
6. 9<sup>th</sup> Street and Orange: Remove and replace MH
7. **Alternate #1** – Lockwood Court Storm Outlet: add fill and rip rap to fix erosion

The LOE includes costs for a preliminary survey of items 1, 5, and 7, as well as construction staking for items 1 and 5.

**PROPOSED SCHEDULE**

The proposed schedule is as follows:

Council approves Plans and Specifications and authorizes Ad for Bid.....May 21, 2018  
Ad for Bid published.....May 24 & 31, 2018  
Open Bids.....June 14, 2018  
Council awards contract.....June 18, 2018  
Construction.....July 2 – September 14, 2018

**FUNDING SOURCE:** It is proposed to fund the engineering services from the Storm Water Utility Collection System in the amount of \$16,500.00

**STAFF RECOMMENDATION:** Approve the Letter of Engagement with Bolton & Menk, Inc. in the amount of \$16,500.00 and to authorize the preparation of plans and specifications for the 2018 Storm Sewer repair projects.

**CITY OF HUDSON  
LETTER OF ENGAGEMENT**

Project Name: 2018 Storm Sewer Repairs

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

This Letter of Engagement is entered into this \_\_\_\_ day of \_\_\_\_\_, 2018, 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: 2018 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.

**EXHIBIT 1**  
**2018 Storm Sewer Repairs**

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

**Services to be performed:**

**Plan Phase:**

- Preliminary Investigations
- Preliminary Survey
- Prepare plans and specifications
- Prepare estimate of probable construction costs
- Prepare advertisement for bid and send to official newspaper
- Tabulate bids received
- Prepare contracts

**Construction Phase:**

- Provide construction staking. Construction inspection to be done by City staff
- Materials testing

**Schedule of Performance:**

- Council approves Plans and Specifications and authorizes Ad for Bid.....May 21, 2018
- Ad for Bid published.....May 24 & 31, 2018
- Open Bids.....June 14, 2018
- Council awards contract.....June 18, 2018
- Construction.....July 2 – September 14, 2018

**Compensation:**

- |  |                    |
|--|--------------------|
| 1. Plan Phase: estimated 112 hours, not to exceed                        | \$14,000.00        |
| 2. Construction Phase: estimated 14 hours plus testing, hourly estimated | <u>\$2,500.00</u>  |
| <b>Total Estimated Engineering Cost:</b>                                 | <b>\$16,500.00</b> |