

**Agenda for a Regular Meeting of the  
Finance Committee of the Common Council of the City of Hudson**  
Monday, August 20, 2018  
6:30 p.m.  
Council Chambers of City Hall, 505 Third Street

1. Call to Order
2. **Discussion and Possible Action on Minutes from August 6, 2018**
3. **Discussion and Possible Action on Claims from August 20, 2018**
4. **Discussion and Possible Action on Regular Operators Licenses**
5. **Discussion and Possible Action on Letter of Engagement with SEH to prepare a legal description for Tax Incremental District 6**
6. **Discussion and Possible Action on Letter of Engagement with SEH to prepare a list of potential transportation improvements options to consider as part of the WisDOT Highway 35/2<sup>nd</sup> Street Project in 2021**
7. **Discussion and Possible Action on Exit Interview Form**
8. Discussion and Possible Action on allowing hotels/motels to sell beer and wine
9. Items for Future Agendas
10. Adjournment

Rich O'Connor, Mayor

Posted in City Hall lobbies and emailed to Hudson Star Observer 8-17-2018

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, AUGUST 6, 2018

UNAPPROVED

Meeting called to order by Mayor O'Connor at 6:42 p.m.

PRESENT: Alderpersons Bill Alms, Joyce Hall, and Randy Morrisette II.

ABSENT: None

OTHERS PRESENT: Paul Deziel, Jim Webber, Cathy Munkittrick, Devin Willi, Scott St. Martin, Geoff Willems, and others.

MINUTES: MOTION by Hall, second by Alms, to approve the Regular Meeting Minutes of July 23, 2018. Ayes (4). MOTION CARRIED.

CLAIMS: MOTION by Hall, second by Alms, to recommend the payment of the following claims:

Fund		A/P Amounts	P/R Amounts	Totals
100	General	494,439.00	126,252.22	620,691.22
220	Stormwater - MS4	1,556.84	275.69	1,832.53
235	Community Subsidies	15,000.00	0.00	15,000.00
280	Park Dedication Fees	0.00	0.00	0.00
290	Police Donations	173.91	0.00	173.91
415	TID1 - #5	7,627.05	0.00	7,627.05
416	TID1 - #6	1,000.00	0.00	1,000.00
450	Capital Projects	19,378.00	0.00	19,378.00
451	2017/18 Capital Projects	48,442.00	0.00	48,442.00
620	Parking	9,547.41	1,464.80	11,012.21
640	Storm Sewer	2,905.89	2,257.47	5,163.36
630	EMS	4,596.03	18,600.40	23,196.43
860	Tax Agency	0.00	0.00	0.00
<b>Totals</b>		<b>\$ 604,666.13</b>	<b>\$ 148,850.58</b>	<b>\$ 753,516.71</b>

Ayes (4). MOTION CARRIED.

OPERATOR'S LICENSES: MOTION by Alms, second by Hall to recommend approval of 1 Regular Operator License for the period of August 7, 2018 to June 30, 2020 to: Anthony J Sylte, contingent on payment of any outstanding debt owed to the City and successful completion of the background. Ayes (4). MOTION CARRIED.

TEMPORARY OPERATOR'S LICENSE: MOTION by Alms, second by Hall to recommend approval of 1 Temporary Operator License to: Katherine Wright for the Heart of the River Event at the Phipps on September 14<sup>th</sup>, 2018. Ayes (4). MOTION CARRIED.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL  
CITY OF HUDSON, WISCONSIN  
MONDAY, AUGUST 6, 2018

TEMPORARY CLASS "B"/CLASS "B" RETAILERS LICENSE: MOTION by Hall, second by Alms to recommend approving the Temporary Class "B"/Class "B" Retailers license application at the Heart of the River Opening Celebration for the St. Croix River Association at the Phipps Center on September 14<sup>th</sup>, 2018. Ayes (4). MOTION CARRIED.

ITEMS FOR FUTURE AGENDAS: Finance Committee will review the types of licenses that the Finance Committee wants to approve and the type of licenses that do not need to be approved by the Finance Committee.

Hall requested an update regarding the discussion of exit interviews for all City employees. Willi is working on this item.

ADJOURNMENT: MOTION by Morrissette, second by Alms, to adjourn at 6:46 p.m. Ayes (4). MOTION CARRIED.

Brenda L Malinowski  
Finance Director

COUNCIL CLAIMS - AUGUST 20, 2018

<b>Fund</b>		<b>A/P Amounts</b>	<b>P/R Amounts</b>	<b>Totals</b>
100	General	30,776.88	101,310.84	132,087.72
220	Stormwater - MS4	0.00	0.00	0.00
235	Community Subsidies	0.00	0.00	0.00
280	Park Dedication Fees	0.00	0.00	0.00
290	Police Donations	3,245.96	0.00	3,245.96
310	Debt Service	3,800.00	0.00	3,800.00
415	TID # 5	0.00	0.00	0.00
416	TID # 6	382.08	0.00	382.08
450	Capital Projects	51,033.20	0.00	51,033.20
451	2017/18 Capital Projects	161,463.41	0.00	161,463.41
620	Parking	1,133.63	1,468.05	2,601.68
640	Storm Sewer	1,205.93	3,847.17	5,053.10
630	EMS	2,262.93	19,272.64	21,535.57
860	Tax Agency	0.00	0.00	0.00
	<b>Totals</b>	<b>\$ 255,304.02</b>	<b>\$ 125,898.70</b>	<b>\$ 381,202.72</b>

**CITY OF HUDSON  
COUNCIL/COMMITTEE ISSUES**

**SUBMITTED TO:** FINANCE/Common Council

**DATE:** 08/20/2018

**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 to Devin Kilmer, Elliot McMahon and Alisoun Turner for the period of August 21, 2018 to June 30, 2020.

**CITY OF HUDSON  
REPORT TO THE HUDSON COMMON COUNCIL**

**ITEM:** Possible Action on a Letter of Engagement with SEH to prepare a legal description for Tax Incremental District 6

**MEETING DATE:** August 20, 2018

**SUMMARY EXPLANATION:**

The Joint Review Board approved the creation of Tax Incremental District (TID) 6 on July 24, 2018. As part of the TID documentation, a legal mates and bounds boundary description which describes the Tax Incremental District boundary from point-of-beginning back to point-of-beginning is required. Staff has worked with SEH to develop the enclosed Letter of Engagement to prepare a legal description for TID No. 6 and is a TID No. 6 eligible expense.

**ATTACHMENTS:**

SEH Letter of Engagement

Prepared by: Emily Sorenson, Community Development Clerk  
Through: Mike Johnson, AICP, Community Development Director

**CITY OF HUDSON  
LETTER OF ENGAGEMENT**

Project Name: Legal Description for TID No. 6

Project or P.O. #: \_\_\_\_\_

This Letter of Engagement is entered into this 8<sup>th</sup> day of August, 2018, by and between the City of Hudson , 505 Third Street, Hudson, WI, 54016 (hereinafter the "City") and

Short Elliott Hendrickson Inc.

\_\_\_\_\_  
Name of Consultant

156 High Street, Suite 300, New Richmond, WI 54017

\_\_\_\_\_  
Address of Consultant

(Hereinafter the "Consultant").

**RECITALS**

WHEREAS, the City and the Consultant entered into an Engineering Master Consulting Agreement on the 1st day of September, 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:

**Prepare a legal description for TID No. 6 as described in the letter dated August 8, 2018 prepared by SEH and attached hereto as Exhibit No. 1.**

(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 No. 1 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 No. 1 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.

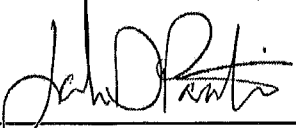
**Article 3. Consultant's Compensation**

The City shall pay the Consultant for services furnished and the Consultant shall accept as full payment the sums described on Exhibit No. 1 as Fees Hourly NTE (NTE meaning Not To Exceed). Payment to the Consultant for fees described on Exhibit One as "hourly estimated" shall be based on actual hours Consultant worked on the specified task. Exhibit No. 1 is attached hereto and incorporated herein by reference.

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 8<sup>th</sup> day of August, 2018.

Short Elliott Hendrickson, Inc.

By:   
\_\_\_\_\_  
John D. Parotti, PE  
Associate/Sr. Project Manager

City of Hudson, Wisconsin

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

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

Attest: \_\_\_\_\_  
City Clerk





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## Exhibit No. 1

August 8, 2018

RE: City of Hudson, Wisconsin  
TID No. 6 Legal Description  
SEH No. HUDSO 145432 14.00

Mr. Mike Johnson  
Community Development Director  
City of Hudson  
505 Third Street  
Hudson, WI 54016

Dear Mike:

Thank you for the opportunity to provide this proposal for the preparation of a legal description for the TID No. 6 in the downtown area of Hudson. This letter outlines the scope schedule and fee estimate as follows:

### **SCOPE OF SERVICES**

Prepare a legal description for TID No. 6 as shown on Figures 1a – 1b dated July 3, 2018. The legal description will be provided in MS Word format for City Staff use.

Note: It is understood that the previously produced drawings dated July 3, 2018 have met the City's needs for TID No. 6 and that no further drafting is required.

### **SCHEDULE**

Completion schedule will depend on workload at the time written approval is provided to SEH. At the time this memo was written, the anticipated completion schedule is 10 – 15 business days from receipt of written approval.

### **COMPENSATION**

Compensation for completion of the above scope will be on a time and materials basis using the cost plus fixed fee method in accordance with the Engineering Master Consulting Agreement with the City of Hudson. The estimated fee for service for the above described scope is \$5,500.

The above scope has been provided based on our understanding of the desired scope. If additional services are needed, this letter can be modified at your request.

If you have any questions or comments please don't hesitate to contact me at 715-861-4871.

Sincerely,

A handwritten signature in black ink, appearing to read "John D. Parotti".

John D. Parotti, PE  
Associate/Client Service Manager

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Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 156 High Street, Suite 300, New Richmond, WI 54017-1128

SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 715.246.9906 | 888.881.4281 | 888.908.8166 fax

**CITY OF HUDSON  
REPORT TO THE HUDSON COMMON COUNCIL**

**ITEM:** Possible Action on a Letter of Engagement with SEH to prepare a list of potential transportation improvement options to consider as part of WisDOT Highway 35/2<sup>nd</sup> Street project 2021

**MEETING DATE:** August 20, 2018

**SUMMARY EXPLANATION:**

The WisDOT will be improving Highway 35 from Front Street to the north City boundary at Lake Mallalieu in the year 2021. In addition to the planned improvements by the DOT, the City has the potential to add further improvements to the corridor such as ornamental lighting and traffic calming features.

Staff has worked with SEH to develop the enclosed Letter of Engagement to prepare a list of potential transportation improvement options to consider as part of the Highway 35/2<sup>nd</sup> Street project.

**ATTACHMENTS:**

SEH Letter of Engagement

Prepared by: Emily Sorenson, Community Development Clerk  
Through: Mike Johnson, AICP, Community Development Director

**CITY OF HUDSON  
LETTER OF ENGAGEMENT**

Project Name: **Highway 35 Enhancements**

Project or P.O. #: \_\_\_\_\_

This Letter of Engagement is entered into this 9<sup>th</sup> day of August, 2018, by and between the City of Hudson , 505 Third Street, Hudson, WI, 54016 (hereinafter the “City”) and

Short Elliott Hendrickson Inc.

\_\_\_\_\_  
Name of Consultant

156 High Street, Suite 300, New Richmond, WI 54017

\_\_\_\_\_  
Address of Consultant

(Hereinafter the “Consultant”).

**RECITALS**

WHEREAS, the City and the Consultant entered into an Engineering Master Consulting Agreement on the 1st day of September, 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:

**Assist City staff with review of certain design elements and provide budget cost estimates for design enhancements as described in the letter dated August 9, 2018 prepared by SEH and attached hereto as Exhibit No. 1.**

(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 No. 1 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 No. 1 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**

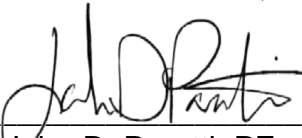
The City shall pay the Consultant for services furnished and the Consultant shall accept as full payment the sums described on Exhibit No. 1 as Fees Hourly NTE (NTE meaning Not To Exceed). Payment to the Consultant for fees described on Exhibit One as “hourly estimated” shall be based on actual hours Consultant worked on the specified task. Exhibit No. 1 is attached hereto and incorporated herein by reference.

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 9<sup>th</sup> day of August, 2018.

Short Elliott Hendrickson, Inc.

City of Hudson, Wisconsin

By:   
\_\_\_\_\_  
John D. Parotti, PE  
Associate/Client Service Manager

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

By: \_\_\_\_\_  
Rich O’Connor, Mayor

Attest: \_\_\_\_\_  
City Clerk



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## Exhibit No. 1

August 9, 2018

RE: City of Hudson, Wisconsin  
Hwy 35 Enhancements  
SEH No. HUDSO 147530 14.00

Mr. Michael Johnson  
Community Development Director  
City of Hudson  
505 Third Street  
Hudson, WI 54016

Dear Mr. Johnson:

Thank you for this opportunity to provide a proposal for assisting staff with the review of preliminary DOT design and budget estimating for the Hwy 35 improvement project scheduled for construction in 2021. This letter outlines our understanding of the project as well as the scope schedule and fee estimate as follows:

### PROJECT UNDERSTANDING AND APPROACH

The City of Hudson has been working with WisDOT to plan for improvements to Highway 35 from Front Street to the north City boundary at Lake Mallalieu. The DOT project will include pavement rehabilitation and certain other updates throughout the corridor.

In addition to the improvements planned by DOT, the City is also interested in the potential addition of enhancement such as ornamental lighting and traffic calming features which can be added to the project at City request but are otherwise outside the scope of the DOT project.

City staff has requested assistance with review of certain elements of the DOT design and with developing budget costs estimates to be used for evaluating which enhancements can be included. The following outlines the scope of services required to provide assistance as requested.

### SCOPE OF SERVICES

1. Develop concepts for traffic calming, pedestrian and bicycle safety, and traffic operations. Includes some field review, analyses, sketches, and written descriptions.
2. Meet with City Staff to review concepts.
3. Review WisDOT concepts for intersections, lanes, pedestrian crossings, and traffic signals.
4. Assistance in preparing for and presentation at Council meeting.
5. Develop budget cost estimates for the traffic calming and crosswalk additions.
6. Develop budget cost estimates for ornamental street lighting from Buckeye Street to Lake Mallalieu.

Engineers | Architects | Planners | Scientists

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Mr. Michael Johnson  
August 9, 2018  
Page 2

## COMPENSATION

Compensation for completion of the above scope will be on a time and materials basis using the cost plus fixed fee method in accordance with the Engineering Master Consulting Agreement with the City of Hudson. The estimated fee for service for the above described scope is \$6,500.

## SCHEDULE

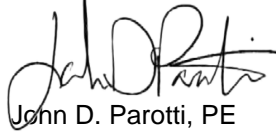
The schedule to complete this scope has not been discussed in detail with staff. It is anticipated that the work can be completed within 30 days of authorization but actual milestone delivery dates will be discussed and agreed to with City staff upon direction to proceed.

The above scope has been provided based on our understanding of the desired scope as expressed by City Staff. If additional services are needed, this letter can be modified at your request.

If you have any questions or comments please don't hesitate to contact me at 715-861-4871.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



John D. Parotti, PE  
Associate/Client Service Manager



**505 Third Street  
Hudson, WI 54016  
(715) 386-4765**

## **MEMO**

To: Mayor O'Connor and Common Council

From: Devin Willi, City Administrator/Human Resources Director

Re: Employee Exit Interview Form - Draft

Date: August 16, 2018

A draft of an employee exit interview form follows. Please review prior to discussion at the Finance Committee meeting on Monday.

In reviewing forms that were used by employers across all sections of employment (private, public, corporate, government, etc.), many of the forms provided areas for employees to simply check reasons for leaving and a small area to discuss the positive and potentially negative aspects of work with an employer.

However, I felt it was important to provide an area for employees to offer any additional input on their tenure with the City.

Once a final form is adopted, I would recommend that it be used for all non-seasonal staff, except for library employees, as the Director has a form she uses which meets their needs.

CITY OF HUDSON  
CONFIDENTIAL  
EMPLOYEE EXIT INTERVIEW FORM

Employee Name \_\_\_\_\_

Date of Hire \_\_\_\_\_

Job Title \_\_\_\_\_

Termination Date \_\_\_\_\_

Reason(s) for ending employment with the City of Hudson (mark all that apply):

Took another position

Salary or benefit issues

Retirement

Employment Conditions

Family Relocation

Conflict with co-workers or supervisor

To attend school

Prefer not to answer

Other \_\_\_\_\_

If you would like to elaborate on the reasons for leaving employment with the City, please do so here:

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What aspects of your work with the City did you find most satisfying or did you enjoy the most?

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What aspects of your work with the City did you find most frustrating or challenging?

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Please add any additional comments, questions or concerns on the back of this document.