

**Agenda for a Regular Meeting of the
Finance Committee of the Common Council of the City of Hudson
Tuesday, September 4, 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 August 20, 2018](#)
3. [Discussion and Possible Action on Claims from September 4, 2018](#)
4. [Discussion and Possible Action on Regular Operators Licenses](#)
5. [Discussion and Possible Action on Temporary Operators Licenses](#)
6. [Discussion and Possible Action on Temporary Class B Beer License for the Hudson Hockey Association](#)
7. [Discussion and Possible Action on Temporary Class B Beer and Wine License for the Hudson Area Library Foundation](#)
8. [Discussion and Possible Action on Improvements to the Carmichael Road and Crest View Drive Traffic Signal Cabinet](#)
9. Discussion and Possible Action on Class A Liquor License Quota
10. [Discussion and Possible Action on process for assessment contract](#)
11. Items for Future Agendas
12. Adjournment

Rich O'Connor, Mayor

Posted in City Hall lobbies and emailed to Hudson Star Observer 8-31-2018

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 20, 2018

UNAPPROVED

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

PRESENT: Mayor O'Connor, Alderpersons Joyce Hall and Randy Morrissette II.

ABSENT: Bill Alms

OTHERS PRESENT: Paul Deziel, Jim Webber, Sarah Atkins Hoggatt, Cathy Munkittrick, Devin Willi, Mike Johnson, Geoff Willems, Jennifer Rogers, Tiffany Weiss and others.

MINUTES: MOTION by Morrissette, second by Hall, to approve the Regular Meeting Minutes of August 6, 2018. Ayes (3). MOTION CARRIED.

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

COUNCIL CLAIMS - AUGUST 20, 2018				
	Fund	A/P Amounts	P/R Amounts	Totals
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
	Totals	\$ 255,304.02	\$ 125,898.70	\$ 381,202.72

Ayes (3). MOTION CARRIED.

OPERATOR'S LICENSES: MOTION by Hall, second by Morrissette to recommend approval of three (3) Regular Operator License for the period of August 21, 2018 to June 30, 2020 to: Devin Kilmer, Elliot McMahon and Alisoun Turner, contingent on payment of any outstanding debt owed to the City and successful completion of the background. Ayes (3). MOTION CARRIED.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
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LETTER OF ENGAGEMENT RE TID 6: MOTION by Morrissette, second by Hall to recommend approval of a Letter of Engagement with SEH to prepare legal description for Tax Incremental District 6. Ayes (3). MOTION CARRIED.

LETTER OF ENGAGEMENT RE HIGHWAY 35: MOTION by Morrissette, second by Hall to recommend approval of a Letter of Engagement with SEH to prepare a list of potential transportation improvement options to consider as part of WisDOT Highway 35/2nd Street project 2021. Ayes (3). MOTION CARRIED.

EXIT INTERVIEW FORM: The Committee reviewed the form and requested that it be placed on the September 4th Common Council agenda for approval.

CLASS A LIQUOR LICENSES: Morrissette had asked that the possibility of allowing hotels or motels to sell beer and wine. City Attorney Munkittrick reviewed the options as set forth in statutes and by local ordinance, as well as discussions with the licensing staff at the Wisconsin Department of Revenue. The matter will be on the next agenda for additional discussion.

ADJOURNMENT: MOTION by Morrissette, second by Hall, to adjourn at 6:50 p.m. Ayes (3). MOTION CARRIED.

Devin Willi
City Administrator

COUNCIL CLAIMS - SEPTEMBER 4, 2018

Fund		A/P Amounts	P/R Amounts	Totals
100	General	523,491.52	135,297.99	658,789.51
220	Stormwater - MS4	969.30	0.00	969.30
235	Community Subsidies	54,133.26	0.00	54,133.26
280	Park Dedication Fees	0.00	0.00	0.00
290	Police Donations	433.13	0.00	433.13
310	Debt Service	0.00	0.00	0.00
415	TID # 5	1,498.00	0.00	1,498.00
416	TID # 6	2,798.58	0.00	2,798.58
450	Capital Projects	6,243.85	0.00	6,243.85
451	2017/18 Capital Projects	26,070.98	0.00	26,070.98
620	Parking	3,586.21	1,456.64	5,042.85
630	EMS	4,481.31	22,667.70	27,149.01
640	Storm Sewer	4,098.37	2,153.76	6,252.13
860	Tax Agency	0.00	0.00	0.00
	Totals	\$ 627,804.51	\$ 161,576.09	\$ 789,380.60

**CITY OF HUDSON
COUNCIL/COMMITTEE ISSUES**

SUBMITTED TO: FINANCE/COMMON COUNCIL

DATE: 09/4/2018

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 4 Regular Operator Licenses for the period of September 5, 2018 to June 30, 2020 to: Michael Sheedy, Ross Wusterbarth, Susanne Halverson and Christina Jenkins.

Also, to approve the issuance of 5 Temporary Operator Licenses to: Peter Keskey, Andrea Jorgenson, Vanessa LaFleur, Amber Rykal and Brian Elwood for the Hudson Chamber of Commerce Spirit of St Croix Event from 9/22-9/23/2018.

COUNCIL/COMMITTEE ISSUES

SUBMITTED TO: FINANCE COMMITTEE/COMMON COUNCIL

DATE: 9/04/2018

SUBMITTED BY: KAREN DUCHOW

REGARDING: TEMPORARY CLASS "B" BEVERAGE LICENSE
APPLICATION FROM HUDSON HOCKEY ASSOCIATION

ISSUE: Hudson Hockey Association has submitted an application for a Temporary Class "B"/"Class B" Retailers license for Hudson Hockey Welcome Back to Hockey 3 on 3 Pig Roast Tournament for September 28, 2018 to September 30, 2018 at 1820 Hanley Road, Gornick Arena.

RECOMMENDATION: Consider approving the Class "B" (beer) license application for Hudson Hockey Association for their upcoming event.

COUNCIL/COMMITTEE ISSUES

SUBMITTED TO: FINANCE COMMITTEE/COMMON COUNCIL **DATE:** 09/04/2018

SUBMITTED BY: KAREN DUCHOW

REGARDING: TEMPORARY CLASS "B"/ "CLASS B" RETAILER'S LICENSE
APPLICATION FOR HUDSON AREA LIBRARY FOUNDATION

ISSUE: The Hudson Area Library Foundation has submitted an application for a Temporary Class "B"/ "Class B" Retailer's license and requests approval to serve beer and wine for their Hogwarts After Hours Fundraiser for the Library on October 20, 2018, at 700 1st Street.

RECOMMENDATION: Consider approving the license application for the Hogwarts After Hours Fundraiser on 10/20/2018 from 7:00 pm to 10:00 pm.

CITY OF HUDSON ISSUE SHEET

Submitted to: COMMON COUNCIL

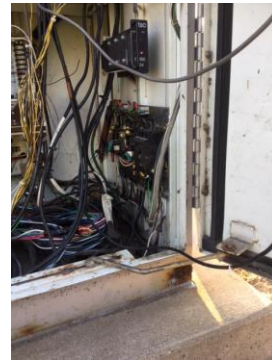
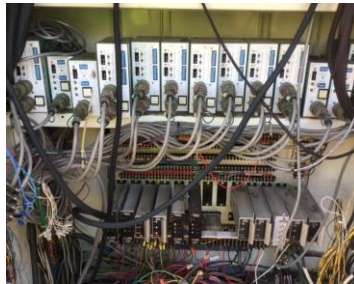
Date: August 30, 2018

Submitted by: MICHAEL MROZ, DIRECTOR OF PARKS & PUBLIC WORKS

Regarding: DISCUSSION AND POSSIBLE ACTION ON THE IMPROVEMENTS TO THE CARMICHAEL ROAD AND CREST VIEW DRIVE TRAFFIC SIGNAL CABINET

BACKGROUND: The Public Works Committee met on Tuesday, August 28, 2018 to discuss the traffic signal operating cabinet located at the intersection of Carmichael Road and Crest View Drive. The cabinet and internal components are in need of replacement due to the deterioration, advancements in technology, and continued uniformity with the other Carmichael Road intersections.

The original cabinet, installed in 1991, operates the timing for five other intersections in the Carmichael/Crestview vicinity all of which are on a loop system. As with any piece of outdoor equipment, the cabinet deterioration has caused traffic light malfunctions and ongoing rodent intrusion issues.



The cost to replace the cabinet was budgeted for in the 2017-2018 capital requests in the amount of \$15,000. However, this was only to replace the cabinet.

Since then, the Carmichael and Hanley intersection study was performed and the recommendation from SEH traffic engineers was any upgrades to intersections along Carmichael Road should include conversion to a video detection system. This would ensure that all future intersection improvements for the Carmichael Corridor would be compatible with one another. Based upon quotes obtained by City staff the costs to install a new cabinet and upgrade to the video system at the intersection of Carmichael and Crestview is approximately \$40,000.

FUNDING SOURCE: Public Works Committee approved to request a reallocation of funds (\$34,000) from the 2018 capital project fund for the Hanley/Carmichael Flashing Yellow Light to the Carmichael/Crestview cabinet replacement fund (\$15,000). Unused funds will be placed back into the Carmichael and Hanley flashing yellow light fund.

CITY OF HUDSON ISSUE SHEET

STAFF/COMMITTEE RECOMMENDATION: To proceed with the purchase and installation of the cabinet and video detection system for the Carmichael Road and Crest View Drive intersection. MOTION by Deziel, second by Atkins Hoggatt to recommend the reallocation of capital funds from the Carmichael/Hanley flashing left turn light to the Crestview & Carmichael cabinet improvement fund. MOTION CARRIED.



Devin J. Willi, CPA
City Administrator
Human Resources Director
(715) 716-5741

From: Devin Willi, City Administrator/Human Resources Director
To: Finance Committee
Date: August 30, 2018
Re: 2019-2021 Assessment Contract

The City's contract with our long-standing assessment firm, Bowmar Appraisal, expires at the end of 2018.

Bowmar has presented a proposed contract for 2019-2021, which will include a complete revaluation for all taxable property in the City in 2020.

The City is already below the 90% assessed to equalized threshold required by state law and the amount likely be below 80% given the recent uptick in property values.

Before submitting Bowmar's proposal to the Finance Committee and Council, staff wanted to determine whether the Finance Committee had any interest in going out for proposals for this service.

Community Development and Administrative staff would recommend remaining with Bowmar, as they have been the City's assessor for the vast majority of the last 30-plus years.