

**Agenda for a Regular Meeting of the
Finance Committee of the Common Council of the City of Hudson**
Monday, September 17, 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 September 4, 2018**
- 3. Discussion and Possible Action on Claims from September 17, 2018**
- 4. Discussion and Possible Action on Regular Operators Licenses**
- 5. Discussion and Possible Action on 2019-2021 Assessment Contract with Bowmar Appraisal**
6. Discussion and Possible Action on changes to Class A Liquor License Quotas
7. Items for Future Agendas
8. Adjournment

Rich O'Connor, Mayor

Posted in City Hall lobbies and emailed to Hudson Star Observer 9-14-2018

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, SEPTEMBER 4, 2018

UNAPPROVED

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

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

ABSENT: None

OTHERS PRESENT: Sarah Atkins Hoggatt, Jim Webber, Cathy Munkittrick, Devin Willi, Mike Mroz, Jennifer Rogers, and others.

MINUTES: MOTION by Hall, second by Alms, to approve the Regular Meeting Minutes of August 20, 2018. Ayes (4). MOTION CARRIED.

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

| 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 |

Ayes (4). MOTION CARRIED.

OPERATOR'S LICENSES: MOTION by Alms, second by Hall to recommend approval of 4 Regular Operator License for the period of September 5, 2018 to June 30, 2020 to: Michael Sheedy, Ross Wusterbarth, Susanne Halverson and Christina Jenkins, 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 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 9/22/2018-9/23/2018. Ayes (4). MOTION CARRIED.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
CITY OF HUDSON, WISCONSIN
MONDAY, SEPTEMBER 4, 2018

TEMPORARY CLASS "B"/CLASS "B" RETAILERS LICENSE:

MOTION by Morrissette, second by Alms to recommend approving the Temporary Class "B"/Class "B" Retailers license application to the Hudson Hockey Association to serve beer for the Hudson Hockey Welcome Back to Hockey 3 on 3 Pig Roast Tournament on September 28, 2018 to September 30, 2018 at 1820 Hanley Road, Gornick Arena. Ayes (4). MOTION CARRIED.

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 to the Hudson Area Library Foundation to serve beer and wine for the Hogwarts After Hours Fundraiser on October 20, 2018 from 7:00 pm to 10:00 pm at the Library at 700 1st Street. Ayes (4). MOTION CARRIED.

CARMICHAEL ROAD AND CREST VIEW DRIVE TRAFFIC SIGNAL CABINET:

MOTION by Morrissette, second by Alms to recommend the reallocation of capital funds from the Carmichael/Hanley flashing left turn light to the Crest View & Carmichael traffic signal cabinet. Total project funding is \$40,000. Ayes (4). MOTION CARRIED.

CLASS A LIQUOR LICENSE QUOTA: Discussion regarding the Class A liquor license quota. Morrissette is requesting that research be completed regarding Class A liquor license quota. Information will be brought back to the next meeting.

ASSESSMENT CONTRACT FOR 2019-2021: Consensus was to bring back the Bowmar Appraisal Assessment Contract and to not bid the contract. Morrissette said Bowmar has done the work for the City for a very long time, and when the City went with another company a few years ago, it did not go well.

ITEMS FOR FUTURE AGENDAS: Willi will review possible budget meeting dates with the Committee at the next meeting.

ADJOURNMENT: MOTION by Morrissette, second by Alms, to adjourn at 6:49 p.m. Ayes (4). MOTION CARRIED.

Brenda L Malinowski
Finance Officer

COUNCIL CLAIMS - SEPTEMBER 17, 2018

| Fund | | A/P Amounts | P/R Amounts | Totals |
|-------------|--------------------------|------------------------|----------------------|------------------------|
| 100 | General | 103,525.43 | 102,720.35 | 206,245.78 |
| 235 | Community Subsidies | 8,446.52 | 0.00 | 8,446.52 |
| 280 | Park Dedication Fees | 3,875.00 | 0.00 | 3,875.00 |
| 290 | Police Donations | 0.00 | 0.00 | 0.00 |
| 310 | Debt Service | 808,797.51 | 0.00 | 808,797.51 |
| 450 | Capital Projects | 0.00 | 0.00 | 0.00 |
| 451 | 2017/18 Capital Projects | 125,386.24 | 0.00 | 125,386.24 |
| 620 | Parking | 537.29 | 1,468.08 | 2,005.37 |
| 630 | EMS | 2,772.84 | 30,544.69 | 33,317.53 |
| 640 | Storm Sewer | 1,380.61 | 2,659.59 | 4,040.20 |
| 860 | Tax Agency | 0.00 | 0.00 | 0.00 |
| | Totals | \$ 1,054,721.44 | \$ 137,392.71 | \$ 1,192,114.15 |

**CITY OF HUDSON
COUNCIL/COMMITTEE ISSUES**

SUBMITTED TO: FINANCE/COMMON COUNCIL

DATE: 09/17/2018

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 7 Regular Operator Licenses for the period of September 18, 2018 to June 30, 2020 to: Peter Elkin, Jordan Goetz, Dustin Danielson, Tricia Draves, Jamie Pagels, Kayla Frankson and Francis McClellan.



September 10, 2018

City of Hudson
505 3rd St
Hudson, WI 54016-1694

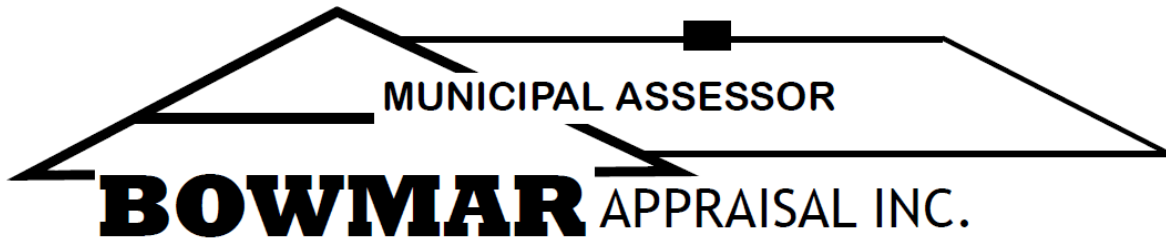
Dear Members of the City Council:

Enclosed is a Revaluation and Maintenance Assessment Contract for the years 2019-2021;
We have always highly valued our relationship with the City of Hudson and we look forward to working with you in the future. We ask the City to consider the contract at the next City Board meeting. Please inform our office of your acceptance as soon as possible so we may complete our work scheduled for next year.

Again, on behalf of Bowmar Appraisal, I want to thank you for your past cooperation and assistance. We, at Bowmar Appraisal appreciate the opportunity to continue working with you and be of service to the City.

Respectfully,

Roger Koski
Mike Kochaver
Bowmar Appraisal, Inc.



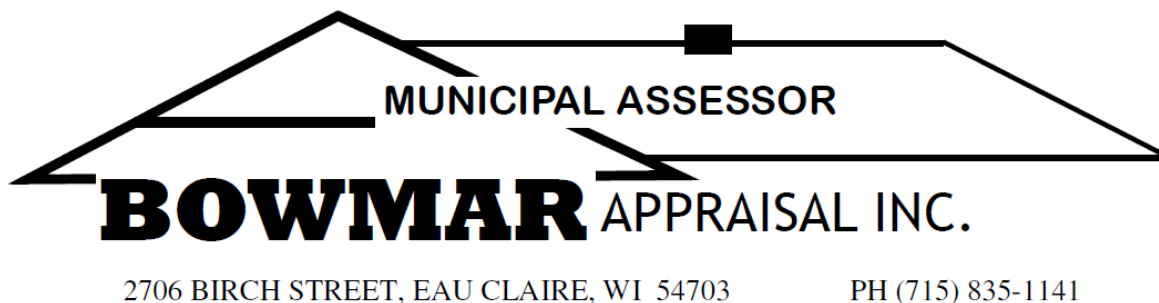
2706 BIRCH STREET, EAU CLAIRE, WI 54703

PH (715) 835-1141

City of Hudson – St. Croix

Revaluation and Maintenance Contract

For the years 2019 -2021



CITY OF HUDSON

REVALUATION CONTRACT-EXTERIOR INSPECTION FOR 2020 & ASSESSOR CONTRACT
FOR 2019, 2020, and 2021

THIS AGREEMENT by and between BOWMAR APPRAISAL INC., hereinafter called the
“Assessor,” and the CITY OF HUDSON, ST. CROIX, WISCONSIN hereinafter called the
“Municipality”.

WITNESSETH: The Assessor and Municipality for the consideration stated herein agree as
follows:__

ARTICLE I

SCOPE OF WORK: The Assessor shall complete a revaluation of all taxable real estate and
personal property in the City for the 2020 Assessment Roll and be the Assessor for 2019, 2020,
and 2021. The Assessor agrees to perform everything to be performed and to complete in a
professional manner all the work required under this agreement in accordance with Wisconsin State

Statutes. The Wisconsin State Assessment Manual and Market Drive's computerized program will be utilized in all properties. This revaluation will be exterior inspection only.

ARTICLE II

COMPENSATION: The Municipality shall pay to the Assessor for the performance of this contract the following compensation:

SECTION I

For the revaluation of all taxable real estate and personal property, the City shall pay \$178,200 payable over 3 years at \$59,400 per year with the revaluation completed no later than October 1, 2020. In addition, the Assessor, for maintenance services for 2019 thru 2021, shall be paid \$42,500 each year, resulting in total compensation for all services in the amount of THREE HUNDRED SEVEN THOUSAND FIVE HUNDRED DOLLARS [\$307,500] over three years as follows:

- 2019: \$102,500 Maintenance & Payment of Revaluation
- 2020: \$102,500 Maintenance & Payment of Revaluation
- 2021: \$102,500 Maintenance & Final payment of 2020 Revaluation

ARTICLE III

AGREEMENTS-ASSESSOR: The Assessor agrees to perform the following for the Municipality:

1. CONFORMANCE TO THE STATUTES. All work shall be accomplished in accordance with the provisions of the laws of the State of Wisconsin and in full compliance with all the rules and regulations officially adopted by the Wisconsin Department of Revenue.
2. PERSONNEL. (a) All personnel of the Assessor providing services shall be currently certified in compliance with Section 70.055. (b) The Assessor shall review any complaint relative to the conduct of his employee(s). If the Municipality deems the performance of any of the Assessor's employees to be unsatisfactory, the Assessor shall, for good cause, remove such employee(s) from work upon written request from the Municipality, such request stating the reason for removal.
3. ASSESSMENT MANUAL. All assessments shall be made in accordance with the Assessor's Manual as specified in the Wisconsin Statutes Sections 70.32 (1) and 70.34.
4. PREPARATION OF RECORD CARDS. The Assessor shall use existing record cards for each parcel to be revalued.
5. DATA FOR EVALUATION. The Assessor will gather and analyze construction and market data necessary to appraise the revalued properties. This data will be noted on the individual property record cards. All data gathered will become the property of the Municipality.

6. **DATA COLLECTION.** The Assessor will physically inspect the exterior of every building to be appraised. Interior inspection will be made on all new buildings. Interior inspection of existing buildings will be at the discretion of the Assessor. He will accurately measure all improvements where previous records are inaccurate and prepare a complete outline sketch to scale of the major buildings showing all additions, porches and appendages with dimensions and necessary identifications on the property record cards. All pertinent construction data of improvements will be entered on the appropriate property card. The date of inspection of all major buildings will be indicated on the record cards. If the Assessor is refused by the owner or occupant to inspect the interior of a major building, the Assessor will make a request by registered mail to inspect the building. If the request is denied the Assessor will list and value the improvements according to the best information he can practically obtain.
7. **IMPROVEMENT-VALUATION.** (a) The Assessor shall consider the Cost Approach; replacement costs shall be derived from costs within Volume II of Wisconsin Assessor's Manual. (b) In using the cost approach for agricultural outbuildings, the current replacement cost shall be determined for all sound buildings. Building in poor condition having little or no value shall be physically described and listed as having "No Value" or given an appropriate sound physical value. (c) In using the cost approach for mercantile improvements; area and perimeters shall be determined as recommended for use with Marshall & Swifts Pricing Manual. Proper base cost shall be selected as appropriated and adjusted to adequately reflect variations from base building cost. (d) Local modifiers shall be used in determining all current replacement costs. Local modifiers and cost appearing in the Assessor's Manual shall be adjusted when documented by an analysis of current construction costs and market sales data. Records shall be prepared and left with the Municipality to account for any adjustment made. (e) All accrued depreciation, including physical deterioration, functional obsolescence and economic obsolescence, must be accurately documented by the market and deducted from current replacement costs. (f) In the evaluation of improvements by the Income Approach, adequate records shall be prepared for each improvement so values showing the determination of value, a reconstruction of income and expenses, estimate of remaining economic life, and capitalization rate. Capitalization rates used shall be accurately documented by the market.
8. **DETERMINE LAND VALUES.** (a) Basic unit values shall be determined for residential and mercantile lands from an analysis of sales, rent leases and other available market data. In the analysis of market data, adequate records shall be prepared showing data collected and unit value determinations. Such records shall be left with the Municipality. Basic unit values for Agricultural lands will be determined by the Department of Revenue. (b) Having determined basic value, the Assessor shall determine the land value of each parcel to be appraised. Land value computations shall be properly shown for each parcel on the property cards.
9. **FINAL FIELD REVIEW.** After tentative appraisals have been made for each parcel, the Assessor will make a final review of all property appraised. This review is to insure uniformity in the assessments of various properties and to eliminate any errors that may have been made.
10. **CHANGE OF VALUE NOTICES.** Upon completion of the revaluation, all property owners will be sent a notice of change in their assessed values. This notice will indicate their new assessments.
11. **INFORMAL HEARINGS.** After sending out the Change of Value Notices, the Assessor will hold informal hearings at the City Hall with interested property owners or their agents concerning their assessed value. The informal hearings shall be one day session.
12. **ASSESSMENT ROLL.** The Assessor will be responsible for the proper completion of the assessment rolls.
13. **BOARD OF REVIEW; SUBSEQUENT APPEARANCE.**

The Assessor will attend all meetings of the Board of Review to explain and defend the assessed values and prepared to testify under oath regarding such values. In the event of an appeal to the Department of Revenue or the courts, it is agreed that the Assessor will be available to furnish expert testimony in defense of any of the assessed values.
14. **INSURANCE.** The Assessor will maintain full insurance coverage to protect and save harmless the Municipality from claims, demands, action and causes of action, arising from any act or omission of the Assessor in execution of work. He will maintain Workmen's Compensation and

Public Liability Insurance on all employees. The Assessor will carry valuable paper insurance on any records withdrawn from the Municipality as well as the Assessor records.

15. PICTURES. The Assessor shall take pictures of all major buildings on each parcel if an updated picture is needed.

16. MISCELLANEOUS GENERAL AGREEMENTS. (a) To ensure that employees maintain strict confidence regarding all privileged information received by reason of this agreement. (b) To supply all necessary office machines such as, but not limited to typewriters, calculators and computers.

17. OFFICE HOURS: The Assessor will hold office hours a minimum of 2 hours one day a month at City Hall. Day and hours will be determined between the Assessor and the City. Elizabeth Moline will become an employee of Bowmar Appraisal, Inc. Elizabeth will work with Bowmar Appraisal, Inc. on City of Hudson maintenance, revaluations and City projects. Any hours over 300 hours will be charged to the City of Hudson at a rate of \$25/hour.

ARTICLE IV

OBLIGATIONS OF THE MUNICIPALITY: The Municipality will provide to the Assessor at no cost the following.

1. ACCESS TO RECORDS. The Municipality will allow access and make available to the Assessor municipal records such as previous assessment rolls and records, building permits, assessor's workbook and municipal plats and maps at no costs.

ARTICLE V

METHOD AND TERMS OF PAYMENT: Payment for services rendered under this contract will be based on monthly statements reflecting the percentage of work completed by the Assessor. The Municipality will make these payments no later than 30 days after receiving a monthly invoice. A ten percent retain-age fee will be withheld from each monthly billing and will be paid to the Assessor upon completion of the Board of Review.

IN WITNESS WHEREOF, the parties hereto have set their hands this _____ day of _____, 2018.

APPROVED BY;

CITY OF HUDSON

BY _____ AS OF _____

REPRESENTATIVE of BOWMAR APPRAISAL, INC.

BY _____ AS OF _____

WITNESS

BY _____ AS OF _____

