

**Agenda for a Regular Meeting of the  
Finance Committee of the Common Council of the City of Hudson**  
Monday, October 22, 2018  
**6:00 p.m.**  
Council Chambers of City Hall, 505 Third Street

1. Call to Order
2. Discussion and Possible Action on 2019 General Fund Operating Budget
3. **Discussion and Possible Action on Minutes from October 1, 2018**
4. **Discussion and Possible Action on Claims from October 22, 2018**
5. **Discussion and Possible Action on Regular Operators Licenses**
6. **Discussion and Possible Action on 2018 Property Tax Collection agreement with St. Croix County**
7. **Discussion and Possible Action on New Fire Hoses**
8. Discussion and Possible Action on funding assistance for EMS RFP Proposal
9. Items for Future Agendas
10. Adjournment

Rich O'Connor, Mayor

Posted in City Hall lobbies and emailed to Hudson Star Observer 10-19-2018

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, OCTOBER 1, 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: Cathy Munkittrick, Devin Willi, Mike Johnson, Kip Peters, Jennifer Rogers, Scott St. Martin, Geoff Willems, and others.

MINUTES: MOTION by Halls, second by Alms, to approve the Regular Meeting Minutes of September 17, 2018. Ayes (4). MOTION CARRIED.

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

|     |                             | <b>A/P<br/>Amounts</b> | <b>P/R<br/>Amounts</b> | <b>Totals</b>     |
|-----|-----------------------------|------------------------|------------------------|-------------------|
| 100 | General                     | 467,365.02             | 137,472.51             | 604,837.53        |
| 220 | Stormwater MS-4             | 4,235.06               | 328.56                 | 4,563.62          |
| 235 | Room Tax & Comm Subs        | 2,165.00               | 0.00                   | 2,165.00          |
| 415 | Tid 1-5                     | 3,494.50               | 0.00                   | 3,494.50          |
| 416 | Tid 1-6                     | 7,320.15               | 0.00                   | 7,320.15          |
| 450 | Capital Projects            | 8,364.37               | 0.00                   | 8,364.37          |
| 451 | 2017 & 2018 Cap<br>Projects | 6,171.78               | 0.00                   | 6,171.78          |
| 620 | Parking                     | 2,084.22               | 1,459.95               | 3,544.17          |
| 630 | Ambulance                   | 19,774.87              | 23,593.42              | 43,368.29         |
| 640 | Storm Sewer                 | 2,677.23               | 2,488.77               | 5,166.00          |
|     | <b>Totals</b>               | <b>523,652.20</b>      | <b>165,343.21</b>      | <b>688,995.41</b> |

Ayes (4). MOTION CARRIED.

OPERATOR'S LICENSES: MOTION by Alms, second by Hall to recommend approval of 7 Regular Operator License for the period of October 2, 2018 to June 30, 2020 to: Steven Richter, Kenneth Merchak, Henry Kinney, Andrew Cadwell, Lynn Haslup, Carolyn Francois and Nicole Starrett, contingent on payment of any outstanding debt owed to the City and successful completion of the background check. Ayes (4). MOTION CARRIED.

TEMPORARY CLASS "B" BEER LICENSE: MOTION by Morrissette, second by Alms to recommend approval of a class "B" (beer) license to St. Patrick's Congregation for the St. Patrick Fall Celebration to be held on October 14, 2018 from 11:30 am to 4:00 pm, contingent on payment of any outstanding debt owed to the City and successful completion of the background. Ayes (4). MOTION CARRIED.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL  
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FUEL BID: MOTION by Morrissette, second by Alms to recommend approval of fuel bid to Countryside Cooperative for the fixed differential of \$.10 per gallon for the period October 1, 2018 through September 30, 2019. Ayes (4). MOTION CARRIED.

CLASS A LIQUOR LICENSE QUOTA: Removed from agenda.

ITEMS FOR FUTURE AGENDAS: The Finance Committee will meet to review the budget personnel requests on Monday, October 8<sup>th</sup> at 3:00 pm and the remaining budget items on Tuesday, October 16<sup>th</sup> at 3:00 p.m.

ADJOURNMENT: MOTION by Morrissette, second by Alms, to adjourn at 6:36 p.m. Ayes (4). MOTION CARRIED.

Brenda L Malinowski  
Finance Director

COUNCIL CLAIMS - October 22, 2018

| <b>Fund</b> |                  | <b>A/P Amounts</b>   | <b>P/R Amounts</b>   | <b>Totals</b>        |
|-------------|------------------|----------------------|----------------------|----------------------|
| 100         | General          | 146,163.54           | 196,828.62           | 342,992.16           |
| 220         | Stormwater MS-4  | 0.00                 | 384.47               | 384.47               |
| 290         | Police Donations | 168.40               | 0.00                 | 168.40               |
| 310         | Debt Service     | 380,675.00           | 0.00                 | 380,675.00           |
| 416         | Tid 1-6          | 180.01               | 0.00                 | 180.01               |
| 620         | Parking          | 1,363.50             | 2,927.72             | 4,291.22             |
| 630         | Ambulance        | 7,709.57             | 41,618.79            | 49,328.36            |
| 640         | Storm Sewer      | 7,214.59             | 4,585.07             | 11,799.66            |
|             | <b>Totals</b>    | <b>\$ 543,474.61</b> | <b>\$ 246,344.67</b> | <b>\$ 789,819.28</b> |

**CITY OF HUDSON  
COUNCIL/COMMITTEE ISSUES**

**SUBMITTED TO:** FINANCE/COMMON COUNCIL

**DATE:** 10/22/2018

**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 6 Regular Operator Licenses for the period of October 23, 2018, to June 30, 2020 to: Nicholas Halverson, Logan Thene, Catherine MacBride, Taylor Stilwell, Rebekah Knutson and Kimberleigh Taylor.

**CITY OF HUDSON  
COUNCIL/COMMITTEE ISSUES**

|                      |  |                               |
|----------------------|--|-------------------------------|
| <b>SUBMITTED TO:</b> | Finance/Common Council                         | <b>DATE:</b> October 18, 2018 |
| <b>SUBMITTED BY:</b> | Brenda Malinowski, Finance Director            |                               |
| <b>REGARDING:</b>    | Tax Collection Agreement with St. Croix County |                               |

**ISSUE:** The City has historically contracted with St. Croix County for the preparation and collection of real and personal property taxes. The agreements have a 1-year term and are renewable annually by mutual consent.

The attached contains the same terms and cost (\$1.75 per parcel) as the current agreements. The cost for current year collections was \$11,480.00 based of 6,560 tax parcels (real estate and personal property).

**STAFF RECOMMENDATION:** Approve the renewal of the agreement.

**COMMITTEE RECOMMNDATION:**



Property Tax Collection Agreement  
Between St. Croix County  
and the City of Hudson

**FOR TAX YEAR 2018**

Return one signed copy to:  
Denise Anderson  
St. Croix County Treasurer  
1101 Carmichael Road  
Hudson, WI 54016

## **TAX COLLECTION AGREEMENT**

**This Agreement**, by and between the **City of Hudson** (City) and **St. Croix County** (County), as follows:

**Whereas**, pursuant to Wisconsin Statute § 74.10, the City of Hudson has agreed to contract with the County as its agent under Wisconsin Statute § 66.0301, and the County has agreed to act as such agent, for processing of first installment or full payments of real and personal property tax, special assessments and special charges through January 31, 2019 for all portions of the City of Hudson located within St. Croix County, the parties hereto agree as follows:

### **I. Agency Relationship Created**

- A. The City shall act as principal under this Agreement and the County shall be its agent, acting in a fiduciary capacity for the City, in the billing and collection of real and personal property taxes, special assessments and special charges. In carrying out its duties under this Agreement, the County shall be vested with all powers and shall be subject to all responsibilities, duties and obligations conferred and imposed upon the City of Hudson by Wisconsin Statute Chapters 70, 74 and 75.

### **II. Tax Bill Preparation**

- A. The County shall prepare the tax bills for the City in accordance with Wisconsin Statute § 74.09. The tax bills shall specify the first installment payment is due on or before January 31, 2019, at which time one-half of the real property taxes and the full amount of personal property taxes, billed special assessments and special charges will be due. The County shall also prepare other documents and reports for the City as agreed to by the County.
- B. Tax bills shall be sorted and collated according to a mutually agreed upon order.
- C. The City shall mail the real and personal property tax bills, within five (5) working days after receiving the tax bills from the County. The City of Hudson shall be responsible for placing all other documents in the envelope with the bills.



### III. Settlement Procedures

- A. The County agrees to collect real and personal property taxes, special assessments, and special charges and to remit these collections to the City on each Friday through seven (7) ACH transfers to the City's bank account or other mutually agreed upon location. The City shall pay the County, on or before February 20, 2019 - **\$1.75 per parcel** listed on the tax roll.
- B. On or before January 15 and February 20, 2019 the City shall settle with all taxing jurisdictions as provided in Wisconsin Statute §§ 74.23 and 74.25. The County will provide records of posted payments to the City before the settlement deadlines.

### IV. General Provisions

- A. The County agrees to provide adequate staffing during the tax collection period to effectively handle the volume of taxpayers making payments.
- B. This Agreement shall be for a period of one (1) year beginning October 1, 2018 and ending September 30, 2019. The Agreement may be renewed annually by mutual consent in writing.
- C. The City agrees to defend and indemnify, save and hold harmless the County, its officers, agents and employees, from and against all losses, damages, costs, charges, expenses (including attorney fees), causes of action, suits, claims (including claims under any workers compensation or occupation disease law), demands, judgments and liabilities arising out of the performance of this Agreement which is not due to the negligence or other fault of the County.
- D. The County agrees to defend and indemnify, save and hold harmless the City, its officers, agents and employees, from and against all losses, damages, costs, charges, expenses (including attorney fees), causes of action, suits, claims (including claims under any workers compensation or occupation disease law), demands, judgments and liabilities arising out of the performance of this Agreement which is not due to the negligence or other fault of the City.

**V. Collection Procedures**

- A. The City agrees to place at least two (2) announcements in the newspaper designated by the municipality, one (1) in December and one (1) in January, informing City taxpayers that the first installment payment and full tax payment will be collected by the County.
- B. The County shall collect, in the manner provided by law, all payments of real and personal property taxes, special charges, and special assessments as agent for the City. The County is responsible for these payments and is bonded in sufficient amount to cover the amount of such payments.
- C. The County shall cease the collection of personal property taxes after the fifth business day following January 31<sup>st</sup>, whereupon the municipality shall collect all the remaining personal property taxes due.
- D. Receipts will be mailed by the County if a self-addressed stamped envelope has been provided by the taxpayer.
- E. Payments received at the City, on or before January 31 of each year shall be certified as timely by the City and shall be transmitted to the County on the following workday.
- F. The County, as agent for the City, shall accept advance payments of taxes pursuant to Wisconsin Statute § 74.13.
- G. General tax and payment information shall be available to the public from the County Treasurer's Office. Any request received by the City shall be referred to the County.
- H. Notices required or deemed advisable under the terms and conditions of this Agreement shall be addressed in writing and delivered, personally or via certified mail, return receipt requested, to the following representatives of the parties hereto:

County: Denise Anderson  
St. Croix County Treasurer  
1101 Carmichael Road  
Hudson, WI 54016

City: Brenda Malinowski  
City of Hudson Finance Officer/Treasurer  
505 Third Street  
Hudson, WI 54016

**VI. Subsequent Changes in State Law**

- A. If changes in state law occur during the course of this Agreement which substantially change tax collection methods or requirements, either party may elect to terminate this Agreement by providing the other party with thirty (30) days prior written notice. Any material violation of the terms of this Agreement shall be grounds for termination upon ninety (90) days written notice.

**VII. Termination**

- A. If for any reason either party is unable to perform the duties as required under this Agreement, a party may terminate the Agreement by providing ninety (90) day prior written notice to the other party.

The parties hereto, having read and understood the entirety of this Agreement, consisting of four (4) typewritten pages, including this one, hereby affix their duly authorized signatures.

**St. Croix County By:**

Denise Anderson  
Denise Anderson  
St. Croix County Treasurer

October 8, 2018  
Date

**By:**

\_\_\_\_\_  
Brenda Malinowski  
City of Hudson Finance Officer/Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rich O'Connor  
City of Hudson Mayor

\_\_\_\_\_  
Date

COUNCIL/COMMITTEE ISSUES

SUBMITTED TO: Common Council

DATE: 10-15-2018

SUBMITTED BY: Scott St. Martin, Fire Chief

REGARDING: Fire hose

ISSUE: We had 14 lengths of hose fail during our annual hose testing. The average age of the hose was 24 years.

We also lost ten 50 ft sections of hose during the semi fire on the I94 bridge due to contamination from diesel fuel and hydraulic fluid. We have filed a claim to recoup the money for the sections of lost hose from the semi fire.

BUDGET IMPACT: \$5885 total; potential claim from insurance \$1400.

FUNDING SOURCE: Contingency fund which has a balance of \$52,095.33.

RECOMMENDATION: Purchase hose.