



Agenda for a Regular Meeting of the
Finance Committee of the Common Council of the City of Hudson
Monday, February 1, 2021 6:45 p.m.
Council Chambers of City Hall, 505 Third Street & Via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/82735997990?pwd=RjdRWDBud3VzT3ZyV1JSTEFyQWNSQT09>

Meeting ID: 827 3599 7990

Password: 157598

Call-In Phone Number: 312-626-6799

This meeting can also be viewed live via YouTube (River Channel) and Facebook (@hudsonriverchannel) as well as on Community Access TV Channel 15.

AGENDA

(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 January 19, 2021](#)
3. [Discussion and Possible Action on Claims in the amount of \\$309,260.34.](#)
4. [Discussion and Possible Action on Operator's Licenses for Joseph Bauer.](#)
5. [Discussion and Possible Action on City Attorney RFP.](#)
6. Items for Future Agendas
7. Adjournment

Rich O'Connor, Mayor

Posted on City website and emailed to Hudson Star Observer on January 28, 2021. Some agenda items may be taken up earlier in the meeting, or in a different order than listed.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
CITY OF HUDSON, WISCONSIN
Tuesday, January 19, 2021

UNAPPROVED

Meeting called to order by Mayor Rich O'Connor at 6:45 pm.

PRESENT: Mayor Rich O'Connor and Alderpersons Joyce Hall, Bill Alms, and Randy Morrisette II.

ABSENT: None

OTHERS PRESENT: Cathy Munkittrick and others

MINUTES: MOTION by Morrisette, second by Hall, to approve the minutes of the January 4, 2021 Finance Committee meetings. Ayes (4). MOTION CARRIED.

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

COUNCIL CLAIMS – JANUARY 19, 2021

Fund		A/P Amounts	P/R Amounts	Totals
100	General	537,780.14	127,229.67	665,009.81
235	Room Tax & Comm Sub	2,897.00		2,897.00
450	Capital Projects	928.82		928.82
620	Parking129,8	1,326.06	2,090.88	3,416.94
630	Ambulance	2,448.47		2,448.47
640	Storm Sewer	353.37	506.15	859.52
860	Tax Agency	7,629,320.01		7,629,320.01
	Totals	8,175,053.87	129,826.70	8,304,880.57

Ayes (4). MOTION CARRIED.

OPERATOR LICENSES: MOTION by Alms, second by Hall, to recommend approval of the issuance of (1) Operator Licenses for the period of January 20, 2021 to June 30, 2022, for Steven Von Voorhuis, contingent on payment of any outstanding debt owed to the City and successful completion of the background check. Ayes (4). MOTION CARRIED.

PUBLIC WORKS DIRECTOR PAY GRADE: MOTION by Hall, second by Alms, to recommend approval of moving the Public Works Director position to the same pay grade as the Finance Director position at the Start step. Ayes (4). MOTION CARRIED.

2021 GRANDVIEW PARK CONCESSIONS AGREEMENT: MOTION by Hall, second by Morrisette, to recommend approval of the Grandview Park Concession Agreement with the Hudson Boosters. Ayes (4). MOTION CARRIED.

2021 STORMWATER PROJECT LOE: MOTION by Hall, second by Alms, to recommend approval of the Letter of Engagement with Bolton & Menk, Inc. in the amount of \$20,600 for the 2021 Stormwater Project. Ayes (4). MOTION CARRIED.

WEST PUBLIC WORKS FACILITY WELL ABANDONMENT: MOTION by Morrisette, second by Hall, to recommend approval of the agreement with Zappa Brothers in the amount of \$4,590 to abandon the well at 1421 2nd Street (West Public Works Facility) from Contingency. Ayes (4). MOTION CARRIED.

CITY HALL IMPROVEMENTS & CONSTRUCTION: MOTION by Morrisette, second by Hall, to recommend approval of the work to be done at City Hall and approve Market & Johnson as Construction Managers for the Project and move on to Council. Ayes (4). MOTION CARRIED.

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FUTURE AGENDA ITEMS: None

ADJOURNMENT: MOTION by Alms, second by Hall, to adjourn at 6:59 p.m.
Ayes (4). MOTION CARRIED.

Alison Egger
Finance Director



SUBMITTED TO: Finance Committee
DATE: February 1, 2021
SUBMITTED BY: Kathy Edwards, Accountant

COUNCIL CLAIMS - February 1, 2021				
Fund		A/P Amounts	P/R Amounts	Totals
100	General	143,472.30	144,032.65	287,504.95
416	Tid 1-6	8,659.22		8,659.22
451	2017 & 2018 Cap Projects	238.00		238.00
620	Parking	9,638.48	2,209.71	11,848.19
640	Storm Sewer	1,009.98		1,009.98
Totals		\$163,017.98	\$ 146,242.36	\$ 309,260.34



SUBMITTED TO: Finance/Common Council
DATE: February 1, 2021
SUBMITTED BY: Karen Duchow, Deputy Clerk
REGARDING: Application(s) for Operator Licenses

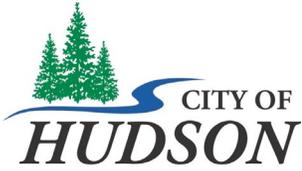
ISSUE:

Applications for Operator Licenses are on file in the City Clerk's office and are available for inspection upon request. If approved by Council, the licenses will be issued contingent upon successful completion of a background check and payment of any outstanding debt owed to the City.

STAFF RECOMMENDATION:

Approve the issuance for 1 Regular Operator Licenses for the period of February 2, 2021 to June 30, 2022 to:

Joseph Bauer



SUBMITTED TO: Mayor and Common Council

DATE: February 1, 2021

SUBMITTED BY: Aaron S. Reeves, City Administrator ^{AR}

REGARDING: City Attorney RFP

BACKGROUND:

The City Attorney has notified the Council of her intent to retire on April 30, 2021. First, staff would like to thank Cathy for her years of service to the City, her advice and counsel will be missed. With Cathy's pending retirement the City will need to issue an RFP for City Attorney services.

STAFF RECOMMENDATION:

A motion to approve the City Attorney RFP as presented.

**CITY OF HUDSON
REQUEST FOR
PROPOSALS FOR LEGAL
SERVICES**

I. STATEMENT OF PURPOSE

The City of Hudson invites law firms and attorneys qualified to practice law in the State of Wisconsin to submit a proposal to provide general legal services for the City.

This RFP and the interview process will be operated by the City of Hudson Finance & Personnel Committee, subject to approval by the Common Council.

II. GENERAL INFORMATION

The City of Hudson is in need of legal services as the result of the retirement of the current City Attorney. The City of Hudson has an estimated population of around 14,000 and is served by a Mayor and six Council members. The City of Hudson is a full-service City with professional staff working in the areas clerk, human resources, finance, engineering, community development, parks, public work, utilities, public safety, and administration.

III. SERVICES TO BE PROVIDED

- A. Provide general legal counsel for the City, the Mayor and Common Council and other department heads and officials of the City. When requested by authorized personnel, the attorney shall give written legal opinions, which are to be filed with the City Administrator.
- B. Function as legal advisor to all Departments of the City government and represent the City in legal matters as requested.
- C. Draft ordinances, resolutions, contracts, and other documents as may be required by the City.
- D. Represent the City and advise the Board of Review during meetings.
- E. Apprise City officials as needed about changing laws and other legal matters that may be of interest and/or concern to the City.
- F. Render oral advice to the City Council and City Staff.
- G. Assist as necessary in the processing of insurance claims and coordinate with the various insurance carriers and defense counsel as required.
- H. Attend meetings of the City bodies as requested.
- I. Provide storage of existing files.

IV. PROPOSAL REQUIREMENTS

Submittals should include responses to each of the following items. Include other information as appropriate to address the services the City can expect from the attorney.

- A. Profile and history of yourself and your firm including attorneys in the firm and a list of the principals. Indicate the attorney(s) who will be responsible for work performed for the City.
- B. A listing of all current and past municipal government clients including the name and telephone number of the client contact.
- C. Current fee schedule. Indicate whether the fee schedule varies for different types of legal work or by attorney. Be sure to include travel fees as well.

V. EVALUATION CRITERIA

Submittals will be evaluated based on the following criteria:

- A. Qualifications and experience of the attorney and/or firm in working with Wisconsin municipal government.
- B. Experience and availability of staff assigned to serve the City.
- C. Scope and cost of services.
- D. References.

VI. TERMS AND CONDITIONS

- A. The City reserves the right to accept or reject any or all proposals. The City reserves the right to award a contract to the next most qualified attorney/firm if the successful attorney/firm does not execute a contract within forty-five (45) days after award of the proposal.
- B. The City reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.
- C. The attorney's/firm's proposal must be received at the address below by 4:00 p.m. on March 1, 2021:

City of Hudson
Attn: Aaron Reeves, City
Administrator
505 Third St.
Hudson, Wisconsin 54016

Or via email to areeves@hudsonwi.gov

- D. All questions regarding this request for proposals should go to Aaron Reeves, City Administrator, at 715-716-5741 or areeves@hudsonwi.gov

TENTATIVE SELECTION SCHEDULE

The following tentative schedule will be followed for selection of an attorney:

- A. February 2, 2021-RFP advertised and mailed to attorneys
- B. March 1, 2021 -Proposals due
- C. March 15,2021 -Selection of firms for interviews and scheduling
- D. March 22-25 -Interviews with selected attorneys/firms by Finance & Personnel Committee
- E. April 12, 2021 –Common Council reviews recommendation for appointment and makes final decision.
- F. May 1, 2021 -Term of appointment commences