

**Village of North Hudson  
Regular Finance and Personnel Committee Meeting  
Tuesday, May 5, 2015 @ 6:00 p.m.  
Village Hall, 400 7<sup>th</sup> Street North  
Hudson, WI 54016**

**Minutes**

**Call to order: roll call**

President Wekkin called the meeting to order at 6:01 p.m. Answering the call were Trustees Head, O'Brien-Berglund and Zappa. A quorum was present and the meeting had been duly noticed. Also in attendance were; Public Works Director, Mark Ekblad; Village Engineer, Kevin Oium; Village Administrator, Gloria Troester; and Village Clerk, Melissa Luedke.

**Approval of minutes: Regular Finance & Personnel Committee meeting of March 31, 2015**

**Motion (O'Brien-Berglund/Zappa) to approve the March 31, 2015 Regular Finance and Personnel Committee meeting minutes as presented. Motion carried.**

**Claims: review and recommendation**

**Motion (Zappa/O'Brien-Berglund) to recommend approval of the May 2015 non-recurring claims of \$50,012.54. Motion passed on a roll call vote of 4-0. O'Brien-Berglund-yes, Zappa-yes, Wekkin-yes, Head-yes.**

**Employee Handbook Update**

Troester stated that the current Employee Handbook is outdated and work is currently being done to update it due to new IRS laws and other legal updates.

**Electronic Usage Policy**

**Motion (Zappa/O'Brien-Berglund) to recommend approval of the Electronic Media-Device Use Policy with the inclusion of staff as well as Trustees. Motion carried.**

**2015 Capital Project-Lakeview Drive/Pine Street N/Eastbank Ct/Mallalieu Apt**

***Consideration of Alternate 1-Lemon Street N Resurfacing: Motion (Head/Zappa) to discuss items a-d. Motion carried.*** Oium was present to discuss the items for consideration. Oium stated that the project did go out for bid. As part of the bid document, there was the base bid which included Lakeview Drive, Pine Street N, and Eastbank Condos. It also included Alternate 1-Lemon Street N. resurfacing, which was discussed at the last Public Works meeting. This is from St. Croix St. N to Monroe St N.

***Consideration of Alternate 2-Lake Mallalieu Apartments Watermain:*** The bid document also included Alternate 2-Lake Mallalieu Apartments Watermain extension. This is from the East side of the railroad property to connect to the dead end main on the Lake Mallalieu property. Alternate 2 involves looping the watermain to provide for better water quality and flow. Oium stated that there have been multiple meetings involving Mark Ekblad, himself, and individuals representing Lake Mallalieu Apartments to discuss a utility Easement to loop the utilities and if they would grant a utility easement. It has also been discussed at the committee level. A deadline was given to Lake Mallalieu Apartments to give their decision to the Village regarding the easement request. The deadline has passed and there has been no response from the Lake Mallalieu Apartments. Due to

this, Oium recommended to not award Alternate 2. Head stated that Lake Mallalieu Apartments has had their opportunity to respond. It has been discussed with them and representatives came to the Public Works meeting. Ekblad stated this will be a loss to the residents at Lake Mallalieu Apartments and Eastbank Condos. Without the easement, the utilities will be stubbed at the property line of Lake Mallalieu Apartments and will not be looped. Oium stated that having the contractor include Alternate 2 in the bid gives the Village an idea of the price of the project should the Village proceed. Alternate 2 would have been no cost to the owners of Lake Mallalieu Apartments. Oium stated it would have come out of the sinking fund.

***Consideration of Bids:*** Oium stated that out of ten (10) contract plan holders who pulled bid documents, four (4) of them submitted bids. Oium stated that the base bid by Total Excavating out of River Falls, WI, came in the lowest at \$485,115.45, which was under the engineer's estimate of around \$506,000.00. The base bids ranged up to \$576,673.75. Oium feels that the Village did receive competitive bids. Oium provided three different scenarios for the Finance Committee to consider and award. Oium is recommending the approval of Option 2 which includes the base bid plus Alternate 1 and awarding the bid to Total Excavating in the amount of \$500,051.45. Troester stated this amount does not include the catch basins if those will be done as well. Troester reviewed the 2015 Public Works Capital Project handout which shows the budgeted amount and options for the project. **Motion (Zappa/O'Brien-Berglund) to recommend approval of the Lakeview Drive/Pine Street N/Eastbank Ct project with Alternate 1, and the repair of catch basins as listed not to exceed the project budgeted amount of \$630,240.00.** Wekkin stated the repair of the catch basins should go out for bid due to the estimate being over \$25,000. **Motion passed on a roll call vote of 4-0. Head-yes, Wekkin-yes, Zappa-yes, O'Brien-Berglund-yes.**

***Authorization for Cedar Corp to perform fieldwork and provide necessary documentation for obtaining utility easements with Eastbank Condo Association:*** Oium stated that after a title search was done, it was discovered that there are not any easement agreements for existing sewer and water on file with Eastbank Condo Association. There needs to be some fieldwork done and a legal description generated for Eastbank that will be attached to an easement document which will be given to the Village to sign and then it will be recorded with the Register of Deeds. Approval of the fieldwork was covered in the previous motion.

#### **Repair of Sanitary Sewer Manholes**

Repair of the Sanitary Sewer Manholes will come out of the 201 fund. **Motion (Head/Zappa) to recommend having Zappa Bros. Inc. repair the five Sanitary Sewer manholes as listed at a cost not to exceed \$17,000. Motion passed on a roll call vote of 4-0. O'Brien-Berglund-yes, Zappa-yes, Wekkin-yes, Head-yes.**

#### **Storm Sewer Catch Basin Repairs**

The Storm Sewer Catch Basin Repairs were approved in the earlier motion as part of the 2015 Capital Project. Troester confirmed that the money that was going to be used to repair two (2) of the catch basins will remain in the 215 fund. The repair of all nine (9) catch basins as listed will be included in the project loan. Ekblad stated that there are approximately 70 more catch basins that are in need of repair. This will be discussed at Public Works and may be put on as a project for next year.

**Adjournment**

Wekkin declared the meeting adjourned at 6:36 p.m.

Respectfully submitted by,

Melissa Luedke  
Village Clerk