

**Village of North Hudson
Regular Finance and Personnel Committee Meeting
Tuesday, June 2, 2015 @ 6:00 p.m.
Village Hall, 400 7th Street North
Hudson, WI 54016**

Minutes

Call to order: roll call

President Wekkin called the meeting to order at 6:03 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 May 5, 2015

Motion (Zappa/O'Brien-Berglund) to approve the May 5, 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 June 2015 non-recurring claims of \$45,014.33. Motion passed on a roll call vote of 4-0. Head-yes, Wekkin-yes, Zappa-yes, O'Brien-Berglund.

Employee Handbook Update

Mindy Dale with Weld, Riley, Prenn & Ricci was present to review some proposed updates to the handbook. Troester stated the current handbook is out of date and needs updating due to law changes. Dale states she has been involved with employment law for quite some time and primarily works with Counties and Municipalities. She has worked on and updated numerous handbooks for municipalities. The handbook presented in the packets is the first complete draft. Dale stated that there will be some policy decisions to be made. Once the handbook is in the near final stage, Dale suggested having Department Heads review the draft. A lot of the language in the handbook is necessary for legal reasons. Dale stated that the handbook is not a contract of employment but a guideline of rules that the employee needs to follow. She discussed the difference between an at-will and just-cause employee. Dale stated that one of the sections reviewed for change was comp time. The Village currently allows exempt employees to accrue 80 hours of comp time in a year. Other areas of the handbook that need to be reviewed are the on-call time for Public Works employees and how vacation time is given. Due to the Village having less than 50 employees, the Village is not required to follow the family medical leave act but could choose to do it. State and Federal rules would apply. Troester stated that there are some items in the draft handbook that will not apply and will need to be removed. Dale stated that some items relating to the Police Sergeant were previously addressed in a Memorandum of Understanding (MOU) each year. There could be an appendix put in the handbook, in lieu of the MOU, which could be updated as needed.

2016 Annual Budget Timeline and Budget Worksheets

Troester stated the Annual Budget Timeline and Budget Worksheets are in the packet. She encouraged everyone to take the worksheets with them and review. The Department Heads will be doing the projections shortly.

2015 Capital Project-Lakeview Drive/Pine Street N/Eastbank Ct/Lemon Street N Project

Project update: Kevin Oium was present to give the project update. The project was originally to start on Monday, June 8th, 2015 but it has been delayed at least another week. The project will start on Pine Street N. near 7th Street first. There are still some utility easements that are needed for Eastbank.

Consideration of Change Order to add in the Lake Mallalieu Apartments Watermain Extension Project: Oium stated that Mark Ekblad received a call after the last Village Board meeting from a representative with Lake Mallalieu Apartments requesting to be a part of the project. Lake Mallalieu agreed with some stipulations. Oium stated the stipulations were nothing out of the ordinary. Oium stated there would be a change order needed to add Lake Mallalieu Apartments back into the contract. The total of the project with the Lake Mallalieu Apartments is: \$523,469.70. Troester reviewed the 2015 Public Works Capital Project handout and stated there is enough in the 215 fund to cover adding Lake Mallalieu Apartments in the project and to do the catch basins. **Motion (Head/O'Brien-Berglund) to do a change order for the capital expenditures for the Pine Street/Lakeview Drive N./Eastbank project for Total Excavating for an amount of \$23,418.25.** Zappa stated that it is unfortunate and frustrating that this had to be addressed in this way after the project and initial amount had already been approved. After further discussion, Trustee Head did not support the change order to add in the Lake Mallalieu Apartments Watermain Extension. **Motion passed on a roll call vote of 3-1. O'Brien-Berglund-yes, Zappa-yes, Wekkin-yes, Head-no.**

Bank Loan Bid Selection

Motion (Head/O'Brien-Berglund) to accept the loan bid from Central Bank in an amount not to exceed \$630,240.00 with a 2.7% fixed rate over a ten year repayment schedule with semi-annual payments beginning in March 2016 and no prepayment penalties. Luedke stated that although US Bank's interest rate was less, this rate was only guaranteed for five (5) years. After that, the interest rate could go up according to market conditions. **Motion passed on a roll call vote of 4-0. Head-yes, Wekkin-yes, Zappa-yes, O'Brien-Berglund-yes.**

Funding of Capital Equipment Purchase of Police Radios

Motion (Zappa/O'Brien-Berglund) to authorize Chief Richert to purchase Motorola radios, accessories, programming software, and have the mobile radios installed at a cost not to exceed \$30,500.00 to be funded with available reserves from the unassigned fund. The current radios are about 13 years old and no longer serviceable. **Motion passed on a roll call vote of 4-0. O'Brien-Berglund-yes, Zappa-yes, Wekkin-yes, Head-yes.**

Adjournment

Wekkin declared the meeting adjourned at 6:49 p.m.

Respectfully submitted by,

Melissa Luedke
Village Clerk