

**Village of North Hudson
Regular Finance and Personnel Committee Meeting
Tuesday, October 4, 2016 @ 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 6:02 p.m. Answering the call were Trustees O'Brien-Berglund and Zappa. A quorum was present and the meeting had been duly noticed. It was noted that Trustee Pike was absent. Also in attendance were; Police Chief, Mark Richert; 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 September 6, 2016
Motion (O'Brien-Berglund/Zappa) to approve the September 6, 2016 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 October 2016 non-recurring claims of \$51,251.87. Motion passed on a roll call vote of 3-0. O'Brien-Berglund-yes, Zappa-yes, Wekkin-yes.

2017-2018 Assessor Contract-Bowmar Appraisal

Motion (O'Brien-Berglund/Zappa) to recommend approval of the 2017-2018 Assessor Contract with Bowmar Appraisal. Troester stated that there is a slight increase in cost but it is still under what the Village has paid for Assessor services in the past. Motion passed on a roll call vote of 3-0. O'Brien-Berglund-yes, Zappa-yes, Wekkin-yes.

Revised Village of North Hudson Organizational Chart and Wage Adjustments

Motion (O'Brien-Berglund/Zappa) to recommend approval of the revised Organizational Chart, the reorganization of General Government staff positions, and the promotion of Melissa Luedke to Village Administrator/Clerk. Additionally, setting annual salaries for the new Village Administrator/Clerk to \$58,240, Village Treasurer to \$48,880, and the Deputy Clerk/Treasurer's hourly pay range between \$16-\$17, effective 12/1/2016. Wekkin questioned the new law effective December 1, 2016 regarding new salary rates and overtime pay. Troester stated that she will be retiring soon and the positions and responsibilities need to be realigned. This also will get the rates closer to where they are compared with area municipalities. Motion carried.

Revised Village Administrator Job Description

Motion (Zappa/O'Brien-Berglund) to recommend approval of the revised Village Administrator Job Description. Some of the items were moved to the Village Treasurer and Village Clerk positions. Motion carried.

Revised Village Clerk Job Description

Motion (O'Brien-Berglund/Zappa) to recommend approval of the revised Village Clerk Job Description. Motion carried.

Revised Village Treasurer Job Description

Motion (Zappa/O'Brien-Berglund) to recommend approval of the revised Village Treasurer Job Description. There was discussion regarding who would be present at budget meetings. **Motion carried.**

Village Deputy Clerk/Deputy Treasurer Job Description

Motion (O'Brien-Berglund/Zappa) to recommend approval of the Village Deputy Clerk/Deputy Treasurer Job Description. Troester stated that this is a new position and will be a work in progress as the position develops. **Motion carried.**

Handicap Ramp off North End Door

Motion (O'Brien-Berglund/Zappa) to authorize the purchase and installation of an accessible concrete ramp off of the north end door by Concrete Arts, Inc. in an amount not to exceed \$4,730.00, and the purchase and installation of railings by the Public Works Department in an amount not to exceed \$500.00, for a total of \$5,230.00. Additionally, amend the 2016 budget, and use not more than \$5,230.00 of the Unassigned Fund Balance to fund the purchase and installation. The committee looked at the current exit and step down. Ekblad stated that the ramp would need to be accessible and to code. Zappa expressed a concern with spending this much money for a ramp and suggested putting in new steps. It is unsure if the ramp could be in place by the November 8, 2016 Election. As an alternative, Ekblad stated that Public Works could build some wooden steps in place of the current step, and add railings, for the November Election. **Motion failed on a roll call vote of 3-0. O'Brien-Berglund-no, Zappa-no, Wekkin-no. Motion (Zappa/O'Brien-Berglund) to have Public Works install temporary wooden steps out of the north end door for the upcoming November Election. Motion passed on a roll call vote of 3-0. Zappa-yes, O'Brien-Berglund-yes, Wekkin-yes.**

Authorization to Hire One (1) Full-Time Public Works Employee

Motion (Zappa/O'Brien-Berglund) to hire one (1) full-time Public Works employee. Motion carried.

Repair of Street Light in the Ridges Subdivision

Motion (Zappa/O'Brien-Berglund) to recommend approval for the Village to fix the one (1) street light in phase 1 of the Ridges Subdivision along 10th Street N. at a cost not to exceed the amount of \$450.00. Ekblad stated that there is a wiring problem and the fixture is bad. The street lights in this area are serviced by St. Croix Electric. **Motion carried.**

Wisconsin St N STP-Urban Contract from WisDOT

Motion (O'Brien-Berglund/Zappa) to recommend approval to sign the State Municipal Agreement for the Wisconsin Street N project. Oium stated that state projects want the municipality to consider sidewalks on both sides of the road and bike/pedestrian path combinations as part of the project. The determination if this will be required does not come until about 30% into the design phase of the project. If the Village starts the project, then does not wish to proceed due to the requirement of including sidewalks and bike/pedestrian paths, the Village would be liable for costs incurred up to that point, which would be about \$25,000 into this project. Oium feels that there can be some exclusions and exceptions to the bike lane and sidewalk requirement. Some buildings are pretty close to the right-of-way and there is parking in the area which goes right up to the curb. Troester stated that the state funding will help with the street costs, however the Village would be responsible for 100% of water and sewer work regardless if the project was done through

the state or done ourselves. Roughly \$314,000, or 80%, would come from federal funds for the street costs (grading, asphalt, sidewalks, curb and gutter, etc...). Without going through the state, the estimated project costs were roughly \$535,000. The project estimate if going through the state is roughly \$580,000, which includes design and construction. The DOT process is a little more expensive due to additional reporting that needs to be done. Oium stated that Cedar Corp would be excluded from working on the design part of the project and the Village would have to hire a firm to do this part. However, Cedar Corp. could work on the water and sewer part of the project. Oium stated that a lot of the project is being driven by the utilities under the road. **Motion passed on a roll call vote of 3-0. O'Brien-Berglund-yes, Zappa-yes, Wekkin-yes.**

Five Year Capital Improvements Plan

Oium stated that this is just a recommendation at this point. **Motion (Zappa/O'Brien-Berglund) to approve the proposed five year capital improvement plan. Motion carried.**

Eastbank Lift Station Repairs

Motion (O'Brien-Berglund/Zappa) to recommend approval for Tri-State Pump and Control to perform the lift station repairs listed above at a cost not to exceed \$3,885.22 with the cost coming out of the 201 Sanitary Sewer Fund. Motion passed on a roll call vote of 3-0. O'Brien-Berglund-yes, Zappa-yes, Wekkin-yes.

Public Works Crew Leader/Foreman Position

Motion (Zappa/O'Brien-Berglund) to recommend approval of the Public Works Crew Leader/Foreman Position. Motion carried.

Adjournment

Wekkin declared the meeting adjourned at 6:51 p.m.

Respectfully submitted by,

Melissa Luedke
Village Clerk