



City of Hudson

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**CITY CLERK'S
QUARTERLY REPORT
2ND QUARTER OF 2012
5/15/12**

*Offices of:
City Administrator
City Clerk
Finance*

A listing of activities in the Clerk's office during the months of **February, March** and **April** included the following:

LICENSES AND PERMITS PROCESSED

- | | |
|---|--------------------------------------|
| 34 Operators (bartenders) | 15 Parking Permits; 4 yearly permits |
| 8 Temporary Operators | 41 Cat Licenses |
| 1 Provisional Operator | 296 Dog licenses |
| 1 Class "A" liq./"Class A" Beer | 21 Cigarette licenses |
| 4 Temporary Class "B"/"Class B" Retailers | |
| 4 Transient Merchant/Direct Sellers | 2 Taxi Drivers licenses |

ANNEXATIONS None.

INSURANCE

Processed 1 claim with EMC Insurance/Arthur J. Gallagher Co. Insurance:

- 4/1 Claim of personal injury from a fall on a sidewalk on Second Street

Processed 1 claim to Local Government Property Insurance:

- 2/12 Vehicle struck and damaged guard rail on Coulee Road

ELECTIONS

- Administered February 21st Primary Election
- Sent 118 absentee ballots; processed 640 voters in person.
- Conducted Board of Canvass on Feb 23rd and Feb 27th re: election results; total of 758 people voted at the February 21st Primary Election
- Administered April 3rd Spring Election that included election of Mayor and Alderpersons for Districts 2, 3, and 4, and Municipal Judge; processed election oaths and associated records following election.
- Sent 266 absentee ballots; processed 3,224 voters in person.
- Conducted Board of Canvassers on April 6th and April 9th re: election results; Total of 3,490 people voted at the April 3rd election.
- Provided Election Inspector training.



MEETINGS/SEMINARS

- Clerk attended WMCA District II meeting in New Richmond, WI

CONTRACTS/AGREEMENTS

- Contract with CivicPlus for City website development

TRAINING/EDUCATION

- Tricia McGrath attended Wisline training re: alcoholic beverage licensing
- Clerk attended Wisline training re: conducting annual Board of Review

RECORDS REQUESTS/RESEARCH

- Photocopied, scanned and faxed responses to records requests.
- Answered City webpage inquiries

RECORDS MANAGEMENT

- Updated minute books
- Updated City Directory with new appointments
- Purged documents from lateral files and tall cabinets
- Updated Municipal Code Books with Supplement No. 14

OTHER

- Prepared agendas and packets for Community Access Board monthly meetings, St. Croix Business Park Corporation, and Police and Fire Commission meetings.
- Updated City of Hudson webpage with photographs and information on new appointments to various boards, committees and commissions.
- Sent letters and forms to tax-exempt properties in the City for biannual reporting requirements
- Sent via certified mail letters and copies of resolutions regarding claims that were disallowed.
- Prepared award plaques for presentation by Mayor
- Advertised for EMS Chief and EMS paramedic positions.
- Advertised to establish Eligibility List for fulltime and casual call Police Patrol Officer positions.

Date: May 9, 2012

To: Mayor Burchill and Common Council

From: Dennis Darnold, CDD

**SEMI-ANNUAL REPORT – Community Development Department
November 1, 2011 to April 30, 2012**

Overview: Department activities during the past six month period, November 1, 2011 through April 30, 2012 includes:

- Final plat, Red Cedar Canyon Four Winds, 13 one-family residential lots – Hans Hagen Homes.
- Review the continuation of conditional use permit (CUP) Hudson Auto Sales, 1000 O’Keefe Road - Chuck Volin>
- Review of bonds through Hudson Housing Authority for rehabilitation of affordable housing, 72 dwelling units, 1400 and 1401 Namekagon Street – Dominion Development and Acquisition.
- Concept and final development plans and 646,000 office and warehouse and development, 3411 Heiser Street – Uline Shipping and Supplies.
- Rezoning application for rezoning of the former St. Croix Meadows site from B-2, General Business District to PUB – Public and Quasi-public District and amend comprehensive plan from general commercial to institutional – Croixland Properties.
- Review and continuation of a conditional use permit (CUP) for Linder’s Greenhouse flower mart – Plaza 94.
- Request for a conditional use permit (CUP) to construct a detached garage over 20 feet in height – Hans Friese / Ciranda.
- Concept development plans for 7,500 sq. ft. bank facility, 404 CTH UU / Vine Street – Central Bank.

The number of inquiries about development during the first part of 2012 has increased considerably. Other than the Uline Shipping and Supply facility project breaking ground in April, several other projects are in discussion including the first lot sale and development in the St. Croix Business Park East to and by Procentive. Procentive is an existing company expanding their facilities to accommodate themselves and two new businesses they desire to create in the next two years. Procentive is a web-based software development company dedicated to assisting mental and behavioral health care organizations.

New to the business park in late 2011 is Preco, Inc., National Nut Company and SITTA^b. There are now over 70 businesses in the St. Croix Business Park.

In April 2012, the city of Hudson and St. Croix Economic Development Corporation staffs met with United Gear and Assembly to respond to a request for assistance in initiating the process of gaining the support for industrial revenue bonds to improve their existing facilities and purchase equipment. The Common Council granted preliminary approval in April. The improvements will result in approximately 78 new jobs. United Gear and Assembly is located in the Hudson Industrial Park.

Anticipated matters to be addressed in next six month period includes:

- Completion of the downtown parking sign program
- Amendment to the floodway regulations (update)
- Review of redevelopment proposal for the state visitor center
- Continued review of the request for rezoning of the St. Croix Meadows site for the development of a secondary school
- Initiate Carmichael Road corridor study (funding approved in April)

REGULAR MEETING MINUTES
HUDSON/NORTH HUDSON COMMUNITY ACCESS BOARD
TUESDAY, APRIL 24, 2012

UNAPPROVED

Meeting called to order by Chairperson Judy Kelly at 8:02 a.m. in the Council Chambers of City Hall.

PRESENT: Judy Kelly, John Hoggatt, Sandi Kovatch, Karen Crawley, and Mary Krueger.

ABSENT: Dan Ortner and Elizabeth McCormick.

OTHERS PRESENT: Nate Skoog.

ELECTION OF OFFIERS (Chairperson, Vice Chairperson, and Secretary): MOTION by Hoggatt, second by Krueger to nominate Judy Kelly as Chairperson. No other nominations were offered. All ayes (5) MOTION CARRIED.

MOTION by Krueger, second by Kovatch to nominate Karen Crawley as Vice Chairperson. No other nominations were offered. All ayes (5) MOTION CARRIED.

MOTION by Crawley, second by Krueger to nominate John Hoggatt as Secretary. No other nominations were given. All ayes (5) MOTION CARRIED.

MINUTES OF PREVIOUS MEETING: MOTION by Hoggatt, second by Kruger, to approve the regular meeting minutes and closed session minutes from March 27, 2012. All ayes, (5) MOTION CARRIED.

UPDATE FROM COMCAST OF MINNESOTA/WISCONSIN, INC.: Comcast's information was provided in the meeting packet.

CASH AND CLAIMS REPORT: Chairperson Kelly shared information regarding revenue from the Town of Hudson and stated funds were received in 2012 but were for 2011. The Finance Officer, Neil Soltis became present at 8:23 a.m. and provided additional information. The Board agreed with Mr. Soltis and directed that he work with the auditor to make an adjustment to put the 2011 revenue, received in 2012, back in 2011.

SELECTION OF DAY AND TIME FOR MONTHLY BOARD MEETINGS: Chairperson Kelly stated the North Hudson Village Board appointed Dan Ortner as one of their representatives. Mr.Skoog stated Mr. Ornter was unable to attend 8:00 a.m. meetings. Various suggestions were made regarding other meeting times; holding meetings on the fourth Thursday at 4:00 p.m. was agreed upon and would begin with the May meeting. Chairperson Kelly stated she would talk to Mr. Ortner and Elizabeth McCormick to confirm the new date and time.

CONSIDER ESTABLISHING A POLICY REGARDING THE POSSIBILITY OF ALLOWING ATTENDANCE AT BOARD MEETINGS FROM REMOTE LOCATIONS: Chairperson Kelly shared information regarding the possibility of allowing attendance at board meetings from remote locations. She noted it is legal but questioned if it was good practice, and stated she would prefer an "in person" quorum. Discussion was held regarding technology and concerns. Chairperson Kelly suggested it be considered again at the November meeting.

REGULAR MEETING MINUTES
HUDSON/NORTH HUDSON COMMUNITY ACCESS BOARD
TUESDAY, APRIL 24, 2012

UPDATE ON PEG FEE PROPOSAL WITH THE TOWN OF TROY: Chairperson Kelly shared information regarding the PEG fee proposal with the Town of Troy and noted they did a survey of their residents, 33 people responded, most were not interested in paying the PEG fee at this time. (Clerk Korson left the meeting at 8:30 a.m.; Jan Doonan took minutes for the remainder of the meeting.)

Discussion continued regarding connection issues with Baldwin Telecom in the Town of Troy. Kelly noted that if Baldwin connects within the City's Industrial Park, those customers would receive the River Falls stations as well as the (public access) ones from Comcast. It was questioned who made the "all or nothing" statement (which was presented in the survey to Troy residents). Kelly noted that needed to be determined. Skoog stated he had not received an answer from Comcast. He noted that he believed that Channels 6 and 15 were now blocked to the Troy customers. Kelly stated that during the Troy Town meeting, they thought a Troy board member had reported he was receiving the channels, but he could have been a Comcast customer. Kelly reported this would be back on the agenda when more information is known.

ACCESS MANAGER'S REPORT AND CONSIDER POSSIBLE EQUIPMENT PURCHASES: Skoog explained last month's purchase of a switcher for the City Council Chambers and the need for additional wiring. He called attention to the VGA and HDMI cables that will be installed, and stated that many of the current disconnect problems would be eliminated. He reported that all parts listed were at cost, and that a similar upgrade would be needed in the future at the Village Hall in North Hudson. MOTION by Hoggatt, second by Crawley to approve the upgrades and rewiring to the City Hall Council Chambers at a cost of \$2,732.95, as proposed by Global Green. All ayes, MOTION CARRIED.

Mr. Skoog reported that a Hudson Raider baseball game will be taped on a trial basis. He also noted that some of the girls' soccer games will be shown, with John Knutson announcing. He explained that the History of Hudson program was nearing completion, with payment needed to the person doing the voice over. He stated that a program on candidates for Governor would be shown.

CORRESPONDENCE: None.

ADDITIONAL PROGRAMMING IDEAS: None.

OTHER TOPICS FOR FUTURE AGENDAS: None.

ADJOURN: MOTION by Crawley, second by Hoggatt to adjourn the meeting. All ayes, (5) MOTION CARRIED at 8:44 a.m.

Respectfully submitted,

Nancy J. Korson, Cable TV Officer
And Jan Doonan, Executive Secretary

**PUBLIC UTILITIES COMMISSION MEETING
CITY OF HUDSON, WISCONSIN
TUESDAY, MAY 8, 2012**

President Dave Prissel presiding. Meeting called to order by President Prissel at 6:00 p.m.

PRESENT: Dave Prissel, President; Chris Adams and Josh Bernhard, Commissioners.

ABSENT: Kevin Vance, Secretary; Tom Irwin, Commissioner.

ALSO PRESENT: John Hoggatt, City Council Liaison; Tim Caruso and Jace Holzemer, Hudson Water Utility.

MINUTES OF APRIL 10, 2012 MEETING: Motion by Bernhard, second by Adams to approve the minutes of the April 10, 2012 Public Utilities Commission meeting. **MOTION CARRIED.**

U-LINE WAREHOUSE AND DISTRIBUTION CENTER (ST. CROIX BUSINESS PARK) WATER MAIN EXTENSION: Caruso explained the proposed main extension for the project and said it is consistent with the Utility's Comprehensive Plan and recommends approval by the Commission.

Motion by Bernhard, second by Adams to approve the main extension for the U-Line Warehouse and Distribution Center Project. **MOTION CARRIED.**

2012 WATER DISTRIBUTION TECHNICAL SPECIFICATIONS: Caruso said Chief Operator Jim Frye reviewed and updated the Utility's Water Distribution Technical Specifications then forwarded them to SEH for their review. Caruso said the specs will be sent the Wisconsin DNR (WIDNR) for their approval and once approved by WIDNR, they would be distributed to developers, engineers, contractors, and suppliers who do business with the City and the Village of North Hudson.

Motion by Adams, second by Bernhard to approve the Hudson Water Utility's Water Distribution Technical Specifications. **MOTION CARRIED.**

ANNUAL WATER QUALITY REPORT: Caruso presented a draft of the Utility's Annual Water Quality Report and said if approved, Utility customers should be receiving it later this month.

Motion by Bernhard, second by Adams to approve and place on file the Utility's Annual Water Quality Report. **MOTION CARRIED.**

QUARTERLY REPORT: Caruso explained the Quarterly Report shows the Utility's budget, expenses, balance, activities accomplished, and current activities for this quarter, and planned activities for the next quarter. He said the report also shows billing, water consumption, the amount of new mains, and the number of hydrants, services, and meters installed. Caruso asked the Commission for their review and approval of the report.

Motion by Adams, second by Bernhard to approve and place on file the Quarterly Report for January, February, and March, 2012. **MOTION CARRIED.**

CROSS-CONNECTION CONTROL PROGRAM: Caruso updated the Commission on the program and said it is moving forward.

**PUBLIC UTILITIES COMMISSION MEETING
CITY OF HUDSON, WISCONSIN
TUESDAY, MAY 8, 2012**

PROJECT UPDATES/PROJECT STATUS REPORT: Caruso asked for comments. There were none.

OTHER BUSINESS FOR INFORMATION PURPOSES ONLY OR FOR UPCOMING AGENDAS: Caruso said he met with Public Works Director Tom Zeuli to discuss the curb degradation near the intersection of Green St. and 11th St. It is believed when service lines were installed, the ground was not compacted properly causing the lines to sink. Caruso said he has contacted a company that will inject a polymer compound to lift the sunken service lines.

Caruso presented a letter from Md7 on behalf of AT&T saying they are offering a Lease Optimization Program for their Summit Lane N. Tower site. The program offers the Utility an option of receiving rent annually commencing June 1, 2012 and a guaranteed annual rent increase beginning June 1, 2017. Caruso said the amount of rent being paid, the payment schedule, the annual rent increase under the current Land Lease Agreement are more favorable to the Utility. He said he will contact Md7 and tell them the Utility is not interested in the program.

Caruso informed the Commission that he is in the process of upgrading operator's mobile telephones. He said there will be an increase in monthly costs, but the improved quality and capabilities of the telephones will benefit the Utility. Caruso then presented a summary of the federal rule that prohibits hand-held mobile telephone use by drivers that carry a Commercial Drivers License (CDL).

Caruso said he is looking into weekend coverage options. He will present his recommendations at an upcoming meeting.

Hoggatt asked if there will be costs to bring water service to the dog track site. Caruso said all water services to the site have been installed and were paid when it was constructed.

Caruso presented the Utility's monthly financial reports for the Commission's review.

CLAIMS: Motion by Adams, second by Bernhard to approve claims as reviewed by Commissioners.
MOTION CARRIED.

ADJOURNMENT: Motion by Bernhard, second by Adams to adjourn. **MOTION CARRIED.** – 7:00 p.m.

Jace Holzemer,
Recording Secretary