

**NOTICE
VILLAGE OF OSCEOLA
BOARD MEETING**

Date: May 10, 2022
Time: 6:00 pm CST
Place: Board Room (310 Chieftain Street) &
Virtual GoToMeeting

In an effort to support community health management initiatives surrounding the COVID-19 pandemic, this meeting is also available virtually through a web-based/telephone meeting platform called “GoTo Meeting”. Please follow the instructions on the posted agenda to listen and/or participate during the meeting.

TO JOIN BY VIDEO

<https://meet.goto.com/481969605>

TO JOIN BY PHONE

United States: [+1 \(872\) 240-3311](tel:+18722403311) Access Code: 481-969-605

Get the app now and be ready when your first meeting starts: <https://meet.goto.com/install>

BOARD MEETING AGENDA

1. Call to order
2. Approval of the agenda
3. Approval of the minutes:
 - a) Regular meeting dated April 12, 2022
 - b) Special meeting dated April 28, 2022
4. Public input and ideas (Limit 5 minutes per speaker)
5. Update on 101 N. Cascade Street (Erickson, Owner)
6. Reports:
 - a) Staff reports
 - i. Utilities
 - ii. Library
 - iii. Fire
 - iv. Building Inspection
 - v. Administration
 - vi. Police
 - vii. Public Works
 - b) Chamber of Commerce/Mainstreet
7. Other business – discussion and possible action re:
 - a) Resolution #22-04 Final Resolution Providing for the Sale of Approximately \$1,295,000 General Obligation Promissory Notes
 - b) Approve Capital Purchase of Falcon Hot Asphalt Trailer CIP – CE008 (\$25,253)

- c) Approve three-year IT services contract (Bitworks)
 - d) Approve contract for executive recruitment (Public Administration Associates, \$14,000)
 - e) Approve Committee/Commission resident appointments
 - f) Approve 2022/23 Board appointments
 - g) Approve Public Works Mowing RFW (Grassworks Lawn Care, \$12,120)
 - h) Board guidance on interim Administrator position
8. Permits and Licenses:
- a) Cigarette License - None
 - b) Class B Beer Six-Month - Osceola Braves, Inc.
 - c) Operator's License
 - i. Mariah K Fox – Tippy Canoes
 - ii. Millie Perez – Lucky 7
 - iii. Melinda Halstrom – Valley Spirits
 - d) Special Event Permit Applications
 - i. Mill Pond Farmers Market – Greg Renstrom, Agent
 - ii. Rhubarb Fest – Jennifer Rice, Agent
 - iii. Movie Night – Larry Mederich, Agent
 - iv. Service in the Park – Larry Mederich, Agent
9. Board, Committee, Commission and Agency Reports:
- a) Redevelopment Authority January 28, 2021 (RDA approved April 20, 2022)
 - b) Room Tax Committee September 8, 2021 (Committee approved April 18, 2022)
 - c) Library Board March 10, 2022 (L. Board approved April 14, 2022)
 - d) Airport Commission March 21, 2022 (Commission approved April 18, 2022)
 - e) Admin & Finance April 1, 2022 (Committee approved May 6, 2022)
 - f) Plan Commission April 6, 2022 (Commission approved May 3, 2022)
10. Approval of vouchers payable
11. Any other business as permitted by law
12. Adjourn

The Power of 10 are the 10 most significant assets in the community identified by the Board. They are listed below:

- | | | |
|--------------------|--|---|
| 1. Schools | 5. Falls | 9. Medical Services |
| 2. Airport | 6. Downtown Businesses | 10. Recreational opportunities and the Braves (tied ranking for number 10) |
| 3. Industrial Park | 7. Personalization/Historic of Downtown Feel | |
| 4. River | 8. Access to major population center | |

NOTE: It is possible that members of other governmental bodies of the municipality may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Meetings may be recorded for public viewing and record retention.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Village Hall at (715) 294-3498.

VILLAGE OF OSCEOLA REGULAR BOARD PROCEEDINGS

April 12, 2022

The Village of Osceola Board met for a regular meeting on April 12, 2022 at Village Hall. Village President Jeromy Buberl called the meeting to order at 6:00 p.m.

Present: Buberl, Van Burch, Bruce Gilliland, Brad Lutz, Deb Rose, Holly Walsh

Staff Present: Benjamin Krumenauer, Frances Duncanson, Ron Pedrys, Shelby Friendshuh, Rick Caruso, Paul Elfstrom

Others present: Neeley Corcoran, Justin Fischer, Brian Ruechel, Trudy Lorenz, Wilfred J Chantelois IV, Brooke Kulzer, Joey Cutts, Jen Lutz

Motion by Lutz and seconded by Walsh to approve the agenda

Ayes-5 Nays-0 Motion carried

Motion by Walsh and seconded by Rose to approval of the minutes of the Regular meeting dated March 8, 2022

Ayes-5 Nays-0 Motion carried

Public input and ideas (Limit 5 minutes per speaker) There were none

Reports:

Staff reports

Public Works-Caruso for Waters: The Dept. is jetting storm sewers, along with both snow removal and sweeping salt off. They are starting the slow changeover in equipment to get ready for Spring. They have procured seventeen tons of asphalt for potholes and road repairs. They are pruning trees and getting rid of invasive species in Village parks.

Utilities-Caruso: They have received the GNSS receiver and are using the WisCors system to get the mapping project off the ground with the assistance of MSA. A fire hydrant was repaired after being hit by a forklift. Walsh asked about the ultraviolet disinfection system that disinfects the treated effluent before it is discharged to the St. Croix River.

Library-Friendshuh: March was remarkably busy with more foot traffic, averaging 70-100 visitors a day. There were more materials checked out than the past two years, but not higher than pre-pandemic numbers. There were 4,500 circulations, six hundred more than they have been seeing and ninety-two computer uses. They received 211 new items in March. They have returned to standard hours and are having monthly staff meetings.

Fire-Elfstrom: March had thirteen runs, with ten in the Village, two in Farmington, one mutual aid. Ice water rescue training was held in March on Horse Lake. Hangar inspections are underway, with 40 of 95 done. There were several memorial donations for a flagpole at the Fire Hall.

Building Inspection-Krumenauer: There were eight new permits in March with an estimated value of \$756,000. Year to date new construction is valued at \$5.7 million. There are two eight-unit structures going up in Gateway next month.

Administration-Krumenauer: The Admin & Finance Committee discussed how to fund the growing staffing needs of our community. The employee handbook is being worked on. Verizon wants to put a new tower in that would exceed our airport height limits. The current water tower cannot handle additional antennae. Other options are being explored. Village leadership has been working with the property owner of 101 No Cascade to get the building removed so we can open the Falls stairs. Attempts to stabilize the building are problematic. They cannot give an exact time, hopefully sometime this year, probably fall at the earliest. We are looking for better locations to get down to the falls such as widening paths, working with the State to do additional signage on Hwy 243, barricades, and signals for pedestrians. The Trailhead is only about fifteen feet from the building, and halfway down the stairs there is a bend under the building. If the building collapses, potentially someone

could be hurt or injured. We have consulted with our attorney to minimize liability risk. Krumenauer stated with an alternative route would require some approvals to put something there.

Police-Pedrys: Led discussion on a spreadsheet of the costs incurred due to a recent homicide investigation. Pedrys stated it was a group effort, thanks to our staff and all who helped on the case from other agencies. The Dept. also had other business including sixteen arrests, eighty-two traffic stops with sixty-five citations issued.

Chamber of Commerce/Mainstreet- Board member Jen Lutz reported ambassadors have been out in the community. There will be Chamber Chat at the Discovery Center featuring the new leadership. The Chamber Newsletter is going bi-weekly instead of monthly.

Other business – discussion and possible action re:

Motion by Rose and seconded by Walsh to approve the Arbor Day 2022 Proclamation

Ayes-5 Nays-0 Motion carried

Motion by Lutz and seconded by Burch to approve Resolution #22-02 Tax increment district #2 (TID) affordable housing extension as recommended by the Administration & Finance Committee.

Ayes-5 Nays-0 Motion carried

Motion by Rose and seconded by Lutz to approve Resolution #22-03 Resolution Providing for the Sale of Approximately \$1,295,000 General Obligation Promissory Notes

Ayes-5 Nays-0 Motion carried

Ordinance #22-02 Compensation for board and commission members (first read) no action. Duncanson reviewed the draft ordinance that would discontinue Village compensation to Library Board and Housing Authority Board members. It would also provide compensation for the Board appointee attending one regular Chamber of Commerce meeting a month and increase the per meeting rate from \$15 to \$20 per meeting.

Motion by Burch and seconded by Rose to approve purchase of new Dell server & battery backup for Village Hall (\$28,808.66) from unrestricted fund reserves.

Ayes-5 Nays-0 Motion carried

Pedrys addressed staffing issues for part time officers. There used to be many interested candidates, but they are now harder to come by. Many complete the four hundred hours of training and then go to work elsewhere. The Public Safety Committee recommended increase the wage to \$24 an hour to attract more applications. The budget impact is projected to be \$5,720. It takes about three-four weeks to advertise, thirty days to hire someone, and training of two-four months, making it about 4-5 months before an officer can work on their own. This will be revisited at budget time.

Motion by Burch and seconded by Rose to approve hourly training wage increase for part-time police officer to from \$11.00 per hour to \$24.00 per hour for the remainder of the current 2022 budget cycle.

Ayes-5 Nays-0 Motion carried

Continuation of video conferencing options for Board meetings

Rose stated we went to GoTo Meeting because of the pandemic. We are now meeting in person again and live streaming to YouTube. The Agenda has a link to join with video, we can insert a “click on here” to go to YouTube to make it easier for the public. Options are to have YouTube for the public, with staff, board or consultants who need to participate through GoTo meeting if needed. There are workload considerations and costs associated with continuing to offer all options. Buberl would like to see in person participation and is not considering discontinuing public comment. Walsh wants to keep both options. Burch wants to offer the public any way possible to attend meetings. Buberl would like to see us get to one platform. Walsh wants to table the matter to public comment next month and decide based on public input.

Motion by Buberl and seconded by Lutz to go with YouTube only, keep GoTo meeting as needed and adhere to the Village ordinance permitting remote attendance when appropriate.

Ayes-2 Nays-3 Motion fails

Permits and Licenses:

Motion by Rose and seconded by Burch to approve a Cigarette License for Edward's Oil Inc – Osceola Lucky Seven General Store

Ayes-5 Nays-0 Motion carried

Motion by Burch and seconded by Lutz to approve a Class A Liquor Class A Beer license for Edward's Oil Inc – Osceola Lucky Seven General Store

Ayes-5 Nays-0 Motion carried

Motion by Rose and seconded by Walsh to approve Operator's License for Paisley Johnson – Tippy Canoes and Leah McLafferty – Tippy Canoes

Ayes-5 Nays-0 Motion carried

Motion by Burch and seconded by Walsh to approve Board, Committee, Commission and Agency Reports:

- | | | |
|-----------------------|-------------------|--------------------------------------|
| a) Plan Commission | February 1, 2022 | (Commission approved April 6, 2022) |
| b) Library Board | February 10, 2022 | (L. Board approved March 10, 2022) |
| c) Airport Commission | February 21, 2022 | (Commission approved March 21, 2022) |
| d) Police & Fire | February 24, 2022 | (Committee approved April 7, 2022) |
| e) Admin & Finance | March 4, 2022 | (Committee approved April 1, 2022) |

Motion by Lutz and seconded by Burch to approve vouchers payable

Ayes-5 Nays-0 Motion carried

Any other business as permitted by law

President Buberl adjourned the meeting at 8:12 p.m.

Respectfully submitted by

Frances Duncanson, MMC-WCPC
Village Clerk

VILLAGE OF OSCEOLA SPECIAL BOARD PROCEEDINGS
April 28, 2022

The Village of Osceola Board met for a special meeting on April 28, 2022 at Village Hall. Village President Jeromy Buberl called the meeting to order at 6:05 p.m.

Present: Buberl, Van Burch, Bruce Gilliland, Brad Lutz, Deb Rose

Staff Present: Benjamin Krumenauer

Motion by Rose and seconded by Lutz to approve the agenda

Ayes-6 Nays-0 Motion carried

Motion by Burch and seconded by Gilliland to enter into closed session pursuant to Wisconsin State Statute 19.85 (1) (c), (e) and (g)

(Roll Call: Ayes-Burch, Lutz, Gilliland, Rose, Chantelois, Buberl

Nays – 0 Motion carried)

The Board entered into closed session at 6:07 p.m.

Motion by Burch and seconded by Gilliland to enter back into open session.

(Roll Call: Ayes-Burch, Lutz, Gilliland, Rose, Chantelois, Buberl

Nays – 0 Motion carried)

The Board entered into open session at 7:48 p.m.

Any other business as permitted by law

Lutz reminded the Board about the up-and-coming Coffee with a Cop session and the Arbor Day tree planting.

Buberl provided a quick update on the donor signs for the building.

President Buberl adjourned the meeting at 7:50 p.m.

Respectfully submitted by

Benjamin Krumenauer
Village Administrator



Memo

To: President Buberl and Village Board Members
From: Rick Caruso, Utilities Coordinator
CC: Fran Duncanson
Date: May 10, 2022
Re: Utility Department May Board Update

Water Utility:

- Water produced in April totaled 4.955 million gallons.
- After completing first quarter meter reading and billing, operators have repaired or replaced meters that have been found to be failing or inaccessible.
- Backup generators have been test run and refueled to ensure storm season readiness.
- The floor drain at Well 3 has been repaired by operators. The drain ceased to be operational and seemed to have been blocked by internal corrosion of the pipe. Operators were able to clear the blockage by use of a miniature jet attachment for one of our pressure washers.

Sewer Utility:

- Sewer treated in April totaled 7.4 million gallons.
- The logic controller that was damaged in a lightning strike last summer was replaced by Automatic Systems. While the controller was being replaced, operators ran the plant manually by local operation of the drives and pumps.
- The Kent Street protruding sewer taps and roots have been removed by Great Lakes TV Seal. The remaining line has been televised and the end of the pipe has been found. With this information we will be scheduling placement of a structure at the pipe end.
- The River Street lift station pump alternator circuit has been repaired by operators. The alternator circuit is responsible for cycling between the two pumps and ensuring equal run time on each pump.

Memo

To: Wilberg Memorial Library Board of Trustees

From: Library Director; Shelby Friendshuh

CC: Village Board of Osceola

Date: May 2022

DIRECTOR/ADMINISTRATION

April went along well for the library as we continued to prepare for the Summer months and for my leave. I have completed all of my Maternity Leave plans and will finalize those with the library board at this month's meeting. I have also been attending many continuing education classes to make sure I'm able to meet my yearly expectation of at least 25 hours of CE per year. Additionally, I've begun to prepare our ACT 150 requests that I will send out in the next month. I should have estimated totals on next year's county funding at the June meeting.

MATERIALS CIRCULATION

April 2022, Total Items Circulated: 3,945

Public Computer Uses for April 2022: 103

eBook Checkouts for April 2022: 996

New Patrons in April 2022: 17

COLLECTIONS

We received 191 new items in the month of April. Anne has also been working on some weeding projects to make room for many of the new books we have been receiving.

EVENTS & ACTIVITIES

April Events/Participation:

The BigRead was a big success with many visitors coming in to see the art display and attendees to the book club. We also held a "Poem in Your Pocket" celebration to end April which is National Poetry Month by handing out poems to patrons!

Looking forward to the summer, Rebekah will be prepping all the staff on Summer Learning Program plans this month and we will start advertising. We have been lucky to



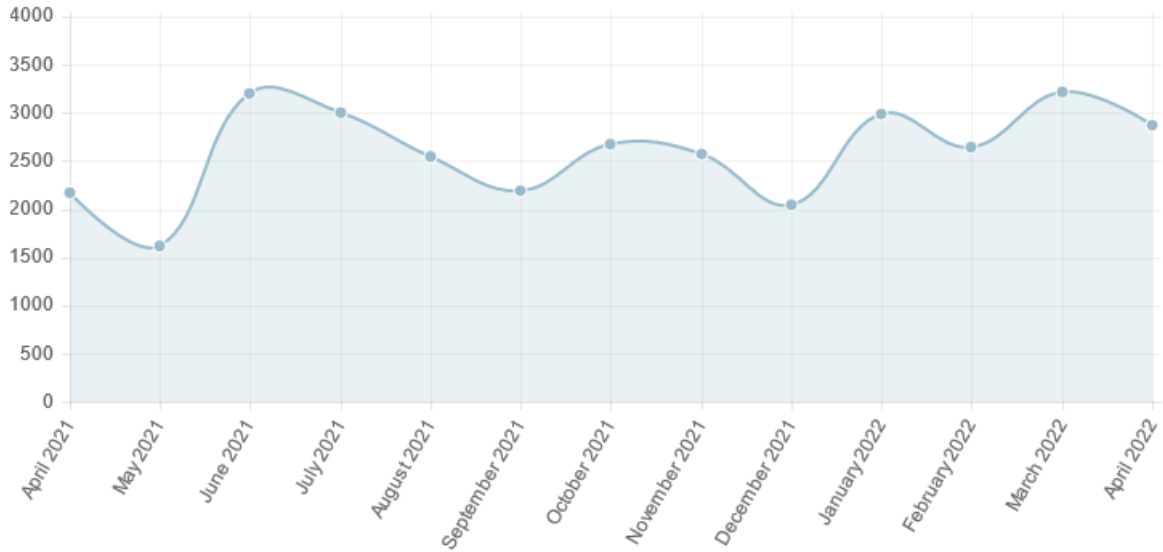
have received even more financial support through community donations from local businesses than we had planned so this is shaping up to be an exciting year as it will be our first in-person SLP since prior to the pandemic.

FACILITIES & STAFF

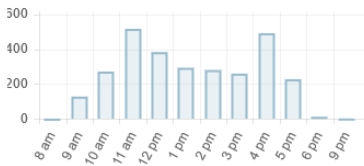
Though we had some trouble with WiFi outages this month, we have been able to continue our work and believe we have been able to remedy the issues. Additionally, as the weather continues to warm we want to encourage everyone to get out and use the terrace for any lunch meetings or just a nice spot to catch up on some reading!

Osceola Circulation Statistics

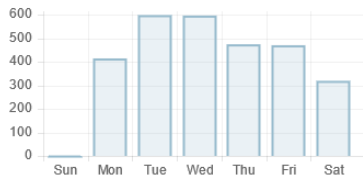
Past 13 Months - Checkouts



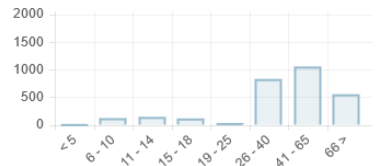
Checkouts by hour



Checkouts by day



Checkouts by age

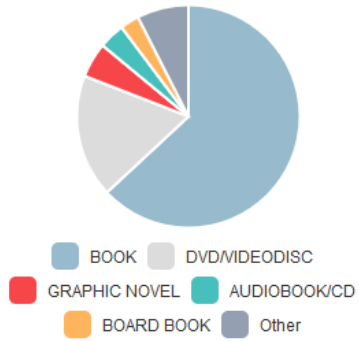




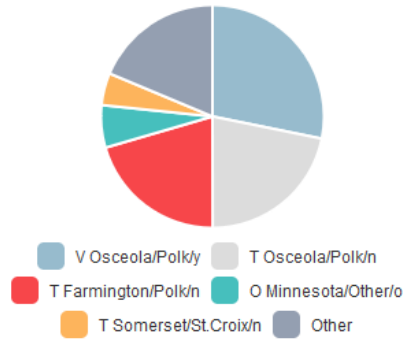
WILBERG MEMORIAL

PUBLIC LIBRARY of OSCEOLA

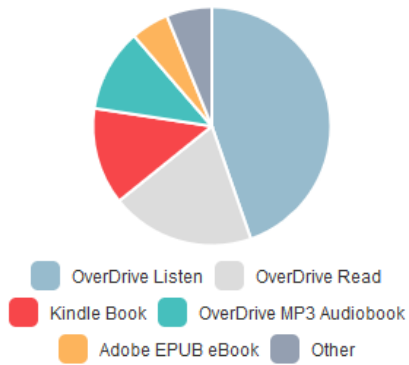
Checkouts by format



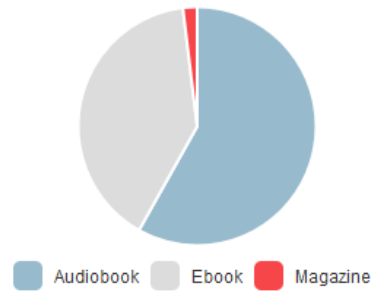
Checkouts by Act 150 Location



Overdrive by Format



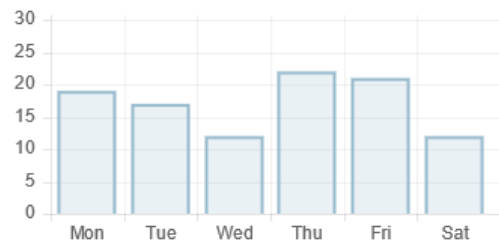
Overdrive by Type



Pharos computer uses by hour



Pharos computer uses by day



Municipality Permits Report

4/1/2022 to 4/30/2022

| VILLAGE OF OSCEOLA | | Total Value | Total Fees | Total Fines |
|--|----------------------------|--------------------|-------------------|--------------------|
| VOS22-15 | 165-00844-0018 | \$200,000.00 | \$1,261.46 | |
| GRANDEMOORE Homes | | | | |
| 180 SPRING ST | NEW SINGLE FAMILY DWELLING | | | |
| VOS22-16 | 165-00563-0000 | \$10,000.00 | \$60.00 | |
| GREGORY CONTRACTING GREGORY CONTRACTING 977556 | | | | |
| 601 CASCADE ST N | RESIDE | | | |
| VOS22-17 | 165-00845-1200 | \$4,600.00 | \$60.00 | |
| MARK MEYER | | | | |
| 104 PRAIRIE GRASS DR | SHED | | | |
| VOS22-18 | 165-00260-0000 | \$12,647.00 | \$169.20 | |
| Aaron Lewicki | | | | |
| 401 SEMINOLE AVE | ALTERATIONS | | | |
| VOS22-19 | 165-00618-0000 | \$120,000.00 | \$1,360.00 | |
| MARK SHAVER | | | | |
| 495 CASCADE ST S HANGAR S12 | NEW HANGAR | | | |

Municipality Permits Report

4/1/2022 to 4/30/2022

| | | | | |
|--|----------------|----------------|--------------|----------|
| VOS22-20 | 165-00844-0113 | | \$2,366.00 | \$130.00 |
| MICHAEL MILLER | | | | |
| 380 STAPLES RD | | DECK | | |
| VOS22-21 | 165-00845-0800 | | \$9,600.00 | \$130.00 |
| J V Construction J V Construction 1283873 Viebrock | | | | |
| 112 PRAIRIE GRASS DR | | DECK | | |
| VOS22-22 | 165-00844-0085 | | \$6,880.00 | \$60.00 |
| JEAN MICKUS | | | | |
| 1241 COREY CT | | FENCE | | |
| VOS22-23 | 165-00793-0000 | | \$3,630.00 | \$60.00 |
| THOMAS MURPHY | | | | |
| 135 BELMONT ST | | SHED | | |
| VOS22-24 | 165-00455-0000 | | \$207,000.00 | \$322.80 |
| CHAD DERRICK | | | | |
| 729 PROSPECT AVE | | RESIDE/WINDOWS | | |
| VOS22-25 | 165-00712-0000 | | \$5,000.00 | \$60.00 |
| TJ WILSON | | | | |
| 803 PROSPECT AVE | | FENCE | | |

Municipality Permits Report

4/1/2022 to 4/30/2022

Permit Distribution

New Home=1
 Siding=2
 Shed=2
 Alteration=2
 Acc. Building=1
 Deck=2
 Fence=2

| | | | | |
|-------------------|----------------------|--------------------------|--------------------|-----------------------------|
| Totals | Total Permits | 11 | Total Value | \$581,723.00 |
| | Admin | \$472.00 | Impact | Plan Review \$227.86 |
| Inspection | \$2,938.60 | State Permit Seal | \$35.00 | House Number |
| Fines | | Other | | |
| | | | Total Fees | \$3,673.46 |

Municipality Permits Report

1/1/2022 to 4/30/2022

| VILLAGE OF OSCEOLA | | Total Value | Total Fees | Total Fines |
|---|----------------------------|--------------------|-------------------|--------------------|
| VOS22-01 | 165-00844-0076 | \$200,000.00 | \$1,367.72 | |
| CENTURY BUILDING TEAM LLC CENTURY BUILDING TEAM LLC 1309542 | | | | |
| 1240 OAKEY CT | NEW SINGLE FAMILY DWELLING | | | |
| VOS22-02 | 165-00844-0077 | \$200,000.00 | \$1,367.72 | |
| CENTURY BUILDING TEAM LLC CENTURY BUILDING TEAM LLC 1309542 | | | | |
| 1230 OAKEY CT | NEW SINGLE FAMILY DWELLING | | | |
| VOS22-03 | 165-00674-0000 | \$10,000.00 | \$247.00 | |
| Daniel Johnson | | | | |
| 894 MAPLE DR | ALTERATIONS | | | |
| VOS22-04 | 165-00844-0033 | \$220,000.00 | \$1,198.54 | |
| CENTURY BUILDING TEAM LLC CENTURY BUILDING TEAM LLC 1309542 LLC | | | | |
| 350 MILL ST | NEW SINGLE FAMILY DWELLING | | | |
| VOS22-05 | 165-00844-0034 | \$220,000.00 | \$1,198.54 | |
| CENTURY BUILDING TEAM LLC CENTURY BUILDING TEAM LLC 1309542 | | | | |
| 360 MILL ST | NEW SINGLE FAMILY DWELLING | | | |

Municipality Permits Report

1/1/2022 to 4/30/2022

| | | | |
|-------------------------|----------------|-------------|----------|
| VOS22-12 | 165-00450-0000 | \$15,000.00 | \$186.00 |
| VAN A & SUZANNE K BURCH | | | |

426 8TH AVE screen porch

| | | | |
|-------------------------------------|----------------|--------------|------------|
| VOS22-13 | 165-00191-0000 | \$250,000.00 | \$1,030.00 |
| Tom Leiskau Tom Leiskau 1077488 | | | |

108 CHIEFTAIN ST ADDITION

| | | | |
|-----------------|----------------|------------|----------|
| VOS22-14 | 165-00842-0006 | \$3,200.00 | \$101.40 |
| JORDAN SWIONTEK | | | |

500 FOX CIR ALTERATIONS

| | | | |
|-------------------|----------------|--------------|------------|
| VOS22-15 | 165-00844-0018 | \$200,000.00 | \$1,261.46 |
| GRANDEMOORE Homes | | | |

180 SPRING ST NEW SINGLE FAMILY DWELLING

| | | | |
|--|----------------|-------------|---------|
| VOS22-16 | 165-00563-0000 | \$10,000.00 | \$60.00 |
| GREGORY CONTRACTING GREGORY CONTRACTING 977556 | | | |

601 CASCADE ST N RESIDE

| | | | |
|------------|----------------|------------|---------|
| VOS22-17 | 165-00845-1200 | \$4,600.00 | \$60.00 |
| MARK MEYER | | | |

104 PRAIRIE GRASS DR SHED

Municipality Permits Report

1/1/2022 to 4/30/2022

| | | | | |
|--|----------------|-------------|--------------|------------|
| VOS22-18 | 165-00260-0000 | | \$12,647.00 | \$169.20 |
| Aaron Lewicki | | | | |
| 401 SEMINOLE AVE | | ALTERATIONS | | |
| VOS22-19 | 165-00618-0000 | | \$120,000.00 | \$1,360.00 |
| MARK SHAVER | | | | |
| 495 CASCADE ST S HANGAR S12 | | NEW HANGAR | | |
| VOS22-20 | 165-00844-0113 | | \$2,366.00 | \$130.00 |
| MICHAEL MILLER | | | | |
| 380 STAPLES RD | | DECK | | |
| VOS22-21 | 165-00845-0800 | | \$9,600.00 | \$130.00 |
| J V Construction J V Construction 1283873 Viebrock | | | | |
| 112 PRAIRIE GRASS DR | | DECK | | |
| VOS22-22 | 165-00844-0085 | | \$6,880.00 | \$60.00 |
| JEAN MICKUS | | | | |
| 1241 COREY CT | | FENCE | | |
| VOS22-23 | 165-00793-0000 | | \$3,630.00 | \$60.00 |
| THOMAS MURPHY | | | | |
| 135 BELMONT ST | | SHED | | |

Municipality Permits Report

1/1/2022 to 4/30/2022

VOS22-24 165-00455-0000 \$207,000.00 \$322.80
 CHAD DERRICK

729 PROSPECT AVE RESIDE/WINDOWS

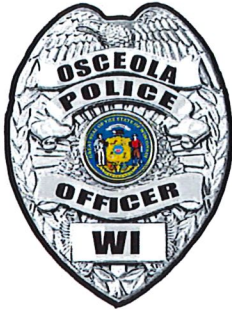
VOS22-25 165-00712-0000 \$5,000.00 \$60.00
 TJ WILSON

803 PROSPECT AVE FENCE

Permit Distribution

New Home=7
 Alteration=6
 Sign=2
 Other=1
 Porch=1
 Fireplace=1
 Addition=1
 Siding=2
 Shed=2
 Acc. Building=1
 Deck=2
 Fence=2

| | | | | |
|-------------------|----------------------|--------------------------|--------------------|---------------------|
| Totals | Total Permits | 25 | Total Value | \$2,150,192.50 |
| Admin | \$1,702.40 | Impact | | Plan Review |
| Inspection | \$10,517.40 | State Permit Seal | \$245.00 | House Number |
| Fines | | Other | | Total Fees |
| | | | | \$849.74 |
| | | | | \$13,314.54 |



OSCEOLA POLICE DEPARTMENT

310 Chieftain Street – Lower Level

P.O. Box 217

Osceola, WI 54020

Phone: 715-294-3628 Fax: 715-294-2862

Ron Pedrys - Chief of Police

To: Village President Jeromy Buberl and Village of Osceola Trustees

CC: Administrator Benjamin Krumenauer

From: Police Chief Ron Pedrys

Date: May 3rd, 2022

Re: April 2022 Village Board Police Report

During April 2022, OPD Officers made 5 custodial arrests (1 felony arrest and 4 misdemeanor arrests). OPD Officers made a total of 66 traffic stops that resulted in 46 traffic citations being issued. Additionally, 4 Municipal citations were issued. 68 incident reports were processed and OPD Officers logged 520 total calls for service.

Some incidents OPD Officers responded to and investigated in April included possession of methamphetamine, possession of drug paraphernalia, seven mental health checks/safety plans, four disturbances, four motor vehicle accidents, nine reports of suspicious activity and six citizen assists. Additionally, OPD Officers responded to four alarms, two civil disputes and Officers logged twenty-six business checks.

Administration:

In April, the Radars in each squad and the handheld laser received their annual inspection and calibration checks by a certified technician. The laser and all Radar units passed and are in good working order.

Our part-time Officer hiring notice and application process closed on Friday, May 6th. There was a total of two applicants. One candidate did not meet the minimum qualifications. The 2nd candidate has no previous police experience and completed the recruit academy 2.5 years ago. I will be reposting the hiring notice in the hope that we receive additional applicants.

On April 19th, I applied for a state grant that would cover the costs for two cases of nasal Narcan. Our 1st department Narcan purchase was in 2019. At that time, we received one case of nasal Narcan. The cost of a case of Narcan in 2019 was approximately \$900. Remaining doses from that order have expired. If OPD receives this grant, the value would be approximately \$2,000 (two cases of Narcan nasal spray).

Our Community Coffee events for the season wrapped up on April 27th. This was the most well attended season yet. I'd like to publicly thank Caribou Coffee and Dicks Fresh Market for sponsoring this event again. They have been a fantastic partner. I'd also like to thank the Village Board members that attended one of our two April events: Village President Buberl, Deb Rose, Bruce Gilliland and Brad Lutz. We very much appreciate the support of our community members, businesses and our elected officials.

Thank You.

Respectfully Submitted,



Ron Pedrys – Police Chief
Village of Osceola



Memo

To: President Buberl and Village Board Members
From: Todd Waters (Public Works Coordinator)
CC: Fran Duncanson
Date: May 10th, 2022
Re: April Public Works Department Board Update

Streets:

- A full round of street sweeping has been conducted in the Village of Osceola and Village of Dresser. Public Works also did a thorough cleaning of all parking lots, parking spaces, downtown storefront sidewalk, and removed all leaves and garbage from bump-out garden areas.
- Public Works was able to install 7,000 pounds of asphalt in potholes in April. Maintenance will continue to our streets as we move into May with more asphalt patching and spray patching. Streets will be analyzed and contracts or quotes will be reviewed in May for capital funded street repairs.
- Storm sewer systems continue to plague the department as we moved into April. The City of Saint Croix Falls helped us with an emergency maintenance repair and provided their Vactor unit to alleviate a plugged storm sewer. A storm sewer trunk line failure has also been identified on River Street that is still in the process of review.

Parks:

- Public Works continues to work hard removing invasive species, trimming trees, and removing overgrowth in our parks.
- Continued maintenance and project planning with committees, residents, nurseries, and conservancy groups to make our parks and public property transform into beautiful and maintainable sites was at the forefront in April.
- Oakey Park restrooms have been opened for the season, irrigation sites are coming online, and water fountains are being unwinterized.

Building Maintenance:

- Programming and alterations to our HVAC system schedule continued into April, filter changes will take place in May, and plumbing has been reinstalled to our roof top units.



Memo

To: Village Board

From: Benjamin Krumenauer, Administrator

CC: Board Packet

Date: 5/6/2022

Re: Item 7a: Resolution #22-04 Final Resolution Providing for the Sale of Approximately \$1,295,000 General Obligation Promissory Notes

ITEM DESCRIPTION:

Resolution #22-04 provides final approval for the sale of \$1,295,000 general obligation bonds and corresponding fees. Per the previously approved preliminary sale resolution, the Village will seek the final sale of bonds on Tuesday morning May 10, 2022. Attached for your review is the proposed resolution. Please note that additional materials may be made available as appropriate after the sale is completed early Tuesday morning.

ATTACHMENTS:

1. Proposed Resolution #22-04

RECOMMENDATION:

April 1, 2022: Admin & Finance Committee recommended approval of the 2022 measure to finalize a \$1,295,00 more or less financing measure.

April 12, 2022: Village Board approved a preliminary sale resolution for the planned sale of \$,295,000 in GO Bonds

Village Staff recommends approval of Item 7a as proposed.

RESOLUTION #22-04

**RESOLUTION AUTHORIZING THE ISSUANCE AND
SALE OF \$1,295,000 GENERAL OBLIGATION
PROMISSORY NOTES**

WHEREAS, on April 12, 2022, the Village Board of the Village of Osceola, Polk County, Wisconsin (the "Village") adopted a resolution (the "Set Sale Resolution"), providing for the sale of General Obligation Promissory Notes (the "Notes") for public purposes, including paying the cost of projects included in the Village's 2022-2023 capital improvement program (the "Project");

WHEREAS, the Village Board hereby finds and determines that the Project is within the Village's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, the Village is authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes for such public purposes;

WHEREAS, pursuant to the Set Sale Resolution, the Village has directed Robert W. Baird & Co. Incorporated ("Baird") to take the steps necessary to sell the Notes to pay the cost of the Project;

WHEREAS, Baird, in consultation with the officials of the Village, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on May 10, 2022;

WHEREAS, the Village Clerk (in consultation with Baird) caused a form of notice of the sale to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale on May 10, 2022;

WHEREAS, the Village has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the Village. Baird has recommended that the Village accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village that:

Section 1. Ratification of the Official Notice of Sale and Offering Materials. The Village Board hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Official Notice of Sale and any other offering materials

prepared and circulated by Baird are hereby ratified and approved in all respects. All actions taken by officers of the Village and Baird in connection with the preparation and distribution of the Official Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1A. Authorization and Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of ONE MILLION TWO HUNDRED NINETY-FIVE THOUSAND DOLLARS (\$1,295,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal (as modified on the Bid Tabulation and reflected in the Pricing Summary referenced below and incorporated herein), plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted. The President and Village Clerk or other appropriate officers of the Village are authorized and directed to execute an acceptance of the Proposal on behalf of the Village. The good faith deposit of the Purchaser shall be applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes"; shall be issued in the aggregate principal amount of \$1,295,000; shall be dated June 1, 2022; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on June 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2023. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes maturing on June 1, 2030 and thereafter are subject to redemption prior to maturity, at the option of the Village, on June 1, 2029 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the Village, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

[The Proposal specifies that [some] of the Notes are subject to mandatory redemption. The terms of such mandatory redemption are set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Notes in such manner as the Village shall direct.]

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the Village are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the Village a direct annual irrepealable tax in the years 2022 through 2031 for the payments due in the years 2023 through 2032 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the Village shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the Village and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the Village for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the Village then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the Village, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the Village may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, dated June 1, 2022" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the Village at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the Village above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the Village, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the Village, unless the Village Board directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the Village and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the Village, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The Village represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The Village further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The Village further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the

Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Village Clerk or other officer of the Village charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the Village certifying that the Village can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The Village also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the Village will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the Village by the manual or facsimile signatures of the President and Village Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the Village of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the Village has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The Village hereby authorizes the officers and agents of the Village to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the Village's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The Village hereby authorizes the President and Village Clerk or other appropriate officers of the Village to enter into a Fiscal Agency Agreement between the Village and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 13. Persons Treated as Owners; Transfer of Notes. The Village shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the President and Village Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The Village shall cooperate in any such transfer, and the President and Village Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the Village at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the Village agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Village Clerk or other authorized representative of the Village is authorized and directed to execute and deliver to DTC on behalf of the Village to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the Village Clerk's office.

Section 16. Official Statement. The Village Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the Village in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate Village official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Village Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The Village hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the

Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the Village to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the President and Village Clerk, or other officer of the Village charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the Village's Undertaking.

Section 18. Record Book. The Village Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 19. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the Village are authorized to take all actions necessary to obtain such municipal bond insurance. The President and Village Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the President and Village Clerk including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 20. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Village Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded May 10, 2022.

Jeromy Buberl
President

ATTEST:

Frances Duncanson
Village Clerk

(SEAL)

EXHIBIT A

Official Notice of Sale

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT B

Bid Tabulation

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT C

Winning Bid

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT D-1

Pricing Summary

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

[EXHIBIT MRP

Mandatory Redemption Provision

The Notes due on June 1, ____, ____ and ____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on June 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on June 1, ____

| <u>Redemption Date</u> | <u>Amount</u> |
|----------------------------|------------------|
| ____ | \$ _____ |
| ____ | _____ |
| ____ | _____ (maturity) |

For the Term Bonds Maturing on June 1, ____

| <u>Redemption Date</u> | <u>Amount</u> |
|----------------------------|------------------|
| ____ | \$ _____ |
| ____ | _____ |
| ____ | _____ (maturity) |

For the Term Bonds Maturing on June 1, ____

| <u>Redemption Date</u> | <u>Amount</u> |
|----------------------------|------------------|
| ____ | \$ _____ |
| ____ | _____ |
| ____ | _____ (maturity) |

For the Term Bonds Maturing on June 1, ____

| <u>Redemption Date</u> | <u>Amount</u> |
|----------------------------|-------------------|
| ____ | \$ _____ |
| ____ | _____ |
| ____ | _____ (maturity)] |

EXHIBIT E

(Form of Note)

UNITED STATES OF AMERICA
REGISTERED STATE OF WISCONSIN DOLLARS
POLK COUNTY
NO. R-___ VILLAGE OF OSCEOLA \$_____
GENERAL OBLIGATION PROMISSORY NOTE

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
June 1, _____ June 1, 2022 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$_____)

FOR VALUE RECEIVED, the Village of Osceola, Polk County, Wisconsin (the "Village"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2023 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by Associated Trust Company, National Association, Green Bay, Wisconsin (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the Village are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$1,295,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the Village pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for public purposes, including paying the cost of projects included in the Village's 2022-2023 capital improvement program, as authorized by a resolution adopted on May 10, 2022. Said resolution is recorded in the official minutes of the Village Board for said date.

The Notes maturing on June 1, 2030 and thereafter are subject to redemption prior to maturity, at the option of the Village, on June 1, 2029 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the Village, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

[The Notes maturing in the years _____ are subject to mandatory redemption by lot as provided in the resolution referred to above, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the Village, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrevocable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the Village Board as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the Village kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the Village appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the Village for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any

proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and Village may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the Village of Osceola, Polk County, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified President and Village Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

VILLAGE OF OSCEOLA
POLK COUNTY, WISCONSIN

By: _____
Jeromy Buberl
President

(SEAL)

By: _____
Frances Duncanson
Village Clerk

Date of Authentication: _____, _____

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned resolution of the Village of Osceola, Polk County, Wisconsin.

**ASSOCIATED TRUST COMPANY,
NATIONAL ASSOCIATION,
GREEN BAY, WISCONSIN**

By _____
Authorized Signatory

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)



Memo

To: Village Board Members
 From: Todd Waters, Public Works Coordinator
 CC: Fran Duncanson
 Date: May 10th, 2022
 Re: **Item 7b: Approve Capital Purchase of Falcon Hot Asphalt Trailer (CIP-CE008)**

GENERAL INFORMATION

Background

The 2022 Capital Improvement Plan has a planned capital budget allowance of \$40,000 for the purchase of a hot asphalt trailer. Public Works has solidified a quote from the most local representative for the purchase of an available hot asphalt trailer that would best suit the department’s needs and is within the remaining capital equipment budget balance. Attached is the copy of the proposed unit. Given the current circumstances and other 2022 approved capital equipment purchases, DPW is left with a remaining balance of \$27,723.00 for the purchase of a hot asphalt trailer.

| BID Number | Company | Bid Quote |
|------------|------------------------------|-------------|
| 1 | Laursen Asphalt Repair Equip | \$25,253.00 |

| CIP Number | Description | Budget |
|------------|----------------------|-------------|
| CE 008 | DPW –Asphalt Trailer | \$27,723.00 |

Action(s) Requested

Action 1: At this time the Department of Public Works is respectfully requesting the authorization from the Village Board to make the budgeted expenditure for the hot asphalt trailer.

Attachment(s)

1. RFQ Documentation

RECOMMENDATION(S)

Village Staff

Village Staff recommend approval as stated.

CUSTOMER PRICE QUOTE

NO. 1189



4258 153rd Ave NE
Ham Lake, MN 55304
763-587-8930

Requested By: Osceola, WI
ATTN: Steve Becker

| Quote Date | Quote Good Through | Freight Terms | Requested By | Payment Terms |
|------------|--------------------|-----------------|--------------|---------------|
| 05/2/22 | 06/2/22 | FOB Osceola, WI | Todd | Net 30 Days |

| Qty | Item No | Description | Price |
|-----|---------|--|-------------|
| 1 | 2T1B | 2-Ton Falcon Asphalt Recycler & Hot Box Trailer 12-Volt Battery Triple Wall Construction and Fully Insulated Automatic Temperature Control Diesel Fuel Source VIP Technology - Voltage Indicator and Protector Controller Automatically Prevents Burner(s) from Operating Below Burner Manufacturer's Required Voltage One-Piece, Seamless Ceramic Combustion Chamber Independently Certified 92% Fuel Efficiency Diamond Tread Plate Hopper Access Platform Electric brakes Conspicuity Tape Included Options: Battery Charger Package Upgrade to ST235/80R 16" Tires - Load Range E Single Axle Trailer Frame - 2" x 6" x 1/4" Tubular Steel LED Lighting Upgrade - One Red Stop/Tail/Turn Lights and One Amber Strobe Per Side 24 hour timer Release agent basket Solvent tank Color: Orange Hopper access step 10lb fire extinguisher | \$25,497.00 |

Short frame
Non dump
7 Pin Round Plug

Operator, Parts and Service Manual
Two-Year Machine Warranty and Lifetime Frame Warranty
Freight to Cameron, WI @ \$2.00 Per mile (\$1,404.00)

Included
Included
Included

Plus Applicable Sales Tax

Why Falcon?

It's Versatile

- Recycle leftover asphalt, chunks and millings (a dual burner unit is required to recycle millings)
- Transport asphalt and keep it hot all day and hold it overnight
- Heat and re-heat cold patch

It's Cost-Effective

- When used as a hot box, it eliminates asphalt waste that occurs in the back of an unheated truck bed
- When used as a recycler, it recycles leftover asphalt and asphalt chunks torn up from the pavement
- Independently certified 92% fuel efficiency – uses less than 3 gallons of fuel per 8-hour shift

It's Reliable

- VIP Technology (patent pending) – Protects burner components by automatically preventing burner from operating with low battery voltage
- A Falcon is designed to allow the burner to run while in tow - preventing material from cooling while being transported
- Heat management system is engineered to provide even hopper temperatures – eliminating material scorching from hot spots and material hardening from cold spots
- Standard 2-year machine warranty and lifetime frame warranty

It's a Falcon

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|



Memo

To: Village Board
 From: Carie Krentz & Benjamin Krumenauer
 CC: Files
 Date: May 5, 2022
 Re: **Item 7c: Approve Three-Year IT Services Contract (Bitworks)**

GENERAL INFORMATION

Background

The 2022 Village of Osceola budget has a planned amount of \$60,000 for IT services spread over each department. The current IT service contract, with EasyIT Guys expires on June 20th of this year. The Village has accepted proposals for all of their IT services, including data management, cyber security, computer services and repairs and incidentals outlined in the RFQ. We received 3 quotes total from contractors by the time of closing at noon on May 5th, 2022. Attached are copies of each company’s RFQ.

| BID Number | Company | Bid Quote |
|------------|---------------------|-------------------|
| 1 | EasyIT Guys | \$9,921.75 |
| 2 | The Bitworks | \$4,173.00 |
| 3 | Now Micro | \$10,440.90 |

After reviewing the bids, administration has determined that all contractors met the criteria of the RFQ. While all met the criteria of the RFQ, thoughtful consideration has been taken into account for what each contractor can provide in the way of staffing, equipment and services to complete the IT service bid.

| IT Budget | Description | Budget |
|---------------------|-------------|----------|
| Multiple account #s | IT Support | \$60,000 |

Action(s) Requested

Action 1: At this time staff is respectfully requesting that the Village Board approve a multi-year contract with Bitworks for ongoing IT services.

Attachment(s)

1. Bitworks documentation

RECOMMENDATION(S)

As previously stated, all submissions meet the minimum requirements outlined in the RFQ dated April 18, 2022. Staff also followed up with the submitters as necessary to clarify any unknown issues within the contracts.

05-06-2022: Admin & Finance Committee reviewed the proposals and recommended approval of Bitworks with the condition that reference checks are verified.

It is staff's recommendation to Village Board to accept a three-year agreement with Bitworks for the monthly base rate of \$4,173.00 per month.



**We've got IT.
Yeah baby, we've got IT.**

What We Provide.

Computer support plans from The BitWorks are designed to keep you running efficiently and productively with as little downtime and frustration as possible. To do this, we have a regular maintenance schedule that includes the following items.



Administer Hardware, Software, and Server Review. This includes a review of system error logs looking for items not running correctly. We provide you support when you need it if your hardware, software, or power fails.



Clean Problems. We repair affected items, identify security threats, replace needed parts, identify software needs and if needed, even provide individualized training. Should issues be identified, we notify you and await your direction for repair or resolution of those issues.



Provide On-site and Remote Support. We examine your physical environment to insure your computers have proper air flow, protected access and no visible problems. We offer face to face communication, on-site problem solving and regularly scheduled visits. Telephone and remote login support is included with every plan. We advise you on pressing technical issues that require your attention.




Perform Maintenance. We provide a review of maintenance activities to insure your operating system maintenance is correctly installed, as well as making sure that services vital to your technology environment (such as internet connectivity and backup) are operating smoothly.



Offer Technology Management. We offer our expert advice to you and your IT team on technology planning, budgeting, and project management. We perform operational reviews to determine if your technology needs are being met and satisfied. We are an extension of your company and represent your best interests.

The IT solution for any business.

THE BITWORKS
BUSINESS SOLUTIONS
TECHNOLOGY SUPPORT & SERVICE



Forget about IT. Focus on your Business.

You are a smart business person. We are smart IT people. Let's partner.

Our Goal: To insure that if you can leverage a bit of technology to be more successful or profitable.

Our Vision: Apply technology to overcome obstacles to your profit and success.

We want to be your technology partner; we understand your frustrations and work with you to find solutions.

We want to be your single source trusted partner, go-to gurus for the hard tasks, or hands and feet on the ground to augment your current IT team. We provide independent, trustworthy support and expert advice for your technology needs.

Here's where we focus to keep you running smoothly.

PREVENTION

- ✓ Virus/Malware detection
- ✓ Software/Hardware integration
- ✓ Identify security threats
- ✓ Research of log files to discover problems.

and more...

MAINTENANCE

- ✓ Check that back-up functions are running smoothly.
- ✓ Correct installation of operating system updates.
- ✓ Clean critical computers/servers.

and more...

CRISIS MANAGEMENT

- ✓ On-site and remote support provided.
- ✓ Liaison to vendors and support.
- ✓ Attentive support when power, hardware, or software fails.
- ✓ Boots on ground solutions to get you up and running.

and more...

EXPERT ADVICE

- ✓ Consultation on technology planning.
- ✓ Project implementation and budget focused negotiations with outside vendors.
- ✓ Consistent source for ongoing advice and support.
- ✓ "Would this work for me" questions.

and more...

A BONUS TO OUR BUSINESS PARTNERS.

>>Priority Support and Business Discounts.

We prioritize support of our business clients so that their issues are resolved quickly. We offer discounted extended support when you need a little extra help, and can offer a deal on special project work for current business clients.

The IT solution for any business.

THE BITWORKS
BUSINESS SOLUTIONS
TECHNOLOGY SUPPORT & SERVICE

Whether your business is big or small, we can help.

Our business support offerings are tailored to fit your needs and your size. Whether you are a business of one, or a business of thousands, we can create a specific option that fits your needs. We also understand that some businesses have special needs related to their cyclical nature or market conditions; we use all of these factors in creating a plan for you.

Run YOUR Business. We'll run your IT.

Our objective is to be your technical staff, helping you configure and maintain your technology environment so that you can run your business.

IT is a vast skill set. We cover IT all.

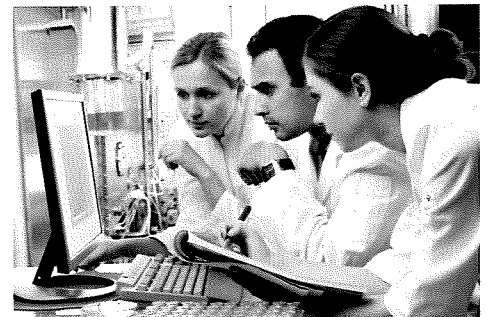
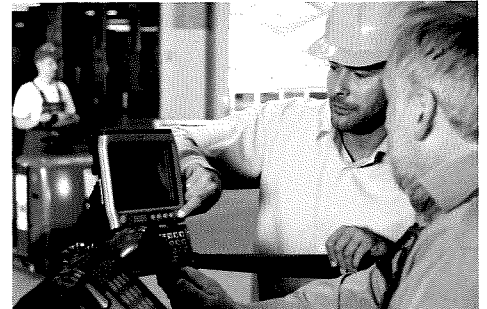
We are experts at networking, computer service and support, and technology management. We can work across a variety of technologies, know the requirements of a project, and commission trusted partners when needed to get the job done.

Whatever the industry, we can work IT.

Our experience spans a wide range of industries including home based businesses, online businesses, retail, professional services, manufacturing, financial and health care related industries giving us the ability to work knowledgeably in a variety of fields.

We make IT affordable for any business.

Most small and medium sized businesses cannot afford to have dedicated IT staff. All too often, IT responsibilities are given to internal employees with limited background and time to dedicate to this important area. Even in larger organizations, the IT staff can become stretched during a time of special IT projects. Don't let this become a point of failure in your business. Give us a call.



The IT solution for any business.

THE BITWORKS INC.
BUSINESS SOLUTIONS
TECHNOLOGY SUPPORT & SERVICE

Computers and Information Technology

THE BITWORKS INC.

Repairs Support Consulting Sales

For information only - not a contract

May 5th, 2022

Benjamin Krumenauer / Carie Krentz
310 Chieftain Street
Osceola, WI 54020-0217

Dear Ben & Carie,

Thank you for considering The Bitworks in your RFP process. For more than 15 years, our greatest priority to put our clients first, providing the best support that you expect from your technology team and I hope that shines through in this response. Our focus continues to be making technology work for you, putting our client first and helping you leverage technology to accomplish your business goals.

Attached you will find three copies of the RFP response along with some additional information about The Bitworks and some sample reports that are provided to our clients. If you have any questions related to the attached response, please do not hesitate to contact me.

I am available anytime on my cell phone (715) 557-2168.

Sincerely,



Matt Sonnentag
CEO
The Bitworks, Inc.

The BitWorks, Incorporated

Mailing Address:
PO Box 163
Taylors Falls, MN 55084

Hours
8:30AM - 6:00PM M-F
8:30AM - Noon Saturdays
After hours by appointment

(651) 964-4441

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1500 Lake Street South #103
Forest Lake, MN 55025

(651) 465-3225

Taylors Falls Shop:
368 Bench Street
Taylors Falls, MN 55084

Response to RFP for Managed IT Services from Village of Osceola dated April 18, 2022.

The Bitworks is a one-stop IT shop where we provide consulting on IT projects whether it is a new network, software upgrades, business outfitting or Managed IT services.

Originally established in 1999 as Rank1st Technology Services performing search engine optimization and specialized programming, the company evolved to incorporate as The Bitworks, Inc in 2008. As part of our evolution, we offered in shop and onsite computer repairs and network support to both residential and business customers. We have continued to evolve as a company focusing on Managed IT services as well as support programs for both business and residential customers. Throughout these changes we have maintained our core mission which is to "Make Technology Work for You".

Today, The Bitworks consists of two locations with a total of nine full time employees. Our main location in Taylors Falls hosts in-shop repairs as well as housing our programming and administrative staff. Our Forest Lake location offers repairs for both residential and business customers. All our technicians and staff have access to a cache of tools that makes it easy to do business with us and receive support from anywhere you have internet access. As a company we work with all things IT and we live for a challenge, the things that are different and things that you would not generally associate with most IT support organizations.

Our Managed Services Components

Our basic managed services program seeks to provide four basic components for our customers that include remote management and monitoring, data backup, security and technical time to facilitate training, repairs and ongoing management of your IT operation.

- Remote Management and Monitoring (RMM) which allows computers to be remotely monitored and remotely controlled to effect repairs and maintenance. Our RMM platform moves beyond this by providing a large library of active automated repairs that are run in the background and facilitates patch management of workstations. We use Datto RMM to accomplish this function for our clients.
- Data backup is essential to safeguard your data and ensure that mistakes and disasters do not cause data loss or corruption. Each of our supported PC or Apple workstations is backed up using a cloud-based backup facility. This facility not only covers data created on workstations but also extends to provide backups of popular cloud computing platforms including the Microsoft 365 platform and the Google Workspace platforms.
- Our end point security function is accomplished using ESET Endpoint protection that is tailored to fit your organization and offers excellent zero-day detection and safeguarding of your data. Moreover, it allows users the ability to work with the assurance that they are protected from malicious files, websites and those who seek to disrupt your working environment.

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- Finally, our technical capabilities are here to assist you with all aspects of your IT needs. From simple workstation setup to complex problem resolution our staff has the depth and breadth to help you keep working. Coupled with our skillset we are also a Microsoft Silver Partner so we can leverage the power of that relationship to ensure you are able to get the most out of your purchases.

In addition, to the four basic components of the plan outlined above we also provide custom services that can augment or extend the four basic components above to include any number of additional IT functions. This methodology allows us to work with nearly any sized business in nearly any vertical market, accommodate clients that simply need “hands and feet” arrangements as well as those businesses that want a fully outsourced IT department. We are also your “go to” organization to provide services for those ad hoc or one-off projects that come up infrequently.

Additional Components for Your Plan

24 x 7 NOC, SOC & SIEM – With our partners we can offer 24 x 7 NOC, SOC and SIEM services with EDR bringing you not only additional support staff, but security experts whose expertise extends beyond the network to build a monitoring system that includes cloud applications, building controls, security systems and other day to day operational monitoring. This allows us to leverage additional expert staff to ensure that your security process is not only compliant but also highly functional.

Block Labor Purchase – We offer discounted pre-purchased labor in 20-hour blocks of time. Block labor can be used for any type of service: onsite, remote, travel or web development and functions as a credit on the customer’s account and all labor billed against that credit will be discounted by 20% from its current rate. Block labor purchased expires after one calendar year and can be purchased once in any calendar year.

Usage Based Discount – If a client is not using block labor, we also offer a discount based on usage on each monthly invoice. This discount ranges from 4% to 30% based on the number of hours billed during that calendar month but is exclusive of the block time program. When a client uses all their block labor hours, they automatically fall into this discount plan.

Executive Services – We strive to be your go to people when it comes to IT. Leverage our skills and experience to help you develop IT forecasts, advice and consultation on IT related projects along with identifying the strategic activities that provide you with a safer, more reliable and redundant system for performing your day-to-day tasks. One of our founding principles is to employ and develop technicians and staff that can convey technology concepts, IT jargon and systems in a way that the non-technical can understand and make use of our skills.

Vendor Management – Technology related services require relationships with different vendors to provide not only hardware and software but also communications services, methodologies and platforms to get business done on a day-to-day basis. Keeping up with these outside vendors requires an understanding of the technology and partnering with the vendor to leverage the best for our clients. It is always our goal as a provider to maintain these relationships, acting as a liaison to our client to make sure that highly technical projects and services get the job done, within budget. Furthermore, we believe that the relationship is owned by the client and for that reason it is important to maintain transparency for both our client and these 3rd party vendors.

Policy Development – We understand that most of our clients have done very little in terms of developing policies and procedures around the use of their technology. That makes sense, usually those activities are limited to ‘an already occurred’ event or issue. Our job is to ensure that your organization has in place the policy and procedural documents & processes that assist in keeping your organization secure, getting the most out of your IT investment and complying with audit requirements before there is an issue.

Project Management – Having supported 100’s of projects in a variety of roles, you can leverage our experience and skills to get your IT projects accomplished on-time and within your budget. We are fully prepared to step into this role, working with our client staff to keep projects moving, dealing with issues and getting the job done.

Training & Communication – Training, documentation and education are essential for making sure that end users are not baffled by the latest technology. Our help desk staff goes above and beyond to make sure that everyone is properly trained in both things that will help them do their jobs but also in what is crucial to ensure security of your organization. Our staff are comfortable and available for onsite one on one or presentation-based training. We also provide video tutorials to make these service available to our clients so that they can use them at any time to broaden the skill levels in house.

Our Plan

Helpdesk & NOC

The Bitworks will provide 24 x7 NOC & helpdesk support to the Village of Osceola. We will augment those services to include SIEM and SOC support by leveraging outside expertise specializing in these services. The Bitworks will be the primary contact for both organizations and all communication will be done through The Bitworks in the interest of having control of the technical environment and the activities being performed within it.

The Bitworks will also provide all necessary access and reporting that is needed by the client and includes:

- Technical documentation
- Open & Resolved trouble tickets
- Client access to monitoring
- Monthly vulnerability scanning, dark web scanning and security awareness training
- Quarterly Risk Review
- Annual Risk Review

Support Hours

Our normal office hours are 8:30am until 5:00pm Monday thru Friday for the purpose of this contract all calls between 8:00am and 5:00pm will be billed at normal business hour rates. Any contact outside of those hours is done via voicemail, which is monitored by our technicians. All technicians and support staff receive messages left after hours. Generally, all calls or communication is handled within two hours of receipt of the call. Critical incident alerts and trouble tickets are routed to technicians 24 x 7 for our support clients via SMS notifications.

The BitWorks, Incorporated

Mailing Address:
PO Box 163
Taylors Falls, MN 55084

Hours
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After hours by appointment

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Service Level Agreement

The Bitworks agrees to provide the following to the customer during normal business hours of The Bitworks, Monday thru Friday. (8:00AM thru 5:00PM)

- Calls or tickets shall be responded to within 4 hours of receipt.
- Calls or tickets shall be prioritized over non plan clients.
- If required, The Bitworks will be onsite at the customers location with 8 hours if deemed part of the plan for resolving any issue.
- The Bitworks agrees to provide the customer with an after-hours support number and work any tickets, issues, calls on the next business day.
- The Bitworks agrees restore any failed hardware from backup with 24 hours provided that a sufficient restoration platform is provided.
- The Bitworks agrees to pay the customer \$50 per day / per incident for failing to meet the Service Level Agreement.

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Onsite Work

The Bitworks shall have scheduled visits to your facility on a regular basis. During this time, our technician will resolve any open trouble tickets, meet with our onsite contract, and visually inspect the IT environment for issues that have a potential to impact operations or security. During our initial onsite visit with Benjamin, we discussed 1 ½ hours per week onsite for technicians as a starting point, this amount of time is included in this estimate using our block time program.

Remote Work

The Bitworks also completes several tasks remotely, some of these are calls directly from the customers, other time may be used for monitoring, report generation, and system configuration. We are allocating 5 hours per month to this activity.

Scheduled Work

Activities scheduled in advance for afterhours support and maintenance will be billable at our normal rates as if they were performed during business hours.

Rates and Costs

Our goal is to keep your costs reasonable for the services provided. To that end, we provide several discounts to support customers including our block time and use based discounts. Pricing and costs provided are based on the information at hand. This document provides pricing information based on the RFP document, additional provided documents and our site visit.

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Current Hourly Labor Rates

Our current pricing is as follows:

Onsite: \$150/hr. In-shop or Remote: \$125.00/hr. Web Design: \$85.00/hr. Travel: \$60.00/hr.

After hours premium: Normal Rate + \$70/hr. (excludes scheduled activities and maintenance)

Holiday premium: Normal Rate + \$100/hr.

Mileage Rate: IRS Published Mileage Reimbursement Rate + .05

We will provide a 30-day written notice of price increases; none are anticipated at this time.

Pre-Buy Labor Blocks:

The customer may pre-buy hours at the onsite or in-shop labor rates from The Bitworks in 20-hour blocks at a special discount of 20% off normal hourly rate. This labor credit may be used towards a comparable amount of onsite, remote, web design or travel labor and expires 1 year after purchase. Labor charge shall be billed in 12 installments on a monthly basis and paid by CC. If a purchased block is used in its entirety, the Rate Buy Down labor rates shall apply for any additional labor needed. Block labor may be used for after hours or holiday work, however additional + hourly rates will apply for those hours. Clients can reset their pre-buy labor hours (up or down) each year at the contracts anniversary date.

Rate Buy Down:

For clients choosing not to purchase block time or for those clients who exhaust their block time, we also include as part of this contact, the following discounted labor rate schedule. The rate discount shall be calculated monthly based on usage. The rate discount will be calculated from the published base labor rates of The Bitworks.

| | |
|----------------------|--------------------------|
| 0-4 hours used: 4% | 16 to 30 hours used: 22% |
| 4-8 hours used: 10% | 30 to 40 hours used: 29% |
| 8-16 hours used: 14% | Over 40 hours used: 30% |

Monitoring Services:

Active device monitoring, which includes ESET Protect Endpoint Security, Ransomware Detection, monitoring client software and both Microsoft and 3rd party patch management.
\$15.00 per computer / month

SNMP Device monitoring, used for monitoring devices that do not facilitate having the RMM program installed on them.
\$3.00 per device/month

SOC Collector, onsite device used for collecting and aggregating security logs for SIEM/SOC services.
\$60 per customer/ per month

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Logged Device, any customer device, service or system that generates log information used in SIEM
\$75 per device/per month

Cloud Storage:

Cloud storage is used to facilitate offsite backups for servers, systems and desktops.
\$9 per TB / per month

Backup Options:

We have several backup options available to you. Listed below are monthly software costs for different devices. Some options require an onsite storage device, not included here. We will be adding Datto BCDR backup as well this summer. Backup configurations for appliances, routers, switches, etc. will be handled separately and stored on an appliance at the client site as well as at The Bitworks.

Desktop Backup (wholesale) - \$2.00 per month
Server Backup (wholesale) – \$2.00 per month

MSP 360 Server Image Backup - \$7.00 per month
MSP 360 VM Backup - \$20 per month
Microsoft 365 Backup - \$4 per month/per account

Microsoft 365 Services:

All Microsoft subscription services are sold at the MSRP advertised by Microsoft. The Bitworks would become your partner of record during the onboarding process.

Your Plan Anticipated Costs:

These costs are based on the information we have, some may not be determined until machine functions are fully documented.

Monitoring:

Computers & Servers - \$1020
Network Devices - \$324
SOC Collector - \$60
Logging Devices 15@75 - \$1125

Backup & Cloud Storage:

Cloud Storage - \$30 / mo.
Server Image Backups (2) - \$14 / mo.
VM Server Backup (7) - \$140 / mo.
Cloud Backups (40) - \$160 / mo.

Labor:

- 80 hours onsite per year
\$9600 yearly or \$800/mo.
- 60 hours remote per year
\$6000 yearly or \$500 /mo.

Anticipated Monthly: \$4173

Transition & Onboarding Plan

Our normal onboarding costs generally assume there is not an incumbent provider to remove, nor is the environment this involved with multiple vendors and enhanced security requirements. Part of this activity will be meeting with and transitioning information & knowledge from the old provider. We anticipate this time to total approximately 8 hours.

Page
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Additionally, with all clients we allocate some time in which to define backup plans, establish vendor relationships, develop replenishment planning, codify training requirements, collect & codify current policies & procedures along with setting milestones and achievements for the first portion of the contract. Along with this we strive to understand the business of the client and objectives to meet as we move forward in the contract. We would anticipate this activity to take place over the first 60 to 90 days of the contract period. We also assist in the development of internal communication so that the transition can be communicated to your staff internally and to insure they are aware of the vendor changes.

We allow some additional time to introduce ourselves to your existing vendors, insure that we have userids/accounts with those vendors, provide letters of authorization and collect any meaningful documentation that is necessary for our ongoing work with them.

Finally, we install our monitoring software on all equipment that is to be monitored and insure that it is configured correctly. With this process we also validate the information provided to us by the incumbent vendor and make updates, as necessary.

Onboarding Costs:

- \$1200 – Incumbent vendor transitioning
- \$3000 - Client Planning & Documentation
- \$4180 – Installation of monitoring software, security suite and removal of old providers software

Total Onboarding Cost: \$8380

Time spent onboarding is not eligible for discount.

Our Staff

Matt Sonnentag, President & CEO established the company in 1999 after having held several IT roles in various industries including Aerospace, Software Development, Banking and Retail Trading, Manufacturing and Professional Services. Matt has 31 years of experience in IT and holds a bachelor's degree in management information systems from the University of Wisconsin.

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James "JR" Weiden, Senior Service Technician, joined The Bitworks in 2006 and has worked to support the companies customers no matter what their IT needs. JR specializes in troubleshooting and enjoys "getting it to work" as well as training and leading other staff. JR graduated from Anoka-Ramsey Technical College with an Associate degree and Computer and Server Support in 2006.

David Windmeier, Service Technician, joined The Bitworks in 2020 and has held a variety of IT support roles in technical support organizations. He is a conscientious technician who works with clients to get them back up and working quickly and enjoys working at a help desk and solving day to day problems. David has an associate degree from Anoka Ramsey Community College in Computer Networking and Telecommunications.

Riley Tracy, Service Technician, joined The Bitworks in 2019 and enjoys the one-on-one interaction with clients and understanding their needs. He is meticulous in making sure problems are resolved correctly and to the clients' specifications.

Taylor Hawkins, Service Technician, joined The Bitworks in 2022 with a degree in Information and Communication Technology from UW-Stout.

Howard Lindahl, Service Technician, joined The Bitworks in 2022, with experience as an Information Services Technician in the Army National Guard.

Nate Sandberg, Web Design and Development joined The Bitworks in 2018 providing creative ideas and functional websites for our customers. He also does custom application development to get clients the technical functionality they need from their online presence. Nate brings a range of business experience having owned his own retail operation prior to a lateral move to web design. Nate graduated from WITC Web Design and Development program in 2016.

Ruth Haanen, Shop Administrator joined The Bitworks in 2015 and has held a variety of similar positions in office management and real estate. Ruth ensures that technicians are moving work quickly through our shops and is a primary contact for clients on the business side of our operations. Ruth has a degree in Business Administration from WITC.

Angie Comstock, Shop Administrator joined the Bitworks in 2019 and manages day to day operations in our Forest Lake location. Angie has a Bachelor's degree Marketing and social media from Metro State University. She is a primary client contact and helps technicians move work through our system.

The BitWorks, Incorporated

Mailing Address:
PO Box 163
Taylors Falls, MN 55084

Hours
8:30AM - 6:00PM M-F
8:30AM - Noon Saturdays
After hours by appointment

(651) 964-4441
Forest Lake Shop:
1500 Lake Street South #103
Forest Lake, MN 55025

(651) 465-3225
Taylors Falls Shop:
397 Bench Street
Taylors Falls, MN 55084

Client References

Michael Buchite, Mayor
City of Taylors Falls
m.buchite@taylorsfalls.org
(651) 465-5133

Bill DeGazio, CEO
Fury Motors
billyd@furymotors.com
(651) 334-7613

Diona Neeser, Operations Manager
Utility Arborists Association
dneeser@gotouaa.org
(651) 464-0380

Executive Summary Report

Description: This report shows the health of the delivered Managed Services.

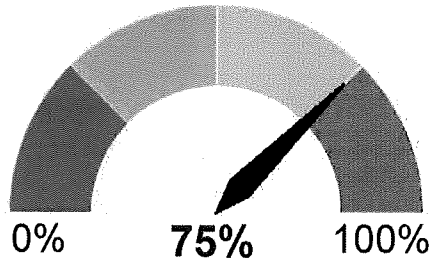
Create Date: 04 MAY 2022 11:46 (CDT)

Device Name: CHUBBY, DESKTOP-CAB0FDM, DESKTOP-MATT, DESKTOP-V9TMIUB, FRONTTECH, JRTECHPC, MAISY, NATE-PC, RUTH-DESKTOP, TECH1-PC, ourgang

Devices: 11

SUMMARY

The Overall score represents the overall health of the network. The score is influenced by the results of different services that are delivered below.



| Services Delivered | Score |
|---------------------|-------|
| Asset Management | 90% |
| Monitoring | 99% |
| Patch Management | 80% |
| Software Management | 20% |
| Antivirus | 90% |
| Average Score | 75% |

Asset Management

The Asset Management score represents the capability of the network to function as is required by today's standards. Compliancy checks are made against the device to ensure devices meet the set criteria. Included in the checks are Warranty Status, Disk Capacity, Memory Capacity and if the Operating system is still supported.

Monitoring

The Monitoring score is influenced by the open monitoring alerts for the network. The total number of open alerts influence the score, a higher priority is reflected by a increased weight in the calculation. A lower score means that issues are seen but have not yet been resolved.

Patch Management

Regularly installing Microsoft Updates is essential for keeping the network secure. The Patch Management score represents the current state of Microsoft Updates in the network.

Software Management

Keeping commonly used 3rd party software applications updated significantly helps keeping the network secure. Attackers often try to exploit security vulnerabilities in these applications. This score indicates the compliance level of the managed devices.

Antivirus

An Antivirus product on all devices is essential for keeping the network protected against malware and other threats. The Antivirus Score represents if the Antivirus solution is installed, running and up to date on all devices.

Proactive Maintenance

Any network requires proactive maintenance to ensure its availability, security and performance. The report contains a list of regularly scheduled automated activities. No score is calculated based on these activities.

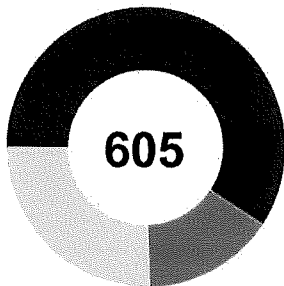
ASSET MANAGEMENT (90%)

| Device Type | Total Managed | Added Last 30 Days |
|--------------|---------------|--------------------|
| Desktop | 8 | 0 |
| Server | 2 | 0 |
| Laptop | 1 | 0 |
| Total | 11 | 0 |

| Device Health Check | Passed | Failed | Score |
|---|--------|--------|------------|
| Devices must have at least 15% free space on System Drive | 9 | 2 | 81% |
| Devices must have at least 3.8 GB of memory installed | 11 | 0 | 100% |
| Windows Devices OS must be supported by Microsoft <i>Unsupported devices are those running Windows 8.0, Windows 7 and Windows Server 2008 and under.</i> | 8 | 2 | 80% |
| Device must be within warranty | 0 | 0 | 100% |
| Average | | | 90% |

MONITORING (99%)

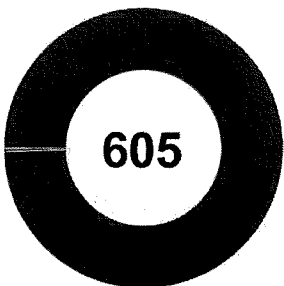
Total Alerts by Priority



- Critical: 0
- High: 358
- Moderate: 92
- Low: 0
- Information: 155

| Alert Priority | Raised | Resolved | Unresolved | Score |
|----------------|--------|----------|------------|------------|
| Critical | 0 | 0 | 0 | 100% |
| High | 358 | 355 | 3 | 99% |
| Moderate | 92 | 92 | 0 | 100% |
| Low | 0 | 0 | 0 | 100% |
| Information | 155 | 155 | 0 | 100% |
| Average | | | | 99% |

Total Alerts by Device Type



- Unresolved: 3
- Resolved: 602

| Device Type | Raised | Resolved | Unresolved |
|--------------|------------|------------|------------|
| Desktop | 473 | 470 | 3 |
| Server | 0 | 0 | 0 |
| Laptop | 132 | 132 | 0 |
| Total | 605 | 602 | 3 |

Top 5 Servers by Alerts

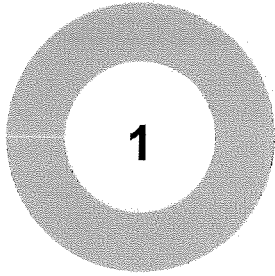
| Device Name | Description | Critical | High | Moderate | Low | Information |
|-------------|-------------|----------|------|----------|-----|-------------|
| ourgang | ourgang | 0 | 0 | 0 | 0 | 0 |
| CHUBBY | CHUBBY | 0 | 0 | 0 | 0 | 0 |

Top 5 Other Devices by Alerts

| Device Name | Description | Critical | High | Moderate | Low | Information |
|-----------------|-----------------|----------|------|----------|-----|-------------|
| MAISY | MAISY | 0 | 0 | 0 | 0 | 139 |
| DESKTOP-CAB0FDM | DESKTOP-CAB0FDM | 0 | 86 | 32 | 0 | 14 |
| JRTECHPC | JRTECHPC | 0 | 123 | 5 | 0 | 0 |
| FRONTTECH | FRONTTECH | 0 | 88 | 5 | 0 | 0 |
| TECH1-PC | DAN-DESKTOP | 0 | 19 | 48 | 0 | 0 |

PATCH MANAGEMENT (80%)

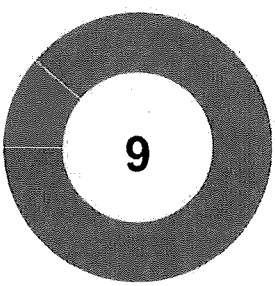
Server Patch Status



- Fully Patched: 0
- Approved Pending: 1
- Install Error: 0
- Reboot Required: 0
- No Data: 0
- No Policy: 0

| Total | Fully Patched | Score |
|-------|---------------|-------|
| 1 | 0 | 0% |

Workstation Patch Status

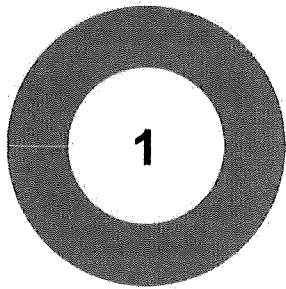


- Fully Patched: 8
- Approved Pending: 0
- Install Error: 0
- Reboot Required: 1
- No Data: 0
- No Policy: 0

| Total | Fully Patched | Score |
|-------|---------------|-------|
| 9 | 8 | 88% |

SOFTWARE MANAGEMENT (20%)

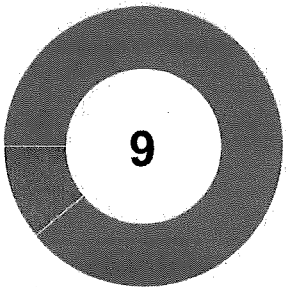
Server Software Status



- Compliant: 1
- Not Compliant: 0
- Unmanaged: 0

| Total | Compliant | Score |
|-------|-----------|-------|
| 1 | 1 | 100% |

Workstation Software Status

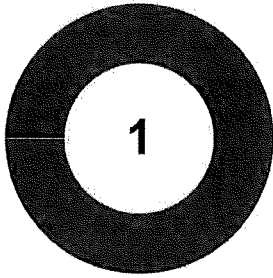


- Compliant: 1
- Not Compliant: 8
- Unmanaged: 0

| Total | Compliant | Score |
|-------|-----------|-------|
| 9 | 1 | 11% |

ANTIVIRUS (90%)

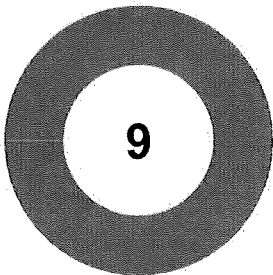
Server Antivirus Status



- Running and Up to Date: 0
- Not up to date: 0
- Not Running: 0
- Not Detected: 1

| Total | Up to date | Not up to date | Not Running | Score |
|-------|------------|----------------|-------------|-------|
| 1 | 0 | 0 | 0 | 0% |

Workstation Antivirus Status



- Running and Up to Date: 9
- Not up to date: 0
- Not Running: 0
- Not Detected: 0

| Total | Up to date | Not up to date | Not Running | Score |
|-------|------------|----------------|-------------|-------|
| 9 | 9 | 0 | 0 | 100% |

PROACTIVE MAINTENANCE

| Scheduled Recurring Jobs | Schedule | Number of Components |
|---------------------------------------|----------------------|----------------------|
| Weekly Windows Desktop OS Maintenance | WeeklySchedule | 3 |
| Pull Additional Windows Device Data | InitialAuditSchedule | 3 |

Device Monitor Status Report

Description: This report shows the last values and history of individual monitors applied to a group of devices.

Create Date: 04 MAY 2022 11:46 (CDT)

Device Name: CHUBBY, DESKTOP-CAB0FDM, DESKTOP-MATT, DESKTOP-V9TMIUB, FRONTTECH, JRTECHPC, MAISY, NATE-PC, RUTH-DESKTOP, TECH1-PC, ourgang

Devices: 11

THE BITWORKS (TAYLORS FALLS)

Device Name: CHUBBY

Description: CHUBBY

| Monitor Type | Monitor Description | Priority | Latest Value | Last Reading | Status |
|--|---|----------|------------------------------|------------------------------|--------|
| CPU | 100.0 % Used for 4 mins | Critical | 1% | Wed May 04 16:46:31 UTC 2022 | ✓ |
| CPU | 95.0 % Used for 4 mins | Critical | 1% | Wed May 04 16:46:31 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 90.0 % Used for 5 mins | Moderate | C: - 160.4 GB / 1.0 TB (15%) | Wed May 04 16:45:08 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 90.0 % Used for 5 mins | Moderate | C: - 161.5 GB / 1.0 TB (15%) | Tue May 03 13:19:16 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 98.0 % Used for 1 min | Critical | C: - 160.4 GB / 1.0 TB (15%) | Wed May 04 16:44:35 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 98.0 % Used for 1 min | Critical | C: - 160.4 GB / 1.0 TB (15%) | Wed May 04 16:46:43 UTC 2022 | ✓ |
| Domain Controller Monitor v2 [WIN] | No variables | Moderate | | Wed May 04 04:35:26 UTC 2022 | ✓ |
| Memory | 100.0 % Used for 4 mins | Critical | 69% | Wed May 04 16:46:22 UTC 2022 | ✓ |
| Memory | 95.0 % Used for 4 mins | Critical | 69% | Wed May 04 16:46:22 UTC 2022 | ✓ |
| Monitor Privileged Group Changes [WIN] | No variables | Moderate | GroupChanges: Healthy | Wed May 04 13:00:30 UTC 2022 | ✓ |
| Ransomware | Detect ransomware | Critical | | Tue May 03 13:20:42 UTC 2022 | ✓ |
| Service: CagService | Status: Stopped for 0 mins with 3 minutes startup delay | High | Running | Wed May 04 16:46:32 UTC 2022 | ✓ |
| Service: IsmServ | Status: Stopped for 5 mins with 5 minutes startup delay | High | Running | Wed May 04 16:46:36 UTC 2022 | ✓ |
| Service: Netlogon | Status: Stopped for 5 mins with 5 minutes startup delay | High | Running | Wed May 04 16:46:23 UTC 2022 | ✓ |
| Service: ntds | Status: Stopped for 1 mins with 0 seconds startup delay | High | Running | Wed May 04 16:45:59 UTC 2022 | ✓ |
| Windows Performance Monitor | 'Memory\Pages/sec' - No Alert Set | Moderate | No data | Never | ✓ |
| Windows Performance Monitor | 'Memory\Pages/sec' - No Alert Set | Moderate | No data | Never | ✓ |
| Windows Performance Monitor | 'Paging File [_Total]\% Usage' - No Alert Set | Moderate | 46.41 | Wed May 04 16:46:29 UTC 2022 | ✓ |
| Windows Performance Monitor | 'Paging File [_Total]\% Usage' - No Alert Set | Moderate | 46.41 | Wed May 04 16:46:29 UTC 2022 | ✓ |
| Windows Performance Monitor | 'PhysicalDisk [_Total]\% Idle Time' - No Alert Set | Moderate | 100.07 | Wed May 04 16:46:10 UTC 2022 | ✓ |
| Windows Performance Monitor | 'PhysicalDisk [_Total]\% Idle Time' - No Alert Set | Moderate | 100.07 | Wed May 04 16:46:10 UTC 2022 | ✓ |
| Windows Performance Monitor | 'PhysicalDisk [_Total]\Avg. Disk sec/Read' - No Alert Set | Moderate | 0.00 | Wed May 04 16:46:35 UTC 2022 | ✓ |
| Windows Performance Monitor | 'PhysicalDisk [_Total]\Avg. Disk sec/Read' - No Alert Set | Moderate | 0.00 | Wed May 04 16:46:35 UTC 2022 | ✓ |

Device Monitor Status Report

| Monitor Type | Monitor Description | Priority | Latest Value | Last Reading | Status |
|-----------------------------|--|----------|--------------|------------------------------|--------|
| Windows Performance Monitor | 'PhysicalDisk [_Total]\Avg. Disk sec/Write' - No Alert Set | Moderate | 0.00 | Wed May 04 16:46:20 UTC 2022 | ✓ |
| Windows Performance Monitor | 'PhysicalDisk [_Total]\Avg. Disk sec/Write' - No Alert Set | Moderate | 0.00 | Wed May 04 16:46:20 UTC 2022 | ✓ |
| Windows Performance Monitor | 'PhysicalDisk [_Total]\Current disk queue length' - No Alert Set | Moderate | 0 | Wed May 04 16:46:38 UTC 2022 | ✓ |
| Windows Performance Monitor | 'PhysicalDisk [_Total]\Current disk queue length' - No Alert Set | Moderate | 0 | Wed May 04 16:46:38 UTC 2022 | ✓ |

Device Name: DESKTOP-CAB0FDM

Description: DESKTOP-CAB0FDM

| Monitor Type | Monitor Description | Priority | Latest Value | Last Reading | Status |
|--|--|-------------|--------------------------------|------------------------------|--------|
| CPU | 95.0 % Used for 10 mins | Information | 27% | Wed May 04 16:46:02 UTC 2022 | ✓ |
| Disk Health (SMART) Monitor [WIN][MAC] [LIN] | No variables | Moderate | SMART: OK | Tue May 03 17:28:29 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 95.0 % Used for 15 mins | Moderate | C: - 132.1 GB / 237.9 GB (55%) | Wed May 04 16:46:47 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 95.0 % Used for 5 mins | High | C: - 132.1 GB / 237.9 GB (55%) | Wed May 04 16:45:56 UTC 2022 | ✓ |
| Memory | 95.0 % Used for 10 mins | Information | 42% | Wed May 04 16:46:38 UTC 2022 | ✓ |
| Ransomware | Detect ransomware | Critical | | Tue May 03 14:54:29 UTC 2022 | ✓ |
| Service: CagService | Status: Stopped for 0 mins with 3 minutes startup delay | High | Running | Wed May 04 16:46:36 UTC 2022 | ✓ |
| Service: Eventlog | Status: Stopped for 1 mins with 2 minutes startup delay | Information | Running | Wed May 04 16:46:41 UTC 2022 | ✓ |
| Service: LanmanWorkstation | Status: Stopped for 1 mins with 30 seconds startup delay | Information | Running | Wed May 04 16:46:21 UTC 2022 | ✓ |
| Service: Spooler | Status: Stopped for 1 mins with 2 minutes startup delay | Information | Running | Wed May 04 16:46:05 UTC 2022 | ✓ |
| Service: W32Time | Status: Stopped for 2 mins with 5 minutes startup delay | Information | Running | Wed May 04 16:46:36 UTC 2022 | ✓ |

Device Name: DESKTOP-MATT

Description: DESKTOP-MATT

| Monitor Type | Monitor Description | Priority | Latest Value | Last Reading | Status |
|--|--|-------------|--------------------------------|------------------------------|--------|
| CPU | 95.0 % Used for 10 mins | Information | 4% | Wed May 04 16:46:13 UTC 2022 | ✓ |
| Disk Health (SMART) Monitor [WIN][MAC] [LIN] | No variables | Moderate | SMART: OK | Wed May 04 12:29:55 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 95.0 % Used for 15 mins | Moderate | C: - 248.5 GB / 465.0 GB (53%) | Wed May 04 16:37:13 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 95.0 % Used for 5 mins | High | C: - 248.4 GB / 465.0 GB (53%) | Wed May 04 16:46:22 UTC 2022 | ✓ |
| Memory | 95.0 % Used for 10 mins | Information | 21% | Wed May 04 16:46:40 UTC 2022 | ✓ |

Device Monitor Status Report

| Monitor Type | Monitor Description | Priority | Latest Value | Last Reading | Status |
|----------------------------|--|-------------|--------------|------------------------------|--------|
| Ransomware | Detect ransomware | Critical | | Tue May 03 13:20:48 UTC 2022 | ✓ |
| Service: CagService | Status: Stopped for 0 mins with 3 minutes startup delay | High | Running | Wed May 04 16:46:39 UTC 2022 | ✓ |
| Service: Eventlog | Status: Stopped for 1 mins with 2 minutes startup delay | Information | Running | Wed May 04 16:46:04 UTC 2022 | ✓ |
| Service: LanmanWorkstation | Status: Stopped for 1 mins with 30 seconds startup delay | Information | Running | Wed May 04 16:46:31 UTC 2022 | ✓ |
| Service: Spooler | Status: Stopped for 1 mins with 2 minutes startup delay | Information | Running | Wed May 04 16:46:33 UTC 2022 | ✓ |
| Service: W32Time | Status: Stopped for 2 mins with 5 minutes startup delay | Information | Running | Wed May 04 16:46:44 UTC 2022 | ✓ |

Device Name: DESKTOP-V9TMIUB

Description: DESKTOP-V9TMIUB

| Monitor Type | Monitor Description | Priority | Latest Value | Last Reading | Status |
|---|--|-------------|--------------------------------|------------------------------|--------|
| CPU | 95.0 % Used for 10 mins | Information | 0% | Wed May 04 16:46:27 UTC 2022 | ✓ |
| Disk Health (SMART) Monitor [WIN][MAC][LIN] | No variables | Moderate | SMART: OK | Wed May 04 09:13:20 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 95.0 % Used for 15 mins | Moderate | C: - 109.5 GB / 222.8 GB (49%) | Wed May 04 16:46:46 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 95.0 % Used for 5 mins | High | C: - 109.5 GB / 222.8 GB (49%) | Wed May 04 16:46:05 UTC 2022 | ✓ |
| Memory | 95.0 % Used for 10 mins | Information | 34% | Wed May 04 16:46:44 UTC 2022 | ✓ |
| Ransomware | Detect ransomware | Critical | | Tue May 03 13:20:44 UTC 2022 | ✓ |
| Service: CagService | Status: Stopped for 0 mins with 3 minutes startup delay | High | Running | Wed May 04 16:46:16 UTC 2022 | ✓ |
| Service: Eventlog | Status: Stopped for 1 mins with 2 minutes startup delay | Information | Running | Wed May 04 16:46:05 UTC 2022 | ✓ |
| Service: LanmanWorkstation | Status: Stopped for 1 mins with 30 seconds startup delay | Information | Running | Wed May 04 16:46:34 UTC 2022 | ✓ |
| Service: Spooler | Status: Stopped for 1 mins with 2 minutes startup delay | Information | Running | Wed May 04 16:45:52 UTC 2022 | ✓ |
| Service: W32Time | Status: Stopped for 2 mins with 5 minutes startup delay | Information | Running | Wed May 04 16:46:05 UTC 2022 | ✓ |

Device Name: FRONTTECH

Description: FRONTTECH

| Monitor Type | Monitor Description | Priority | Latest Value | Last Reading | Status |
|---|--|-------------|-------------------------------|------------------------------|--------|
| CPU | 95.0 % Used for 10 mins | Information | 1% | Wed May 04 16:46:15 UTC 2022 | ✓ |
| Disk Health (SMART) Monitor [WIN][MAC][LIN] | No variables | Moderate | SMART: OK | Wed May 04 05:09:08 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 95.0 % Used for 15 mins | Moderate | C: - 78.6 GB / 110.4 GB (71%) | Wed May 04 16:46:20 UTC 2022 | ✓ |

Device Monitor Status Report

| Monitor Type | Monitor Description | Priority | Latest Value | Last Reading | Status |
|----------------------------|--|-------------|-------------------------------|-------------------------------|--------|
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 95.0 % Used for 5 mins | High | C: - 78.6 GB / 110.4 GB (71%) | Wed May 04 16: 45:54 UTC 2022 | ✓ |
| Memory | 95.0 % Used for 10 mins | Information | 37% | Wed May 04 16: 46:18 UTC 2022 | ✓ |
| Ransomware | Detect ransomware | Critical | | Tue May 03 13: 20:43 UTC 2022 | ✓ |
| Service: CagService | Status: Stopped for 0 mins with 3 minutes startup delay | High | Running | Wed May 04 16: 46:15 UTC 2022 | ✓ |
| Service: Eventlog | Status: Stopped for 1 mins with 2 minutes startup delay | Information | Running | Wed May 04 16: 46:02 UTC 2022 | ✓ |
| Service: LanmanWorkstation | Status: Stopped for 1 mins with 30 seconds startup delay | Information | Running | Wed May 04 16: 46:04 UTC 2022 | ✓ |
| Service: Spooler | Status: Stopped for 1 mins with 2 minutes startup delay | Information | Running | Wed May 04 16: 45:57 UTC 2022 | ✓ |
| Service: W32Time | Status: Stopped for 2 mins with 5 minutes startup delay | Information | Running | Wed May 04 16: 45:56 UTC 2022 | ✓ |

Device Name: JRTECHPC

Description: JRTECHPC

| Monitor Type | Monitor Description | Priority | Latest Value | Last Reading | Status |
|--|--|-------------|--------------------------------|-------------------------------|--------|
| CPU | 95.0 % Used for 10 mins | Information | 0% | Wed May 04 16: 46:06 UTC 2022 | ✓ |
| Disk Health (SMART) Monitor [WIN][MAC] [LIN] | No variables | Moderate | SMART: OK | Wed May 04 05: 02:57 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 95.0 % Used for 15 mins | Moderate | C: - 192.1 GB / 222.0 GB (86%) | Wed May 04 16: 45:07 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 95.0 % Used for 5 mins | High | C: - 192.1 GB / 222.0 GB (86%) | Wed May 04 16: 45:29 UTC 2022 | ✓ |
| Memory | 95.0 % Used for 10 mins | Information | 15% | Wed May 04 16: 46:22 UTC 2022 | ✓ |
| Ransomware | Detect ransomware | Critical | | Tue May 03 13: 20:41 UTC 2022 | ✓ |
| Service: CagService | Status: Stopped for 0 mins with 3 minutes startup delay | High | Running | Wed May 04 16: 45:52 UTC 2022 | ✓ |
| Service: Eventlog | Status: Stopped for 1 mins with 2 minutes startup delay | Information | Running | Wed May 04 16: 45:55 UTC 2022 | ✓ |
| Service: LanmanWorkstation | Status: Stopped for 1 mins with 30 seconds startup delay | Information | Running | Wed May 04 16: 46:46 UTC 2022 | ✓ |
| Service: Spooler | Status: Stopped for 1 mins with 2 minutes startup delay | Information | Running | Wed May 04 16: 46:00 UTC 2022 | ✓ |
| Service: W32Time | Status: Stopped for 2 mins with 5 minutes startup delay | Information | Running | Wed May 04 16: 46:27 UTC 2022 | ✓ |

Device Name: MAISY

Description: MAISY

| Monitor Type | Monitor Description | Priority | Latest Value | Last Reading | Status |
|--------------|-------------------------|-------------|--------------|-------------------------------|--------|
| CPU | 95.0 % Used for 10 mins | Information | 1% | Wed May 04 16: 46:28 UTC 2022 | ✓ |

Device Monitor Status Report

| Monitor Type | Monitor Description | Priority | Latest Value | Last Reading | Status |
|--|--|-------------|-------------------------------|------------------------------|--------|
| Disk Health (SMART) Monitor [WIN][MAC] [LIN] | No variables | Moderate | SMART: OK | Wed May 04 07:07:43 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 95.0 % Used for 15 mins | Moderate | C: - 39.6 GB / 122.1 GB (32%) | Wed May 04 16:46:21 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 95.0 % Used for 5 mins | High | C: - 39.6 GB / 122.1 GB (32%) | Wed May 04 16:46:13 UTC 2022 | ✓ |
| Memory | 95.0 % Used for 10 mins | Information | 23% | Wed May 04 16:45:53 UTC 2022 | ✓ |
| Ransomware | Detect ransomware | Critical | | Tue May 03 13:20:55 UTC 2022 | ✓ |
| Service: CagService | Status: Stopped for 0 mins with 3 minutes startup delay | High | Running | Wed May 04 16:46:21 UTC 2022 | ✓ |
| Service: Eventlog | Status: Stopped for 1 mins with 2 minutes startup delay | Information | Running | Wed May 04 16:46:36 UTC 2022 | ✓ |
| Service: LanmanWorkstation | Status: Stopped for 1 mins with 30 seconds startup delay | Information | Running | Wed May 04 16:46:04 UTC 2022 | ✓ |
| Service: Spooler | Status: Stopped for 1 mins with 2 minutes startup delay | Information | Running | Wed May 04 16:46:43 UTC 2022 | ✓ |
| Service: W32Time | Status: Stopped for 2 mins with 5 minutes startup delay | Information | Running | Wed May 04 16:46:26 UTC 2022 | ✓ |

Device Name: NATE-PC

Description: NATE-PC

| Monitor Type | Monitor Description | Priority | Latest Value | Last Reading | Status |
|--|--|-------------|--------------------------------|------------------------------|--------|
| CPU | 95.0 % Used for 10 mins | Information | 51% | Wed May 04 16:46:43 UTC 2022 | ✓ |
| Disk Health (SMART) Monitor [WIN][MAC] [LIN] | No variables | Moderate | SMART: OK | Wed May 04 15:08:27 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 95.0 % Used for 15 mins | Moderate | C: - 245.6 GB / 443.0 GB (55%) | Wed May 04 16:46:14 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 95.0 % Used for 5 mins | High | C: - 245.6 GB / 443.0 GB (55%) | Wed May 04 16:46:03 UTC 2022 | ✓ |
| Memory | 95.0 % Used for 10 mins | Information | 37% | Wed May 04 16:45:56 UTC 2022 | ✓ |
| Ransomware | Detect ransomware | Critical | | Tue May 03 13:20:35 UTC 2022 | ✓ |
| Service: CagService | Status: Stopped for 0 mins with 3 minutes startup delay | High | Running | Wed May 04 16:45:57 UTC 2022 | ✓ |
| Service: Eventlog | Status: Stopped for 1 mins with 2 minutes startup delay | Information | Running | Wed May 04 16:46:45 UTC 2022 | ✓ |
| Service: LanmanWorkstation | Status: Stopped for 1 mins with 30 seconds startup delay | Information | Running | Wed May 04 16:46:44 UTC 2022 | ✓ |
| Service: Spooler | Status: Stopped for 1 mins with 2 minutes startup delay | Information | Running | Wed May 04 16:45:56 UTC 2022 | ✓ |
| Service: W32Time | Status: Stopped for 2 mins with 5 minutes startup delay | Information | Running | Wed May 04 16:45:55 UTC 2022 | ✓ |

Device Monitor Status Report

| |
|-----------------------------|
| Device Name: ourgang |
| Description: ourgang |

| Monitor Type | Monitor Description | Priority | Latest Value | Last Reading | Status |
|--------------|---------------------|----------|--------------|--------------|--------|
| No data | | | | | |

| |
|----------------------------------|
| Device Name: RUTH-DESKTOP |
| Description: RUTH-DESKTOP |

| Monitor Type | Monitor Description | Priority | Latest Value | Last Reading | Status |
|--|--|-------------|--------------------------------|------------------------------|--------|
| CPU | 95.0 % Used for 10 mins | Information | 12% | Wed May 04 16:45:48 UTC 2022 | ✓ |
| Disk Health (SMART) Monitor [WIN][MAC] [LIN] | No variables | Moderate | SMART: OK | Wed May 04 14:13:28 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 95.0 % Used for 15 mins | Moderate | C: - 113.8 GB / 221.6 GB (51%) | Wed May 04 16:46:39 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 95.0 % Used for 5 mins | High | C: - 113.8 GB / 221.6 GB (51%) | Wed May 04 16:45:49 UTC 2022 | ✓ |
| Memory | 95.0 % Used for 10 mins | Information | 28% | Wed May 04 16:46:37 UTC 2022 | ✓ |
| Ransomware | Detect ransomware | Critical | | Tue May 03 13:36:34 UTC 2022 | ✓ |
| Service: CagService | Status: Stopped for 0 mins with 3 minutes startup delay | High | Running | Wed May 04 16:45:50 UTC 2022 | ✓ |
| Service: Eventlog | Status: Stopped for 1 mins with 2 minutes startup delay | Information | Running | Wed May 04 16:45:55 UTC 2022 | ✓ |
| Service: LanmanWorkstation | Status: Stopped for 1 mins with 30 seconds startup delay | Information | Running | Wed May 04 16:46:23 UTC 2022 | ✓ |
| Service: Spooler | Status: Stopped for 1 mins with 2 minutes startup delay | Information | Running | Wed May 04 16:46:01 UTC 2022 | ✓ |
| Service: W32Time | Status: Stopped for 2 mins with 5 minutes startup delay | Information | Running | Wed May 04 16:46:41 UTC 2022 | ✓ |

| |
|---------------------------------|
| Device Name: TECH1-PC |
| Description: DAN-DESKTOP |

| Monitor Type | Monitor Description | Priority | Latest Value | Last Reading | Status |
|--|--|-------------|--------------------------------|------------------------------|--------|
| CPU | 95.0 % Used for 10 mins | Information | 1% | Wed May 04 16:46:27 UTC 2022 | ✓ |
| Disk Health (SMART) Monitor [WIN][MAC] [LIN] | No variables | Moderate | SMART: OK | Wed May 04 08:58:37 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 95.0 % Used for 15 mins | Moderate | C: - 207.5 GB / 222.5 GB (93%) | Wed May 04 16:46:12 UTC 2022 | ✓ |
| Disk Space Monitor | SYSTEM_VOLUME drive has passed 95.0 % Used for 5 mins | High | C: - 207.5 GB / 222.5 GB (93%) | Wed May 04 16:46:15 UTC 2022 | ✓ |
| Memory | 95.0 % Used for 10 mins | Information | 31% | Wed May 04 16:46:11 UTC 2022 | ✓ |
| Ransomware | Detect ransomware | Critical | | Tue May 03 13:20:48 UTC 2022 | ✓ |

Device Monitor Status Report

| Monitor Type | Monitor Description | Priority | Latest Value | Last Reading | Status |
|----------------------------|--|-------------|--------------|------------------------------|--------|
| Service: CagService | Status: Stopped for 0 mins with 3 minutes startup delay | High | Running | Wed May 04 16:45:58 UTC 2022 | ✓ |
| Service: Eventlog | Status: Stopped for 1 mins with 2 minutes startup delay | Information | Running | Wed May 04 16:46:30 UTC 2022 | ✓ |
| Service: LanmanWorkstation | Status: Stopped for 1 mins with 30 seconds startup delay | Information | Running | Wed May 04 16:46:03 UTC 2022 | ✓ |
| Service: Spooler | Status: Stopped for 1 mins with 2 minutes startup delay | Information | Running | Wed May 04 16:46:13 UTC 2022 | ✓ |
| Service: W32Time | Status: Stopped for 2 mins with 5 minutes startup delay | Information | Running | Wed May 04 16:46:20 UTC 2022 | ✓ |



Memo

To: Village Board
From: Benjamin Krumenauer
CC: Files
Date: May 5, 2022
Re: **Item 7d: Approve contract for executive recruitment (Public Administration Associates, \$14,000)**

GENERAL INFORMATION

Background

The Admin & Finance Committee has begun the formal process to hire the next Village of Osceola Administrator. In order to continue moving this process forward, the committee reviewed a proposal by Public Administration Associates (PAA). PAA is a national firm that provides executive recruiting, project management, executive support and other services to communities in and around Wisconsin. PAA was also the firm to conduct the last interview cycle in 2019.

| Firm | Description | Proposal |
|----------------------------------|-----------------------|-----------------|
| Public Administration Associates | Executive Recruitment | \$14,000 |

Action(s) Requested

Action 1: Committee and Staff are recommending approval of a services contract with PAA for the base cost of \$14,000.

Attachment(s)

1. PAA proposal
2. Example cutsheets (Glendale & Washington Island)
3. Services Agreement

RECOMMENDATION(S)

05-06-2022: Admin & Finance Committee reviewed the proposal and recommended approval.

Village Administrator recommend approval of Item 7d as presented.



Proposal to Provide Executive Search Services (Village Administrator) to the Village of Osceola



Public Administration Associates



Public Administration Associates

May 4, 2022

Public Administration Associates

1155 W. South Street
Whitewater, WI 53190

262.903.9509

www.public-administration.com

kevin.brunner1013@gmail.com

Mr. Jeromy Buberl, Village President
Village of Osceola
310 Chieftain Street
Osceola, WI 54020

Dear Village President Buberl,

I am herewith submitting a proposal to assist the Village of Osceola in the recruitment / selection of the community's next Village Administrator. In addition to our work in assisting Osceola when Ben Krumenauer was appointed in 2019, Public Administration Associates (PAA) has worked with over 175 Wisconsin municipalities on the recruitment/selection of their chief administrative officers and we would be quite honored and privileged to work with you and the Osceola Village Board and staff on this very important work.

In the past couple of years, we have assisted many communities in northcentral Wisconsin including Hudson, Durand, Ellsworth and Park Falls on the searches for their municipal administrators. While we are very familiar with the municipal market dynamics of this part of Wisconsin, this will be a national search and we will recruit across the country for this position.

Since 1998, Public Administration Associates (PAA) has conducted over 350 executive searches. What follows is information about our company and the assistance that we would bring to the Village of Osceola. Please feel free to visit our website at www.public-administration.com.

We really value our association with the communities that we serve and, as such, we would especially welcome this great opportunity to assist the Village of Osceola again on the recruitment and selection of its next village administrator. We have a network of associates across Wisconsin and the Midwest as well as contacts across the U.S. so we believe that we can add significant value to this search process for you.

Please call if I can answer any questions or concerns you may have regarding this proposal. I would be also more than willing to present this proposal to your Village Board if requested. Thanks for your consideration!

Sincerely,

Kevin M. Brunner

Kevin M. Brunner, President



Public Administration Associates

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1. About Public Administration Associates

SINCE 1998

Taking Local Government
to New Heights...

Public Administration Associates, LLC (PAA) is recognized among the most trusted, skilled and effective local government consultants in Wisconsin and the Midwest. Our consultants are highly skilled practitioners who get the job done through unparalleled commitment to public service, the highest standards of service to its clients and the efficient use of client time and resources. PAA has built a sterling reputation earned from 20 plus years of municipal consulting and a combined 300+ years of public management experience.

A New Generation of PAA Leadership

PAA was organized in April 1998 by partners William Frueh, Denise Frueh, and Dr. Stephen Hintz. Kevin Brunner is now President of PAA and the Fruehs and Hintz are PAA Associates along with approximately twelve other local government professionals who are affiliated with PAA and work on a project-to-project basis. In 2020, Kevin Brunner was joined by David Bretl and Christopher Swartz as partners of the firm. Brunner currently serves as the firm's president while Bretl serves as vice-president and Swartz as its secretary/treasurer.





Kevin Brunner

President/Partner

Kevin Brunner has over thirty-five years of experience in serving Wisconsin local governments. He served as the manager/administrator in Saukville, Monona, De Pere, and Whitewater and worked as an assistant administrator for the City of Appleton and Kenosha County. He retired from public service as the Director of Central Services/Public Works for Walworth County. Brunner was the recipient of the 2007 Wisconsin City/County Manager of the Year and 2012 Service Innovation awards, both from the Wisconsin City/County Management Association (WCMA). Brunner is a past president of the WCMA and served on the League of Wisconsin Municipalities and Alliance of Cities Boards of Directors. He received his BA in Political Science and Criminal Justice from Carthage College (Magna Cum Laude and Rhodes Scholar Nominee); MPA from Michigan State University and is a graduate of the University of Virginia Senior Executive Institute. He achieved credentialed manager (ICMA-CM) status from the International City/County Management Association during his city management career. He has served on numerous public and non-profit boards and is currently chair of the Geneva Lake Conservancy. Brunner has been actively consulting since 2014.



David Bretl

Vice President/Partner

David Bretl has as served local governments in Wisconsin for the past twenty-nine years. He retired in early 2020 from his position as County Administrator and Corporation Counsel for Walworth County, a combined position that he held since 2003. He has joined PAA as a partner in January 2020 but has been working as a consultant with the firm since 2018. During his eighteen years at Walworth County, Dave was involved in the two board downsizings, the replacement of most of the County's facilities and the consolidation of six departments. Dave has moderated the county's Intergovernmental Cooperation Council (a collaborative effort among municipal,

county and town governments) since 2008 and serves as an advisor to Leadership Walworth, a program designed to develop public, non-profit, and private sector leaders. In 2005 he helped organize a county-wide private-public economic development initiative, WCEDA (Walworth County Economic Development Alliance, Inc.). In 2015 that organization honored him by establishing the Dave Bretl Community Betterment Award.

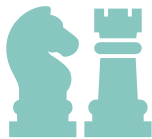


Chris Swartz

Secretary-Treasurer/Partner

Chris Swartz has served as a municipal manager in Wisconsin for over 30 years, most recently as Village Manager for the Village of Shorewood (2004-2017), Administrator for the Village of Sussex (1990-2004) and Clerk-Treasurer Administrative Coordinator Village of East Troy (1986-1990). He started his career as a researcher for the Citizens Governmental Research Bureau/Public Policy Forum (1983-1985). He retired from Shorewood in 2017 as a credentialed manager as designated by the International City Management Association ICMA). Swartz has a Master of Science degree in Urban Affairs from the University of Wisconsin-Milwaukee (1983) and an undergraduate degree from University of Wisconsin-Stevens Point. Swartz has been recognized for his innovative approach to economic development, strategic and financial planning, organizational development and intergovernmental cooperation. He is known as a mentor to emerging public administration leaders through his tenure as an adjunct professor within the Masters of Public Administration (MPA) graduate program at the University of Wisconsin-Milwaukee. Swartz has been formally recognized for his lifetime achievements, including Wisconsin City/County Management Association "Meritorious Service Award" (2015), James R. Ryan Lifetime Achievement Award from the Public Policy Forum (2017) and Wisconsin Economic Development Association Fredrick C. Pearce Lifetime Achievement award (2017).

Comprehensive Government Consulting Services



Executive Recruitment

Assisting municipalities in the recruitment and selection of management personnel including managers, administrators and department/division heads.



Interim Management Services

Providing skilled and experienced administrators on a full-time or part-time basis for a limited period of time.



Organization & Management Studies

Analyzing municipal organizations, operations, and management structure and procedures using best practice standards. Specializing in organizational assessments, public works, and public safety.



Classification & Compensation Studies

Analyzing and developing of classification and compensation plans using internal and external equity standards.



Economic Development Services

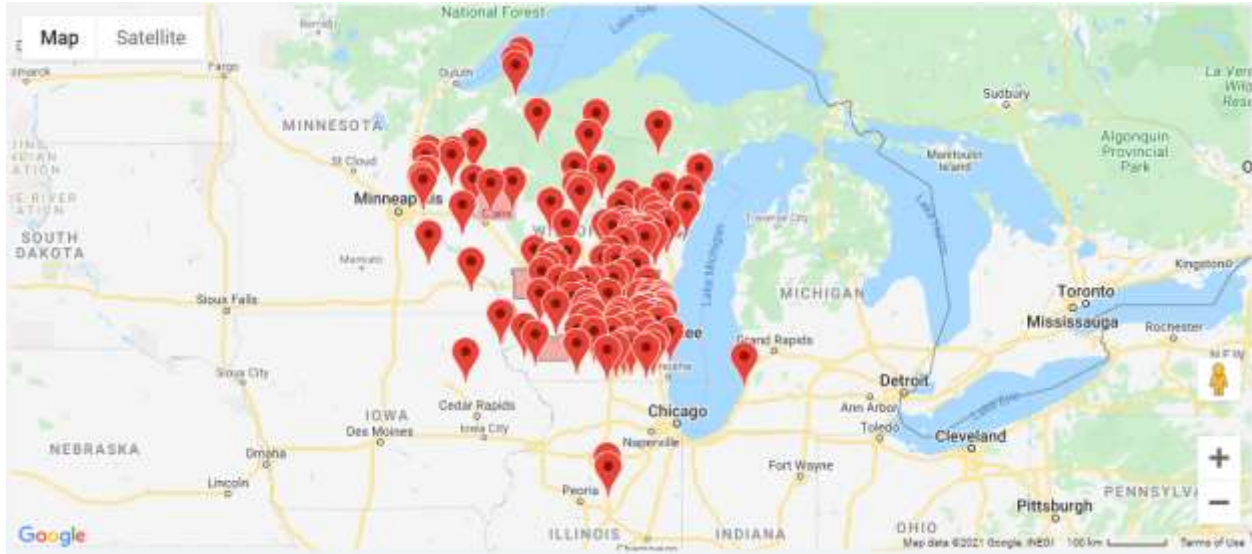
Assisting communities establish and implement economic development projects and programs, including downtown revitalization initiatives, redevelopment and tax incremental financing, business improvement district plans, brownfields initiatives, and business and industrial park planning and development.



Strategic Planning & Implementation

Performing community needs assessments, preparation of plans, strategies for implementation of community plans, site planning/development review assistance, and assisting communities in development of boundary agreements and cooperative plans.

PAA Executive Recruitment Clients



Over 350 Municipal Administrator Searches Since 1998

The number beside the municipality name is the number of times PAA has assisted the municipality. State of Wisconsin unless otherwise noted. View the [interactive map](#) on our website for the work that we have performed for these communities.

| | | | |
|------------------------|---------------------|----------------------|------------------|
| Cities | Elroy (3) | Mequon | Racine |
| Abbotsford (2) | Evansville (3) | Menasha | Reedsburg (2) |
| Adams (2) | Fond du Lac | Merrill | Rhineland |
| Algoma | Fort Atkinson (2) | Middleton | Rice Lake |
| Antigo (3) | Fox Lake (3) | Milton | Richland Center |
| Ashland (2) | Geneseo, Illinois | Mineral Point | Ripon |
| Baraboo (2) | Glendale | Minonk, Illinois (3) | Shawano (4) |
| Berlin (2) | Hartford | Monona (3) | South Haven, MI |
| Brillion | Hillsboro (3) | Monroe (2) | St. Croix Falls |
| Chilton (2) | Horicon (2) | New Lisbon | St. Francis |
| Chippewa Falls (2) | Hudson (3) | New London (3) | Sturgeon Bay (5) |
| Clintonville (2) | Independence, Iowa | Niagara | Thorp |
| Columbus (3) | Jefferson (4) | Oak Park Heights, MN | Tomah (2) |
| Crystal River, Florida | Kewaunee (2) | Oconto (2) | Verona (3) |
| Cudahy | Lake Geneva (2) | Omro (2) | Washburn (2) |
| Delavan (2) | Lancaster (4) | Park Falls | Waukesha |
| DePere (3) | Marinette (2) | Pine Island, MN | Waupaca |
| Durand (3) | Marquette, Iowa | Platteville (5) | Waupun |
| Eagle River | Marshfield (2) | Prairie du Chien (2) | Wautoma |
| El Paso, Illinois | Mauston (3) | Princeton (2) | Wauwatosa (2) |
| Elkhorn | Menominee, Michigan | Port Washington | Weyauwega (3) |

Whitewater (3)

Villages

Ashwaubenon
Bayside (3)
Bellevue (2)
Belleville (2)
Bonduel
Brown Deer
Clinton (2)
Colfax
Cross Plains (2)
Brown Deer
Darien
Deerfield
DeForest
Denmark (2)
East Troy
Edgar
Egg Harbor (2)
Elkhart Lake
Elm Grove
Ephraim
Fox Point (2)
Germantown
Grafton (2)
Greendale (2)
Greenville
Hales Corners

Hammond
Hartland (3)
Howard (3)
Johnson Creek (3)
Kewaskum
Little Chute (5)
Lodi (3)
Marshall (2)
Maple Bluff
McFarland (2)
Merton
New Glarus (3)
North Fond du Lac (3)
Oregon (2)
Osceola (3)
Paddock Lake (2)
Palmyra
Pardeeville
Port Edwards
Poynette
Prairie du Sac
Pulaski
Rothschild (2)
Sherwood
Slinger (2)
Shorewood
Shorewood Hills
Somerset
Spring Green
Suamico (3)

Stanley
Sussex
Thiensville (2)
Turtle Lake
Twin Lakes (2)
Union Grove (2)
Waterford
Waunakee
W. Milwaukee (3)
Williams Bay (2)
Wind Point (3)
Winneconne (4)
Whitefish Bay (2)
Wrightstown (3)

Towns

Algoma (3)
Beloit
Buchanan (5)
Cedarburg (2)
Clayton
Empire
Fox Crossing (Menasha)
(4)
Gibraltar (2)
Grand Chute (3)
Greenville (2)
La Pointe (2)
Lawrence (2)
Ledgeview

Linn
Lisbon
Oconto
Osceola
Rib Mountain
Richfield (2)
Sevastopol
Weston
Washington Island

Counties

Ashland
Chippewa (3)
Dodge (2)
Door
Green Lake
Iowa
Monroe
Oconto
Polk (3)
Price
Sawyer
Sauk
Shawano
Wabasha, MN (2)
Washburn
Waushara

2. PAA Consultants (Associates)



Dr. Stephen Hintz - Associate

Associate Stephen Hintz served on the faculty of the University of Wisconsin Oshkosh from 1972 to 2001 where he taught personnel, budgeting, and municipal management in the Master of Public Administration program. For twenty years, he served as executive secretary of the Wisconsin City/County Management Association. Hintz holds a Ph.D. in political science from Yale University. He has been consulting with municipalities on recruitment and management issues since 1980. In 1998, Hintz was elected to the Oshkosh Common Council and was the Mayor of Oshkosh from 2002 to 2004. In 2001, he received the prestigious Sweeney Academic Award from the International City/County Management Association for his lifelong work in promoting public administration.

Dr. Hintz works on executive recruitment and general management studies for PAA.



William Frueh - Associate

Associate William Frueh has served local and state governments since 1962, as a City Manager in Council Bluffs, Iowa; Newton, New Jersey; Shawnee, Oklahoma and retired in 1996 after 20 years as the city manager of Oshkosh, Wisconsin. He also served as the Director of Economic and Community Affairs for the State of Oklahoma. Oshkosh Citizens and the Oshkosh Northwestern newspaper named Frueh as one of the ten people in Oshkosh who most influenced the development of Oshkosh during the twentieth century. Frueh received his bachelor's degree in Civil Engineering from Iowa State University and has experience as a City Engineer and Public Works Director. He has been actively consulting since 1996 and is a Life Member of both the International City/County Management Association and WCMA.

Mr. Frueh works on executive recruitment and public works-related management studies for PAA.



Denise Frueh - Business Manager/Associate

Denise Frueh received both her bachelor's and master's degrees in Business Administration from the University of Wisconsin. She has over 20 years of experience in serving municipal governments, as Deputy Assessor for the City of Oshkosh, WI and as a consultant to local governments. In addition to serving as the business manager for Public Administration Associates, she has been actively consulting since 1996 on numerous executive searches and administrative studies for Midwest municipalities in Wisconsin, Illinois, Minnesota and Iowa.



Dave Tebo – Associate

Dave Tebo served as a Municipal Administrator in Wisconsin for 25 years, most recently in the Village of Poynette (1994-2000) and Town of Greenville (2000-2017). Tebo has a master's degree in Public Affairs & Administration from UW-Madison and a bachelor's in Urban & Regional Studies from UW-Oshkosh. Dave is a Credentialed Manager (CM) by the International City Management Association (ICMA) and Certified Public Manager (CPM) by the State of Wisconsin. He is experienced in all local government management duties including: budgeting, financial analysis, human resources, community development, planning and economic development. Project areas that Dave had in-depth experience and success with in Greenville include: Land Use Planning, Sustainability, Land Stewardship (Creation of Two DATCP recognized Agricultural Enterprise Areas), Grant writing for Trail Construction and Administration (\$3 million in trail projects over the last 15 years), and Economic Development (TID Development and work with Fox Cities Regional Partnership). Tebo's work in Greenville was featured in the book *The New Public Service-Serving, Not Steering* by Janet and Robert Denhardt in 2007.

Mr. Tebo works on interim management assignments, executive recruitment and classification/compensation studies for PAA.



Duane Gau - Associate

Duane Gau has over thirty years of experience in Wisconsin local government. He has worked on cooperative agreements, boundary agreements, TID management, personnel management, recruitment, public works/utilities and finance. In 2001, as Village Administrator, he assisted in a merger of a Village and Township to create a new governmental entity. Gau provided organizational analysis and salary studies for the Villages of Holmen and Cross Plains and has served as interim administrator for the Villages of Mount Horeb, Holmen, Maine, Brokaw, Town of Texas and interim Public Works/Utilities Director for Columbus and Ripon Wisconsin. Duane has a bachelor's degree in Business Management from Cardinal Stritch University in Milwaukee and an associate's Degree in Civil Engineering from Madison College Technical College. He is member of WCMA.

Mr. Gau works on interim management assignments, executive recruitment and management studies for PAA.



Sue McDade – Associate

Sue McDade has over 30 years of experience as a local government recreation and facilities administrator. She is currently the Community Services Director in Waunakee, Wisconsin, a fast-growing north Madison suburb. Responsibilities include recreational programming, supervision of the community center (including a fitness center, gymnasium, community room and senior center), and development of the park system, currently consisting of over 200 acres of park land. McDade obtained a master's degree in Recreation and Park Administration from Penn State University. She is a past president of the Wisconsin Park and Recreation Association (WPRA), serving from 2014-2016. She is the recipient of numerous Wisconsin and regional honors and awards, including the prestigious WPRA Professional Award of Merit in 2010. McDade teaches courses in the Recreation Management Program at Madison Area Technical College.

Ms. McDade works on executive recruitment and park and recreation-related management studies for PAA.



Anthony Brown - Associate

Anthony Brown is the current City Administrator for the City of Port Washington, WI. Anthony has over a decade worth of experience serving Wisconsin local governments. He has served in different municipal management capacities in southeast Wisconsin and the Fox Valley. Mr. Brown is recognized as a functional, hands-on servant leader, who believes in empowering employees to become leaders. He is experienced in all local government management duties including budgeting, financial management, human resources, community and economic development, strategic planning, and performance management. Anthony has a master's degree in Public Administration with an emphasis on municipal management and a Bachelor of Arts in Political Science with an emphasis on law studies from the University of Wisconsin-Milwaukee. In addition, Anthony has sought additional educational opportunities by graduating from the Government Finance Officers Association (GFOA) Budget Academy, obtaining his Lean Six Sigma Yellow and Green Belt Certification, and getting accredited through the Congress for New Urbanism (CNU).

Brown works on executive search and general consulting projects for PAA.



Tim Franz - Associate

Timothy Franz is the retired fire chief of the Oshkosh Fire Department and has been in the fire service for over 30 years. Franz has an associate's degree in fire protection from Fox Valley Technical College and a bachelor's degree in fire science from the University of Cincinnati. He also is a graduate of the National Fire Academy Executive Fire Officer Program. Franz is a past president of the Wisconsin State Fire Chiefs' Association and has served as a consultant on various fire and emergency management studies. Recently, he has worked on the Fire/EMS studies for Verona, Sevastopol, Door County, Buchanan, five Oconto County Townships, Little Chute, Platteville, Sturgeon Bay and Park Falls with PAA.

Franz works on Fire/EMS-related studies and Fire Chief executive search projects as well as Fire/EMS compliance audits for PAA.



James Austad - Associate

James Austad is an instructor in the Fire Protection Program at Fox Valley Technical College. He is a 28-year veteran of the fire service, spending 22 years with the Oshkosh Fire Department. He was the battalion chief in charge of the emergency medical services division of the Oshkosh Fire Department. Austad received an associate's degree in fire protection from Fox Valley Technical College, a bachelor's degree in business management from Silver Lake College, and a master's degree in public administration from the University of Wisconsin Oshkosh. He also is a graduate of the National Fire Academy Executive Officer Program. Austad has recently worked on the PAA Fire/EMS Studies for Sevastopol, Door County, Buchanan, Oconto Township, Sturgeon Bay, Little Chute, Platteville and Park Falls.

Austad works on Fire/EMS-related studies and Fire Chief executive search projects as well as Fire/EMS compliance audits for PAA.



David Berner - Associate

David Berner received his bachelor's degree from UW-LaCrosse. He served in various local government leadership positions for over 33 years including Mayor of Rice Lake, Town Administrator of Menasha, City Administrator of both Tomah and Monona and City Manager of Platteville. Since retiring from active public service in 2011, Berner has served as a management consultant and interim municipal administrator. Most recently, he served the Cities of Columbus, Fort Atkinson and Lake Geneva as their interim manager. Currently, Berner is the interim administrator for the Village of Belleville.

Berner works on executive recruitment and interim management assignments for PAA.



Darrell Hofland - Associate

Darrell Hofland has 35 years of municipal management experience in Wisconsin, most recently as City Administrator for Sheboygan (2016-2020), Village Administrator for Grafton (1990-2016), Village Administrator for Little Chute (1986-1990), and Administrative Assistant to the Mayor for Appleton (1985-1986). Mr. Hofland was the first recipient of the Meritorious Service Award in 2000 by the Wisconsin City/County Management Association and Wisconsin's first Credentialed Manager by the International City/County Management Association. He is experienced in all local government management duties including budgeting, financial management, human resources, community and economic development, strategic planning, and performance management. His academic credentials include attainment of a Master's Degree in Public Administration from American University with a concentration in Financial Management and a Bachelor of Arts Degree in Political Science and Psychology from University of Iowa. He is also a graduate of the Senior Executive Institute of the University of Virginia's Weldon Cooper Center for Public Service.

Hofland works on executive recruitment, interim management assignments and municipal strategic planning projects for PAA.



Dr. Mamadou Coulibaly - Associate

Associate Dr. Mamadou Coulibaly is a specialist in the application of Geographic Information Systems (GIS). Coulibaly is an Associate Professor of Geography at the University of Wisconsin-Oshkosh where he teaches and conducts research on information processing, data analysis, mapping, and solutions to environmental and socioeconomic problems. He received his Ph.D. from the Southern Illinois University at Carbondale in 2004. Coulibaly has worked on mapping for PAA on a number of Fire/EMS Studies including Lodi, Little Chute, Platteville and Park Falls.

Dr. Coulibaly works on a wide variety of management studies for PAA.



Steve Kubacki – Associate

Steve Kubacki has nearly 40 years of Municipal Government experience in the State of Wisconsin beginning with the City of Janesville as an Environmental Technician, Assistant Director of Public Works and Street Superintendent. He has since served as an Administrator for the City of Brillion, Villages of Germantown, Ashwaubenon and Suamico and Chippewa County. He has extensive experience and knowledge in economic and community development working to create, plan, administer and manage extremely successful TIF districts in Suamico, Germantown and Ashwaubenon, including the TIF district that now encompasses the “Tiletown” Development District that surrounds Lambeau Field. Steve retired from the Village of Suamico in May of 2019 and has worked on a number of projects for PAA for the cities of Park Falls and Marinette. He is a graduate of UW- Stevens Point with a BS in Resource Management and has completed graduate level coursework at both UW- Whitewater and Oshkosh in Public Administration and Urban/Regional Planning.

Kubacki works on interim management assignments and public works-related management studies for PAA.



Bruce Stelzner – Associate

Bruce Stelzner has over 30 years of experience in Wisconsin local government. Stelzner has served as a County Highway Commissioner, Public Works Superintendent and Business Park Administrator. His responsibilities have included administration, management, design, and construction of public works/ utilities; highways and bridges; public infrastructure, personnel management, asset management, fleet management, building and grounds management. Stelzner has served as the State Director for the National Association of County Engineers and President of the Wisconsin County Highway Association. Stelzner has served as the Chairman, Co-Chair or member of many national, State, and Local committees including the NACo Transportation Steering Committee, FHWA State Transportation Innovation Council, Wisconsin Regional Planning/MPO, Wisconsin Local Roads and Streets Council and many other boards and commissions.

Stelzner works on interim management assignments and public works-related management studies for PAA.

3. PAA's Approach to Executive Recruitment

Our primary objectives are (1) to attract the highest number of professionally qualified, experienced and diverse applicants and (2) to facilitate a selection process that is thorough, professional and timely, resulting in the selection of the candidate who best meets the requirements of the Village.

We believe that the Village President and full Village Board should be actively involved in the selection process at all stages of the process and that our primary role is to provide progressively more information about candidates to assist the Village President and Village Board in selecting semi-finalists, finalists, and the final choice. While we certainly review applicants very carefully, it is not our role to select candidates.

We believe that the process consists both of recruiting—the Village officials involved will be actively selling themselves to potential candidates—and selecting—the Village President and Village Board carefully reviewing applicants for the best possible choice. Too often municipalities only consider the selection part.

We believe that the Village staff has a large stake in the process. We recommend that department heads and other staff have an opportunity to meet and talk with each of the finalists. However, we fully recognize that the final decision rests with the governing body.

Finally, we believe that the process should be conducted in a planned, deliberate, and timely fashion. Specific preferences of the Village should be accommodated in the design of the process, not as the process unfolds.

4.

Our Proposed Process for Osceola

The following is our 12-step process that describes the scope of activities to be performed by Public Administration Associates, LLC during a typical municipal executive recruitment and selection process. We can readily adapt the process that we utilize to a schedule as may be requested by the Village.

Darrell Hofland, PAA Associate, will be the lead consultant on the Osceola search project and PAA Partner Chris Swartz will assist Hofland. Hofland and Swartz have teamed on a number of recent administrator searches in Wisconsin, including Glendale, Kewaunee, Ripon, Egg Harbor and Hortonville.

Activities to be Performed by PAA Consultants for Osceola

1. Meet with the Village President, Village Board and Village Staff (these initial meetings/discussions will be conducted virtually to reduce overall project costs to the Village) as appropriate to discuss the characteristics desired in the next Osceola Village Administrator and the process of recruitment; review the current Village Administrator ordinance and job description and prepare needed revisions; prepare the position description; develop the requested comprehensive recruiting plan; determine recruitment procedures and the interview and selection process, and determine the time schedule;

These meetings are important to establish the qualifications and qualities that the Village wants in the next Village Administrator and to determine the recruitment procedures and schedule.

2. Place advertisements in appropriate publications and on-line sources, including the International City/County Management Association (ICMA), Illinois City/County Management Association (ILCMA), League of Wisconsin Municipalities, Wisconsin City/County Management Association (WCMA), Association of Black Public Administrators, International Hispanic Network of Local Government Administrators, League of Minnesota Cities, Strategic Government Resources (SGR), universities with nationally recognized public administration programs (city management) including the University of Kansas, Northern Illinois University, University of Minnesota, Mankato State University, Syracuse University and Brigham Young University; also contact and encourage personally known qualified individuals to apply;

ICMA, ILCMA, WCMA, the Minnesota League of Cities, Strategic Government Resources and the League of Wisconsin Municipalities are the premier channels for reaching qualified applicants for the Osceola Village Administrator position in our opinion.

3. Produce a two to three-minute video with the Village to promote the position via social media (primarily YouTube and LinkedIn) to prospective applicants. Since we started the video posting of our client’s position announcements several years ago, we have experienced a 35% increase in the number of applicants. PAA will assist in writing the script for the video and the Village of Osceola will assist in providing readily available still photography and/or video content of the Village. Village President Buberl or his designee will also be videotaped as part of this video to promote the position. Here are two links to recent video job announcements (for the Village of Shorewood Hills and the City of Delavan respectively) we distribute via social media as examples.



Shorewood Hills Village Administrator
<https://youtu.be/75DhgGfSCeY>



Delevan City Administrator
<https://youtu.be/-9-Ba3I3WtM>

PAA will also produce a digital Osceola Village Administrator Position Profile that will be used in the direct marketing of the position to targeted candidates identified by PAA and the Village. Several examples of these PAA Position Profiles are included as attachments to this proposal.

4. Receive applications and acknowledge receipt. We will download all application materials onto a Google Drive file and will share that with the Village Clerk so that a full and complete record of all submitted information is fully maintained for municipal recordkeeping and open records purposes.

5. Review applications and provide a “Mini-Resume” Candidates Report to the Village President and Village Board that will include a rating of the candidates as “fully qualified”, “unqualified” and “partially qualified” or “wild card” (these candidates may not strictly meet the qualifications but may have particular skills or work experience that may warrant continued consideration as candidates for the Village Administrator position);

6. Review applications with the Village President and Village Board for the selection of semi-finalists (typically there will be between eight and ten candidates who would continue as semi-finalists).

7. Contact semi-finalists designated by the Village President and Village Board; conduct background and reference checks; prepare semi-finalist candidate profile statements (see attachment for an example of the detailed 4–5-page reference report that we produce on each candidate at this stage); provide material to the Village President and Village Board;

This is the most important and time-consuming part of the search process. Semi-finalists must supply references that are from elected officials and staff superiors, peers, and subordinates with whom the applicant has worked. If references are not appropriate, semi-finalists must supply additional references. Questions are asked about accomplishments, strengths, skills, interpersonal relationships, and needed areas of improvement. This information is critical in evaluating the candidates and preparing the candidate profile statements. Semi-finalists will prepare electronic video interview presentations for the Village President and Village Board to review. If desired as an alternative, telephone or video conference interviews can be arranged.

8. Review semi-finalists with the Village President and Village Board for selection of candidates to be interviewed on site in Osceola.

The Village President and Village Board review the resumes, the reports developed from the reference/background information and the electronic presentations. It then selects candidates as finalists to be interviewed. At this stage, all the candidates should be technically qualified to be the next Osceola Village Administrator. The primary value of the interview is to determine the "fit" with the Village President, Village Board, Village Staff and the Osceola community.

9. Work with the Village President and Village Board to arrange for the interviews and the on-site candidate assessment center in Osceola.

10. Assist in the interview /assessment center process, including arranging the schedule, coordinating plans with candidates, providing sample interview questions, conducting a writing

exercise, observing the interviews, facilitating the selection of the first choice, and seeing that the interviews run smoothly.

While there are a variety of approaches to the interview process, PAA normally recommends a two-day “assessment center” type process. On the first day, all the finalists on individual schedules tour the Village and meet with the Village leadership team and appropriate administrative staff. Although the department staff members do not participate in the selection of the Village Administrator, each of them is asked to comment on the candidates as further evidence for the Village President and Village Board to consider. These meetings are important for both the candidates and the staff and Village officials. Other activities for the Village President and Village Board to consider are a community reception for candidates, an in-basket exercise, a leaderless group discussion, an emotional intelligence assessment and a psychological review.

On the second day, the Village President and Village Board interview each candidate for approximately one hour. In addition, each candidate participates in a writing exercise to determine writing skills. The actual interview day(s) are scheduled at the convenience of the Village Board.

There are other approaches to the interview process. PAA will work with the Village to determine the process that is most suitable for the Village.

11. Provide assistance in the negotiation of an employment agreement.

Normally, PAA receives instructions from the Village President and Village Board and negotiates an employment agreement for review and approval by the Village Board at its next meeting. However, we are prepared to work with the Village President, Village Attorney and Village Board in any capacity desired in negotiating an employment agreement with the selected candidate.

12. Prepare letters for the Village President’s signature thanking all applicants and notifying them of the final result.

5. Project Costs

We strive to make our costs affordable to the municipal clients that we serve. We know that in Wisconsin, with local government levy limits and expenditure restraints, that municipalities must be ever cost-conscious.

Total Cost (Including all Direct Marketing Costs Estimated at Between \$2,000 and \$2,500 for the Osceola Recruitment Process and all Direct Consultant Expenses Estimated at \$2,000)-**\$14,000**.

Not included in our lump sum amount are any aptitude/psychological tests, emotional intelligence assessments; post-offer background checks and/or interview visits to the candidate's community of residence if desired or requested. If requested by the Village, PAA will facilitate this work and just pass-through these costs to the Village (PAA does not apply any mark-up to them).

PAA will bill the Village for one-half of the quoted lump sum amount at the mid-point in the search process (selection of semi-finalists) and will bill the remainder of any other costs incurred on behalf of the Village after the Village Administrator’s contract has been approved.

6. Osceola Recruitment/Selection Schedule

Typically, a municipal management search of this type will take approximately 16-20 weeks from start to when the new village administrator begins his or her new duties, however, PAA will work closely with the Village to maintain a schedule that will get a new administrator on board as soon as possible.

The following is an outline of PAA’s typical recruitment/selection process; however, we would want to modify this schedule after our initial consultation with Village officials to, again, get a replacement on board for departing Village Administrator Krumenauer as soon as possible.

| WEEKS | 1-6 | 7-9 | 10-14 | 16-20 |
|--|-----|-----|-------|-------|
| Project Discovery and Administrator Qualification/Qualities Discernment Process | | | | |

| | | | | |
|--|--|--|--|--|
| Ad Placement, Video Production, Position Announcement | | | | |
| Application Reception | | | | |
| Application Review, Assessment, Presentation to Village President and Village Board | | | | |
| Contact Semi-finalists | | | | |
| Review Semi-finalists | | | | |
| Candidate Assessment Center in Osceola/Interviews with Village Board and Staff | | | | |
| Negotiations with Selected Candidate | | | | |
| New Administrator on Board in Osceola | | | | |

7. Our Commitment to Osceola

Public Administration Associates, LLC will commit whatever time and effort is necessary to fully and successfully complete all tasks described in this proposal.

Public Administration Associates, LLC provides the following guarantees:

- If the initial search is not successful, PAA will conduct one additional search process until the Osceola Village Administrator position is filled with the understanding that PAA will be reimbursed for any additional out-of-pocket marketing costs that it might incur for the second position posting.
- If the candidate selected either resigns or is terminated for cause within the first twelve months of employment, PAA will conduct a new search and waive its consultation fee. We have had to only honor this guarantee twice for the 350+ municipal executive searches that we have conducted over the past 24 years (that's a success rate of over 99%). As such, we are very confident in our recruitment/selection processes that we employ.

8. PAA References (Recent CAO Searches)

Jack Anderson, Village President, Village of Greenville, WI, Phone 920-757-5181 (C)

Michael Bablick, Mayor, City of Park Falls, Wisconsin, Phone 715-762-2436 Ext. 229 *

Mason Becker, City Council President, City of Fort Atkinson, WI, Phone 920-723-4924 (C)

David Benforado, Village President, Village of Shorewood Hills, WI, Phone 608-535-2960 (C)*

Gurdip Brar, Mayor, City of Middleton, Phone 608-821-8359 (C)

Jeanne Carpenter, Former Village President, Village of Oregon, Phone 608-358-7837 (C)

Jane Cahill-Wolfgram, Village President, Village of DeForest, Phone 608-438-5358 (C)

Barbara Daus, City Council President, City of Platteville, Wisconsin, Phone 608-348-3365(C)

Dr. Bill Duncan, Village President, Village of Williams Bay, WI, Phone 262-245-2700 (O)*

Gerald DeWolfe, Former President, Village of Ellsworth, Wisconsin, Phone 715-821-1097 (C)*

Steve Genisot, Mayor, City of Marinette, Wisconsin, Phone 906-399-8854 (C)

Theodore Grant, Mayor, City of Ripon, Phone 920-896-6900 (O)

Tom Hartz, Former Mayor, City of Lake Geneva, Phone 262-374-9127 (C)

Dr. Bryan Kennedy, Mayor, City of Glendale, 414-228-1700 (O)

Mark McAndrews, Former Chair, Town of Buchanan, Wisconsin, Phone 920-734-8599 (O)

Tim McCumber, County Board Chair, Sauk County, Wisconsin, 608-963-6581 (C)

Mark Milliren, Mayor, City of Durand, Wisconsin,
Phone 715-672-8770 (O)*

Wanda Montgomery, President, Village of Brown Deer,
Phone 262-502-1460 (C)

Laura Nelson, Former President, Village of Suamico,
Wisconsin Phone 920-246-8212 (C)

Rich O'Connor, Mayor, City of Hudson, Wisconsin,
Phone 715-386-4765 (Ext. 120) (O)

Joe Osterman, Chair, Town of Lisbon, Wisconsin; Phone
262-246-6100 (Ext. 1200) (O)

Harley Reabe, County Board Chair, Green Lake County,
Wisconsin, Phone: 920-294-0824 (C)

Susan Sanabria, President, Village of Wind Point,
Wisconsin, Phone 262-994-0733 (C)*

Ryan Schroeder, Mayor, City of Delavan, Phone 262-
728-5585 ext. 113 (O)

John Swisher, President, Village of Johnson Creek,
Phone 414-659-6105 (C)*

Michael Thom, Former Mayor, City of Columbus, WI;
Phone 920-623-5900 (C)

Dr. Lanny Tibaldo, Chair, Town of Lawrence,
Wisconsin, Phone: 920-619-6257 (C) *

Roger Truttman, President, Village of New Glarus,
Wisconsin, Phone 608-212-6785 (C)*

Michael VandenBerg, President, Village of Little Chute,
Wisconsin, Phone 920-851-4983 (C)

David Varnem, Mayor, City of Lancaster, Wisconsin,
Phone 608-723-4109(C)*

Laurie Voss, Mayor, City of Abbotsford, Wisconsin,
Phone 715-507-0152 (C)

Jim Weiss, Chair, Town of Linn, Wisconsin, Phone
262-245-2700 (C)*

Dale Yurs, President, Village of Belleville, Wisconsin,
Phone 608-577-9502 (C) *

*Denotes local governments similar in size and complexity to the Village of Osceola



Glendale City Administrator

Position Profile



Public Administration Associates



www.cityofmiddleton.us

The City

Located minutes away from downtown Milwaukee, Glendale encompasses nearly six square miles in northern Milwaukee County along Interstate 43. The city's motto, "Rich Past, Bright Future," is evident in its careful balance of residential, commercial, retail and industrial land uses. Glendale's population of 13,357 increases four-fold during the day as workers and shoppers arrive at the city's many businesses. Glendale is a leader in economic development, having navigated the evolution of a 1950's era strip mall to the present day Bayshore Town Center, a regional commercial destination. Designed as an open-air center, it features more than 60 shops, restaurants and offices. The city has a diverse economic base and is home to many businesses and organizations including Johnson Controls and Cardinal Stritch University.

Glendale is a family-friendly community served by three premier public school districts. Nicolet High School is consistently named as a "Best High School" by U.S. News and World Report and ranks within the top five percent of schools nationally. Two county parks, together with the city's own Richard E. Maslowski Park, provide hundreds of acres of recreational space, including fishing and other water sports on the Milwaukee River.

Glendale is a community that prides itself on being a great place to live, work, play, learn and visit as well as for providing high quality municipal services. It combines a small-town quality of life, with big-city attractions. Learn more about Glendale and its vision for the future [here](#).



The Position

The Glendale City Administrator is the chief administrative officer of the municipal government and is responsible for the day-to-day management of city services. The City Administrator reports directly to the Mayor and six City Council Members who are elected on a non-partisan basis for two-year terms.

The City Administrator oversees a \$16.1M General Fund Annual Operating Budget with separate annual Enterprise, Revenue, Debt Service, Capital Projects and Proprietary budgets adding another \$16.7M.

Essential duties of the position include coordinating and administering the activities of city departments including the collection and disbursement of taxes, law enforcement, public health, public works projects, purchasing, planning, zoning and inspection services. Working with the departments and the Common Council, the City Administrator prepares the annual budget. The City Administrator makes recommendations to the Council and ensures the efficient implementation of adopted policies. In addition to serving on a variety of boards and committees as directed by the Council, the City Administrator is the Executive Director of the Community Development Authority.

The City Administrator leads a staff of 78 full-time and 12-18 part-time and seasonal employees. A future emphasis for the next Glendale City Administrator will be on maintaining the city's strong financial position and quality services, while expanding the tax base and employment opportunities by pursuing thoughtful community development and redevelopment opportunities.

The community truly values and supports and a talented and visionary chief administrative officer. The salary range for this position is \$130-\$150K plus an excellent fringe benefit package.



The Ideal Candidate

The ideal candidate for the Glendale City Administrator position will be a leader of high integrity, possessing a strong work ethic as well as superior listening and communication skills. The next City Administrator must be innovative in his or her approach to community problem-solving and have a passion for public service. The ability to cultivate positive and productive relationships with citizens, the city council, staff and business community will be critical to success.

Skills & Experience

A strong background in financial management is imperative including skills in budget development/monitoring, capital improvement planning as well as a proven track record in the areas of commercial development/redevelopment. Maintaining and enhancing Glendale's leadership position in collaborative relationships with the city's North Shore municipal partners is critical to the future of the community. Past success in fostering intergovernmental relationships is important.

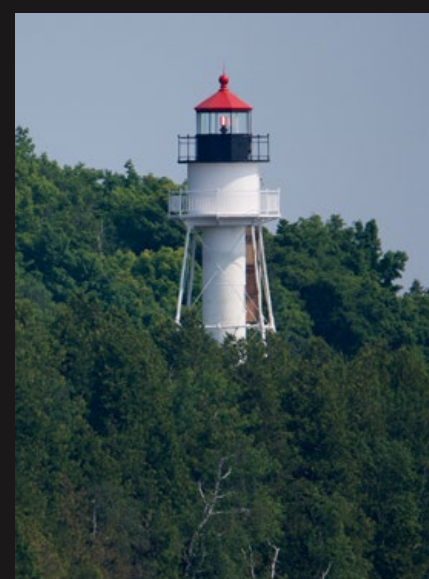
Qualifications

Requires a bachelor's degree in public or business administration, engineering or related field with five years or more of progressive, municipal, executive-level experience. Relevant assistant administrator experience may be considered. Master's degree in related fields or other advanced executive level training such as ICMA-Credentialed Manager certification is a plus.

How to Apply

Email cover letter, resume, salary history and five work-related references as a single PDF document by February 25, 2022 to Public Administration Associates, LLC, Attn: Chris Swartz at mcswartz57@gmail.com; phone (414) 788-7028.

Confidentiality must be requested by applicant and cannot be guaranteed for finalists.



Washington Island Town Administrator

Position Profile



Public Administration Associates



The Community

Located in beautiful Door County in northeastern Wisconsin (the State's "left thumb" between Green Bay and Lake Michigan), Washington Island Township is made up of a group of small islands that includes Detroit Island, Hog Island, Pilot Island, Plum Island and Rock Island, and the largest, Washington Island. The majority of the population of the Town resides on Washington Island and many of the smaller islands are partly or entirely Wisconsin State Parks or National Wildlife Refuges with little population, if any. Most of the people who settled here were Scandinavian immigrants, especially Icelanders. Today, the Town is one of the oldest Icelandic communities in the U.S. and among the largest outside of Iceland itself. The Town is accessible year-round via a five-mile ferryboat ride from Door County's northern tip. It has a small year-round population that swells with the arrival of summer residents and tourists. The Town's economy is predicated on tourism.

The Town has an estimated year-round population of 723 (2020 US Census) but that population swells to 4 to 5 times that size during the summer months. The Town has a total area of 125.5 square miles most of which (73%) is water. Consequently, most of its tourism and community lifestyle is water-based with outstanding beaches (most notably Schoolhouse and Sand Dunes) and an abundance of parks and natural areas along its coasts. There is a thriving arts community in the Town with the Trueblood Performing Arts Center as its focal point. There are also a number excellent museums including the Jackson Harbor Maritime, Jacobson and Washington Island Farm Museums.

Washington Island Elementary School (grades K-8) and Washington Island High School (grades 9-12), are both located in unincorporated Detroit Harbor. A low average student-teacher ratio of 8.5 to 1 allows for a highly rated school learning environment on the Island.

In addition to the ferry service, the Town operates its own airport year-round with two landing strips. Over 100 miles of roads and streets traverse the Town.

Washington Island is a highly unique and historic community with a very bright future.

The Position

The Town Administrator is the Town's Chief Administrative Officer and is responsible for the implementation of the Town Board's policies and priorities. The Town government is led by a Town Chairman and four Town Supervisors elected on a non-partisan basis. This is a new position that was approved and budgeted for in the Town's 2022 Budget.

The Town Administrator will oversee a \$2.4M total annual budget, 30+employees (including part-time and seasonal) and 43 volunteer firefighters and EMS members. In the spirit of representative town government, services provided include public works (including the airport, cemetery, landfill and recycling facility), EMS, fire, library, museums, parks and recreation (including beaches, boat launch, marina and rec center) police and utilities. Future challenges and opportunities for the new administrator include staff development and safety management; shared services development/implementation; capital improvement (infrastructure and facilities) plan development/implementation; organizational improvements and sound financial planning and management.

The Town Administrator is envisioned to support the work of the Town Board by coordinating its official business and providing leadership and direction to the organization. The Administrator should be actively involved in promoting the community and in economic development projects and is expected to promote and maintain the Village's strong business environment. The Administrator will oversee the management of department led projects and activities, serving as the de facto Human Resources Director, and should be visible in the community representing the Town government.



The Ideal Candidate

The first Washington Island Town Administrator must have excellent communications skills and be able to establish a good rapport with a wide variety of community members. Carrying oneself with a high degree of professionalism with personal and professional integrity is expected. The Town desires a leader who fosters teamwork and who will support and encourage a positive and safe working environment as well as professional development opportunities for town staff.

The Town of Washington Island is seeking candidates who have demonstrated leadership and have had stable tenures in their past positions. The Town desires a leader who has the experience of guiding a municipality or other complex organizations through a period of growth and organizational change while possessing the strong ability to cultivate positive and productive relationships with the town board, staff, residents and large number of visitors that are attracted to Washington Island.

Appointment to this position is expected in early summer. Hiring salary range \$80,000-\$100,000 DOQ plus excellent fringe benefit package.

Skills & Experience

A strong background in budget development/municipal finance; grant writing/administration; capital improvement planning and execution; human resources and safety management, and community planning (including land use and zoning) is desired for this position.

Requirements

Require Bachelor's degree in public or business administration or related field. Prefer Master's Degree with at least 3 years progressive municipal management experience. ICMA-CM credential is a plus. Consideration of candidates with private sector or military experience will be made if they can demonstrate accomplishments that directly relate to the skills required. Residency is encouraged although it is understood that housing is at a premium on Washington Island and that residency accommodations will need to be addressed with the successful candidate.

How to Apply

Send cover letter, resume, salary history and five work-related references to Public Administration Associates, LLC, Attn: Kevin Brunner, President, 1155 W. South Street Whitewater WI 53190; e-mail kevin.brunner1013@gmail.com; phone 262-903-9509, by May 13, 2022.

Confidentiality must be requested by applicant and cannot be guaranteed for finalists.

MUNICIPAL EXECUTIVE SEARCH SERVICES AGREEMENT

This Services Agreement is entered into as of this 5th day of May, 2022 by and between PUBLIC ADMINISTRATION ASSOCIATES, LLC, "PAA", and VILLAGE OF OSCEOLA, "Village".

Whereas, Village needs assistance with professional recruitment and selection of a Village employee (Village Administrator); and

Whereas, PAA has expertise in professional recruitment and selection of municipal administrators;

Therefore, the parties agree as follows:

1. **Services.** At Village's request, PAA will provide those services listed under the process outlined in PAA's Proposal to the Village dated May 5, 2022 and included as Exhibit A to this Agreement.

2. **Term.** PAA anticipates that this recruitment/selection process will take approximately ninety (90) days. The Village shall have the right to terminate this Agreement in the event a suitable candidate has not been hired by the Village within 90 days after execution of this Agreement. In the event of such termination, PAA shall be entitled to compensation for services performed in an amount equal to ½ of the remaining balance then due under this Agreement.

3. **Payment.** For these services, Village will pay PAA \$14,000 as follows:

A. One-Half (\$7,000) at the mid-point in the search process (selection of semi-finalists for the Village Administrator position);

B. One-Half (\$7,000) upon the completion of services or acceptance by the Village Board of an employment agreement with the selected Village Administrator candidate.

4. **Other Direct Expenses.** In addition to the payment for the services, Village will pay PAA for any special services that may be required by the Village as enumerated in Exhibit A. PAA

will submit invoices for these direct expenses incurred with the final search completion billing.

5. **Professional Conduct.** PAA will provide the services to Village in a professional and business-like manner, and will act in accordance with all Federal, State, and local laws, regulations, rules and ordinances. PAA will at all times endeavor to uphold and preserve the reputation of the Village.

6. **Cooperation & Conduct.** Similarly, Village and its representatives will act and communicate at all times in a professional manner, will provide its full cooperation to PAA in PAA's search on behalf of Village, and will comply with all Federal, State, and local laws, regulations, rules and ordinances, including anti-discrimination laws, regulations, rules and ordinances.

7. **Liability Insurance.** PAA carries, and will continue to carry throughout the term of this Agreement, professional liability insurance with limits of \$1,000,000 per occurrence/\$1,000,000 aggregate.

8. **Hold Harmless & Indemnity.** Village agrees to hold harmless, indemnify, and defend PAA from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or Village for Village's negligent or intentional conduct resulting in damages to a candidate or third party provided, however, that the Village shall not be liable for such actions to the extent they are undertaken in reliance on advice, recommendation or information provided by PAA.

Similarly, PAA agrees to hold harmless, indemnify, and defend Village from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or Village for PAA's negligent or intentional conduct resulting in damages to a candidate or third party.

9. **Authorized Signatory.** The person signing this contract on behalf of Village warrants and represents that she/he/they have the authority to do so.

10. **No Assignment.** Neither party may assign this contract without the written consent of the other party.

11. **Entire Agreement.** This contract contains the entire

agreement between the parties, and supersedes all prior discussions and negotiations between them. This contract may only be amended by a written contract signed by both parties.

12. **Disclosure of Attorney.** PAA discloses to Village that one of PAA's members is an attorney; however, PAA will not provide the Village with legal advice. Village must seek legal advice from its own counsel.

13. **Governing Law.** This agreement is governed by the laws of the State of Wisconsin.

14. **Records Retention.** PAA acknowledges that Village is a governmental entity and is subject to the provisions of the Wisconsin Public Records Law (Wis. Stats. §19.31 et seq.). Most "records" as defined by the law generated in connection with this Agreement are subject to disclosure to the public upon request. Village's obligation includes records prepared and maintained by contractors. Therefore, it may be necessary for Village to obtain records from PAA while this Agreement is in effect, or during the required record retention period thereafter. The following provisions shall govern the retention and provision of documents relating to work under this Agreement:

a. Provision of Records by PAA. Upon request by the Village, PAA shall provide to the Village any and all documents in PAA's possession or control pertaining to the work performed pursuant to this Agreement which the Village's record custodian determines are subject to release under the Public Records Law and have been requested by a requester. Such records shall be provided as soon as practicable and without delay, but in no event later than ten (10) business days after the request.

b. Preservation of Records. PAA shall retain copies of all documents and other records prepared by it in connection with the work under this Agreement for a period of not less than seven (7) years. The retention obligation under this paragraph shall not apply to any record after a copy of that record has been provided to Village.

c. Indemnification. PAA agrees to indemnify the Village and pay any and all costs, expenses, fees (including reasonable attorney fees), forfeitures, penalties and damages incurred by, or assessed against, the Village which arise or

result from a failure by PAA to timely provide any records to the Village as required by par. (a), above, other than documents no longer in possession of PAA and exempted from the retention requirement under par. (b). Village agrees to indemnify and defend PAA and pay any and all costs, expenses, fees (including reasonable attorney fees), forfeitures, penalties and damages incurred by, or assessed against PAA which arise or result from the Village's release of records provided by PAA under paragraph a, including, but not limited to the Village's failure to: provide a record subject with notice when required, redact information protected by law, keep confidential the identities of employment applicants (with the exception of final applicants) or any cause of action by the subject of a record based on the release of the same by the Village.

d. Survival. The obligations under this paragraph to produce and retain records, including the provisions for indemnity, shall survive the expiration or termination of this Agreement.

Dated this 5th day of May, 2022.

PUBLIC ADMINISTRATION ASSOCIATES VILLAGE OF OSCEOLA

By *Kevin M. Brunner*
KEVIN M. BRUNNER, President
Public Administration Assoc.
1155 W South Street
Whitewater, WI 53190
kevin.brunner1013@gmail.com

By _____



Memo

To: Village Board
From: Carie Krentz, Office Assistant
CC: Benjamin Krumenauer, Village Administrator
Date: 5/6/2022
Re: Item 7(e): Committee/Commission Resident Appointments

Pursuant to Village Code §6-4 and Wis. Stats. 43.54 the following candidates have been proposed to be reappointed to their respective Commissions:

- i. Margaret Bader for Ambulance Board for an annual term expiring in 2023
- ii. Brooke Kulzer for Board of Appeals as an Alternate for an annual term expiring in 2023
- iii. Wayne Tomfohrde for Ethics Board for a three-year term expiring in 2025
- iv. Following have been renewed for the Historic Preservation Commission:
 - a) Angela Helgson-McCarthy as Real Estate Broker for a three-year term expiring in 2025
 - b) Perry Rice for a three-year term expiring 2025
- v. Following are the new/renewal appointees for Library Board:
 - a) Michelle Merritt will be renewing her term and will expire in 2025
 - b) Ronald Johnson will be taking over as President and will expire in 2025
 - c) Amber Krumenauer will be renewing her term and will expire in 2025
- vi. Kim O'Connell for Planning Commission for a three-year term expiring in 2025

RECOMMENDATION

To discuss and confirm proposed appointments as agreed upon.



Memo

To: Village Board
From: Carie Krentz, Office Assistant
CC: Benjamin Krumenauer, Village Administrator
Date: 5/6/2022
Re: Item 7(f): 2021 Trustee Appointments to Village Commission/Committees

Pursuant to Village Code §6 and §59-11 Village President Buberl had proposed the attached Trustee appointments to Village standing Committees and Commissions.

RECOMMENDATION

To discuss and confirm proposed appointments as agreed upon.

2022/2023 Board Appointments

| | BUBERL, JEROMY | LUTZ, BRADLEY | BURCH, VAN | GILLILAND, BRUCE | ROSE, DEB | WALSH, HOLLY | CHANTELOIS, BILL |
|--------------------------------|-------------------|------------------|------------|---------------------|-----------|--------------|---------------------|
| | 5 | 5 | 6 | 6 | 5 | 5 | 5 |
| Admin and Finance (3) | | | | | | | |
| Airport Commission* | | | | | | | |
| Ambulance Board | | | | | | | |
| Board of Appeals | | | | | | | |
| Board of Review | | | | | | | |
| Chamber/Main Street (1) | | | | | | | |
| Court Commission (3) | | | | | | | |
| Downtown Façade Loan Committee | | | | | | | |
| Ethics Board (1) | | | | | | | |
| Historic Preservation | | | | | | | |
| Industrial Develop Corp* | | | | | | | |
| Library Board (1) | | | | | | | |
| Micro Loan Fund Committee | | | | | | | |
| Planning Commission | | | | | | | |
| Police and Fire (3) | | | | | | | |
| Public Works (3) | | | | | | | |
| Recognition (3) | | | | | | | |
| Redevelopment Authority | | | | | | | |
| Water and Sewer (3) | | | | | | | |
| Wheels & Wings (1) | | | | | | | |

() equals number of Board representatives by committee design

*Board member in not required - these boards pick appointees.



Memo

To: Village Board Members
 From: Todd Waters, Public Works Coordinator
 CC: Fran Duncanson
 Date: May 10th, 2022
 Re: **Item 7g Approve Public Works Mowing RFQ**

GENERAL INFORMATION

Background

The 2022 Public Works Parks maintenance budget has a planned allowance total of \$15,000 for grounds contracted maintenance services that include mowing for specified spaces outlined in the RFQ. We received 3 quotes total from contractors by the time of closing on May 3rd, 2022. Attached are copies of each mower RFQ.

| BID Number | Company | Bid Quote |
|------------|-------------------------|-------------|
| 1 | Lakefront Lawn & Dock | \$11,067.50 |
| 2 | Jagusch Lawn Care | \$16,640.00 |
| 3 | Grassworks Lawncare LLC | \$12,120.00 |

After reviewing the bids, the Public Works Coordinator determined that all 3 contractors met the criteria of the RFQ. While all 3 met the criteria of the RFQ, thoughtful consideration has been taken into account for what each contractor can provide in the way of staffing, equipment and services to complete the mowing bid.

| Maint. Budget | Description | Budget |
|----------------------|--------------------------------|-------------|
| 100-21-55200-361-000 | Contracted Grounds Maintenance | \$15,000.00 |

Action(s) Requested

Action 1: At this time staff is respectfully requesting that the Village Board approve the budgeted maintenance expenditure for the mowing contract.

Attachment(s)

1. RFQ Documentation

RECOMMENDATION(S)

Listing the considerations above, I am recommending that Grassworks Lawncare LLC be awarded the mowing bid.

VILLAGE OF OSCEOLA - BID FORM

Mark Envelope: 2022 PARK MOWING

To the Public Works Coordinator:

The Subscriber hereby proposes to furnish the following hereinafter named, in accordance with the provisions of the bidding document of which this forms a part:

| Location | | Total price per location May 16 - September 30 | Price per additional mowing(s) after September 30 |
|----------|---|--|---|
| A | Gateway Park | 640 | 80 |
| B | CTH M detention basin | 800 | 160 |
| C | Industrial Park lot | 800 | 160 |
| D | Smith Park | 1800 | 120 |
| E | Smith Ave. lot | 600 | 40 |
| F | Oakey Park | 7200 | 480 |
| G | Education Ave r-o-w and area of Schillberg park north of canteen building including both sides of paved trail to Prospect Ave | 3600 | 240 |
| H | Schillberg Park - north | 1200 | 80 |

TOTAL BID PRICE

\$16,610.⁰⁰

Bid Price in words: sixteen thousand six hundred sixty and 00/100

Number of Calendar Days to Complete Project from Notice to Proceed: 5

Executed at: 9:00 AM this 3rd day of May, 2022.

By Jagusch Lawn Care Title Owner
 (Company) (Owner, Partner, or Corporate Officer)

Dustin Jagusch 2141 192nd Ave
 (Name) (Street Address)

651 983 3520 Centuria, WI 54524
 (Phone) (Village, State, Zip)

VILLAGE OF OSCEOLA - BID FORM

Mark Envelope: **2022 PARK MOWING**

To the Public Works Coordinator:

The Subscriber hereby proposes to furnish the following hereinafter named, in accordance with the provisions of the bidding document of which this forms a part:

| Location | | Total price per location May 16 - September 30 | Price per additional mowing(s) after September 30 |
|----------|---|--|---|
| A | Gateway Park | \$ 990.00 | \$ 123.75 |
| B | CTH M detention basin | \$ 415.00 | \$ 83.00 |
| C | Industrial Park lot | \$ 615.00 | \$ 120.00 |
| D | Smith Park | \$ 2640.00 | \$ 165.00 |
| E | Smith Ave. lot | \$ 760.00 | \$ 47.50 |
| F | Oakey Park | \$ 3960.00 | \$ 247.50 |
| G | Education Ave r-o-w and area of Schillberg park north of canteen building including both sides of paved trail to Prospect Ave | \$ 1980.00 | \$ 123.75 |
| H | Schillberg Park - north | \$ 760.00 | \$ 47.50 |

TOTAL BID PRICE

\$ 12120.00

Bid Price in words: Twelve Thousand One Hundred Twenty Dollars

Number of Calendar Days to Complete Project from Notice to Proceed: 7 days

Executed at: _____ this 30th day of April, 2022.

By Grassworks Louncore LLC Title Owner
 (Company) (Owner, Partner, or Corporate Officer)

Dean Skinner (Name) 2288 240th Ave (Street Address)

715-553-0886 (Phone) Cushing, WI 54006 (Village, State, Zip)

VILLAGE OF OSCEOLA - BID FORM

Mark Envelope: 2022 PARK MOWING

To the Public Works Coordinator:

The Subscriber hereby proposes to furnish the following hereinafter named, in accordance with the provisions of the bidding document of which this forms a part:

| Location | | Total price per location May 16 - September 30 | Price per additional mowing(s) after September 30 |
|----------|---|--|---|
| A | Gateway Park | \$760.00 | \$95.00 |
| B | CTH M detention basin | \$593.75 | \$118.75 |
| C | Industrial Park lot | \$593.75 | \$118.75 |
| D | Smith Park | \$1300.00 | \$85.5 |
| E | Smith Ave. lot | \$220.00 | \$15.50 |
| F | Oakey Park | \$6,080.00 | \$380.00 |
| G | Education Ave r-o-w and area of Schillberg park north of canteen building including both sides of paved trail to Prospect Ave | \$520.00 | \$23.75 |
| H | Schillberg Park - north | \$1,000.00 | \$71.25 |

TOTAL BID PRICE \$11,067.5

Bid Price in words: eleven thousand Sixty Seven and 50/100

Number of Calendar Days to Complete Project from Notice to Proceed: 5 days

Executed at: 7:30 this 29th day of April, 2022.

By Lakefront Lawn and Dock Title Owner
 (Company) Services (Owner, Partner, or Corporate Officer)

Tyler Dye
 (Name)

1913 State Road 35
 (Street Address)

715-294-0016
 (Phone)

Somerset WI, 54025
 (Village, State, Zip)



Memo

To: Village Board

From: Benjamin Krumenauer

CC: Files

Date: 5/7/2022

Re: Item 7h: Board guidance on interim Administrator position

This item pertains to an Admin & Finance Committee request for guidance from the full Board on whether or not the Village should hire an interim Administrator when the current position is vacated. A general discussion is requested so guidance can be provided to committee and staff. General options could include appointing a FTE or PTE Interim Administrator, delegating tasks to existing staff or no action.

Pending the outcome of this meeting, it is anticipated that an additional Board meeting will be held within the next two weeks. The focus will be to meet with Staff and likely hiring agents to ensure that all steps are taken if an interim is desired and the general hiring process.



Memo

To: Village Board
From: Frances Duncanson, Village Clerk
CC: Benjamin Krumenauer, Village Administrator
Date: 5/6/2022
Re: Item 8b: Liquor License

The Village has accepted the below application for an Alcohol Licenses:

- i. “Class B Beer Six-Month” - Osceola Braves, Inc., Kathryn M. Cloutier, Agent

STAFF COMMENTS:

i. Osceola Braves, Inc.: Historically the Braves have received a “Class B Beer” license for use at Oakey Park in conjunction with ball games. Due to the COVID pandemic they did not apply for or receive this license in 2020-2021. Last year upon conferring with the Village attorney, Village staff deemed perhaps a more suitable license was a six-month “Class B Beer” license. They have applied for a renewal of the same for 2022. This will cover their needs for the season and be cheaper for them as well.

RECOMMENDATION

For the Osceola Braves staff recommends approving the six month “Class B Beer” license as applied for.

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village of Osceola County of Polk
 City

The undersigned duly authorized officer/member/manager of Osceola Braves Baseball, Inc
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Osceola Braves Baseball, Inc
(Trade Name)

located at 509 4th Ave Osceola WI 54020

appoints Kathryn Cloutier
(Appointed Agent)
Osceola WI 54020
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No
 How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 66 years

Place of residence last year Osceola WI 54020

For: Osceola Braves Baseball, Inc
(Name of Corporation / Organization / Limited Liability Company)

By: Kathryn Cloutier treasurer
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Kathryn Cloutier, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Kathryn Cloutier 04/28/2022 Agent's age _____
(Signature of Agent) (Date)
Osceola WI 54020 Date of birth _____
(Home Address of Agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 05-02-22 by Phil W. Peske - Ron Pedrys Title Police Chief
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

OSCEOLA POLICE DEPARTMENT

310 CHIEFTAIN STREET

PO BOX 217
OSCEOLA WI 54020

Incident # **22-010277**

| | | | | |
|--|--------------------------|------------|---------------------------------|-----------------|
| Crime / Incident (Primary, Secondary, Tertiary) Liquor License | Beat NA | Rpt Dist | Type Background Check | Seq 1 |
| | Attempt | Occurred | Date | Time |
| | <input type="checkbox"/> | On or From | 04/29/2022 | 14:30 |
| | <input type="checkbox"/> | To | 04/29/2022 | : |
| | <input type="checkbox"/> | Reported | 04/29/2022 | 14:30 |

Location of Incident **310 CHIEFTAIN ST, OSCEOLA, WI**

Cross Street _____ County _____

Dispo "V" = Victim "RP" = Reporting Party "W" = Witness "S" = Suspect "O" = Other

| | | | | | | | | | |
|--|--|------|------------|------------------------------|-------|------------|------|-----------------|------------|
| O | Last, First, Middle (Firm if Business) CLOUTIER, KATHRYN | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone |
| Address | | DOB | DL Number | | State | Work Phone | | WI (715) | |
| City, State, Zip Code OSCEOLA WI 54020 | | SSN | Local ID # | State # LIQUOR.LIC | FBI # | Cell Phone | | | |

| | | | | | | | | | |
|--|--|------|------------|-----------------------------|-------|------------|------|----------------|------------|
| O | Last, First, Middle (Firm if Business) FEHLEN, RICHARD | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone |
| Address | | DOB | DL Number | | State | Work Phone | | WI () - | |
| City, State, Zip Code OSCEOLA WI 54020 | | SSN | Local ID # | State # LIQUOR.LI | FBI # | Cell Phone | | () | |

| | | | | | | | | | |
|--|--|------|---------------------------------|---------|-------|------------|------|-----------|------------|
| O | Last, First, Middle (Firm if Business) KRENZ, DENNIS | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone |
| Address | | DOB | DL Number | | State | Work Phone | | WI | |
| City, State, Zip Code OSCEOLA WI 54020 | | SSN | Local ID # LIQUOR.LIC | State # | FBI # | Cell Phone | | | |

| | | | | | | | | | |
|---|--|------|------------|---------|-------|------------|------|-----------------|------------|
| O | Last, First, Middle (Firm if Business) CARLSON, SARA | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone |
| Address | | DOB | DL Number | | State | Work Phone | | WI (715) | |
| City, State, Zip Code STAR PRAIRIE WI 54026 | | SSN | Local ID # | State # | FBI # | Cell Phone | | () | |

Synopsis **Osceola Braves Baseball applied to renew their Alcohol Beverage License, with Kathryn Cloutier appointed as Agent. Officers listed on application were Richard Fehlen, Dennis Krenz, Sara Carlson and Kathryn Cloutier. No WI or MN criminal histories were found. License and Agent appointment recommended by Chief Pedrys.**

| | | | |
|---|--|---|---|
| S O L V A B I L I T Y | Continuation Attached <input checked="" type="checkbox"/> | Property List Attached <input type="checkbox"/> | Property Damage \$ |
| | UCR 9999 | Press Release <input type="checkbox"/> | Domestic Violence Case <input type="checkbox"/> |
| | Gang Related N | Hate Crime <input type="checkbox"/> | Victim Senior Citizen <input type="checkbox"/> |
| | Pursuit <input type="checkbox"/> | Force Used <input type="checkbox"/> | Child Abuse <input type="checkbox"/> |
| | County Code | | Disposition CLSD |
| | Report Complete/Ready for Review <input checked="" type="checkbox"/> | | Connecting Case # |
| | | | CAD/CFS Event # |

Assigned To _____ Date _____

Officer ID **Assistant J. Giller** **J** Reviewed By _____ Approved _____ Date _____



OSCEOLA POLICE DEPARTMENT
310 CHIEFTAIN STREET

Names

Incident # **22-010277**

| | | | | | | | | | | | | | | | | |
|----------------------------|--|--|------------------------|-----------|---------------|------------------|---------------|---------|-------------|----------------------------------|--------------|-----------------------|--|------------------|--|----------|
| Crime / Incident (Primary) | | | | | | | | | | Attempt <input type="checkbox"/> | Type | | | Background Check | | Seq |
| Liquor License | | | | | | | | | | | | | | | | 1 |
| Dispo | "V" = Victim | | "RP" = Reporting Party | | "W" = Witness | | "S" = Suspect | | "O" = Other | | | | | | | |
| O | Last, First, Middle (Firm if Business) | | | | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone | | | | |
| | OSCEOLA, BRAVES | | | | | | 0 | | | | | (715) 294-3063 | | | | |
| Address | | | | DOB | | DL Number | | | | State | Work Phone | | | | | |
| 509 4TH AV | | | | // | | OKEY PARK | | | | WI | (715) | | | | | |
| City, State, Zip Code | | | | SSN | | Local ID # | | State # | FBI # | | Cell Phone | | | | | |
| OSCEOLA WI 54020 | | | | | | | | | | | 0 | | | | | |
| | Last, First, Middle (Firm if Business) | | | | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone | | | | |
| | | | | | | | | | | | | | | | | |
| Address | | | | DOB | | DL Number | | | | State | Work Phone | | | | | |
| | | | | | | | | | | | | | | | | |
| City, State, Zip Code | | | | SSN | | Local ID # | | State # | FBI # | | Cell Phone | | | | | |
| | | | | | | | | | | | | | | | | |
| | Last, First, Middle (Firm if Business) | | | | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone | | | | |
| | | | | | | | | | | | | | | | | |
| Address | | | | DOB | | DL Number | | | | State | Work Phone | | | | | |
| | | | | | | | | | | | | | | | | |
| City, State, Zip Code | | | | SSN | | Local ID # | | State # | FBI # | | Cell Phone | | | | | |
| | | | | | | | | | | | | | | | | |
| | Last, First, Middle (Firm if Business) | | | | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone | | | | |
| | | | | | | | | | | | | | | | | |
| Address | | | | DOB | | DL Number | | | | State | Work Phone | | | | | |
| | | | | | | | | | | | | | | | | |
| City, State, Zip Code | | | | SSN | | Local ID # | | State # | FBI # | | Cell Phone | | | | | |
| | | | | | | | | | | | | | | | | |
| | Last, First, Middle (Firm if Business) | | | | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone | | | | |
| | | | | | | | | | | | | | | | | |
| Address | | | | DOB | | DL Number | | | | State | Work Phone | | | | | |
| | | | | | | | | | | | | | | | | |
| City, State, Zip Code | | | | SSN | | Local ID # | | State # | FBI # | | Cell Phone | | | | | |
| | | | | | | | | | | | | | | | | |
| | Last, First, Middle (Firm if Business) | | | | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone | | | | |
| | | | | | | | | | | | | | | | | |
| Address | | | | DOB | | DL Number | | | | State | Work Phone | | | | | |
| | | | | | | | | | | | | | | | | |
| City, State, Zip Code | | | | SSN | | Local ID # | | State # | FBI # | | Cell Phone | | | | | |
| | | | | | | | | | | | | | | | | |
| Officer ID | Assistant J. Giller | | | | J | Reviewed By | | | | Approved | | Date | | | | |



Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 05/01/2022 ending: 09/30/2022
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: Town of } Osceola
 Village of }
 City of }

County of Polk Aldermanic Dist. No. _____
 (if required by ordinance)

Check one: Individual Limited Liability Company
 Partnership Corporation/Nonprofit Organization

Complete A or B. All must complete C.

| Applicant's Wisconsin Seller's Permit Number <u>456102012445903</u> | |
|--|---------------------------|
| FEIN Number <u>39-1904253</u> | |
| TYPE OF LICENSE REQUESTED | FEE |
| <input type="checkbox"/> Class A beer | \$ |
| <input checked="" type="checkbox"/> Class B beer <u>6 months</u> | \$ <u>50⁰⁰</u> |
| <input type="checkbox"/> Class C wine | \$ |
| <input type="checkbox"/> Class A liquor | \$ |
| <input type="checkbox"/> Class A liquor (cider only) | \$ N/A |
| <input type="checkbox"/> Class B liquor | \$ |
| <input type="checkbox"/> Reserve Class B liquor | \$ |
| <input type="checkbox"/> Class B (wine only) winery | \$ |
| Publication fee | \$ <u>15⁰⁰</u> |
| TOTAL FEE | \$ <u>65⁰⁰</u> |

A. Individual or Partnership:

| | | | |
|------------------|---------|---------------|--|
| Full Name (Last) | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| | | | |
| Full Name (Last) | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| | | | |
| Full Name (Last) | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| | | | |

B. LLC or Corporation (and Agent):

| | |
|--|--|
| Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company <u>Osceola Braves Baseball, Inc</u> | Address of Corporation / Limited Liability Company (if different from licensed premises) <u>504 Fourth Ave Osceola WI 54020</u> |
|--|--|

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

| | | | |
|------------------------------------|---------------------------|---------------|---|
| Agent Last Name <u>Cloutier</u> | (First) <u>Kathryn</u> | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) <u>Osceola WI 54020</u> |
|------------------------------------|---------------------------|---------------|---|

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

| | | | |
|---|---------------------------|---------------|--|
| President / Member Last Name <u>Fehlen</u> | (First) <u>Richard</u> | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) <u>Osceola WI 54020</u> |
| Vice President / Member Last Name <u>Krenz</u> | (First) <u>Dennis</u> | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) <u>Osceola WI 54020</u> |
| Secretary / Member Last Name <u>Carlson</u> | (First) <u>Sara</u> | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) <u>Star Prairie WI 54026</u> |
| Treasurer / Member Last Name <u>Cloutier</u> | (First) <u>Kathryn</u> | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) <u>Osceola WI 54020</u> |
| Directors / Managers Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| Directors / Managers Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |

C. Business Information

1. Trade Name Osceola Braves Baseball Business Phone Number (715) 417-0995
 2. Address of Premises 504 Fourth Ave Post Office & Zip Code Osceola WI 54020

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Oakey Park Baseball field with concession stand
inside Ballfield and grandstand with in 100 feet

5. Legal description (omit if street address is given on previous page): 509 Fourth Ave Osceola
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** Yes No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** Yes No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** Yes No
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** Yes No
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? Yes No
[phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? Yes No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? Yes No
12. Does the applicant owe municipal property taxes, assessments, or other fees? Yes No
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

| | | |
|---|---------------------------------------|---------------------------|
| Contact Person's Name (Last, First, M.I.) <u>Cloutier, Kathryn</u> | Title / Member <u>treasurer</u> | Date <u>04/28/2022</u> |
| Signature <u>Kathryn Cloutier</u> | Phone Number <u>(715) 417-0995</u> | Email Address |

TO BE COMPLETED BY CLERK

| | | |
|--|----------------------------------|-----------------------------------|
| Date received and filed with municipal clerk | Date reported to council / board | Date license granted |
| License number issued | Date license issued | Signature of Clerk / Deputy Clerk |

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

| | | | | | |
|---|-------------|---------------|----------------|---------------|--|
| Individual's Full Name (please print) (last name) | | (first name) | | (middle name) | |
| Cloutier | | Kathryn | | | |
| Home Address (street/route) | Post Office | City | State | Zip Code | |
| | Osceola | Osceola | WI | 54020 | |
| Home Phone Number | Age | Date of Birth | Place of Birth | | |
| | | | | | |

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **Individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- Treasurer of Osceola Braves Baseball, Inc
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 60 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

| | | | |
|-------------------------------|--------------------------|---------------|------------|
| Employer's Name | Employer's Address | Employed From | To |
| Westfields Hospital & Clinics | 535 Hospital Road | 05/31/1975 | 03/04/2016 |
| Don Cloutier Electric, LLC | 2586 68th Ave Osceola WI | 4/23/1993 | present |

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Kathryn M Cloutier
(Signature of Named Individual)



REAL. CHARMING.

APPLICATION FOR OPERATOR'S LICENSE

I, the undersigned, do hereby respectfully make application to the Village Board of the Village of Osceola, Polk County, for an Operator's License as provided by Village Code Section 137.3 and Wisconsin Statutes Section 125.17 for a two-year period ending June 30th.

I certify that I am 66 years of age. I am familiar with the laws, ordinances and regulations and I hereby agree if granted said license, to obey all provisions of said laws. I am applying for (check one):
Provisional License (\$15) _____ New License(\$40) _____ Renewal of a Current License(\$40) X Temp License (\$15) _____

| | |
|---|---|
| Telephone #: | |
| Street Address: | |
| City, State, Zip: <u>Osceola WI 54020</u> | |
| Date of Birth: | County/State of Birth: |
| Driver's License # (Please provide copy) | Employer Name & Phone # <u>Retired</u> |

| | |
|--|---|
| Operators licenses held in last 2 years (list communities) OR: | <u>0</u> |
| Training course completed in last 2 years (provide documentation): | <u>yes Issued 01/25/2021 - good for 2 years</u> |

| | |
|--|--------------------|
| Have you previously been denied an operator's permit? | YES or <u>(NO)</u> |
| Have you ever had an operator's permit revoked? | YES or <u>(NO)</u> |
| Have you been issued a provisional permit in the previous 12 months? | YES or <u>(NO)</u> |
| Have you been charged with an offense in last 2 years? | YES or <u>(NO)</u> |
| Have you had an alcohol offense? | YES or <u>(NO)</u> |
| Have you been convicted of a crime? | YES or <u>(NO)</u> |

Explain any Yes answers (use back if necessary) _____

Kathryn Clouber
Print Complete Full Name
Kathryn
Signature

Kathryn Croes
Maiden or Previous Names Used
Clouber

Application Recv'd by: _____
Date Application Recv'd: _____
Police Recommendation: _____
Provisional Lic Recpt # _____
Provisional License # _____

Date School Attended: _____
Date Village Board Approval: _____
Operator's Receipt # _____
Operator License # _____

DRIVER LICENSE
REGULAR

USA
WISCONSIN



1 CLOUTIER
2 KATHRYN

3 OSCEOLA, WI 53050



16 HGT: 5'00"
18 EYES: BRN
17 WGT: 115
19 HAIR: BRN
3 DOR: 03/15/88
5a END

Kathryn Cloutier



RESTRICTIONS:



Analysis of the State of Wisconsin is required via
of all organs, tissues and eyes Please to make an anatomical pt
Unrestricted: 12/11/11
Signature: *Kathryn Cloutier* Date: *12/11/11*

Wisconsin.gov

Serving Alcohol

is proud to present this certificate to

Kathryn Cloutier

for successful completion of the online course

Wisconsin Alcohol Seller/Server Course



PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES.

- * CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- * OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR TO MANAGEMENT
- * RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATION
- * DETERMINE THE PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND RECORD THEM IF THERE IS ANY QUESTION ABOUT THEIR AGE
- * ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

This is a Wisconsin Department of Revenue approved Responsible Beverage Server Training Course in compliance with Sec. 125.17 (6), 134.66 (2m), and 125.04 (5) (a) 5. Wis. Stats.

Verify online at
servingalcohol.com

Verification Code

vURmjj21i1

Date Issued

Apr 25th, 2021

VALID FOR 2 YEARS

This is not a Wisconsin operators/bartenders license.

This certificate will be requested to obtain a Wisconsin operators/bartenders license from the Wisconsin city clerk's office in the municipality where you are working.

Find your city clerk's office here: <https://elections.wi.gov/clerks/directory>

Wisconsin Alcohol Seller/Server Course

Name: Kathryn Cloutier

Certification Date: Apr 25th, 2021

Certificate Code: vURmjj21i1

Verify Online: servingalcohol.com

125.17(6), 134.66 (2m), 125.04(5)(a)5 Wis. Stats.

SERVING ALCOHOL INC

VALID FOR 2 YEARS

Learn more about this wallet card at <http://servingalcohol.com/wallet-card>

OSCEOLA POLICE DEPARTMENT

310 CHIEFTAIN STREET

PO BOX 217
OSCEOLA WI 54020

Incident # **21-010337**

| | | | | |
|--|--------------------------|------------|---------------------------------|-----------------|
| Crime / Incident (Primary, Secondary, Tertiary) Liquor License | Beat NA | Rpt Dist | Type Background Check | Seq 1 |
| | Attempt | Occurred | Date | Time |
| | <input type="checkbox"/> | On or From | 05/06/2021 | 09:00 |
| | <input type="checkbox"/> | To | 05/06/2021 | Thu |
| | <input type="checkbox"/> | Reported | 05/06/2021 | 09:00 |

Location of Incident **310 CHIEFTAIN ST, OSCEOLA, WI**

Cross Street _____ County _____

Dispo "V" = Victim "RP" = Reporting Party "W" = Witness "S" = Suspect "O" = Other

| | | | | | | | | | | |
|--|--|------|------------------------|-----------------|--------------------|----|------------------------|----------------------------|-------------------------------------|--|
| O | Last, First, Middle (Firm if Business) OSCEOLA, BRAVES | Race | Sex | Age 0 | HT | WT | Hair | Eyes | Home Phone (715) 294-3053 | |
| Address 509 4TH AV | | DOB | DL Number // | | State WI | | | Work Phone (715) | | |
| City, State, Zip Code OSCEOLA WI 54020 | | SSN | Local ID # | State # | FBI # | | Cell Phone 0 | | | |

0991

| | | | | | | | | | | |
|--|--|------|------------|-----------------------------|--------------------|----|------------------------|--------------------------|------------|--|
| O | Last, First, Middle (Firm if Business) FEHLEN, RICHARD | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone | |
| Address | | DOB | DL Number | | State WI | | | Work Phone 0 - | | |
| City, State, Zip Code OSCEOLA WI 54020 | | SSN | Local ID # | State # LIQUOR.LI | FBI # | | Cell Phone 0 | | | |

| | | | | | | | | | | |
|--|--|------|------------|------------------------------|-------|----|------------|------------|------------|--|
| O | Last, First, Middle (Firm if Business) KRENZ, DENNIS | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone | |
| Address | | DOB | DL Number | | State | | | Work Phone | | |
| City, State, Zip Code OSCEOLA WI 54020 | | SSN | Local ID # | State # LIQUOR.LIC | FBI # | | Cell Phone | | | |

| | | | | | | | | | | |
|---|--|------|------------|---------|--------------------|----|------------------------|----------------------------|------------|--|
| O | Last, First, Middle (Firm if Business) CARLSON, SARA | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone | |
| Address | | DOB | DL Number | | State WI | | | Work Phone (715) | | |
| City, State, Zip Code STAR PRAIRIE WI 54026 | | SSN | Local ID # | State # | FBI # | | Cell Phone 0 | | | |

Synopsis **The Osceola Braves applied for an Alcohol Beverage Retail License, with Kathryn Cloutier appointed as Agent. Officers listed on application were Richard Fehlen, Dennis Krenz, Sara Carlson, and Kathryn Cloutier. No WI or MN criminal histories were found. License and Agent appointment recommended by Chief Pedrys.**

| | | | |
|---|--|---|---|
| S O L V A B I L I T Y | Continuation Attached <input checked="" type="checkbox"/> | Property List Attached <input type="checkbox"/> | Property Damage \$ |
| | UCR 9999 | Press Release <input type="checkbox"/> | Domestic Violence Case <input type="checkbox"/> |
| | Gang Related N | Hate Crime <input type="checkbox"/> | Victim Senior Citizen <input type="checkbox"/> |
| | Pursuit <input type="checkbox"/> | Force Used <input type="checkbox"/> | Child Abuse <input type="checkbox"/> |
| | County Code | | Disposition CLSD |
| | Connecting Case # | | |
| | Report Complete/Ready for Review <input checked="" type="checkbox"/> | CAD/CFS Event # | |

Assigned To _____ Date _____

| | | | | |
|---------------------------------------|----------|-------------|----------|------|
| Officer ID Assistant J. Giller | J | Reviewed By | Approved | Date |
|---------------------------------------|----------|-------------|----------|------|



OSCEOLA POLICE DEPARTMENT
310 CHIEFTAIN STREET

Names

Incident # **21-010337**

| | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|----------------------------------|-----|-------------|----------------------------|------------------|--------------------|----------------------------|------------|--|
| Crime / Incident (Primary) | | | | | | | | | | Attempt <input type="checkbox"/> | | Type | | Background Check | | Seq 1 | | |
| Liquor License | | | | | | | | | | | | | | | | | | |
| Dispo "V" = Victim "RP" = Reporting Party "W" = Witness "S" = Suspect "O" = Other | | | | | | | | | | | | | | | | | | |
| Last, First, Middle (Firm if Business) O CLOUTIER, KATHRYN | | | | | | | | | | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone | |
| Address | | | | | | | | | | DOB | | DL Number | | | State WI | Work Phone (715) | | |
| City, State, Zip Code OSCEOLA WI 54020 | | | | | | | | | | SSN | | Local ID # | State # LIQUOR.L | FBI # | | Cell Phone | | |
| Last, First, Middle (Firm if Business) | | | | | | | | | | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone | |
| Address | | | | | | | | | | DOB | | DL Number | | | State | Work Phone | | |
| City, State, Zip Code | | | | | | | | | | SSN | | Local ID # | State # | FBI # | | Cell Phone | | |
| Last, First, Middle (Firm if Business) | | | | | | | | | | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone | |
| Address | | | | | | | | | | DOB | | DL Number | | | State | Work Phone | | |
| City, State, Zip Code | | | | | | | | | | SSN | | Local ID # | State # | FBI # | | Cell Phone | | |
| Last, First, Middle (Firm if Business) | | | | | | | | | | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone | |
| Address | | | | | | | | | | DOB | | DL Number | | | State | Work Phone | | |
| City, State, Zip Code | | | | | | | | | | SSN | | Local ID # | State # | FBI # | | Cell Phone | | |
| Last, First, Middle (Firm if Business) | | | | | | | | | | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone | |
| Address | | | | | | | | | | DOB | | DL Number | | | State | Work Phone | | |
| City, State, Zip Code | | | | | | | | | | SSN | | Local ID # | State # | FBI # | | Cell Phone | | |
| Last, First, Middle (Firm if Business) | | | | | | | | | | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone | |
| Address | | | | | | | | | | DOB | | DL Number | | | State | Work Phone | | |
| City, State, Zip Code | | | | | | | | | | SSN | | Local ID # | State # | FBI # | | Cell Phone | | |
| Last, First, Middle (Firm if Business) | | | | | | | | | | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone | |
| Address | | | | | | | | | | DOB | | DL Number | | | State | Work Phone | | |
| City, State, Zip Code | | | | | | | | | | SSN | | Local ID # | State # | FBI # | | Cell Phone | | |
| Last, First, Middle (Firm if Business) | | | | | | | | | | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone | |
| Address | | | | | | | | | | DOB | | DL Number | | | State | Work Phone | | |
| City, State, Zip Code | | | | | | | | | | SSN | | Local ID # | State # | FBI # | | Cell Phone | | |
| Officer ID Assistant J. Giller | | | | | | | | | | J | | Reviewed By | | | Approved | | Date | |



Instructions for Renewal Alcohol Beverage License Application

THIS RENEWAL FORM CANNOT BE USED IF:

1. There is a change in business entity (i.e., individual has changed to partnership or corporation/limited liability company; partnership changed to individual or corporation/limited liability company; corporation changed to individual, partnership or limited liability company) and if limited liability company has been dissolved.
2. Partners are added or dropped.
3. Application is made in a different municipality.

PARTNERSHIPS:

Indicate full name and home address of each partner. One partner must sign application. **Reminder:** If partners have been added or dropped since your last application, you must use Form AT-106 (Original Beverage License Application).

CORPORATIONS:

One officer must sign application. Be sure to answer Question No. 7 by indicating any change of officers, directors, and/or changes in home address. If there are any changes in officers and/or directors each must complete Form AT-103 (Auxiliary Questionnaire). If there has been a change in agent since your last approved agent, he/she must complete Forms AT-104 (Schedule for Appointment of Agent) AND AT-103 (Auxiliary Questionnaire) in addition to this (AT-115) form.

LIMITED LIABILITY COMPANY:

One member/manager must sign application. Follow procedure under Corporations for any change of members or agent.

NOTE: Use ink or typewriter when filling in applications. Be sure to answer all questions fully and accurately. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

DISCRIMINATION CLAUSE – (City of Milwaukee only)

The applicant shall not willfully refuse to provide those services offered under this license or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry, the applicant shall not seek information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion solely on the basis of such information. The applicant also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

Complete, sign and return this form to the clerk.

If answer to Questions No. 6a and/or 6b on page 2 are "YES," outline details below:

CONVICTIONS

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
 CHARGE _____ WHERE CONVICTED _____
 DATE _____ PENALTY _____ MISDEMEANOR FELONY
2. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
 CHARGE _____ WHERE CONVICTED _____
 DATE _____ PENALTY _____ MISDEMEANOR FELONY
3. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
 CHARGE _____ WHERE CONVICTED _____
 DATE _____ PENALTY _____ MISDEMEANOR FELONY

PENDING CHARGE

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
 PENDING CHARGE _____ DATE _____



Memo

To: Village Board
From: Frances Duncanson, Village Clerk
CC: Benjamin Krumenauer, Village Administrator
Date: 5/6/2022
Re: Item 8c: Regular Operator Licenses

The Village has accepted applications for a Regular Operator licenses from the following:

- i. Mariah K Fox – Tippy Canoes
- ii. Billie Perez – Lucky 7
- iii. Melinda Halstrom – Valley Spirits

RECOMMENDATION

The applicants have completed educational requirements and background checks and Village staff recommends approval with no additional conditions.



REAL. CHARMING.

APPLICATION FOR OPERATOR'S LICENSE

I, the undersigned, do hereby respectfully make application to the Village Board of the Village of Osceola, Polk County, for an Operator's License as provided by Village Code Section 137.3 and Wisconsin Statutes Section 125.17 for a two-year period ending June 30th.

I certify that I am 22 years of age. I am familiar with the laws, ordinances and regulations and I hereby agree if granted said license, to obey all provisions of said laws. I am applying for (check one): Provisional License (\$15) [X] New License(\$40) [X] Renewal of a Current License(\$40) Temp License (\$15)

Telephone #: Street Address: City, State, Zip: New Richmond, WI, 54017 Date of Birth: County/State of Birth: Driver's License # (Please provide copy) Employer Name & Phone #: Tippy Canoes 715-294-4777

Operators licenses held in last 2 years (list communities) OR: Training course completed in last 2 years (provide documentation): 3-30-2022

Table with 2 columns: Question and YES or NO. Questions include: Have you previously been denied an operator's permit? Have you ever had an operator's permit revoked? Have you been issued a provisional permit in the previous 12 months? Have you been charged with an offense in last 2 years? Have you had an alcohol offense? Have you been convicted of a crime? All 'NO' answers are circled.

Explain any Yes answers (use back if necessary)

Mariah Kathleen Fox

Print Complete Full Name: Maiden or Previous Names Used

Signature

Application Recv'd by: FO Date School Attended: 3-30-2022 Date Application Recv'd: 4-22-2022 Date Village Board Approval: Operator's Receipt #: Operator License #: Provisional Lic Recpt #: Provisional License #: 22-03



LEARN 2 SERVE™

CERTIFICATE OF COMPLETION

This certifies that

Mariah Fox

is awarded this certificate for

Wisconsin Responsible Beverage Server Training



Completion Date
03/30/2022



Expiration Date
03/29/2024



Certificate #
WI-00600334

Official Signature

This certificate is non-transferable and represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)(b), 125.17(6), and 134.66(2m), Wis. Stats.

5000 Plaza on the Lake, Suite 305 | Austin, TX 78746 | 877.881.2235 | www.360training.com

OSCEOLA POLICE DEPARTMENT

310 CHIEFTAIN STREET

PO BOX 217
OSCEOLA WI 54020

Incident # **22-010263**

| | | | |
|---|------------|---------------------------------|-------------------|
| Beat NA | Rpt Dist | Type Background Check | Seq 1 |
| Crime / Incident (Primary, Secondary, Tertiary) Operators License Operators License | | Attempt | |
| <input type="checkbox"/> | Occurred | Date | Time |
| <input type="checkbox"/> | On or From | 04/25/2022 | 10:30 |
| <input type="checkbox"/> | To | 04/25/2022 | : |
| <input type="checkbox"/> | Reported | 04/25/2022 | 10:30 |
| | | | Day Mon |

Location of Incident **310 CHIEFTAIN ST, OSCEOLA, WI**

Cross Street _____ County _____

Dispo "V" = Victim "RP" = Reporting Party "W" = Witness "S" = Suspect "O" = Other

| | | | | | | | | | |
|---|---|------|------------|---------|--------------------|----|------------------------|----------------------------|------------|
| O | Last, First, Middle (Firm if Business) FOX, MARIAH KATHLEEN | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone |
| Address 1735 HWY 63 | | DOB | DL Number | | State WI | | | Work Phone (715) | |
| City, State, Zip Code NEW RICHMOND WI 54017 | | SSN | Local ID # | State # | FBI # | | Cell Phone 0 | | |

| | | | | | | | | | |
|--|---|------------------|------------|-----------------------------|--------------------|----|------------------------|------------------------|-------------------------------------|
| O | Last, First, Middle (Firm if Business) TIPPY, CANOES PUB AND GRUB | Race | Sex | Age 0 | HT | WT | Hair | Eyes | Home Phone (715) 294-4777 |
| Address 1020 N CASCADE (BOX 787) ST | | DOB // | DL Number | | State WI | | | Work Phone 0 | |
| City, State, Zip Code OSCEOLA WI 54020 | | SSN | Local ID # | State # LIQUOR.LI | FBI # | | Cell Phone 0 | | |

| | | | | | | | | | |
|-----------------------|--|------|------------|---------|-------|----|------------|------------|------------|
| | Last, First, Middle (Firm if Business) | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone |
| Address | | DOB | DL Number | | State | | | Work Phone | |
| City, State, Zip Code | | SSN | Local ID # | State # | FBI # | | Cell Phone | | |

| | | | | | | | | | |
|-----------------------|--|------|------------|---------|-------|----|------------|------------|------------|
| | Last, First, Middle (Firm if Business) | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone |
| Address | | DOB | DL Number | | State | | | Work Phone | |
| City, State, Zip Code | | SSN | Local ID # | State # | FBI # | | Cell Phone | | |

Synopsis **Mariah Fox applied for an Operator's License for Tippy Canoes. No WI or MN criminal histories were found. License recommended by Chief Pedrys.**

| | | | |
|---|--|--|---|
| S O L V A B I L I T Y | Continuation Attached <input type="checkbox"/> | PropertyList Attached <input type="checkbox"/> | Property Damage \$ |
| | UCR 9999 | Press Release <input type="checkbox"/> | Domestic Violence Case <input type="checkbox"/> |
| | Gang Related N | Hate Crime <input type="checkbox"/> | Victim Senior Citizen <input type="checkbox"/> |
| | Pursuit <input type="checkbox"/> | Force Used <input type="checkbox"/> | Child Abuse <input type="checkbox"/> |
| | County Code | | Disposition CLSD |
| | Connecting Case # | | |
| | Report Complete/Ready for Review <input checked="" type="checkbox"/> | | CAD/CFS Event # |

Assigned To _____ Date _____

Officer ID **Assistant J. Giller** **J** Reviewed By _____ Approved _____ Date _____





REAL. CHARMING.

APPLICATION FOR OPERATOR'S LICENSE

I, the undersigned, do hereby respectfully make application to the Village Board of the Village of Osceola, Polk County, for an Operator's License as provided by Village Code Section 137.3 and Wisconsin Statutes Section 125.17 for a two year period ending June 30th.

I certify that I am 27 years of age. I am familiar with the laws, ordinances and regulations and I hereby agree if granted said license, to obey all provisions of said laws. I am applying for (check one): Provisional License (\$15) [X] New License(\$40) [X] Renewal of a Current License(\$40) []

Telephone #: ... 501
Street Address:
City, State, Zip: Osceola, WI, 54020
Date of Birth:
County/State of Birth:
Driver's License # (Please provide copy)
Employer Name & Phone #: (715) 294-4192 until Friday
(715) 466-3144

Operators licenses held in last 2 years (list communities) OR:
Training course completed in last 2 years (provide documentation): 4/26/22

Have you previously been denied an operator's permit? YES or NO
Have you ever had an operator's permit revoked? YES or NO
Have you been issued a provisional permit in the previous 12 months? YES or NO
Have you been charged with an offense in last 2 years? YES or NO
Have you had an alcohol offense? YES or NO
Have you been convicted of a crime? YES or NO

Explain any Yes answers (use back if necessary)

Billie Perez Print Name
Bracht Maiden or Previous Names Used
Signature

Application Recv'd by: Jennifer L. Roedel
Date Application Recv'd: 4/27/2022
Date School Attended: 4-26-2022
Date Village Board Approval: 5-10-2022
Police Recommendation: OK RWP/jg
Operator's Receipt #: 1789
Provisional Lic Recpt #: 1789
Operator License #:
Provisional License #: 22-04

Wisconsin Responsible Beverage Seller/Server Training

BILLIE PEREZ

has met all training requirements and successfully completed the above course and/or exam.

Certification Number: SL 162746

Date of Completion: 04/26/2022



Authorized Signature

This certificate represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats. Present this certificate to your local municipal clerk's office to receive your Operator's or Retail license.

Diversys Learning, Inc.
1101 Arrow Point Drive, Suite 302
Cedar Park, TX 78613

OSCEOLA POLICE DEPARTMENT

310 CHIEFTAIN STREET

PO BOX 217
OSCEOLA WI 54020

Incident # **22-010273**

| | | | | | |
|---|----------|--------------------------|-------------------------|-------------------|-----------------|
| Beat NA | Rpt Dist | Type | Background Check | | Seq 1 |
| Crime / Incident (Primary, Secondary, Tertiary) Operators License Operators License | | Attempt | Occurred | Date | Time |
| | | <input type="checkbox"/> | On or From | 04/27/2022 | 10:30 |
| | | <input type="checkbox"/> | To | 04/27/2022 | : |
| | | <input type="checkbox"/> | Reported | 04/27/2022 | 10:30 |
| | | | | | Wed |

Location of Incident **310 CHIEFTAIN ST, OSCEOLA, WI**

Cross Street _____ County _____

Dispo "V" = Victim "RP" = Reporting Party "W" = Witness "S" = Suspect "O" = Other

| | | | | | | | | | |
|--|---|------|------------|------------------------------|--------------------|----|-------------------------|------|------------|
| O | Last, First, Middle (Firm if Business) PEREZ, BILLIE JEAN | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone |
| Address 806 OAK RIDGE DR | | DOB | DL Number | | State WI | | Work Phone () | | |
| City, State, Zip Code OSCEOLA WI 54020 | | SSN | Local ID # | State # LIQUOR.LIC | FBI # | | Cell Phone () | | |

| | | | | | | | | | |
|--|--|------|---------------------------------------|---------|--------------------|----|----------------------------|------|-------------------------------------|
| O | Last, First, Middle (Firm if Business) LUCKY, SEVEN GENERAL STORES | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone (715) 666-3144 |
| Address 201 WILLOW LANE RD | | DOB | DL Number (EDWARDS OIL INC) | | State WI | | Work Phone (715) | | |
| City, State, Zip Code OSCEOLA WI 54020 | | SSN | Local ID # | State # | FBI # | | Cell Phone () | | |

| | | | | | | | | | |
|-----------------------|--|------|------------|---------|-------|----|------------|------|------------|
| | Last, First, Middle (Firm if Business) | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone |
| Address | | DOB | DL Number | | State | | Work Phone | | |
| City, State, Zip Code | | SSN | Local ID # | State # | FBI # | | Cell Phone | | |

| | | | | | | | | | |
|-----------------------|--|------|------------|---------|-------|----|------------|------|------------|
| | Last, First, Middle (Firm if Business) | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone |
| Address | | DOB | DL Number | | State | | Work Phone | | |
| City, State, Zip Code | | SSN | Local ID # | State # | FBI # | | Cell Phone | | |

Synopsis **Billie Perez applied for an Operator's License for Lucky Seven General Store. No Wisconsin or Minnesota criminal histories were found. License recommended by Chief Pedrys.**

| | | | |
|--|--|---|---|
| S O L V A B I L I T Y | Continuation Attached <input type="checkbox"/> | Property List Attached <input type="checkbox"/> | Property Damage \$ |
| | UCR 9999 | Press Release <input type="checkbox"/> | Domestic Violence Case <input type="checkbox"/> |
| | Gang Related N | Hate Crime <input type="checkbox"/> | Victim Senior Citizen <input type="checkbox"/> |
| | Pursuit <input type="checkbox"/> | Force Used <input type="checkbox"/> | Child Abuse <input type="checkbox"/> |
| | County Code | | Disposition CLSD |
| | Connecting Case # | | |
| | Report Complete/Ready for Review <input checked="" type="checkbox"/> | CAD/CFS Event # | |

Assigned To _____ Date _____

| | | | | |
|---------------------------------------|----------|-------------|----------|------|
| Officer ID Assistant J. Giller | J | Reviewed By | Approved | Date |
|---------------------------------------|----------|-------------|----------|------|





REAL. CHARMING.

APPLICATION FOR OPERATOR'S LICENSE

I, the undersigned, do hereby respectfully make application to the Village Board of the Village of Osceola, Polk County, for an Operator's License as provided by Village Code Section 137.3 and Wisconsin Statutes Section 125.17 for a two-year period ending June 30th.

I certify that I am 46 years of age. I am familiar with the laws, ordinances and regulations and I hereby agree if granted said license, to obey all provisions of said laws. I am applying for (check one):
Provisional License (\$15) New License(\$40) Renewal of a Current License(\$40) Temp License (\$15)

| | |
|--|---|
| Telephone #: | |
| Street Address: | |
| City, State, Zip: <u>OSCEOLA, WI 54020</u> | |
| Date of Birth: | County/State of Birth: |
| Driver's License # (Please provide copy): | Employer Name & Phone # <u>Valley Spirits 715-294</u> |

| | |
|--|--|
| Operators licenses held in last 2 years (list communities) OR: | <u>Ma</u> |
| Training course completed in last 2 years (provide documentation): | <u>WI Resp. Bev. Server Training 4/29/22</u> |

| | |
|--|--|
| Have you previously been denied an operator's permit? | YES or <input checked="" type="radio"/> NO |
| Have you ever had an operator's permit revoked? | YES or <input checked="" type="radio"/> NO |
| Have you been issued a provisional permit in the previous 12 months? | YES or <input checked="" type="radio"/> NO |
| Have you been charged with an offense in last 2 years? | YES or <input checked="" type="radio"/> NO |
| Have you had an alcohol offense? | YES or <input checked="" type="radio"/> NO |
| Have you been convicted of a crime? | YES or <input checked="" type="radio"/> NO |

Explain any Yes answers (use back if necessary) _____

Melinda Sue Emerson Halstrom Emerson (Maiden) Jentz White } previous
 Print Complete Full Name Maiden or Previous Names Used
Melinda Sue Emerson Halstrom
 Signature

Application Recv'd by: Coco Date School Attended: _____
 Date Application Recv'd: 5-4-22 Date Village Board Approval: _____
 Police Recommendation: OK RW/sg Operator's Receipt # _____
 Provisional Lic Recpt # _____ Operator License # _____
 Provisional License # _____



LEARN 2 SERVE™

CERTIFICATE OF COMPLETION

This certifies that

Melinda Halstrom

is awarded this certificate for

Wisconsin Responsible Beverage Server Training



Completion Date
04/29/2022



Expiration Date
04/28/2024



Certificate #
WI-00601307

Official Signature

This certificate is non-transferable and represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats.

5000 Plaza on the Lake, Suite 305 | Austin, TX 78746 | 877.881.2235 | www.360training.com

OSCEOLA POLICE DEPARTMENT

310 CHIEFTAIN STREET

PO BOX 217
OSCEOLA WI 54020

Incident # **22-010292**

| | | | | | | |
|---|----------|-------------------------------------|-------------------------|-------------------|-----------------|------------|
| Beat NA | Rpt Dist | Type | Background Check | | Seq 1 | |
| Crime / Incident (Primary, Secondary, Tertiary) Operators License Operators License | | Attempt <input type="checkbox"/> | Occurred | Date | Time | Day |
| | | <input type="checkbox"/> | On or From | 05/04/2022 | 13:00 | Wed |
| | | <input type="checkbox"/> | To | 05/04/2022 | : | Wed |
| | | <input type="checkbox"/> | Reported | 05/04/2022 | 13:00 | Wed |

Location of Incident **310 CHIEFTAIN ST, OSCEOLA, WI**

Cross Street _____ County _____

Dispo "V" = Victim "RP" = Reporting Party "W" = Witness "S" = Suspect "O" = Other

| | | | | | | | | | |
|--|--|------|------------|-----|---------|--------------------|----------------------------|------------------------|------------|
| O | Last, First, Middle (Firm if Business) HALSTROM, MELINDA | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone |
| Address | | DOB | DL Number | | | State WI | Work Phone (715) | | |
| City, State, Zip Code OSCEOLA WI 54020 | | SSN | Local ID # | | State # | FBI # | | Cell Phone 0 | |

| | | | | | | | | | |
|--|---|-------------------|------------|-----------------|---------|--------------------|--------------------------|------------------------|-------------------------------------|
| O | Last, First, Middle (Firm if Business) VALLEY, SPIRITS LIQUOR | Race | Sex | Age 0 | HT | WT | Hair | Eyes | Home Phone (715) 294-4240 |
| Address 209 CHIEFTAIN ST | | DOB // | DL Number | | | State WI | Work Phone 0 - | | |
| City, State, Zip Code OSCEOLA WI 54020 | | SSN - - | Local ID # | | State # | FBI # | | Cell Phone 0 | |

| | | | | | | | | | |
|-----------------------|--|------|------------|-----|---------|-------|------------|------------|------------|
| | Last, First, Middle (Firm if Business) | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone |
| Address | | DOB | DL Number | | | State | Work Phone | | |
| City, State, Zip Code | | SSN | Local ID # | | State # | FBI # | | Cell Phone | |

| | | | | | | | | | |
|-----------------------|--|------|------------|-----|---------|-------|------------|------------|------------|
| | Last, First, Middle (Firm if Business) | Race | Sex | Age | HT | WT | Hair | Eyes | Home Phone |
| Address | | DOB | DL Number | | | State | Work Phone | | |
| City, State, Zip Code | | SSN | Local ID # | | State # | FBI # | | Cell Phone | |

Synopsis **Melinda Halstrom applied for an Operator's License for Valley Spirits. No WI or MN criminal histories were found. License recommended by Chief Pedrys.**

| | | | |
|---|--|--|---|
| S O L V A B I L I T Y | Continuation Attached <input type="checkbox"/> | PropertyList Attached <input type="checkbox"/> | Property Damage \$ |
| | UCR 9999 | Press Release <input type="checkbox"/> | Domestic Violence Case <input type="checkbox"/> |
| | Gang Related N | Hate Crime <input type="checkbox"/> | Victim Senior Citizen <input type="checkbox"/> |
| | Pursuit <input type="checkbox"/> | Force Used <input type="checkbox"/> | Child Abuse <input type="checkbox"/> |
| | County Code | | Disposition CLSD |
| | Connecting Case # | | |
| | Report Complete/Ready for Review <input checked="" type="checkbox"/> | | CAD/CFS Event # |

Assigned To _____ Date _____

| | | | |
|---------------------------------------|----------------------|----------|------|
| Officer ID Assistant J. Giller | Reviewed By J | Approved | Date |
|---------------------------------------|----------------------|----------|------|





Memo

To: Village Board
From: Carie Krentz, Office Assistant
CC: Benjamin Krumenauer, Administrator
Date: 5/6/2022
Re: Item 8d: Special Events Permits

GENERAL INFORMATION

Applicants

- i. Mill Pond Farmers Market (Greg Renstrom, Agent)
- ii. Rhubarb Fest (Jennifer Rice, Osceola PTA)
- iii. Movie Night (Larry Mederich, Osceola Community Church)
- iv. Service in the Park (Larry Mederich, Osceola Community Church)

Action(s) Requested

Action 1: Applicants are requesting approval of a Special Event Permits

ANALYSIS

1. Mill Pond Farmers Market:

Agent: Greg Renstrom
Event Date: Fridays, 2-6 pm, May through October
Location: Mill Pond Park
Recommendation(s): Village departments have reviewed the application and recommend approval with conditions.

Condition(s):

1. Important for permit holder to enforce hours of operation so to not conflict with maintenance and other scheduled events.
2. No stakes allowed for tents.
3. Final proof of insurance provided prior to event.
4. All other requirements as stipulated in local Village Code or language in the Annual Event Permit Application.

Note: All conditions are stated within the permit language or already discussed with event leadership.

2. 2022 Rhubarb Fest:

Agent: Jennifer Rice, Osceola PTA Treasurer, Osceola PTA
Event Date: Saturday, June 11, 2022
Location: Mill Pond Park

Recommendation(s): Village departments have reviewed the application and recommend approval with conditions.

Condition(s):

1. It is the permit holder's responsibility to maintain, set-up, and return all items in the same condition as delivered.
2. Costs related to contracted police service and traffic control as requested will be reimbursed to the Village of Osceola.
3. All other requirements as stipulated in local Village Code or language in the Annual Event Permit Application.

Note: All conditions are stated within the permit language or already discussed with event leadership.

3. Movie Night:

Agent: Larry Mederich, Pastor, Osceola Community Church

Event Date: Saturday, August 20, 2022

Location: Mill Pond Park

Recommendation(s): Village departments have reviewed the application and recommend approval with conditions.

Condition(s):

1. No stakes allowed for tents.
2. Costs related to event will be reimbursed to the Village of Osceola.
3. All other requirements as stipulated in local Village Code or language in the Annual Event Permit Application.

Note: All conditions are stated within the permit language or already discussed with event leadership.

4. Service in the Park:

Agent: Larry Mederich, Pastor, Osceola Community Church

Event Date: Sunday, August 21, 2022

Location: Mill Pond Park

Recommendation(s): Village departments have reviewed the application and recommend approval with conditions.

Condition(s):

1. Important for permit holder to enforce hours of operation so to not conflict with maintenance and other scheduled events.
2. No stakes driven into the ground.
3. No driving or parking on park spaces.
4. Costs related to event will be reimbursed to the Village of Osceola.
5. All other requirements as stipulated in local Village Code or language in the Annual Event Permit Application.

Note: All conditions are stated within the permit language or already discussed with event leadership.

RECOMMENDATION

The applications have been reviewed by Village Department heads with conditions listed above; the recommendation is to approve all applications.

SPECIAL EVENT PERMIT APPLICATION

1. **EVENT TITLE:** Mill Pond* Farmers Market

2. **EVENT DATE:** Friday 2-6 pm May - October

3. **EVENT DESCRIPTION**
FARMERS MARKET mill Pond

4. **APPLICANT**

Applicant's Name GREG RENSTROM Title MANAGER

Address 26856 St. Croix trail

Phone 651-308-0951 Evening/cell phone _____

Affiliation _____

Are you an authorized applicant for this organization? Yes No

Will this person be present at the event area or areas and in charge of the event at all times? Yes No

5. **EVENT PRINCIPALS**

If applicable, submit a list of principals involved in the proposed special event, including professional organizers, promoters, financial underwriters, commercial sponsors, charitable agencies for whose benefit the event is being produced or advertised, etc. Attach additional pages if necessary.

Name _____

Organization/Business/Agency/Affiliation _____

Name _____

Organization/Business/Agency/Affiliation _____

Will this person(s) have authority to cancel or greatly modify event plans?

Yes No

6. **EVENT COMPONENTS**

- A. Date requested MAY 20th - OCT 28th
- B. Requested hours of operation, from 2 AM/PM to 6 AM/PM
- C. Set up - beginning date and time 1:00 PM
Dismantle by - date and time SAME DAY By 7:00 PM
- D. Anticipated number of participants 10-20 spectators 50-100
- E. If there is a fee or donation required as a condition of attendance or participation of this event, please describe the amounts to be collected from various categories of participants or spectators: \$100 per season for vendors
- F. Rain date, if applicable N/A

7. **ENTERTAINMENT**

Describe entertainment plans; if there will be music, sound amplification or any other noise impact, please describe, including the intended hours

In The Band Shell, guitar playing, singing
3-6 PM

The applicant hereby acknowledges that it is their responsibility to comply with all applicable copyright laws and obtain all necessary licenses for any music played for this event. Further, the applicant agrees to hold the Village of Osceola harmless and indemnify the Village for any action against the Village arising from failure to comply with all applicable copyright laws. Yes No

8. **FOOD AND BEVERAGES**

- A. Will alcoholic beverages be served? Yes No (Please note that a separate license is required for sale or serving of alcoholic beverages)

Describe how, where, when and by whom the alcoholic beverages will be served

Describe what method will be used to ensure that alcoholic beverages will be consumed only by persons 21 years of age and older

If yes, describe what method will be used to ensure that alcoholic beverages will be restricted to the designated area.

B. Will food and/or non-alcoholic beverages be served? Yes No

If yes, describe sanitation measures, food handling procedures and the nature of the food such as pre-packaged foods, hot dogs, pre-mixed soda, raw meats, fish, vegetables, unpeeled fruit, or peeled and cut fruit

Garbage cans will be supplied
possible food truck & milk house ice cream

Describe any plans you have for cooking food in the event area including fuel or electrical source to be used

C. Have you obtained the necessary permit from the Polk County Health Department
Yes No

9. **VENDORS OR CONCESSIONAIRES**

A. Describe what vendors or concessionaires you will allow in conjunction with the event, and the purpose of these concessions

FARM Grown products, Hand made crafts
MN/WI

B. Describe how you intend to regulate, monitor, and control the type, number, and quality of vendors/concessionaires whom you may permit to operate in conjunction with the event

Application process, manager present

10. **SECURITY AND SAFETY PROCEDURES**

A. Describe your proposed procedures for set-up, operation, internal security, and crowd control

As Above

B. If the event is to occur at night, describe how you are going to light the event area in order to increase the safety of participants and spectators coming to and leaving the event

N/A

C. Describe plans to provide first aid, if needed

N/A

D. Describe the involvement of any vehicles or animals in the event

N/A

11. **SANITATION PLAN**

A. Describe your plan for clean up and material preservation. Include number, type, and location of trash and recycling containers to be provided for the event. Indicate who will be responsible for clean-up activities during and after the event

Vendors responsible According to
MARKET Guidelines

B. Describe the number, type, and location of portable and/or permanent toilets to be provided for the event and the maintenance throughout the event

N/A

12. VILLAGE FACILITIES, SERVICES AND EQUIPMENT

A. Describe location, timing, and requirements for any proposed street closure.

N/A

B. Describe number and location for all signs to be placed on Village property or road right-of-way. *Note that all signs may be erected 72 hours before an event and must be removed within 48 hours of the event*

Signs placed wed. AM in right of
way, Picked up Fri. Evening

C. Describe Village services and/or equipment requested for this event. This includes, but is not limited to, barricades, cones, signs, tables, and other equipment.

N/A

13. LOCATION MAP

Please attach a map or plans for your event land design. At minimum, the following items should be included. Please place a check mark (✓) by those included.

- A. If a route is involved, the beginning and finish area with arrows, and the places where buses, autos, or other motorized vehicles need to be considered
- B. Size and location of any tents or structures
- C. Entertainment or stage locations
- D. Alcoholic beverage concession area
- E. Non-alcoholic concession area
- F. Food concession area (cooking, serving, and consumption areas)
- G. General merchandise or concession areas
- H. Portable toilet facilities (indicate number) _____
- I. First aid facilities
- J. Event participant and/or spectator parking areas
- K. Event organizer's command post
- L. Fireworks or pyrotechnics site
- M. Fencing or others for securing event area
- N. Site of electrical wiring to be installed for the event
- O. Trash receptacles (indicate number) _____

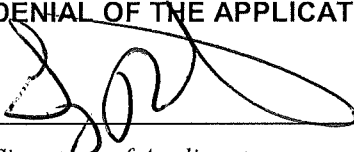
14. INSURANCE

You must provide proof of insurance coverage for your. Attach to this application either an insurance policy or a certificate of insurance including the policy number, amount, and the

provision that the Village of Osceola is included as an additional insured. All sponsors of events at which alcoholic beverages are served must supply the Village with a Certificate of Insurance with coverage not less than \$1,000,000 combined single limit per event and naming the Village as an additionally insured party. The applicant shall hold the Village, its employees and agents, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting from the activities for which the permit is granted. The applicant shall also be required to notify the Village in the event there is a modification or termination of any of the terms of the insurance coverage. Such notification shall be provided not less than two weeks prior to the effective date of the modification or termination.

NOTE: The listed sponsor and responsible person will be responsible for the conduct of the group and for the condition of the public area. The permit is subject to all municipal codes in addition to all rules governing street right-of-ways. The applicant agrees that during use of the public area, the sponsor will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin, or handicap. The sponsor agrees to indemnify and save the Village harmless from and against all liabilities, claims, demands, judgments, losses, and all suits of law or in equity, costs, and expenses, including reasonable attorney fees, for injury or death of any person, or damage to any property arising from the holding of such special event. The sponsor will be responsible for the reimbursement of all costs incurred by the Village in the repair of damages to Village property directly arising from during the conduct of the event and any additional costs incurred by the Village that are deemed necessary for the safe conduct of the event

ANY FALSIFICATION OF ANSWERS TO THE PROCEEDING QUESTIONS WILL RESULT IN DENIAL OF THE APPLICATION.



Signature of Applicant

4/29/22

Date

List emergency contact telephone numbers for applicant, event principals, and volunteer coordinator on the day of the event:

| <u>NAME</u> | <u>ORGANIZATION</u> | <u>EMERGENCY CONTACT NUMBER</u> |
|-------------|---------------------|---------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

FOR OFFICE USE ONLY

[Signature] 05-02-2022 Approved: Yes No
Police Chief Date

Of Police hours (Approximate): 0 Total Labor cost: 0

Comments: N/A

[Signature] 5-3-22 Approved: Yes No
Fire Chief Date

Of Fire hours (Approximate): _____ Total Labor cost: _____

Comments: _____

[Signature] 5/2/2022 Approved: Yes No
Public Works Director Date

Of Public Works hours (Approximate): 0 Total Labor cost: 0

Comments: NO SERVICES REQUESTED - IMPORTANT FOR PERMIT HOLDER TO ENFORCE HOURS OF OPERATION SO TO NOT CONFLICT WITH MAINTENANCE AND OTHER SCHEDULED EVENTS. NO STAKES ALLOWED FOR TENTS.

[Signature] 5/4/22 Approved: Yes No
Village Administrator Date

Grand Total Labor cost: 0

Comments: FINAL PROOF OF INSURANCE PROVIDED PRIOR TO EVENT.

Village Board action: Approved: Yes No Date: _____

FINAL APPROVAL AND SIGN OFF

Signature

Title

Date

OFFICE USE ONLY

Check or use N/A (not applicable) where appropriate

- ____ 1. Final check has been made of application requirements
- ____ 2. Event is approved by Village Board
- ____ 3. All required permits are issued and on file
- ____ 4. Refundable clean up fee has been paid, if applicable
- ____ 5. Insurance Certificate and Hold Harmless Agreement is on file
- ____ 6. Application is complete
- ____ 7. Special conditions are attached

Power to Act, Modify, or Revoke. The Village Administrator, or designees, shall have all powers and authority necessary to enforce the terms and conditions of any Special Event Permit, which may be issued. The Village, through its Village Administrator, may modify or revoke a permit whenever the applicant fails to comply with any provisions of the permit or when it is determined to be in the best interest of the Village. The Village reserves the right to shut down a special event that is in progress if it is deemed a public safety hazard and /or there is a violation of Village ordinances or policy, State Statutes, or the terms of the Applicant's permit

Permit is hereby revoked.

Signature

Title

Date

Time

Reason(s) for revocation: _____



Polk County Recycling Center
Free Event Recycling
Bins Available

USE FOR INDOOR OR OUTDOOR EVENTS

Recycling Bins and Bags Available
For Use at Any Event

Community Festivals * Wedding Receptions * Graduation Parties * Family Reunions * Auctions *
Any gathering that generates plastic & aluminum containers

To Reserve:

Call 715-483-1088. Bins and bags can be picked up at Polk County Recycling Center after signing a Lease Agreement and leaving a security deposit. Deposits will be returned when the bins are brought back to Polk County Recycling Center.

Provides Convenient:

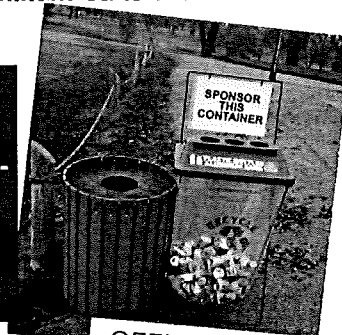
- * Bins & Bags
- * Easy Reduce Trash Costs
- * Keeps Plastic Bottles & Aluminum Cans out of Landfills

Using bins:

Place bin next to a trash can.

Replace bag when 2/3 full to help prevent overflow & recyclables from being thrown in with the trash or trash thrown in the recyclables.

Put up signs stating where the recycling bins and the trash bins can be found.



OFFICE HOURS
Monday-Thursday
6:30am - 4:30pm

POLK COUNTY
RECYCLING CENTER

1302 208TH STREET • ST. CROIX FALLS, WI
715-483-1088

www.co.polk.wi.us/recycling

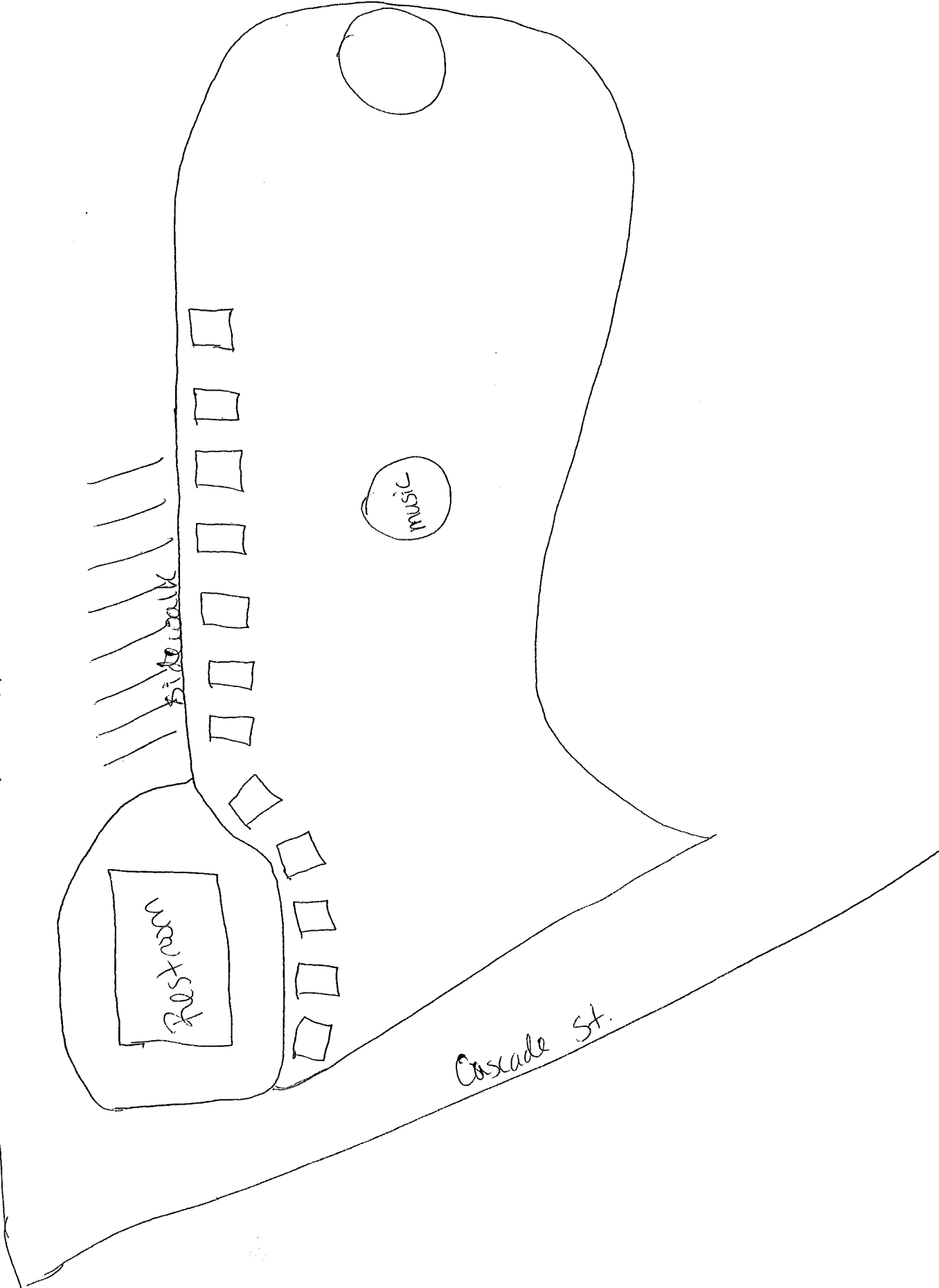
1st Ave

sidewalk

Restroom

music

Cascade St.





Minnesota Farmers' Market Association

My Profile

Please take a moment and update your profile and listing on our website. To do so, simply click edit and scroll through the questions below. In the event that you have a question updating your profile, please contact Jesse Davis at jdavis@mfma.org.

Profile [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#)
[Invoices and payments](#)

Membership details

Payment successful

Your application has been submitted and is being reviewed. It will be activated upon approval. Please contact the [Administrator](#) if you wish to cancel your application.

Membership level **MARKETS - Membership and Insurance - \$270.00 (USD)**

Subscription period: 1 year, on: January 1st

No automatically recurring payments

Membership status **Pending - New**

Member since

Renewal due on Never

User ID 64266814

First name Heather

Last name Weingarten

Address 783 190th St

City Dresser

State Wisconsin

Zip Code 54009

Email hwbsugarbush@gmail.com

Phone 6514850181

Market or Business Name Mill Pond Park Farmers Market

Group participation



Are you a... Vendor

Farmers' Market Name Mill Pond Park Farmers Market

Primary Market Address 202 1st Ave Osceola, WI 54020

Primary Market City Osceola

Primary Market State Wisconsin

Primary Market Zip Code 54020

Farmers' Market Phone 651-485-0181

Farmers' Market Email hwbsugarbush@gmail.com

Market Manager/Coordinator Name Greg

Market or Vendor Website

Market or Vendor Facebook Page

Logo or Image

Twitter Account

Instagram Account

Pinterest Account

YouTube



Primary Market Opens 20-May-2022

Primary Market Ends 28-Oct-2022

Primary Market Day Friday

Market Hours 2 p.m.-6 p.m.

Additional Day at this site

Additional Day Hours at this site

Special Hours/Days or Additional Day Notes

Year your farmers' market opened 2022

Describe Market Activities farmer grown products, entertainment, crafts

Does your market accept debit/credit? Yes

Does your market accept SNAP EBT? No

Does your market accept Market Bucks? Yes

Does your market accept WIC? Yes

Please skip if you do not have a Secondary Market

Second Market Location

Second Market Address

Secondary Market City

Secondary Market State

Second Market Zip Code

Second Market Opens

Second Market Closes

Secondary Market Days

Secondary Market Hours

Please list any additional market locations or markets you attend.

Do you have a Winter Market? No

Winter Market days, hours and location.

Average Number of Vendors Per Event 10-20

Number of Events Per Year 24

Additional Insured, Name & Contact Info

Second Additional Insured, Name & Contact Info

Type authorized representative name for electronic signature. Heather Weingarten

Describe any past insurance claims none

Dietary Preference

*Farmers' Market Academy
Attended*

Are you currently seeking additional vendors? Yes

Social network login

Facebook

Connect

Google

Connect

MFMA provides services, programs and leadership that support and promote farmers' markets across Minnesota.

Minnesota Farmers' Market Association /// 9800 155th Street East, Nerstrand MN 55053 /// info@mfma.org

Communications Director: Kim Guenther /// kguenther@mfma.org /// (573) 470-4445

Executive Director: Kathy Zeman /// kzeman@mfma.org /// (507) 664-9446



Copyright MFMA 2022

Village of Osceola
310 Chieftain St. Osceola, WI 54020
715 294-3498

SPECIAL EVENT PERMIT APPLICATION

1. **EVENT TITLE:** RHUBARB FEST

2. **EVENT DATE:** SATURDAY, JUNE 11TH

3. **EVENT DESCRIPTION**
DUCKATHON, BAKE SALE, VENDORS, MAIN STREET -
SPRING/COMMUNITY CELEBRATION
SUMMER

4. **APPLICANT**
Applicant's Name JENNIFER RICE Title OSCEOLA PTA TREASURER
Address 541 205TH ST, OSCEOLA WI 54020
Phone 715-523-1470 Evening/cell phone _____
Affiliation OSCEOLA PTA (JENNIFERRICE.PTA@GMAIL.COM)
Are you an authorized applicant for this organization? Yes No
Will this person be present at the event area or areas and in charge of the event at all times? Yes No

5. **EVENT PRINCIPALS**
If applicable, submit a list of principals involved in the proposed special event, including professional organizers, promoters, financial underwriters, commercial sponsors, charitable agencies for whose benefit the event is being produced or advertised, etc. Attach additional pages if necessary.
Name _____
Organization/Business/Agency/Affiliation _____

Name _____
Organization/Business/Agency/Affiliation _____

Will this person(s) have authority to cancel or greatly modify event plans?
Yes _____ No _____

B. Will food and/or non-alcoholic beverages be served? Yes No

If yes, describe sanitation measures, food handling procedures and the nature of the food such as pre-packaged foods, hot dogs, pre-mixed soda, raw meats, fish, vegetables, unpeeled fruit, or peeled and cut fruit

EACH FOOD VENDOR RESPONSIBLE TO HOLD APPLICABLE FOOD SAFETY/LICENSING/PERMITS TO OPERATE

Describe any plans you have for cooking food in the event area including fuel or electrical source to be used

FOOD VENDORS TO PROVIDE OWN FUEL SOURCES BEYOND AVAILABLE ELECTRICAL SOURCE

C. Have you obtained the necessary permit from the Polk County Health Department
Yes No

9. VENDORS OR CONCESSIONAIRES

A. Describe what vendors or concessionaires you will allow in conjunction with the event, and the purpose of these concessions

CRAFT VENDORS, FOOD TRUCKS

B. Describe how you intend to regulate, monitor, and control the type, number, and quality of vendors/concessionaires whom you may permit to operate in conjunction with the event

WILL MEET WITH PUBLIC WORKS TO IDENTIFY SPACE AVAILABLE. NO "ADULT" THEME VENDORS (I.E. PURE ROMANCE, HEMPWORK, ETC.).

10. SECURITY AND SAFETY PROCEDURES

A. Describe your proposed procedures for set-up, operation, internal security, and crowd control

IF POSSIBLE, LAW ENFORCEMENT PRESENCE AROUND EVENT AREA, CONES ON ROADWAY, VOLUNTEERS STATIONED AROUND

12. VILLAGE FACILITIES, SERVICES AND EQUIPMENT

A. Describe location, timing, and requirements for any proposed street closure.

1ST AVENUE CLOSURE REQUESTED TO ACCOMODATE
PEDESTRIANS, VENDORS (IF NEEDED) FROM
8AM - 4PM

B. Describe number and location for all signs to be placed on Village property or road right-of-way. *Note that all signs may be erected 72 hours before an event and must be removed within 48 hours of the event*

UNKNOWN - DEPENDS WHAT IS AVAILABLE?
BANNER/SIGN ON T INTERSECTION FROM 243

C. Describe Village services and/or equipment requested for this event. This includes, but is not limited to, barricades, cones, signs, tables, and other equipment.

CONES/BARRICADES TO CLOSE 1ST AVENUE

13. LOCATION MAP

Please attach a map or plans for your event land design. At minimum, the following items should be included. Please place a check mark (✓) by those included.

- N/A A. If a route is involved, the beginning and finish area with arrows, and the places where buses, autos, or other motorized vehicles need to be considered
- B. Size and location of any tents or structures
- C. Entertainment or stage locations
- N/A D. Alcoholic beverage concession area
- E. Non-alcoholic concession area
- F. Food concession area (cooking, serving, and consumption areas)
- G. General merchandise or concession areas
- N/A H. Portable toilet facilities (indicate number)
- I. First aid facilities
- J. Event participant and/or spectator parking areas
- K. Event organizer's command post
- N/A L. Fireworks or pyrotechnics site
- N/A M. Fencing or others for securing event area
- N/A N. Site of electrical wiring to be installed for the event
- O. Trash receptacles (indicate number)

14. INSURANCE

You must provide proof of insurance coverage for your. Attach to this application either an insurance policy or a certificate of insurance including the policy number, amount, and the

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Paul W. Ryan 05-02-22 Approved: Yes No
Police Chief Date

Of Police hours (Approximate): 8 Total Labor cost: \$204.32

Comments: Cost of requested P.T. Officer for 8-hours-

Paul Glyston 5-3-22 Approved: Yes No
Fire Chief Date

Of Fire hours (Approximate): _____ Total Labor cost: _____

Comments: _____

Jim West 5/2/2022 Approved: Yes No
Public Works Director Date

Of Public Works hours (Approximate): 6 Total Labor cost: \$211-OPEN

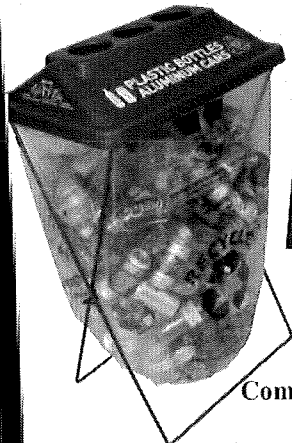
Comments: SEE ATTACHED

B.V. 5/4/22 Approved: Yes No
Village Administrator Date

Grand Total Labor cost: 415.32

Comments: _____

Village Board action: Approved: Yes No Date: _____



Polk County Recycling Center **Free Event Recycling Bins Available**

USE FOR INDOOR OR OUTDOOR EVENTS

Recycling Bins and Bags Available For Use at Any Event

Community Festivals * Wedding Receptions * Graduation
Parties * Family Reunions * Auctions *
Any gathering that generates plastic & aluminum containers

To Reserve:

Call 715-483-1088. Bins and bags can be picked up at Polk County Recycling Center after signing a Lease Agreement and leaving a security deposit. Deposits will be returned when the bins are brought back to Polk County Recycling Center.

Provides Convenient:

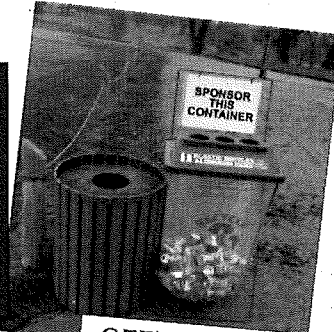
- * Bins & Bags
- * Easy Reduce Trash Costs
- * Keeps Plastic Bottles & Aluminum Cans out of Landfills

Using bins:

Place bin next to a trash can.

Replace bag when 2/3 full to help prevent overflow & recyclables from being thrown in with the trash or trash thrown in the recyclables.

Put up signs stating where the recycling bins and the trash bins can be found.



OFFICE HOURS
Monday-Thursday
6:30am - 4:30pm

POLK COUNTY RECYCLING CENTER

1302 208TH STREET • ST. CROIX FALLS, WI
715-483-1088

www.co.polk.wi.us/recycling

Special Event Permit Rhubarb Days

Public Works will provide the following as requested:

In order to close 1st Ave we will provide 4-6 barricades to be delivered by DPW COB hours on Friday. We will also provide 10 cones for the permit holder to use for flow of traffic or vendors at their discretion.

DPW will provide 6 additional trash containers for the event.

Village of Osceola Public Restrooms will be cleaned and stocked both Saturday and Sunday morning.

Mill Pond power panel will be unlocked and ready for use for food trucks or other entertainment.

No banner has been specified for install and removal. It will not be added last minute to the DPW maintenance schedule.

The requests made in this permit will be delivered in full, proper working order Friday June 10th. It is the permit holder's responsibility to maintain, set-up, and return all items in the same condition as delivered. No stakes are to be driven in the ground on park property, nor driving on park property to deliver goods or materials.

SPECIAL EVENT PERMIT APPLICATION

1. **EVENT TITLE:** Movie Night

2. **EVENT DATE:** August 20

3. **EVENT DESCRIPTION**
Showing the Movie John Light
on a blow up screen near Gazebo
in Millpond Park

4. **APPLICANT**
Applicant's Name Larry Mederich Title Pastor
Address 132 Kreeklview Drive, Osceola
Phone 715 410 1589 Evening/cell phone _____
Affiliation Osceola Community Church
Are you an authorized applicant for this organization? Yes No _____
Will this person be present at the event area or areas and in charge of the event at all times? Yes No _____

5. **EVENT PRINCIPALS**
If applicable, submit a list of principals involved in the proposed special event, including professional organizers, promoters, financial underwriters, commercial sponsors, charitable agencies for whose benefit the event is being produced or advertised, etc. Attach additional pages if necessary.
Name Osceola Community Church - Sue Richter
Organization/Business/Agency/Affiliation _____

Name _____
Organization/Business/Agency/Affiliation _____

Will this person(s) have authority to cancel or greatly modify event plans?
Yes No _____

6. EVENT COMPONENTS

- A. Date requested August 20, 2022
- B. Requested hours of operation, from 5 AM / PM to 10:30 AM / PM
- C. Set up - beginning date and time 5 AM Aug 20
Dismantle by - date and time 10:30 PM Aug 20
- D. Anticipated number of participants 5 spectators 100
- E. If there is a fee or donation required as a condition of attendance or participation of this event, please describe the amounts to be collected from various categories of participants or spectators: no fees
- F. Rain date, if applicable none

7. ENTERTAINMENT

Describe entertainment plans; if there will be music, sound amplification or any other noise impact, please describe, including the intended hours

We will be showing a movie and will use
sound amplification

The applicant hereby acknowledges that it is their responsibility to comply with all applicable copyright laws and obtain all necessary licenses for any music played for this event. Further, the applicant agrees to hold the Village of Osceola harmless and indemnify the Village for any action against the Village arising from failure to comply with all applicable copyright laws. Yes No

8. FOOD AND BEVERAGES

- A. Will alcoholic beverages be served? Yes No (Please note that a separate license is required for sale or serving of alcoholic beverages)

Describe how, where, when and by whom the alcoholic beverages will be served

Describe what method will be used to ensure that alcoholic beverages will be consumed only by persons 21 years of age and older

If yes, describe what method will be used to ensure that alcoholic beverages will be restricted to the designated area.

B. Will food and/or non-alcoholic beverages be served? Yes No

If yes, describe sanitation measures, food handling procedures and the nature of the food such as pre-packaged foods, hot dogs, pre-mixed soda, raw meats, fish, vegetables, unpeeled fruit, or peeled and cut fruit

bottled water, soda cans, packaged candy,
popcorn

Describe any plans you have for cooking food in the event area including fuel or electrical source to be used

C. Have you obtained the necessary permit from the Polk County Health Department
Yes No

9. **VENDORS OR CONCESSIONAIRES**

A. Describe what vendors or concessionaires you will allow in conjunction with the event, and the purpose of these concessions

none

B. Describe how you intend to regulate, monitor, and control the type, number, and quality of vendors/concessionaires whom you may permit to operate in conjunction with the event

10. **SECURITY AND SAFETY PROCEDURES**

A. Describe your proposed procedures for set-up, operation, internal security, and crowd control

We don't anticipate a need for crowd
control

- B. If the event is to occur at night, describe how you are going to light the event area in order to increase the safety of participants and spectators coming to and leaving the event

There is a light in the Gazebo and we will shine headlights on the area once the movie is finished.

- C. Describe plans to provide first aid, if needed

We will have a first aid kit

- D. Describe the involvement of any vehicles or animals in the event

none

11. **SANITATION PLAN**

- A. Describe your plan for clean up and material preservation. Include number, type, and location of trash and recycling containers to be provided for the event. Indicate who will be responsible for clean-up activities during and after the event

We have a team who will police the area for garbage throughout the event.

Sue Richter & Larry Mederich will supervise.

- B. Describe the number, type, and location of portable and/or permanent toilets to be provided for the event and the maintenance throughout the event

We plan to use the toilets provided at Millpond Park.

12. VILLAGE FACILITIES, SERVICES AND EQUIPMENT

A. Describe location, timing, and requirements for any proposed street closure.

_____ none _____

B. Describe number and location for all signs to be placed on Village property or road right-of-way. Note that all signs may be erected 72 hours before an event and must be removed within 48 hours of the event

_____ 1 sign at intersection of 24th & Cascade _____
_____ 1 sign on corner of Millwood park toilets _____
_____ (Cascade/1st Ave) _____

C. Describe Village services and/or equipment requested for this event. This includes, but is not limited to, barricades, cones, signs, tables, and other equipment.

_____ none _____

13. LOCATION MAP

Please attach a map or plans for your event land design. At minimum, the following items should be included. Please place a check mark (✓) by those included.

- ___ A. If a route is involved, the beginning and finish area with arrows, and the places where buses, autos, or other motorized vehicles need to be considered
- ___ B. Size and location of any tents or structures
- ___ C. Entertainment or stage locations
- ___ D. Alcoholic beverage concession area
- ___ E. Non-alcoholic concession area
- ___ F. Food concession area (cooking, serving, and consumption areas)
- ___ G. General merchandise or concession areas
- ___ H. Portable toilet facilities (indicate number) _____
- ___ I. First aid facilities
- ___ J. Event participant and/or spectator parking areas
- ___ K. Event organizer's command post
- ___ L. Fireworks or pyrotechnics site
- ___ M. Fencing or others for securing event area
- ___ N. Site of electrical wiring to be installed for the event
- ___ O. Trash receptacles (indicate number) _____

14. INSURANCE

You must provide proof of insurance coverage for your. Attach to this application either an insurance policy or a certificate of insurance including the policy number, amount, and the

provision that the Village of Osceola is included as an additional insured. All sponsors of events at which alcoholic beverages are served must supply the Village with a Certificate of Insurance with coverage not less than \$1,000,000 combined single limit per event and naming the Village as an additionally insured party. The applicant shall hold the Village, its employees and agents, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting from the activities for which the permit is granted. The applicant shall also be required to notify the Village in the event there is a modification or termination of any of the terms of the insurance coverage. Such notification shall be provided not less than two weeks prior to the effective date of the modification or termination.

NOTE: The listed sponsor and responsible person will be responsible for the conduct of the group and for the condition of the public area. The permit is subject to all municipal codes in addition to all rules governing street right-of-ways. The applicant agrees that during use of the public area, the sponsor will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin, or handicap. The sponsor agrees to indemnify and save the Village harmless from and against all liabilities, claims, demands, judgments, losses, and all suits of law or in equity, costs, and expenses, including reasonable attorney fees, for injury or death of any person, or damage to any property arising from the holding of such special event. The sponsor will be responsible for the reimbursement of all costs incurred by the Village in the repair of damages to Village property directly arising from during the conduct of the event and any additional costs incurred by the Village that are deemed necessary for the safe conduct of the event

ANY FALSIFICATION OF ANSWERS TO THE PROCEEDING QUESTIONS WILL RESULT IN DENIAL OF THE APPLICATION.

Larry Mederich

 Signature of Applicant

03/11/2022

 Date

List emergency contact telephone numbers for applicant, event principals, and volunteer coordinator on the day of the event:

| <u>NAME</u> | <u>ORGANIZATION</u> | <u>EMERGENCY CONTACT NUMBER</u> |
|-----------------------|---------------------------------|---------------------------------|
| <i>Larry Mederich</i> | <i>Osceola Community Church</i> | <i>715-417-1589</i> |
| <i>Sue Richter</i> | <i>"</i> | <i>715-557-1638</i> |
| <i>Mark Stencel</i> | <i>"</i> | <i>715-294-0972</i> |
| <i>Kelli Mederich</i> | <i>"</i> | <i>715-417-2594</i> |
| | | |

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[Signature] 05-02-2022 Approved: Yes No
Police Chief Date

Of Police hours (Approximate): 0 Total Labor cost: 0

Comments: N/A

[Signature] 5-3-22 Approved: Yes No
Fire Chief Date

Of Fire hours (Approximate): _____ Total Labor cost: _____

Comments: _____

[Signature] 5/2/2022 Approved: Yes No
Public Works Director Date

Of Public Works hours (Approximate): 1 Total Labor cost: \$43.00

Comments: NO REQUESTS OR SERVICES FROM DPW
NO STAKING OF EQUIPMENT OR TENTS

[Signature] 5/3/22 Approved: Yes No
Village Administrator Date

Grand Total Labor cost: 43.00

Comments: _____

Village Board action: Approved: Yes No Date: _____

FINAL APPROVAL AND SIGN OFF

Signature

Title

Date

OFFICE USE ONLY

Check or use N/A (not applicable) where appropriate

- 1. Final check has been made of application requirements
 - 2. Event is approved by Village Board
 - 3. All required permits are issued and on file
 - 4. Refundable clean up fee has been paid, if applicable
 - 5. Insurance Certificate and Hold Harmless Agreement is on file
 - 6. Application is complete
 - 7. Special conditions are attached
-

Power to Act, Modify, or Revoke. The Village Administrator, or designees, shall have all powers and authority necessary to enforce the terms and conditions of any Special Event Permit, which may be issued. The Village, through its Village Administrator, may modify or revoke a permit whenever the applicant fails to comply with any provisions of the permit or when it is determined to be in the best interest of the Village. The Village reserves the right to shut down a special event that is in progress if it is deemed a public safety hazard and /or there is a violation of Village ordinances or policy, State Statutes, or the terms of the Applicant's permit

Permit is hereby revoked.

Signature

Title

Date

Time

Reason(s) for revocation: _____

SPECIAL EVENT PERMIT APPLICATION

1. **EVENT TITLE:** Service in the Park

2. **EVENT DATE:** August 21 - 2002

3. **EVENT DESCRIPTION**
Worship service in Millpond Park with
meal following.

4. **APPLICANT**
Applicant's Name Larry Mederich Title Pastor
Address 132 Kidek View Dr. Osceola
Phone 715-419-1589 Evening/cell phone -
Affiliation Osceola Community Church
Are you an authorized applicant for this organization? Yes No

Will this person be present at the event area or areas and in charge of the event at all times? Yes No

5. **EVENT PRINCIPALS**
If applicable, submit a list of principals involved in the proposed special event, including professional organizers, promoters, financial underwriters, commercial sponsors, charitable agencies for whose benefit the event is being produced or advertised, etc. Attach additional pages if necessary.

Name Sue Richter
Organization/Business/Agency/Affiliation Osceola Community Church

Name Larry Mederich
Organization/Business/Agency/Affiliation Osceola Community Church

Will this person(s) have authority to cancel or greatly modify event plans?
Yes No

6. EVENT COMPONENTS

- A. Date requested August 21 - 2022
- B. Requested hours of operation, from 7:00 AM/ PM to 2:00 AM/ PM
- C. Set up - beginning date and time 7 AM August 21
Dismantle by - date and time 2:00 PM August 21
- D. Anticipated number of participants 25 spectators 250
- E. If there is a fee or donation required as a condition of attendance or participation of this event, please describe the amounts to be collected from various categories of participants or spectators: None
- F. Rain date, if applicable None

7. ENTERTAINMENT

Describe entertainment plans; if there will be music, sound amplification or any other noise impact, please describe, including the intended hours

Worship Music will start at 9:00 am & continue throughout the event.

The applicant hereby acknowledges that it is their responsibility to comply with all applicable copyright laws and obtain all necessary licenses for any music played for this event. Further, the applicant agrees to hold the Village of Osceola harmless and indemnify the Village for any action against the Village arising from failure to comply with all applicable copyright laws. Yes No

8. FOOD AND BEVERAGES

- A. Will alcoholic beverages be served? Yes No (Please note that a separate license is required for sale or serving of alcoholic beverages)

Describe how, where, when and by whom the alcoholic beverages will be served

Describe what method will be used to ensure that alcoholic beverages will be consumed only by persons 21 years of age and older

If yes, describe what method will be used to ensure that alcoholic beverages will be restricted to the designated area.

B. Will food and/or non-alcoholic beverages be served? Yes No

If yes, describe sanitation measures, food handling procedures and the nature of the food such as pre-packaged foods, hot dogs, pre-mixed soda, raw meats, fish, vegetables, unpeeled fruit, or peeled and cut fruit

bottled water & soda
pig roast + potluck sides & dessert

Describe any plans you have for cooking food in the event area including fuel or electrical source to be used

none

C. Have you obtained the necessary permit from the Polk County Health Department
Yes No

9. **VENDORS OR CONCESSIONAIRES**

A. Describe what vendors or concessionaires you will allow in conjunction with the event, and the purpose of these concessions

none

B. Describe how you intend to regulate, monitor, and control the type, number, and quality of vendors/concessionaires whom you may permit to operate in conjunction with the event

10. **SECURITY AND SAFETY PROCEDURES**

A. Describe your proposed procedures for set-up, operation, internal security, and crowd control

We will transfer in the sound equipment
chairs, tables and canopies. There will
be a safety team & wheels.

- B. If the event is to occur at night, describe how you are going to light the event area in order to increase the safety of participants and spectators coming to and leaving the event

- C. Describe plans to provide first aid, if needed

There will be a first aid kit and an RN on call.

- D. Describe the involvement of any vehicles or animals in the event

None

11. SANITATION PLAN

- A. Describe your plan for clean up and material preservation. Include number, type, and location of trash and recycling containers to be provided for the event. Indicate who will be responsible for clean-up activities during and after the event

We will have 4-55 gallon cans with plastic bags in them. We will remove all trash from the park before leaving.

- B. Describe the number, type, and location of portable and/or permanent toilets to be provided for the event and the maintenance throughout the event

We plan to use the toilets provided at Mill Pond park

12. VILLAGE FACILITIES, SERVICES AND EQUIPMENT

A. Describe location, timing, and requirements for any proposed street closure.

We would like 1st Street blocked
for our event

B. Describe number and location for all signs to be placed on Village property or road right-of-way. Note that all signs may be erected 72 hours before an event and must be removed within 48 hours of the event

There will be a sign near Dairy Queen
and one sign on the corner of 1st & 4th St

C. Describe Village services and/or equipment requested for this event. This includes, but is not limited to, barricades, cones, signs, tables, and other equipment.

barricades for 1st St

13. LOCATION MAP

Please attach a map or plans for your event land design. At minimum, the following items should be included. Please place a check mark (✓) by those included.

- A. If a route is involved, the beginning and finish area with arrows, and the places where buses, autos, or other motorized vehicles need to be considered
- B. Size and location of any tents or structures
- C. Entertainment or stage locations
- D. Alcoholic beverage concession area
- E. Non-alcoholic concession area
- F. Food concession area (cooking, serving, and consumption areas)
- G. General merchandise or concession areas
- H. Portable toilet facilities (indicate number) _____
- I. First aid facilities
- J. Event participant and/or spectator parking areas
- K. Event organizer's command post
- L. Fireworks or pyrotechnics site
- M. Fencing or others for securing event area
- N. Site of electrical wiring to be installed for the event
- O. Trash receptacles (indicate number) _____

14. INSURANCE

You must provide proof of insurance coverage for your. Attach to this application either an insurance policy or a certificate of insurance including the policy number, amount, and the

provision that the Village of Osceola is included as an additional insured. All sponsors of events at which alcoholic beverages are served must supply the Village with a Certificate of Insurance with coverage not less than \$1,000,000 combined single limit per event and naming the Village as an additionally insured party. The applicant shall hold the Village, its employees and agents, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting from the activities for which the permit is granted. The applicant shall also be required to notify the Village in the event there is a modification or termination of any of the terms of the insurance coverage. Such notification shall be provided not less than two weeks prior to the effective date of the modification or termination.

NOTE: The listed sponsor and responsible person will be responsible for the conduct of the group and for the condition of the public area. The permit is subject to all municipal codes in addition to all rules governing street right-of-ways. The applicant agrees that during use of the public area, the sponsor will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin, or handicap. The sponsor agrees to indemnify and save the Village harmless from and against all liabilities, claims, demands, judgments, losses, and all suits of law or in equity, costs, and expenses, including reasonable attorney fees, for injury or death of any person, or damage to any property arising from the holding of such special event. The sponsor will be responsible for the reimbursement of all costs incurred by the Village in the repair of damages to Village property directly arising from during the conduct of the event and any additional costs incurred by the Village that are deemed necessary for the safe conduct of the event

ANY FALSIFICATION OF ANSWERS TO THE PROCEEDING QUESTIONS WILL RESULT IN DENIAL OF THE APPLICATION.

Signature of Applicant

Date

List emergency contact telephone numbers for applicant, event principals, and volunteer coordinator on the day of the event:

| <u>NAME</u> | <u>ORGANIZATION</u> | <u>EMERGENCY CONTACT NUMBER</u> |
|----------------|--------------------------|---------------------------------|
| Joe Richter | Osceola Community Church | 715-557-1638 |
| harry Mederich | | 715-417-1589 |
| Mark Stencel | | 715 - 294-0972 |
| Kelli Mederich | | 715 417 2594 |
| | | |

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[Signature] 05-02-2022 Approved: Yes No
Police Chief Date

Of Police hours (Approximate): 0 Total Labor cost: 0

Comments: N/A -

[Signature] 5-3-22 Approved: Yes No
Fire Chief Date

Of Fire hours (Approximate): _____ Total Labor cost: _____

Comments: _____

Approved: Yes No
Public Works Director Date

Of Public Works hours (Approximate): 2 Total Labor cost: \$86.00

Comments: DPW WILL PROVIDE 4-6 BARRICADES ON FRIDAY AUG 19TH. NO STAKES DRIVEN INTO THE GROUND, NO DRIVING OR PARKING ON PARK SPACES.

[Signature] 5/4/22 Approved: Yes No
Village Administrator Date

Grand Total Labor cost: 86.00

Comments: _____

Village Board action: Approved: Yes No Date: _____

FINAL APPROVAL AND SIGN OFF

Signature *Title* *Date*

OFFICE USE ONLY

Check or use N/A (not applicable) where appropriate

- 1. Final check has been made of application requirements
- 2. Event is approved by Village Board
- 3. All required permits are issued and on file
- 4. Refundable clean up fee has been paid, if applicable
- 5. Insurance Certificate and Hold Harmless Agreement is on file
- 6. Application is complete
- 7. Special conditions are attached

Power to Act, Modify, or Revoke. The Village Administrator, or designees, shall have all powers and authority necessary to enforce the terms and conditions of any Special Event Permit, which may be issued. The Village, through its Village Administrator, may modify or revoke a permit whenever the applicant fails to comply with any provisions of the permit or when it is determined to be in the best interest of the Village. The Village reserves the right to shut down a special event that is in progress if it is deemed a public safety hazard and /or there is a violation of Village ordinances or policy, State Statutes, or the terms of the Applicant's permit

Permit is hereby revoked.

Signature *Title* *Date* *Time*

Reason(s) for revocation: _____

**REDEVELOPMENT AUTHORITY
OF THE VILLAGE OF OSCEOLA**

Summary of Proceedings

January 28, 2021

Pursuant to due call and notice the Village of Osceola Redevelopment Authority met on Thursday January 28, 2021 via video conference

Present: Buberl, Rose, Lorenz, Salewski
Absent: Bents
Also in attendance: Krumenauer

Call the Meeting to Order - Buberl called the meeting to order at 5:31 pm.

Approval of the Agenda - Motion by Rose and seconded by Lorenz to approve the agenda.
Vote: Yes – 4, No – 0. Motion Carried.

Public Forum - None

Approval of the Minutes - Motion by Rose and seconded Lorenz by to approve the April 30, 2019 meeting minutes.
Vote: Yes –4, No –0. Motion Carried.

Discussion and Possible Action re:

Approval of RDA Farm Lease Contract (2021-2023) – Krumenauer outlined the item including site description and particulars. The proposal contract includes approximately 35 acres of RDA managed property in and around the south aviation industrial park. The land is set to be leased for three years at an annual per acre rate of \$120. This is a slight decrease from the prior contract but will still provide an additional \$4,200 in annual funds for RDA purposes.

Being no additional questions or comments, Lorenz made a motion with a second by Salewski to recommend approval of the farm lease as proposed.
(Vote: Yes – 4, No – 0. Motion Carried)

Update regarding 4th Ave & Kent St special assessment – Krumenauer updated the members regarding a planned special assessment against the RDA for purposes of providing utilities to the vacant property north of Village Hall. The site is prepped for future residential growth and thanks to TID #2 is in a prime position to accept this assessment. The provided information outlines the past documentation including the waiver of hearing for a special assessment. Krumenauer said that it appears that some of the paperwork has been completed, but not all pieces. In order to have the RDA be assessed, final paperwork will need to be finalized. As this is only an update no action will occur at this time. The item was closed after various technical questions regarding process.

Any other appropriate items to discuss – None

Adjourn - Buberl adjourned the meeting at 5:55 pm

Respectfully submitted: Benjamin Krumenauer, Village Administrator

VILLAGE OF OSCEOLA TOURISM COMMISSION PROCEEDINGS

September 8, 2021

The Village of Osceola Tourism Commission met on September 8, 2021 at Village Hall. Chair Andrew Carlson called the meeting to order at 4:15 p.m.

Present: Carlson, Jessica Robinson, Roxy Patterson

Excused: Mike Malik

Staff present: Frances Duncanson

Others present: Kyle Weaver

Motion by Robinson and seconded by Carlson to approve the agenda.

Ayes-3 Nays-0 Motion carried.

Motion by Robinson and seconded by Carlson to approve the minutes of the April 21st, 2021 meeting.

Ayes-3 Nays-0 Motion carried.

Discussion and possible action re:

Room Tax Collections Report

The Room Tax Report was reviewed and discussed.

Motion by Robinson and seconded by Carlson to reaffirmation the room tax grant funding for the Village of Osceola and the Osceola Chamber & Main Street organization from the April 21st, 2021 meeting

Ayes-3 Nays-0 Motion carried.

Requests for room tax grant funding for the Osceola Wheels & Wings organization for website redevelopment

Kyle Weaver of the Lion's Club gave a summary of the application. They haven't had money in their budget for marketing for some time and the Chamber is no longer part of support for the event. They have had some revenue shortfalls and trying to underwrite some ongoing volunteer time. The website is showing its age and needs revamping. They have lost about a dozen volunteers lost in the past year. Carlson comments lots of people come back to Osceola for Wheels & Wings. Committee members asked about cross promotion of local businesses and Weaver agreed it could be tied into the website.

The Committee discussed scoring the application, with the total at 24 points. Robinson reiterated they would like the website to include dining and lodging.

Motion by Robinson and seconded by Patterson to approve the request from the Osceola Lion's Club for \$600 to use for website development.

Ayes-3 Nays-0 Motion carried.

Any other appropriate discussion as permitted by law There was none.

Motion by Robinson and seconded by Carlson to adjourn the meeting at 4:59 p.m.

Ayes-3 Nays-0 Motion carried.

Frances Duncanson, MMC-WCPC
Village Clerk



Library Board of Trustees
Minutes of Regular Meeting March 10, 2022

Trustees Present: Betsy Kresmer, Jeromy Buberl, Amber Krumenauer (arrived at 5:46pm), Jessica Buberl, Michele Merritt, Amanda Wicklund, Stephen Bjork

Trustees Absent:

Also present: Library Director Shelby Friendshuh, Sherry Hanson- Friends of the Library representative

President Bjork **called the meeting to order** at 5:37p.m.

Approval of the agenda for March Meeting. Motioned by Jeromy. Seconded by Michele. Carried unanimously.

Approval of minutes for February Meeting. Motioned by Jeromy. Seconded by Betsy. Carried unanimously.

Citizens' Comments: Sherry Hanson, in attendance, stated that the March Book Sale was canceled due to weather conditions.

Director's report: Shelby shared that the library has been able to continue to keep up good circulation numbers despite the short month of february and weather closings. The annual report was submitted. Book clubs, crafting club, take a coat- leave a coat program is all doing well. Rebekah has begun summer learning program planning and plans to bring back story time this summer.

Monthly Financials: Motion to approve Monthly financials by Jessica. Seconded by Michele. Carried unanimously

Audit and Approved Bills: Motion to approve the bills by Betsy. Seconded by Amanda. Carried unanimously.

Building Signage: Last month we approved up to \$4,000. But it was based off an old quote. Updated quote is \$4,860. Approval to amend fund from \$4,000 to \$4,860 motioned by Jessica. Seconded by Michele. Carried unanimously.

Board Members Term Expiring: Stephen, Jeromy, and Amber have terms up in May 2022. Discussion of who would like to stay on and if any would leave. Members need to let Shelby know prior to next meeting



Library Board of Trustees

Minutes of Regular Meeting March 10, 2022

Next regularly scheduled meeting will be April 14th at 6:14 PM virtually and/or in person.

Meeting adjourned at 6:22 PM.

Respectfully submitted by,

Amber Krumenauer
Library Board Secretary

Osceola Airport Commission Minutes

March 21, 2022

Present: Pat Lee, Max Waddell, Dick Johnson & Joe Greene

Absent: None

Others Present: Ben Melin

1. Call the meeting to order – Greene called the Osceola Airport Commission to order at 4:05 p.m.
2. Approval of the agenda – Motion by Lee and seconded by Waddell to approve the agenda.
(Vote: Yes – 4, No – 0. Motion Carried)
3. Approval of the February 21, 2022 minutes – Motion by Lee and seconded by Greene to approve the minutes of the February 21, 2022 meeting.
(Vote: Yes – 4, No – 0. Motion Carried)
4. Invoices for payment – No invoices required additional review. No additional action.
5. Review of Airport Financial Statements – Monthly financials were reviewed. No additional action.
6. Airport Manager’s Report – None
7. Other Business
 - a) Jet fuel system update: Minor discussion was held with no action taken.
 - b) Future grant options through Wisconsin BOA: Potential grant options were reviewed with no action taken at this time.
 - c) Airport sealcoat project: The Commission spent considerable time reviewing this discussion item. Questions included how did the project cycle. After a length of time, the item was closed for a future meeting.
 - d) Approval of new hanger lease for Lot S-12 (Mark Shaver): The proposed lease agreement was reviewed and approved for signatures.
8. Other business as permitted by law – None
9. Adjourn - There being no further items Greene adjourned the meeting at 4:30 p.m.

Respectfully submitted.
Waddell/Krumenauer

VILLAGE OF OSCEOLA
ADMINISTRATION & FINANCE COMMITTEE PROCEEDINGS
April 1, 2022

The Village of Osceola Administration & Finance Committee met for a Regular meeting on April 1, 2022 at Village Hall. Chair Bruce Gilliland called the meeting to order at 10:31 a.m.

Present: Gilliland, Jeromy Buberl, and Deb Rose
Staff present: Benjamin Krumenauer and Frances Duncanson
Others present: Brian Ruechel, Justin Fischer, Mark Yatchak, all remotely.

Motion by Buberl and seconded by Rose to approve the agenda
Ayes-3 Nays-0 Motion carried

Public Forum No one wished to speak.

Motion by Rose and seconded by Buberl to approve the minutes of the March 4, 2022 meeting
Ayes-3 Nays-0 Motion carried

Business Items: discussion and possible action re:

Upcoming 2022-23 borrow measure presentation (Justin Fischer, RW Baird)

Fischer explained the proposed borrow measure. It would be for \$1.295 million at an estimated rate of 3% with a net of \$1 million. This would be for two years of capital projects. The proposed timeline was reviewed. Fischer reviewed several schedules with the Committee also, one of existing debt, another with the new GO notes layered in and lastly a combined schedule with the projected debt service if we borrow \$1 million every other year beginning in 2024 at 3.50 %. These estimates are conservative with increased growth adding to debt service capacity. This provides a way for the Village to get capital projects done while still moving in the right direction. The Village received a draft resolution from Quarles and Brady to aid in the process.

Motion by Rose and seconded by Buberl to recommend to the Village Board to move forward with the 2022-2023 borrow measure for capital projects.
Ayes-3 Nays-0 Motion carried

Resolution #22-02 Tax Incremental District (TID) Affordable Housing Extension

Brian Ruechel of Baird went through the resolution to extend the TID for one year to recoup the increment for affordable housing. This resolution includes all the standards allowed by the WI DOR. This increment can be used anywhere in the Village. Seventy-five percent of monies captured need to be used for affordable housing and the balance for general housing programs. Existing surplus TIF funds cannot be used for housing, only the last year of the increment. Rose asks if we have a specific plan for the housing piece. Krumenauer stated it is twofold, to improve existing housing stock and down payment assistance. There is no support for existing real estate loans. It would be a one-time assistance. There are programs and processes to use for examples. The projection of this increment to be used for housing is \$475,000. The plan is to have the Joint Review Board meet for updating purposes. Monies can be kept indefinitely to be spent later or as needed for programs but must be in segregated fund. A revolving loan fund as well is another option for assistance.

Motion by Buberl and seconded by Rose to recommend to the Village Board to approve Resolution #22-02 TIF Affordable Housing Extension
Ayes-3 Nays-0 Motion carried

2022 Update to Village Financial Management Plan

Last year the Village completed their first ever financial management plan. Mark Yatchak of Baird reviewed the highlights. With the increase in equalized value, we are seeing fruits of our labor and can plan processes out over several years for improvements. Debt, fund balance, taxation, mill rate projections, were reviewed to examine how they impact funding projects. Since this is a re-evaluation year for the Village, some things pertaining to assessed value may change at the last minute. The tentative timeline of the update was reviewed.

Ordinance #22-02 Compensation for Board and Commission Members

The Committee reviewed the proposed ordinance that would eliminate the Village paying members of the Library Board and Housing Authority Board as well as compensate the appointed Village Board representative to the Chamber of Commerce. This will save the Village enough monies to raise the compensation to other appointed Committees and Commissions from \$15 per meeting to \$20 per meeting.

Motion by Rose and seconded by Buberl to recommend to the Village Board to approve Ordinance #22-02 “Compensation for Board and Commission members”.

Ayes-3 Nays-0 Motion carried

Village personnel infrastructure planning

Gilliland introduces issue of Village departments being understaffed. The staffing analysis from 2021 was reviewed. Gilliland stated this is to open the conversation of how-to remedy being short staffed. Rose stated we should look at the position and not the person currently holding it. Day to day work needs to be manageable for staff, and we need more people. The Village is the fastest growing community in Polk County and staffing needs will only increase. The Admin Dept. has the largest difference in wages. Benefits are overall comparable with an exception being the length of time it takes to get to fully tenured vacation. We are understaffed in every department. The concern is how to finance new positions with getting wages potentially up being the easiest to remedy. Funding new positions means funding new benefits, making it harder to produce the money. Rose asks what do we want our full staff to look like? Gilliland stated we should conservatively look at projected growth and property tax increases. Rose stated this should become part of the plan for the Village. Wage and benefit packages need to be attractive to draw good candidates if someone leaves. Krumenauer stated we need 6-1/2 positions across departments, costing an estimated \$475,000. The Committee consensus was for staff to put together the discussed items to educate them on options to move forward.

Any other business as permitted by law

Rose commented on the proposed Chamber/Main Street BID District.

Chair Gilliland adjourned the meeting at 12:32 p.m.

Respectfully submitted by

Frances Duncanson, MMC-WCPC
Village Clerk

PLAN COMMISSION OF THE VILLAGE OF OSCEOLA

Summary of Proceedings

April 6, 2022

Pursuant to due call and notice the Plan Commission met on Tuesday April 6, 2022 at 310 Chieftain Street, Osceola, WI 54020

Present: Buberl, Rose, Tomfohrde, O’Connell, Bullard & Chantelois
Absent: Norenberg
Also in attendance: Krumenauer

Call the Meeting to Order - Buberl called the meeting to order at 7:02 pm.

Approval of the Agenda - Motion by Rose and seconded by Bullard to approve the agenda.
Vote: Yes – 6, No – 0. Motion Carried.

Approval of the Minutes - Motion by Rose and seconded Chantelois by to approve the February 1, 2022 meeting minutes.
Vote: Yes –6, No –0. Motion Carried.

Public Forum – None

Discussion and Possible Action re:

- a. Land Subdivision concept for PID 165-00443-0000, 165-00444-0000, 165-00442-0300 (601 E 3rd Ave, Terry Steffen) – Buberl announced the item and Krumenauer provided a bit of background on the site specifics.

Terry Steffen, 601 E 3rd Avenue, introduced himself and outlined his goals for the property. The grand view includes building a new ranch near the east property line and a plan to develop several rental units towards the west of parcel 165-00442-0300.

O’Connell asked if easements and utilities were available. Krumenauer stated that utilities were in close proximity but included deferred utility assessments.

Buberl asked if a new road would be built or if one would be built off of the existing drive to the north. Steffen stated his desire to build off of 3rd Avenue.

Bullard asked for a clarification on unit count. Steffen said around 4 units in a duplex format. Krumenauer stated that it is possible to develop four additional units but it would take roadway and utility easements.

O’Connell asked about the need for road easements. Krumenauer stated that depending on the format various permissions may be necessary.

Bullard asked if the units would be sold or rented. Steffen stated likely rental.

Rose stated that smaller units will be necessary in order to fit the number he is requesting.

Tomfohrde inquired about minimum lots widths. Krumenauer outlined the parameters and said that base zoning is required.

Bullard asked about local rentals. Buberl stated that units were to the north and south of the lots in question.

After various discussions it was generally felt that a path towards Steffen's request was possible. Concerns to address include density, access, site plans, certified survey maps and wetlands. Steffen was directed to review options and present to the Plan Commission when an idea is ready.

No additional action taken.

- b. Growth and planning initiatives – Buberl announced the item and stated that this is a request from PC member Norenberg. Buberl also provided a report developed by Norenberg.

Minor discussion was held regarding the document including questions regarding the statistics presented. Buberl stated that the Plan Commission should focus on the last item where additional priorities should be reviewed. He directed the Plan Commission to come up with three focus points each that should be reviewed in June.

No additional action taken.

- c. Video link options – The Plan Commission by unanimous consent will not use video meeting options unless requested for special circumstances.

No additional action taken.

Any other appropriate items to discuss – Krumenauer provided answers to Bullard's information request regarding the Milkhouse, old hospital site and Ridge Road development.

Adjourn - Buberl adjourned the meeting at 8:02 pm

Respectfully submitted: Benjamin Krumenauer, Village Administrator

GENERAL FUND CHECKING

ALL Checks

Posted From: 4/08/2022 From Account:
Thru: 5/06/2022 Thru Account:

| Check Nbr | Check Date | Payee | Amount |
|-----------|------------|--|----------|
| 63573 | 4/13/2022 | OLCHEFSKE, TANNER | 1,285.52 |
| 63574 | 4/12/2022 | ANNE MILLER | 115.00 |
| 63575 | 4/12/2022 | BARBARA ARONSON | 115.00 |
| 63576 | 4/12/2022 | CAROL OTTO | 95.00 |
| 63577 | 4/12/2022 | CATHY OLSON | 25.00 |
| 63578 | 4/12/2022 | CHERYL ANDERSON-HUSTAD | 207.50 |
| 63579 | 4/12/2022 | COMPENSATION CONSULTANTS, LTD | 25.00 |
| 63580 | 4/12/2022 | DARLENE BLAIR | 160.00 |
| 63581 | 4/12/2022 | DEBRA ROSE | 90.00 |
| 63582 | 4/12/2022 | DIGGERS HOTLINE | 21.64 |
| 63583 | 4/12/2022 | GENIE NEWVILLE | 95.00 |
| 63584 | 4/12/2022 | J & S GENERAL CONTRACTING | 6,292.25 |
| 63585 | 4/12/2022 | JANE KEEZER | 25.00 |
| 63586 | 4/12/2022 | LINDA COX | 25.00 |
| 63587 | 4/12/2022 | LORI GETSCHEL | 95.00 |
| 63588 | 4/12/2022 | MARGARET MCCURDY | 25.00 |
| 63589 | 4/12/2022 | MIDWEST ONE BANK | 3,937.62 |
| 63590 | 4/12/2022 | PDI | 59.94 |
| 63591 | 4/12/2022 | ROGER ALLRICH | 95.00 |
| 63592 | 4/12/2022 | RUT KESSEL | 25.00 |
| 63593 | 4/12/2022 | THE OSCEOLA SUN | 1,170.06 |
| 63594 | 4/12/2022 | UNUM LIFE INSURANCE COMPANY OF AMERICA | 399.24 |
| 63595 | 4/12/2022 | VERIZON | 373.84 |
| 63596 | 4/12/2022 | WILFRED J CHANTELOIS IV | 25.00 |
| 63597 | 4/12/2022 | WILLIAM BLAIR | 95.00 |
| 63598 | 4/13/2022 | BENJAMIN KRUMENAUER | 70.00 |
| 63599 | 4/13/2022 | ERIC LEHMAN | 230.00 |
| 63600 | 4/13/2022 | FRANCES DUNCANSON | 262.90 |
| 63601 | 4/13/2022 | JENNIFER GILLER | 150.00 |
| 63602 | 4/13/2022 | JENNIFER L. ROYTEK | 30.00 |
| 63603 | 4/13/2022 | NATIONWIDE TRUST COMPANY, FSB | 150.00 |
| 63604 | 4/13/2022 | REBEKAH PALMER | 150.00 |
| 63605 | 4/13/2022 | RONALD PEDRYS | 138.00 |

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ALL Checks

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Thru: 5/06/2022 Thru Account:

| Check Nbr | Check Date | Payee | Amount |
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| 63606 | 4/13/2022 | SHELBY FRIENDSHUH | 25.00 |
| 63607 | 4/13/2022 | TANNER REBHAN | 50.00 |
| 63608 | 4/13/2022 | TIMOTHY GADA | 38.46 |
| 63609 | 4/14/2022 | UNUM LIFE INSURANCE COMPANY OF AMERICA | 399.24 |
| 63610 | 4/19/2022 | ALBRECHT SIGN COMPANY | 9,162.50 |
| 63611 | 4/19/2022 | AMAZON.COM | 348.95 |
| 63612 | 4/19/2022 | BAKER & TAYLOR | 1,855.62 |
| 63613 | 4/19/2022 | BILL'S ACE HARDWARE | 157.62 |
| 63614 | 4/19/2022 | BOYDS OUTDOOR POWER | 109.70 |
| 63615 | 4/19/2022 | CAPITAL ONE COMMERCIAL | 90.67 |
| 63616 | 4/19/2022 | CARQUEST | 34.11 |
| 63617 | 4/19/2022 | CENTURYLINK | 1,402.89 |
| 63618 | 4/19/2022 | CINTAS | 877.34 |
| 63619 | 4/19/2022 | D & K LAWN CARE | 313.50 |
| 63620 | 4/19/2022 | DEMCO | 343.45 |
| 63621 | 4/19/2022 | EMC INSURANCE COMPANIES | 9,101.18 |
| 63622 | 4/19/2022 | EO JOHNSON | 290.00 |
| 63623 | 4/19/2022 | GENERAL TEAMSTERS UNION | 772.00 |
| 63624 | 4/19/2022 | GERALDINE E ANDERSON VILLAGE LIBRARY | 11.34 |
| 63625 | 4/19/2022 | GUARDIAN PEST SOLUTIONS, INC. | 126.50 |
| 63626 | 4/19/2022 | INDUSTRIAL SAFETY, INC | 298.00 |
| 63627 | 4/19/2022 | KIRVIDA FIRE, INC. | 1,280.20 |
| 63628 | 4/19/2022 | LAWSON PRODUCTS | 174.29 |
| 63629 | 4/19/2022 | LE PHILLIPS MEMORIAL LIBRARY | 19.99 |
| 63630 | 4/19/2022 | MACQUEEN EQUIPMENT INC. | 218.13 |
| 63631 | 4/19/2022 | MICROMARKETING, LLC | 59.99 |
| 63632 | 4/19/2022 | MIDWEST ONE BANK | 1,295.26 |
| 63633 | 4/19/2022 | MONARCH PAVING | 1,261.08 |
| 63634 | 4/19/2022 | NEO ELECTRICAL SOLUTIONS, LLC | 1,123.07 |
| 63635 | 4/19/2022 | O'REILLY AUTOMOTIVE STORES INC. | 102.07 |
| 63636 | 4/19/2022 | PETTY CASH-LIBRARY | 73.83 |
| 63637 | 4/19/2022 | RIVER VALLEY LENS, LLC | 4,950.00 |
| 63638 | 4/19/2022 | SPECTRUM | 129.98 |

GENERAL FUND CHECKING

ALL Checks

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Thru: 5/06/2022 Thru Account:

| Check Nbr | Check Date | Payee | Amount |
|-----------|------------|--|------------|
| 63639 | 4/19/2022 | STATE OF WI - ENVIRONMENTAL IMPROVEMENT FUND | 373,059.65 |
| 63640 | 4/19/2022 | THE HOME DEPOT PRO | 167.76 |
| 63641 | 4/19/2022 | ULINE | 126.91 |
| 63642 | 4/19/2022 | UMB BANK | 8,875.00 |
| 63643 | 4/19/2022 | VISA | 40.00 |
| 63644 | 4/19/2022 | VISA | 190.85 |
| 63645 | 4/22/2022 | AMAZON CAPITAL SERVICES | 354.50 |
| 63646 | 4/22/2022 | BILL'S ACE HARDWARE | 24.76 |
| 63647 | 4/22/2022 | CAPITAL ONE COMMERCIAL | 108.26 |
| 63648 | 4/22/2022 | COMPLETE AUTOMOTIVE | 69.95 |
| 63649 | 4/22/2022 | CORE & MAIN LP | 985.94 |
| 63650 | 4/22/2022 | EASYITGUYS | 24,000.00 |
| 63651 | 4/22/2022 | HAWKINS INC | 2,033.79 |
| 63652 | 4/22/2022 | JOHNSON FORD | 25.54 |
| 63653 | 4/22/2022 | NOBLE'S TIRE SERVICE | 916.30 |
| 63654 | 4/22/2022 | NORTHERN LAKE SERVICE, INC. | 305.60 |
| 63655 | 4/22/2022 | NORTHWOOD TECHNICAL COLLEGE | 198.00 |
| 63656 | 4/22/2022 | POLK COUNTY HIGHWAY DEPARTMENT | 2,820.72 |
| 63657 | 4/22/2022 | SEILER INSTRUMENT & MFG. CO. INC. | 6,959.51 |
| 63658 | 4/22/2022 | SHORT ELLIOTT HENDRICKSON | 755.13 |
| 63659 | 4/22/2022 | STREICHER'S | 196.99 |
| 63660 | 4/22/2022 | TMS | 15.00 |
| 63661 | 4/22/2022 | VERIZON WIRELESS - VSAT | 100.00 |
| 63662 | 4/22/2022 | WE ENERGIES | 2,554.60 |
| 63663 | 4/22/2022 | WEST CENTRAL BIOSOLIDS COMMISSION | 14,439.56 |
| 63664 | 4/27/2022 | AFLAC | 432.04 |
| 63665 | 4/27/2022 | BENJAMIN KRUMENAUER | 70.00 |
| 63666 | 4/27/2022 | DELTA DENTAL PLAN OF WISCONSIN | 1,304.27 |
| 63667 | 4/27/2022 | ERIC LEHMAN | 230.00 |
| 63668 | 4/27/2022 | FRANCES DUNCANSON | 262.90 |
| 63669 | 4/27/2022 | FRANCES DUNCANSON | 11.70 |
| 63670 | 4/27/2022 | JENNIFER GILLER | 150.00 |
| 63671 | 4/27/2022 | JENNIFER L. ROYTEK | 30.00 |

GENERAL FUND CHECKING

ALL Checks

Posted From: 4/08/2022 From Account:
Thru: 5/06/2022 Thru Account:

| Check Nbr | Check Date | Payee | Amount |
|-----------|------------|----------------------|-----------|
| 63672 | 4/27/2022 | POLK BURNETT | 34.46 |
| 63673 | 4/27/2022 | REBEKAH PALMER | 150.00 |
| 63674 | 4/27/2022 | RONALD PEDRYS | 138.00 |
| 63675 | 4/27/2022 | SHELBY FRIENDSHUH | 25.00 |
| 63676 | 4/27/2022 | TANNER REBHAN | 50.00 |
| 63677 | 4/27/2022 | TIMOTHY GADA | 38.46 |
| EFTPS | 4/27/2022 | EFTPS | 10,907.12 |
| HLTHPRT | 4/12/2022 | HEALTHPARTNERS | 14,868.26 |
| V4132201 | 4/13/2022 | BACH, ANDREW | 2,207.95 |
| V4132202 | 4/13/2022 | CARUSO, RICHARD T. | 1,671.95 |
| V4132203 | 4/13/2022 | DAEFFLER, JESSICA | 682.31 |
| V4132204 | 4/13/2022 | DUNCANSON, FRANCES | 733.74 |
| V4132205 | 4/13/2022 | FELDTMOSE, MARIE K. | 454.68 |
| V4132206 | 4/13/2022 | FRIENDSHUH, SHELBY | 1,194.48 |
| V4132207 | 4/13/2022 | GADA, TIMOTHY | 2,195.75 |
| V4132208 | 4/13/2022 | GILLER, JENNIFER | 1,086.60 |
| V4132209 | 4/13/2022 | HOVERMAN, RICHARD D. | 321.41 |
| V4132210 | 4/13/2022 | JACOBS, MICHELLE | 315.05 |
| V4132211 | 4/13/2022 | JOHNSON, ANDREW | 774.22 |
| V4132212 | 4/13/2022 | KENNY, RYAN | 1,649.47 |
| V4132213 | 4/13/2022 | KRENTZ, CARIE | 726.04 |
| V4132214 | 4/13/2022 | KRUMENAUER, BENJAMIN | 2,569.23 |
| V4132215 | 4/13/2022 | LEHMAN, ERIC M. | 1,553.01 |
| V4132216 | 4/13/2022 | LEHMAN, JENNIFER T. | 157.48 |
| V4132217 | 4/13/2022 | MALLIN, MICHAEL | 1,439.78 |
| V4132218 | 4/13/2022 | MILLER, ANNE | 651.68 |
| V4132219 | 4/13/2022 | PALMER, REBEKAH S. | 760.28 |
| V4132220 | 4/13/2022 | PEDRYS, RONALD W. | 2,273.50 |
| V4132221 | 4/13/2022 | REBHAN, TANNER | 1,564.56 |
| V4132222 | 4/13/2022 | ROYTEK, JENNIFER L. | 1,269.42 |
| V4132223 | 4/13/2022 | SCHILL, JUSTIN | 1,322.03 |
| V4132224 | 4/13/2022 | TRACY, DAWN | 516.88 |
| V4132225 | 4/13/2022 | TRACY, RALPH E. | 1,692.46 |

GENERAL FUND CHECKING

ALL Checks

Posted From: 4/08/2022 From Account:
Thru: 5/06/2022 Thru Account:

| Check Nbr | Check Date | Payee | Amount |
|-------------|------------|--------------------------|-----------|
| V4132226 | 4/13/2022 | WATERS, TODD | 1,612.69 |
| V4272201 | 4/27/2022 | BACH, ANDREW | 1,796.22 |
| V4272202 | 4/27/2022 | CARUSO, RICHARD T. | 1,742.94 |
| V4272203 | 4/27/2022 | DORN CUTLER, PRISCILLA R | 238.57 |
| V4272204 | 4/27/2022 | DUNCANSON, FRANCES | 1,477.71 |
| V4272205 | 4/27/2022 | FELDTMOSE, MARIE K. | 444.94 |
| V4272206 | 4/27/2022 | FRIENDSHUH, SHELBY | 1,194.48 |
| V4272207 | 4/27/2022 | GADA, TIMOTHY | 2,137.06 |
| V4272208 | 4/27/2022 | GILLER, JENNIFER | 1,075.83 |
| V4272209 | 4/27/2022 | HOVERMAN, RICHARD D. | 317.66 |
| V4272210 | 4/27/2022 | JACOBS, MICHELLE | 315.05 |
| V4272211 | 4/27/2022 | JOHNSON, ANDREW | 774.22 |
| V4272212 | 4/27/2022 | KENNY, RYAN | 1,801.89 |
| V4272213 | 4/27/2022 | KRENTZ, CARIE | 726.04 |
| V4272214 | 4/27/2022 | KRUMENAUER, BENJAMIN | 2,569.23 |
| V4272215 | 4/27/2022 | LEHMAN, ERIC M. | 1,627.71 |
| V4272216 | 4/27/2022 | LEHMAN, JENNIFER T. | 123.73 |
| V4272217 | 4/27/2022 | MALLIN, MICHAEL | 1,499.78 |
| V4272218 | 4/27/2022 | MILLER, ANNE | 680.81 |
| V4272219 | 4/27/2022 | PALMER, REBEKAH S. | 760.28 |
| V4272220 | 4/27/2022 | PEDRYS, RONALD W. | 2,273.50 |
| V4272221 | 4/27/2022 | REBHAN, TANNER | 1,631.10 |
| V4272222 | 4/27/2022 | ROYTEK, JENNIFER L. | 1,265.40 |
| V4272223 | 4/27/2022 | SCHILL, JUSTIN | 1,376.03 |
| V4272224 | 4/27/2022 | TRACY, DAWN | 593.23 |
| V4272225 | 4/27/2022 | TRACY, RALPH E. | 1,588.27 |
| V4272226 | 4/27/2022 | WATERS, TODD | 1,681.67 |
| EFTPS 4-13 | 4/12/2022 | EFTPS | 10,883.62 |
| STMT030622 | 4/11/2022 | BP | 347.45 |
| WRS 3-3022 | 4/29/2022 | WRS-EFT | 20,506.87 |
| MTA 4-13-22 | 4/12/2022 | MTA-MY TAX ACCOUNT | 1,680.47 |
| MTA 4/27/22 | 4/27/2022 | MTA-MY TAX ACCOUNT | 1,685.10 |
| WDC 4-13-22 | 4/12/2022 | GREAT WEST | 1,715.38 |

GENERAL FUND CHECKING

ALL Checks

Posted From: 4/08/2022 From Account:
Thru: 5/06/2022 Thru Account:

| Check Nbr | Check Date | Payee | Amount |
|--------------|------------|-------------------------|------------|
| WDC 4/27/22 | 4/27/2022 | GREAT WEST | 817.98 |
| CENTR ST MAR | 4/12/2022 | CENTRAL STATES H&W FUND | 10,399.20 |
| COL LF 4-13- | 4/12/2022 | COLONIAL LIFE | 92.28 |
| | | Grand Total | 631,819.35 |

GENERAL FUND CHECKING

ALL Checks

Posted From: 4/08/2022 From Account:
Thru: 5/06/2022 Thru Account:

| | Amount |
|---|------------|
| Total Expenditure from Fund # 100 - GENERAL | 140,925.85 |
| Total Expenditure from Fund # 221 - LIBRARY | 16,595.53 |
| Total Expenditure from Fund # 250 - AIRPORT | 6,693.58 |
| Total Expenditure from Fund # 275 - OSCEOLA MUNICIPAL COURT | 2,310.19 |
| Total Expenditure from Fund # 280 - ROOM TAX | 4,950.00 |
| Total Expenditure from Fund # 410 - GENERAL CAPITAL FUND | 36,738.50 |
| Total Expenditure from Fund # 510 - WATER UTILITY | 31,243.71 |
| Total Expenditure from Fund # 520 - SEWER UTILITY | 392,361.99 |
| Total Expenditure from all Funds | 631,819.35 |