

**NOTICE  
VILLAGE OF OSCEOLA  
BOARD MEETING**

Date: August 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.**

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1. Call to order
2. Approval of the agenda
3. Approval of the minutes:
  - a) Regular meeting dated July 12, 2022
4. Public input and ideas (Limit 5 minutes per speaker)
5. Reports:
  - a) Staff reports
    - i. Administration
    - ii. Police
    - iii. Public Works
    - iv. Utilities
    - v. Library
    - vi. Fire
    - vii. Building Inspection
  - b) Chamber of Commerce/Mainstreet
6. Other business – discussion and possible action re:
  - a) Update from Marc Bowker of WI DOT on the HWY 243 Osceola Bridge Project.
  - b) Approval of bid from Monarch paving for asphalt repairs on segments of Gerald and State Streets and Second Avenue.
  - c) Uninhabited structures at Village properties located at 405 4<sup>th</sup> Ave and 130 Ridge Road.
  - d) Osceola Fire Dept. Bylaws

- e) Request from Rose to allocate ARPA funds to purchase Christmas decorations.
  - f) Discontinuation of video conferencing options for Board meetings
  - g) Appointment of Kristopher Krentz to the Board of Appeals.
7. Permits and Licenses:
- a) Class C Wine
    - i. Oyster, LLC d/b/a St. Croix Valley Inn – Timothy Patterson, Agent 305 River Street
  - b) Temporary Class B Beer and Wine
    - i. Osceola Chamber of Commerce for Osceola Harvest Bazaar on September 10, 2022
    - ii. Osceola Lion’s Club for Wheels & Wings on September 10, 2022
    - iii. Osceola Rod & Gun Club for 2022 Community Fair
    - iv. Osceola Knights of Columbus for Croixland Leather Works Bike Show Party on September 24, 2022
  - c) Operator Licenses
    - i. Austin Phillips – Dick’s Fresh Market
    - ii. Camden Droppo – Osceola Lanes
    - iii. Eric Krenz – Osceola Lanes
    - iv. Nichole Lynn Tile – Lucky Seven
  - d) Special Event Permits
    - i. 2022 Community Fair/Parade (Scott Tinney, Agent)
    - ii. 2022 Wheels & Wings (Kyle Weaver, Agent)
    - iii. 19<sup>th</sup> Annual Croixland Leather Works Bike Show Party (Paul Anderson, Agent)
    - iv. Osceola Harvest Bazaar at Millpond (Ruth Sattler, Agent)
  - e) Kennel License – Harold & Ann Gjerner at 614 Summit Street
8. Board, Committee, Commission and Agency Reports:
- a) Planning Commission            June 7, 2022                    (Commission approved August 2, 2022)
  - b) Admin & Finance                July 8, 2022                    (Committee approved August 5, 2022)
9. Approval of vouchers payable
10. Update on the Wisconsin Milkhouse property located at 103 N. Cascade St.
11. The Board may consider going into closed session pursuant to Wisconsin Statute §19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or to conduct other specified public business, for competitive or bargaining reasons. This pertains to The Wisconsin Milkhouse property at 103 N. Cascade St and Gaughan Companies Osceola Bluffs proposed development.
12. The Board may continue in closed session proceedings under 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This is regarding the hiring of a new Village Administrator and succession plan for the Village Clerk retirement.

13. The Committee will come out of closed session proceedings and may take action on items discussed in closed session.
14. Discussion of and action on any other appropriate items.
15. 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                                | 8. Access to major population center   |
| 2. Airport         | 6. Downtown Businesses                  | 9. Medical Services                    |
| 3. Industrial Park | 7. Personalization/Historic of Downtown | 10. Recreational opportunities and the |
| 4. River           | Feel                                    | Braves (tied ranking for number 10)    |

**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

## July 12, 2022

The Village of Osceola Board met for a Regular meeting on July 12, 2022. Village President Jeromy Buberl called the meeting to order at 6:07 p.m.

Present: Buberl, Van Burch, Bill Chantelois IV, Bruce Gilliland, Brad Lutz, Deb Rose, Holly Walsh  
Staff present: Frank Pascarella, Frances Duncanson, Rebecca Palmer, Todd Waters, Ron Pedrys, Paul Elfstrom  
Others present: Darrell Hofland, Kyle Weaver, Joey Cutts, Ruth Sattler

Motion by Gilliland and seconded by Burch to approve the agenda  
Ayes-7                      Nays-0                      Motion carried

Motion by Lutz and seconded by Rose to approval of the minutes Regular meeting dated June 14, 2022  
Ayes-7                      Nays-0                      Motion carried

**Public input and ideas (Limit 5 minutes per speaker)** No one wished to speak.

### **Reports:** **Staff reports**

Library-Palmer: There were seventy new patrons in the last month. 156 registered for summer reading program, up from last year. Creators Club and Library Spices Up Your Life activities are taking place. For now, they are continuing to use Easy IT for their phone system and will transition when Friendshuh returns from leave.

Fire-Elfstrom: Last month was slow with seven runs total, six in the Village and one in Farmington. There were no fires but lift assists and alarms. They are training with the rescue boat on the river and with Life Link on landing zones. Business inspections are going well, and they are on the second round. WI Dept. of Safety is reviewing reports and the Dept. is in good standing with NFIRS reporting.

Building Inspection-Pascarella: Ten permits were issued in June with an estimated value of \$1,030,929.69.

Administration-Pascarella: Stated he is working on the priority list left by the former administrator including the new Administrator hiring process, the Brookshire properties grant, the old hospital site, and handling phone calls and emails. He is trying to stay within the 20 hours a week guideline.

Police-Pedrys: The Dept. is working on doing more foot patrol during the day and evening and taking the ATV out more as well. In June on a medical assist female overdosed and Narcan administered. Through this medical response a search warrant was obtained, and an adult male arrested. Cameras in the downtown and parks areas are being worked on with PW Coordinator Waters. Part time positions are being posted again after no applicants the first two rounds. Pedrys finished training for the Narcan grant.

Public Works-Waters: Storm sewer repairs are being made working with a contractor in lining high traffic and flow areas. Street repairs continue with ten tons of asphalt used. They are still waiting for the hot mix trailer. Oakey parks restrooms have new paint and trim. The DNR Urban Forestry Grant is top priority in June and is expected to continue until grant requirements are met. Trees are being inventoried with new trees planned for. There is a new trail loop on the bluff that allows people to enjoy hiking while remaining on a dedicated path. Several park structures were defaced recently. This takes additional staff time and non-budgeted funds to clean up.

Utilities-Waters: The CTH M tower exterior was cleaned. The Dept. is transitioning meter equipment, going to tablets and smartphones making services quicker and more streamlined. There was a water main break on 7<sup>th</sup> Avenue resulting in a loss of 250,000 gallons of water. The CMAR Report is complete, and the plant still scores well at 17 years old.

Chamber of Commerce/Mainstreet-Sattler: The new website is coming and should be up by the end of

July. Main Street reports are finished. The Harvest Bazaar and Brewfest are coming up. The BID District is being worked on with the operating plan going to the Planning Commission.

**Other business – discussion and possible action re:**

In October of 2019, the Board approved selling property at 405 4<sup>th</sup> Avenue. Last month this property was identified as a location for a potential skate park, requiring the previous action to be rescinded.

Motion by Rose and seconded by Burch to rescind the sale of 405 4<sup>th</sup> Avenue property  
Ayes-7                      Nays-0                      Motion carried

Motion by Rose and seconded by Gilliland to approve appointing Ben Melin to the Airport Commission  
Ayes-7                      Nays-0                      Motion carried

**Permits and Licenses:**

Motion by Walsh and seconded by Chantelois to approve Operator’s Licenses for Kathryn Lavacot – Valley Spirits and Vickie Peterson – PYs  
Ayes-7                      Nays-0                      Motion carried

Motion by Rose and seconded by Walsh to approve a Conditional Obstruction Permit for the Secret Closet  
Ayes-7                      Nays-0                      Motion carried

Motion by Lutz and seconded to Gilliland approve the following Board, Committee, Commission and Agency Reports:

- a) Library Board                      May 12, 2022                      (L. Board approved June 9, 2022)
- b) Historic Preservation Commission    May 26, 2022                      (Commission approved June 22, 2022)
- c) Airport Commission                      May 16, 2022                      (Commission approved June 24, 2022)
- d) Admin & Finance                      May 6, 2022                      (Committee approved June 3, 2022)
- e) Public Works Committee                      January 6, 2022                      (Committee approved June 22, 2022)

Motion by Rose and seconded by Gilliland to approve vouchers payable  
Ayes-7                      Nays-0                      Motion carried

Motion by Burch and seconded by Lutz to go into closed session proceedings at 6:50 p.m. pursuant to Wisconsin Statute §19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or to conduct other specified public business, for competitive or bargaining reasons.

Roll Call Vote: Ayes-Buberl, Burch, Chantelois, Gilliland, Lutz, Rose, Walsh    Ayes-0 Motion carried.

At 7:24 p.m. the Committee continued in closed session proceedings under 19.85 (1) (c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion by Rose and seconded by Walsh to come out of closed session proceedings at 8:53 p.m.

Roll Call Vote: Ayes-Buberl, Burch, Chantelois, Gilliland, Lutz, Rose, Walsh    Ayes-0 Motion carried.

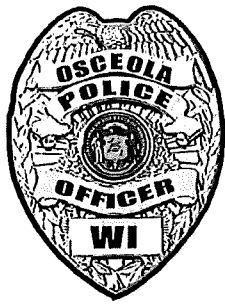
Motion by Rose and seconded by Lutz to have the Village Administrator take the steps discussed in closed session regarding the Milk House property.

Ayes-7                      Nays-0                      Motion carried

**Any other business as permitted by law** There was none.

Village President Buberl adjourned the meeting at 8:55 p.m.

Respectfully submitted by Frances Duncanson, Village Clerk



## 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: Interim Administrator Frank Pascarella

From: Police Chief Ron Pedrys

Date: Wednesday, August 3<sup>rd</sup>, 2022

Re: July 2022 Village Board Police Report

July 2022 was a busy month for OPD. In addition to some significant investigations, OPD Officers made 19 arrests (8 felonies and 11 misdemeanor). OPD Officers made a total of 75 traffic stops that resulted in 22 traffic citations being issued. Additionally, 12 Municipal citations were issued. 88 incident reports were processed and OPD Officers logged 605 total calls for service.

Some incidents OPD Officers responded to and investigated in July included two OWI arrests (1<sup>st</sup> and 3<sup>rd</sup> offenses), a possession of methamphetamine case, three disturbances, and six fireworks complaints. Additionally, Osceola Officers logged eight citizen assists, ten alarm calls, and three mental health checks (two of which resulted in emergency detentions).

Over the July 4<sup>th</sup> weekend, OPD Officers found two separate groups of three individuals, on-site, at the old OMC property. Group A, found on-site July 3, broke out several upper windows. All three of those individuals were cited municipally for Trespassing and Criminal Damage to Property. Group B, found on-site July 4, all received municipal citations for Trespassing.

In July, OPD investigated three significant graffiti incidents. The walking bridge inside of Schillberg Park was defaced with graffiti, as was the cement wall near the bluff trail behind BP. The estimate for cleanup to both these locations is \$1,900. That investigation is on-going. The Bluff water tower was also defaced with graffiti (and signs leading up to the water tower). Tower access is locked; however, the suspect managed to scale the water tower and spray large letters on the water tower face. The current estimate to repair is approximately \$20,000. A suspect in this incident, currently believed to be residing at unknown addresses in the cities, has been identified and felony criminal damage to property charges have been requested for that individual.

On Sunday, July 24<sup>th</sup>, a burglary at an Industrial Park business was reported to OPD. Forcible entry was made into the building and keys for a very large Enterprise box rental truck, parked on the property, were taken. The suspect then stole the truck from the parking lot. Two days after the burglary and theft of the truck, Officer Tanner

Rebhan, through the course of investigation, located the stolen truck, unoccupied, parked behind the Little Store in Dresser. This is an ongoing investigation; however, the suspect and their accomplice have been identified and felony charges will be requested soon. The stolen truck was recovered undamaged and returned to Enterprise.

**Administration:**

On July 13<sup>th</sup>, all Officers attended OPD's annual firearms qualification, a Department of Justice Training and Standards requirement. All Officers passed. The qualifying course is very specific and it is timed. OPD holds range training quarterly and all Officers are required to qualify once a year. Our in-house Firearms Instructors, Officers Lehman and Bach, put on all of our range training sessions and they always do an excellent job.

To date, we still have not received any applicants for the open OPD part-time Police Officer positions. Our two remaining part-time patrol Officers, Andrew Johnson and Jessica Bryant, will soon be unavailable. Officer Johnson will be leaving OPD for a full-time Deputy job, out of county, this month and Officer Bryant is in the process of being hired as a full-time Dispatcher. OPD currently has no other part-time patrol Officers.

On July 19<sup>th</sup>, OPD was requested to do a scam presentation for a senior group at the Peace Lutheran Church in Dresser. Officer Lehman and I put this presentation on. As always, we had a great time doing this presentation and, as I have said before, we often learn new things from the group we present to.

All three of the Village's storm sirens received their annual maintenance in July. The batteries in one of the sirens had to be replaced as they were low but everything else was found to be in good shape and operational. The Village will continue to do monthly storm siren testing the 1<sup>st</sup> Wednesday of every month at 1:30 p.m., through September.

On July 24<sup>th</sup>, OPD participated in OMC's family fun night. This was a fun event, on a hot summer afternoon, and it was well-attended.

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:** August 10<sup>th</sup>, 2022

**Re:** July Public Works Department Board Update

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#### Streets:

- Street sweeping operations and maintenance on the north side of the occurred in July.
- Storm water inspection and exterior cleaning of basins was part of annual routine maintenance for the month.
- Ensuring capital funded asphalt repair quotes were accepted and work is scheduled appropriately.
- Village of Osceola 4<sup>th</sup> Ave parking lot had a makeover with a stained fence, vegetation removal, wood chips installed and appropriate trimming of arborvitaes.

#### Parks:

- Public Works has started from the Village's southernmost park and worked north, renovating, planting, and removing both invasive species and overgrowth.
- Mill Pond Park is seeing an excellent change in plant species and revitalization to all flower beds within the park.
- Geiger Park bridge received an excellent coat of stain.
- Graffiti and vandalism have been either covered or contracts aligned to have repairs done as necessary.

#### Building Maintenance:

- Continued maintenance to our buildings occurred in July. Modifications to HVAC system software, inspections, and repairs to failed equipment were successfully fixed as they surfaced.





# Memo

To: President Buberl and Village Board Members  
From: Rick Caruso, Utilities Coordinator  
CC: Fran Duncanson  
Date: August 10<sup>th</sup>, 2022  
Re: Utility Department August Board Update

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## Water Utility:

- Water produced in July totaled 10.383 million gallons.
- The failing variable frequency drive at Well 3 has been replaced and is fully operational.
- Graffiti was discovered on the Bluff Tower the morning of July 22<sup>nd</sup> requiring an immediate response from utility operators. Upon discovery, the police were notified and our operators climbed the tank to ensure access to the wet area was not compromised. The damage was documented by our tower engineers and a claim has been started with our insurance company. Over coating of the exterior area will likely occur in tandem with the other repairs this fall.
- The well level sensor at Well 4 has failed and a new transducer has been ordered. The transducer is installed alongside the well column and measures the static and pumping groundwater levels. Operators use these readings to monitor changes in groundwater levels and as a measurement of well pump efficiency.

## Sewer Utility:

- Wastewater treated in July totaled 7.47 million gallons.
- The Utility owned generators have been professionally inspected and serviced. This is performed annually by Allied Generator to ensure they are ready for service in case of an emergency. Along with regular scheduled testing by operators, professional service is part of a well-rounded maintenance program to reduce generator down time.
- Utility mapping continues daily with operators referencing as-built prints to find the locations of curb stop valves, manholes, mainline valve, and other utility assets. To date, 197 curb stops, 19 service valves, 101 main valves, 52 hydrants, and 82 sanitary manholes have been successfully located and mapped.



## Memo

**To:** Wilberg Memorial Library Board of Trustees

**From:** Anne Miller, Circulation Manager

**CC:** Village Board of Osceola

**Date:** August 2022

### **DIRECTOR/ADMINISTRATION**

The trend of more people in the library that started in June continued into July. Staff have adjusted to the increased traffic into the library and are glad to see new patrons utilizing all the library has to offer. Seventy-two new patrons were added in July. This number included new Kids' Klub patrons from the school district; they have been visiting us on Monday mornings.

### **MATERIALS CIRCULATION**

July 2022, Total Items Circulated: 4991

Public Computer Uses for July 2022: 131

eBook Checkouts for July 2022: 1039

New Patrons in July 2022: 72

### **COLLECTIONS**

We added 160 new items to our collection. We continue to receive donations of books and DVDs from our community. All of these items are looked at by Anne, and any items that can be added to our collection, either as new items or to replace well-loved copies of materials already on our shelves. Up to July 31, 2022, 249 donations have been added to our shelves valued at \$5049.62. These donations of items are greatly appreciated, and the ones that we do not add to our collection are given to Friends of the Library for their monthly book sales.

### **EVENTS & ACTIVITIES**

#### **July Events/Participation:**

The Summer Reading Program continued through July with participants filling the aquarium with their reading records. The last day to turn in reading records for the summer program is Saturday, August 6. The grand prizes are a \$50 Barnes & Noble gift card for each age group (0-5, 6-12, and 13-18), as well as a separate prize for participant with the most minutes read.

We continue to have participants for Osceola's 2022 Reading Journey, where every book read can be an entry into the monthly drawing for a \$10 gift certificate for either Valley Booksellers, Barnes

The logo consists of three horizontal bars of varying shades of gray, stacked vertically. The top bar is light gray, the middle bar is dark gray, and the bottom bar is medium gray. To the right of these bars, the text "WILBERG" is stacked above "MEMORIAL" in a bold, serif font. Below "MEMORIAL", the text "PUBLIC LIBRARY of OSCEOLA" is written in a smaller, all-caps, sans-serif font.

**WILBERG  
MEMORIAL**  
PUBLIC LIBRARY of OSCEOLA

& Noble, of Amazon. Last month there were 67 entries for the drawing, which is open to both adults and children.

**FACILITIES & STAFF**

We have advertised the library page position and will begin interviewing candidates soon.

We are still awaiting the book bike, but are hopeful that it will arrive soon, as other Wisconsin Libraries have begun to receive their bikes.

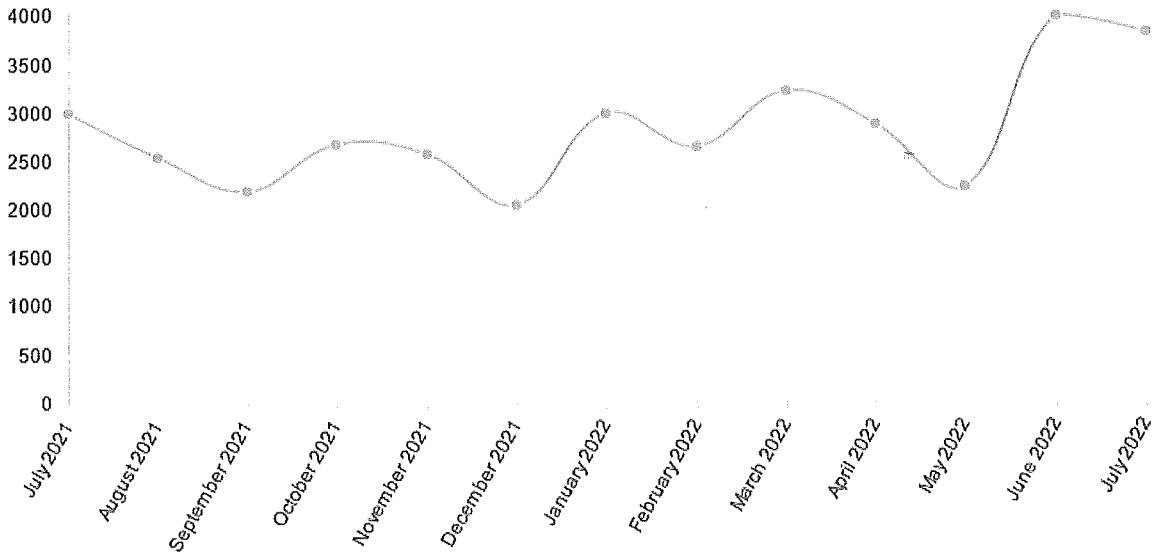


# WILBERG MEMORIAL

PUBLIC LIBRARY of OSCEOLA

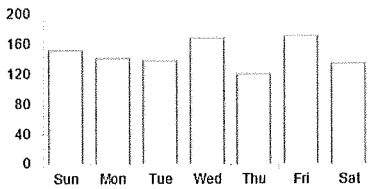
## Osceola Circulation Statistics

Past 13 Months - Checkouts

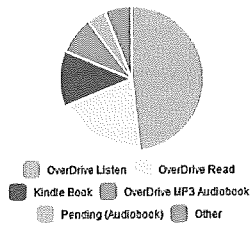


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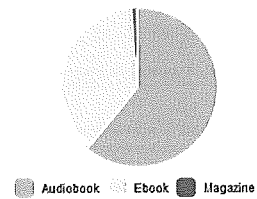
Overdrive by Day



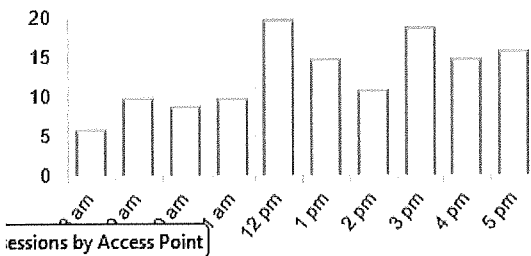
Overdrive by Format



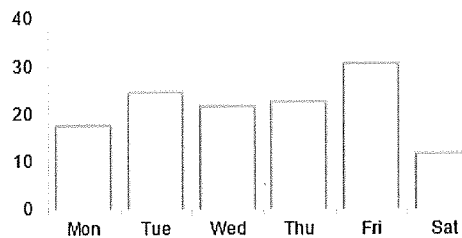
Overdrive by Type



Pharos computer uses by hour

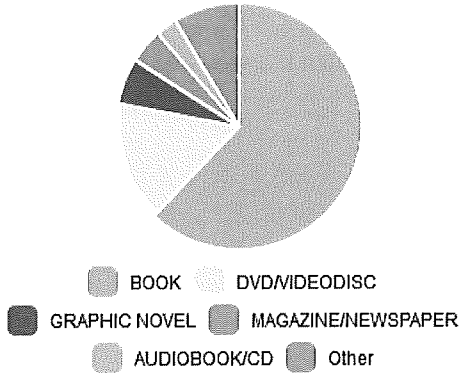


Pharos computer uses by day

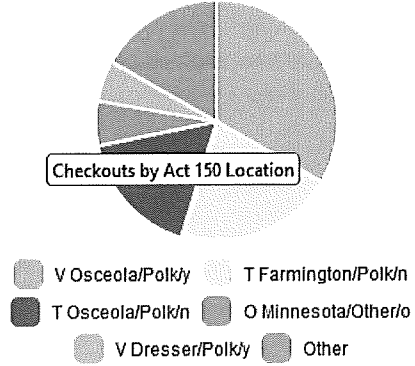


# WILBERG MEMORIAL PUBLIC LIBRARY of OSCEOLA

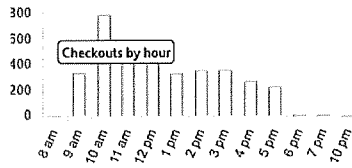
Checkouts by format



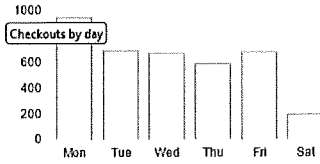
Checkouts by Act 150 Location



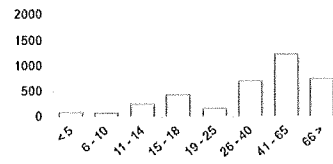
Checkouts by hour



Checkouts by day



Checkouts by age





## OSCEOLA FIRE AND RESCUE

Station - 657 HWY 35  
PO Box 217  
Osceola, WI 54020  
Emergency: 911  
Non-Emergency (715) 294-3440

To: President Buberl and Village Board Members  
From: Osceola Fire & Rescue  
CC: Fran Duncanson  
Date: August 9, 2022  
Re: **Fire & Rescue Monthly Report**

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### RUNS

- 7 - Runs total
  - 5 – Village of Osceola
  - 2 – Town of Farmington
  - Run breakdown
    - 1 – Motor Vehicle Accident
    - 1 – Structure Fire
    - 2 – Gas/Fuel Leaks
    - 1 – Alarm
    - 2 – Medical Assist

### UPDATES IN BOLD

- Meeting and Training in July consisted of landing zone training with Life Link III flying in and pump operations with water shuttle and drafting.
- Upcoming training to consist of EVOC (Emergency Vehicle Operator Course), and we will evaluate and review access roads off 280<sup>th</sup> St. to River and adjoining properties for response plans since many will likely have limited access for our larger apparatus.
- Met at Polaris to review with their Maintenance and EHS leadership on new battery bundle assembly lines coming in and their response needs.
- Switch over from Century Link to Lakeland will be a welcome upgrade in coming weeks. Lakeland will be bringing in fiber, which will significantly improve internet speeds over current cable from Century Link and at lower monthly rates.
- Looking to apply again for a Compeer grant which would be approximately \$3000. If accepted, would be used to replace our worn and aged dump tanks.

# Municipality Permits Report

7/1/2022 to 7/31/2022

## VILLAGE OF OSCEOLA

		Total Value	Total Fees	Total Fines
VOS22-19E	165-00622-0000	\$10,000.00	\$180.00	
NATHAN L. GUSTAFSON   GUSTAFSON, NATHAN L, ANDRIE ELECTRIC   250465				
499 SIMMON DR HANGAR S12	COMMERCIAL ELECTRICAL			
VOS22-47	165-00817-3200	\$42,506.00	\$421.20	
Aaron Lewicki				
409 SMITH AVE	ALTERATIONS			
VOS22-48	165-00820-0500	\$12,000.00	\$60.00	
JACK MALLUEGE				
218 MEADOW LARK LN	REROOF			
VOS22-49	165-00536-0000	\$98,000.00	\$1,014.60	
Mike Conway				
305 RIVER ST	REROOF			

### Permit Distribution

Electrical=1  
Alteration=1  
Re-roof=2

## Totals

<b>Total Permits</b>	4	<b>Total Value</b>	\$162,506.00
<b>Admin</b>	\$260.20	<b>Impact</b>	<b>Plan Review</b> \$78.60
<b>Inspection</b>	\$1,337.00	<b>State Permit Seal</b>	<b>House Number</b>
<b>Fines</b>		<b>Other</b>	<b>Total Fees</b> \$1,675.80

# Municipality Permits Report

1/1/2022 to 7/31/2022

## Permit Distribution

New Home=10  
 Alteration=11  
 Sign=3  
 Other=1  
 Porch=1  
 Fireplace=1  
 Addition=2  
 Electrical=2  
 Siding=3  
 Shed=3  
 Acc. Building=1  
 Deck=5  
 Fence=7  
 Re-roof=4  
 HVAC=1

<b>Totals</b>		<b>Total Permits</b>	<b>51</b>	<b>Total Value</b>	<b>\$5,914,773.11</b>
<b>Admin</b>	\$3,017.33	<b>Impact</b>		<b>Plan Review</b>	\$1,300.42
<b>Inspection</b>	\$28,097.20	<b>State Permit Seal</b>	\$350.00	<b>House Number</b>	
<b>Fines</b>		<b>Other</b>		<b>Total Fees</b>	\$32,764.95





# Memo

To: President Buberl and Village Board Members  
From: Todd Waters, Public Works Coordinator  
CC: Fran Duncanson  
Date: August 10<sup>th</sup>, 2022  
Re: **Approve**

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## GENERAL INFORMATION

### Background

The 2022 Capital Improvement Program set funding under the Transportation and Utilities section for the amount of \$100,000. The Department of Public Works in conjunction with engineering firms have worked over the the past 10 years in prioritizing asphalt repairs on every Village of Osceola street. Village of Osceola asphalt infrastructure is reviewed internally utilizing the Paser rating scale a minimum of every 2 years and reported to the state. The most recent prioritization occurred in 2019 identifying streets in need of critical repair.

CIP Number	Company	Bid Quote
TU-021	Monarch Paving Company	\$97,153.78

The east portion of both Gerald Street and State Street are in desperate need of asphalt repair. Both of these streets made the list in 2019. The total for those combined streets is \$71,169.41. Utilizing the funding to the fullest potential I have also incorporated Second Ave (One Way from Hill Street) that is also in desperate need of repair. Both plowing and sweeping are barely an option at this time as the degrading of this street continues. It is a perfect candidate for this repair as no utility work is necessary to conduct the repair. Repairs to these streets will consist of a pulverization of existing asphalt, final grading, settling period, and then an average of at a minimum 3 inches of asphalt depth compacted.

### Action(s) Requested

**Action 1:** At this time staff is respectfully requesting that the Village Board approve the budgeted capital expenditure for the maintenance action specified to include pulverizing of existing asphalt and a 3-inch minimum asphalt compacted install.

### Attachment(s)

1. RFQ Documentation

## RECOMMENDATION(S)

### **Village Staff**

Village Staff recommend approval as stated.



788 US HIGHWAY 8  
 AMERY, WI 54001  
 MAIN PHONE (715) - 268 - 2687  
 MAIN FAX (888) - 836 - 7792

**Change Order / Additional Work Order**

JOB NUMBER:

Osceola, Village of 310 Chieftan Street Osceola WI 54020	Date	6/20/2022
	Attention	
	Phone Number	715-294-3498
	Fax Number	715-294-3498
	Daytime Phone Number	715-417-0973

Job Name: Osceola - Gerald St	Address: Gerald St	
Job Location Osceola	County Polk	Plant Number 5

( WRITE IT DOWN - VERBAL OR WRITTEN TERMS AND CONDITIONS NOT CONTAINED HEREIN ARE NOT BINDING )  
 Monarch Paving Company (" CONTRACTOR ") proposes as follows:

Item #	Description	Unit	Quantity	Unit Price	Amount	Comments
1	2nd Ave - Hill St to Polk Cty Housing Lot - Approx. 750' x 11' - Pulverize and knockdown existing asphalt. Village to haul away excess gravel if needed. - Village to adjust utilities as needed. - Fine grade existing base course and compact. - Pave with hot mix asphalt to an average compacted depth of 3".	LS	1	\$25,984.37	\$25,984.37	

ADDITIONAL CHARGE FOR ABOVE WORK IS: \$25,984.37

**SPECIAL CONDITIONS :**

- Minimum of 1% drainage required. (2+% Desirable)
- All private utilities shall be located & marked by owner.
- Owner shall be responsible for backfilling asphalt edges as desired.
- Lawn restoration not included.
- Owner to obtain all county / township / municipality approvals prior to the start of work.
- Because of the harsh Wisconsin winters, future cracking of the asphalt pavement is not covered by our warranty.
- A signed contract is required prior to the start of work.
- Circle and initial option(s) that apply, if applicable.

The undersigned ("PURCHASER") agrees to pay CONTRACTOR the total price of See Above and/or the unit prices specified above for the labor and materials specified above which payment shall be due upon completion, payment for staged construction shall be due upon completion of each stage of work. PURCHASER acknowledges that the specifications, conditions and price quotes specified above are satisfactory and hereby accepted. Acceptance of this Proposal includes acceptance of all the terms and conditions on the reverse side including PURCHASER's responsibilities.

Acceptance of this Proposal includes acceptance of all the terms and conditions on page 2.

CONTRACTOR:  
 Monarch Paving Company

PURCHASER:  
 I have read and understand the terms and conditions of this contract, both on the front and reverse sides of the contract. Purchaser hereby acknowledges receipt of the Wisconsin Department of Commerce Right to Cure Law brochure, if applicable.

By: Nick Clobes  
 Nick Clobes  
 Date: June 20, 2022

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Note: This proposal may be withdrawn by CONTRACTOR if not accepted within 28 days of the date above and/or at any time before performance of the work hereunder upon CONTRACTOR'S determination that there is inadequate assurance of payment. By my signature herein I authorize Contractor to review personal or business Credit Reports to evaluate financial readiness to pay amounts set forth in this Proposal/Contract.

AFTER SIGNING, PLEASE RETAIN ONE COPY AND FORWARD A COPY TO OUR OFFICE  
 EOE, including disability/vets

## TERMS AND CONDITIONS

### NOTICE OF LIEN RIGHTS

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAWS, CONTRACTOR HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDING IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CONTRACTOR AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMS ARE DULY PAID.

### ACCEPTANCE OF WORK

All labor and material is conclusively accepted as satisfactory unless accepted to in writing within seven (7) days of performance.

### EXTRA WORK

All alterations or deviations from any of the terms of this contract shall be in writing and executed by the parties hereto. Any extra cost involved therein will become an extra charge to be paid by PURCHASER over and above the contract price.

### PURCHASER'S RESPONSIBILITIES

PURCHASER acknowledges and understands that it shall be responsible for obtaining any and all permits which may be required in connection with performance of this Proposal/Contract. Where applicable, PURCHASER shall also be responsible for backfilling areas that border along the newly paved surface with appropriate material to eliminate potential cracking and uneven surface at the edge of the paved surface and for installing, replacing, maintaining and repairing shoulders. PURCHASER assumes all liability for any damages done to underground utilities and/or structures unless CONTRACTOR has been notified, upon acceptance of this Proposal, as to the specific location and depth of any such buried utility/structures.

### INCLEMENT WEATHER

Inclement weather may alter the completion of the work to be furnished hereunder. Furthermore, special consideration should be given if work is to be performed before May 1 or after October 15 in light of less than desirable weather conditions which could potentially impair the quality of the work performed hereunder.

### WARRANTY

All material is guaranteed to be as specified and all work is to be completed in a workmanlike manner according to standard practices. All labor and materials will be guaranteed against defect for one (1) year from date of installation. Due to Wisconsin winters and expansion and contraction of the ground, some cracking of the pavement may be experienced. There are no express or implied warranties of merchantability, quality, and quantity or of fitness for any particular purpose, which extend beyond those specifically set out in this document.

**All warranties are void if payment is not made as stipulated.**

### DELINQUENCY CHARGE

Payment is due and payable upon completion of each stage of the work. If PURCHASER defaults on the payment required, PURCHASER will be liable for all costs of collection, including reasonable attorney's fees, and a delinquency charge on the balance at the maximum rates allowed by law. If PURCHASER is an organization as defined by Wis. Statutes, Section 421.301(28), the Delinquency Charge rate shall be 1.5% per month (18% APR) plus all costs of collection, including reasonable attorney's fees. CONTRACTOR retains title to all merchandise covered by this Agreement until full payment is received according to the above terms of sale. PURCHASER consents in any action or legal proceeding relating to this Contract commenced by the CONTRACTOR to the personal jurisdiction of any court that is either a court of record in the State of Wisconsin or a court of the United States located in the State of Wisconsin. It is hereby agreed that no legal action with respect to this contract may be brought by either party later than one (1) year after the cause of action accrues and that the party asserting such a legal action shall be barred from any remedy thereto.

### INDIVIDUAL LIABILITY

The undersigned PURCHASER agrees to be individually liable for all terms of the Agreement, regardless of whether he or she signs individually or as an agent for the owner of the property upon which the work is being performed or for any other individual, partnership or corporation.

### PRODUCT INFORMATION AND MAINTENANCE

Since the asphalt in blacktop needs time to harden and cure, usually 6-12 months, your asphalt pavement will remain soft and pliable during warm weather. During this time, don't park in the same spot every time and do not turn your steering wheel back and forth when your car is not moving. It is not unusual to experience some cracking over the winter due to the contraction and expansion of the ground, especially over culverts, pipes, electric wires, etc. Avoid gasoline and petroleum product spills as they will destroy your pavement. If spills do occur, immediately flush with lots of soapy water. If you decide to seal coat your pavement, wait until the summer following installation.

### BINDING EFFECT

This Agreement shall be binding upon the parties hereto, their heirs, personal representatives, successors and assigns.

### ENTIRE AGREEMENT

The entire contract is embodied in this writing. This writing constitutes the final expression of the party's agreement, and is a complete and exclusive statement of that agreement. In the event that any term of this contract is unenforceable, the remaining terms of the contract shall still be in full force and effect.



768 US HIGHWAY 8  
 AMERY, WI 54001  
 MAIN PHONE (715) - 268 - 2687  
 MAIN FAX (888) - 836 - 7792

**PROPOSAL/CONTRACT**

Osceola, Village of 310 Chieftan Street Osceola WI 54020	Date	6/6/2022
	Attention	Todd
	Phone Number	715-294-3498
	Fax Number	715-294-3498
	Daytime Phone Number	715-417-0973

Job Name:	Job Address:	
Osceola - Gerald St	Gerald St	
Job Location	County	Plant Number
Osceola	Polk	5

( WRITE IT DOWN - VERBAL OR WRITTEN TERMS AND CONDITIONS NOT CONTAINED HEREIN ARE NOT BINDING )  
 Monarch Paving Company (" CONTRACTOR ") proposes as follows:

Item #	Description	Unit	Quantity	Unit Price	Amount	Comments
1	Gerald & State St - Approx 1,190' x 26' - Pulverize and knockdown existing asphalt. Village to haul away excess gravel if needed. - Village to adjust utilities as needed. - Fine grade existing base course and compact. - Pave with hot mix asphalt to an average compacted depth of 3".	LS	1	\$71,169.41	\$71,169.41	
2	Gerald & Marvin St - Pulverize and knockdown existing asphalt. Village to haul away excess gravel if needed. - Village to adjust utilities as needed. - Fine grade existing base course and compact. - Pave with hot mix asphalt to an average compacted depth of 3". - Areas approx. 383' x 26' + 170' x 28' + 206' x 19'	LS	1	\$46,218.56	\$46,218.56	

Addendum's: \_\_ Thru \_\_ are noted.

**TOTAL \$117,387.97**

Note: Payment for staged construction shall be due upon completion of each stage of work.

**Circle and initial options that apply.**

**SPECIAL CONDITIONS :**

- Minimum of 1% drainage required. (2+% Desirable)
- All private utilities shall be located & marked by owner.
- Owner shall be responsible for backfilling asphalt edges as desired.
- Lawn restoration not included.
- Owner to obtain all county / township / municipality approvals prior to the start of work.
- Because of the harsh Wisconsin winters, future cracking of the asphalt pavement is not covered by our warranty.
- A signed contract is required prior to the start of work.

**Circle and initial option(s) that apply, if applicable.**

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 Monarch Paving Company

PURCHASER:  
 I have read and understand the terms and conditions of this contract, both on the front and reverse sides of the contract. Purchaser hereby acknowledges receipt of the Wisconsin Department of Commerce Right to Cure Law brochure, if applicable.

By: Nick Clobes  
 Nick Clobes  
 Date: 06/06/2022

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Note: This proposal may be withdrawn by CONTRACTOR if not accepted within 28 days of the date above and/or at any time before performance of the work hereunder upon CONTRACTOR'S determination that there is inadequate assurance of payment. By my signature herein I authorize Contractor to review personal or business Credit Reports to evaluate financial readiness to pay amounts set forth in this Proposal/Contract.

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 EOE, including disability/vets

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The entire contract is embodied in this writing. This writing constitutes the final expression of the party's agreement, and is a complete and exclusive statement of that agreement. In the event that any term of this contract is unenforceable, the remaining terms of the contract shall still be in full force and effect.



# Memo

To: President Buberl and Village Board Members  
From: Todd Waters, Public Works Coordinator  
CC: Fran Duncanson  
Date: August 10<sup>th</sup>, 2022

---

## GENERAL INFORMATION

### Background

The Public Works Committee meeting agenda item listed 4b) **Village owned residential properties** was discussed and voted on June 22<sup>nd</sup>, 2022 to be brought forward to the Village Board. Discussion included the potential for future action on two uninhabited Village properties located at 405 4<sup>th</sup> Ave and 130 Ridge Road. Ideas were presented from both staff and Committee members. Those ideas are the following.

- Sealed bids for the sale and removal of structures on properties. (Timelines and penalties inflicted)
- Osceola Fire Department training burns (DNR restrictions)
- Funding for demolition of properties

### Action(s) Requested

**Action 1:** At this time DPW staff is respectfully requesting that the Village Board take action on an appropriate and timely removal process of structures on both properties. Structures pose a liability and continue to consume public works and police assets.

## RECOMMENDATION(S)

### **Public Works Committee**

2-0 Yay for the removal bid process

### **Village Staff**

Village Staff recommend approval as requested.



# Memo

To: Administration & Finance Commission  
From: Frank Pascarella  
Date: July 26, 2022  
Re: Osceola Fire Department By-Laws

---

Attached is an amended version of the current Osceola Fire Department By -Laws. The By-Laws have not been amended since January of 2010. With that being said there are a number of changes within the By-Laws the Village Board should be aware of.

### **Position Requirements:**

1. The Fire Chief will be interviewed by the Police & Fire Committee (P&F) vs. elected by the members of the Department. The P&F will then recommend the candidate to the Village Board for approval.
2. This process eliminates the appointment of the Fire Chief being appointed by experience and ability vs that of a popularity contest.

### **Qualifications of Fire Chief:**

1. Requires 10-years' experience of which 5 should be with the Osceola Fire Department (OFD).  
I would add to the leadership abilities, communication skills, ability to read plans, assess and establish work schedules and understand and implement fire and rescue best practices.
2. Major addition is the commitment of 15-20 hrs. per week. This is a major commitment of the individual to this position.
3. Does require to complete CDL, drug screen and medical Baseline exam prior to becoming a member of the OFD.

### **Assistant Fire Chief:**

1. Requires 8 years' experience of which 5 are with OFD.
2. Major addition is the commitment of 15-20 hrs. per week. This is a major commitment of the individual to this position.
3. Does require to complete CDL, drug screen and medical Baseline exam prior to becoming a member of the OFD.

### **Captains (3) vs. (2):**

1. Appointed by the Fire Chief.
2. Requires 3 years of experience with OFD.
3. Does require a commitment to the department of 5-10 hrs. per week.

4. Does require to complete CDL, drug screen and medical Baseline exam prior to becoming a member of the OFD.

**Training Officer:**

1. The Training Officer shall commit 10-15 hrs. per week outside normal Fire Fighter duties and commitments.
2. Does require to complete CDL, drug screen and medical Baseline exam prior to becoming a member of the OFD.

**Safety Officer:**

1. The Safety Officer shall commit 5-10 hrs. per week outside normal Fire Fighter duties and commitments.
2. Does require to complete CDL, drug screen and medical Baseline exam prior to becoming a member of the OFD.

**Secretary:**

1. The Secretary shall commit 5-10 hrs. per week outside normal Fire Fighter duties and commitments.
2. Does require to complete CDL, drug screen and medical Baseline exam prior to becoming a member of the OFD.

**Maintenance Officer:**

1. The Maintenance Officer shall commit 5-10 hrs. per week outside normal Fire Fighter duties and commitments.
2. Does require to complete CDL, drug screen and medical Baseline exam prior to becoming a member of the OFD.
3. Ensure activities and records are properly documented.
4. Require following all state and local statutes pertaining to apparatus firefighting equipment and the facilities and grounds of the department.

**Summary:**

I would concur with the Fire Chief as to the proposed changes in the Fire Chief selection process. I believe it provides a transparent and merit-based approach vs. the current selection procedure.

The amendments provided do show that the officers of OFD have an allegiance to both the department and the village.

**Wages:**

The OFD personnel has not had a salary adjustment in excess of ten (10) years. Page 12 of the amended By-Laws provides a breakdown by position of the recommended increases. The total impact to the operating budget for FY22 is \$17,300. This amount is based on the 1,055 hrs. of FY21 hrs. of fire fighter personnel.



A further breakdown between firefighter Officers and firefighter hourly wages are as follows:

1. Salary adjustments for the Officers is \$7,800; and
2. Salary adjustments for Fire Fighter I and Fire fighter II is \$9,500.

The Fire Chief did recommend, and the P&F agreed to the proposed salary adjustments be retroactive to 1-1-2022. Although their current department budget can accept the salary increases, I would like to provide the following option.

1. Adopt 50% of the increase retroactive to 1-1-22. This would amount to \$8,650.
2. Implement the balance of the salary adjustment in the upcoming FY23 budget.

This option does provide a justified increase for the department personnel and commits the balance to be part of next years' fiscal budget. I believe breaking the salary into 2 fiscal years minimizes future precedents throughout the Village.

I would further the Fire Chief every two years review and recommend salary adjustments for fire fighter personnel. This would eliminate future fiscal spikes and t to provide volunteers with a competitive wage.

## Osceola Fire & Rescue Department

<b>Bylaws 1</b>
<b>Revised Date: Jan 2010</b>
<b>Description:</b>
<b>Meetings</b>

1. Meeting of the department shall be held on the second and last Mondays of the month at 7:00 PM. The hour or day of the meeting or drill may be changed when required.
2. Special meetings can be called at the discretion of the chief.
3. The annual meeting and elections is held on the last Monday of February. In odd numbered years the positions of Chief and one two Captains will be held, in even numbered years the positions of Assistant Chief and remaining two captains will be held. In odd numbered years the appointment of the Training Officer, Secretary, and Safety Officer, and Maintenance Officer will be held.
4. In odd numbered years, the position of Chief will be open for applicants. Applications will need to be submitted to the attention of the Village Administrator in person or with postmark no later than Jan 1. Selection process through Police and Fire Committee and approval by Village Board with desired completion ahead of annual meeting so necessary adjustments to elected positions can be accommodated by department.
5. Should a regular meeting or drill fall on a legal holiday, it shall be rescheduled at the discretion of the chief.
6. A quorum shall consist of the majority of active members of the department.
7. No person or persons shall be allowed to attend any regular meetings or special business meetings of the department except members, village officials, and honorary members, and prospective members by invitation of Officers.
8. The order of business for all meetings of this department will be managed and documented by the Secretary and shall be as follows:
  - a. Roll call
  - b. Reading of minutes of previous meeting
  - c. Reading communications
  - d. Unfinished business
  - e. New business
  - f. Bills
  - g. Runs
  - h. Misc. business
  - i. Adjournment
9. Officers will meet minimum of once monthly or when necessary at the discretion of the Chief.

## Osceola Fire & Rescue Department

<b>Bylaws 2</b>	<b>Page 1 of 3</b>
	<b>Revised Date: Jan 2010</b>
<b>Description:</b>	
	<b>Position Requirements</b>

All Officers, with exception of Maintenance Officer, must have met minimum requirement outlined in Wisconsin Chapter SPS 330.08 (3) prior to being eligible for elections and are in good standing with the department.

### 1. Chief

The Chief will be hired through an application process by Police and Fire Committee, and elected by the members of the fire department approved by review of the village board, with first consideration given to department members who meet the qualifications:

- a. Minimum 10 years of experience and 5 years preferred with the Osceola Fire-Rescue Department, or at discretion of the Village of Osceola.
- b. Current Fire Fighter II and passed at minimum the written portion of the class.
- c. Displayed leadership abilities.

### 2. Assistant Chief (1)

The Assistant Chief will be elected by the members of the fire department and subject to review and approval by the village board, with first consideration given to department members who meet the qualifications:

- a. Elected by members of the department.
- b. Minimum 8 years of experience and 5 years preferred with the Osceola Fire-Rescue Department.
- c. Current Fire Fighter II and passed at minimum the written portion of the class.

### 3. Captains (3)

- a. Elected by members of the department.
- b. Minimum of 3 years service with the Osceola Fire-Rescue Department.
- c. Current Fire Fighter II and passed at minimum the written portion of the class.

## Osceola Fire & Rescue Department

Bylaws 2	Page 2 of 3
	Revised Date: Jan 2010
Description:	
Position Requirements	

### 4. Training Officer

- a. Appointed by the officers with approval of the Chief.
- b. Current Fire Fighter II and passed at minimum the written portion of the class.

### 5. Safety Officer

- a. Appointed by the officers with the approval of the Chief.
- c. Current Fire Fighter II and passed at minimum the written portion of the class.

### 6. Maintenance Officer

- a. Appointed by the officers with the approval of the Chief
- b. Minimum ELFF

### Officer Elections:

- Individuals that meet minimum requirements for any elected and appointed Officer positions will be posted and communicated at the last meeting of January regardless of which positions are up for election or appointment. This is to allow for backfill in the event that an individual holding a current position is elected to another position and a subsequent election is required to fill the newly vacated position. These individuals will be those open to nominations during elections.
- All Positions will be elected based on highest to lowest by rank and then tenure in the case of Captain positions.
- Only one position at a time will be nominated and voted on.
- In the event that there are more than two nominations for any position, a primary vote will be taken to narrow candidate pool to two. Final vote will be held for the two candidates that had the highest votes from the primary.
- Nominees will leave room until all nominations are closed. Nominees will be allowed to nominate others prior to leaving if they choose. Nominees will be allowed to cast votes.
- In the event of a tie, the Chief will cast deciding vote.

## Osceola Fire & Rescue Department

<b>Bylaws 2</b>	<b>Page 3 of 3</b>
	<b>Revised Date: Jan 2010</b>
<b>Description:</b>	
	<b>Position Requirements</b>

- The Chief and Assistant Chief will oversee all vote tallies, with exception of an absence of either, for which the senior Captain will step in to assume role. All will be required to have cast their individual votes prior to doing vote tallies with exception of votes required to be cast in event of a tie.

## Osceola Fire & Rescue Department

<b>Bylaws 3</b>	<b>Revised Date: Jan 2010</b>
<b>Description:</b>	
<b>Duties of Chief of Department</b>	

1. The chief shall commit minimum of 15-20 hours per week outside of normal fire fighter duties and commitments.
2. The chief shall have full command over all apparatus, equipment and supplies, full control and command over all persons who are members of the department. He/she shall possess full power and authority over its organization and discipline and to that end shall from time to time prescribe and enforce such rules and issue orders as he/she deem advisable.
3. The chief shall at all times supervise and keep in repair and ready for instant use all apparatus, equipment and supplies used for fire prevention, fire protection, rescue operations and firefighting.
4. The chief shall respond to fires and other emergencies and upon arrival he/she shall at his/her discretion assume full command thereof. During the time the chief is available he/she must respond to a minimum of 50% of all calls per year.
5. The chief shall certify all bills against the village chargeable to department.
6. The chief shall keep a record of all fire and emergencies and causes thereof as accurately as can be ascertained.
7. The chief shall submit a report of the condition and activities of the department to the village administrator and village board annually.
8. The chief shall advise the village board of the needs of the department caused by changing conditions and developments of the village and surrounding areas. The chief shall make these recommendations in writing as he/she necessary. He/she shall present his/her reasons in writing to the village administrator when in his opinion the village is best served by the sale or disposal of apparatus, equipment or supplies. He/she shall recommend the acquiring of new apparatus, equipment and supplies. All purchases for the department shall be subject to the approval of the chief.
9. The chief shall submit an annual budget request with an estimate of the requirements for the next year. This should include an estimate of additions, replacements or repairs to apparatus, equipment and building. This budget shall be submitted in accordance with the schedule specified by the village administrator.
10. The chief shall insure that all required training is scheduled for the year. The chief shall monitor the attendance of all members for scheduled drills.
11. The chief shall take necessary action when personal become delinquent in required training or do not meet minimum annual participation for calls.
12. The chief is identified by their white helmet.
13. Member will be required to complete a CDL physical, drug screen, and Medical baseline exam prior to proceeding with training and active membership

## Osceola Fire & Rescue Department

<b>Bylaws 4</b>
<b>Revised Date: Jan 2010</b>
<b>Description:</b>
<b>Duties of Assistant Chief of Department</b>

1. The assistant chief shall commit minimum of 15-20 hours per week outside of normal fire fighter duties and commitments.
2. The assistant chief shall be under the general direction of the chief.
3. He/she shall perform all duties and exercises of the chief during their absence or disability.
4. He/she shall assist the chief at all alarms.
5. He/she shall immediately respond to all alarms, drills and meetings when possible. During the times when the assistant chief is available they must respond to a minimum of 50% of all calls annually.
6. He/she shall act as department equipment supervisor.
7. He/she shall at all times maintain due regard to the safety and welfare of all personal and equipment.
8. He/she shall assist the chief in gathering information regarding the fire or emergency.
9. The assistant chief is identified by their white helmet.
10. Member will be required to complete a CDL physical, drug screen, and Medical baseline exam prior to proceeding with training and active membership

# Osceola Fire & Rescue Department

<b>Bylaws 5</b>
<b>Revised Date: Jan 2010</b>
<b>Description:</b>
<b>Duties of Fire Captains of Department</b>

1. The captains shall commit minimum of 5-10 hours per week outside of normal fire fighter duties and commitments.
2. The fire captains shall be under the general direction of the chief.
3. They shall be directly responsible to the assistant chiefs for the discipline of the firefighters and for the maintenance and condition of the apparatus and equipment.
4. They shall immediately respond to all alarms and emergency calls when possible. During the times when the fire captains are available they must respond to a minimum of 50% of all calls annually.
5. When first to arrive at a fire or emergency they shall be in command thereof until relived.
6. They shall help supervise the training and instruction of the members of the department in all subjects covered at drills.
7. They shall enforce the rule, regulations and orders of the department.
8. They shall at all times maintain due regard for the safety and welfare of the personal of the department.
9. The senior captain shall assume all duties of the assistant chief or chief in their absence.
10. They shall supervise all crews entering a building when responding to alarms.
11. They shall officiate in the absence of the chief or assistant chief but they shall not have the power to call a meeting of any kind.
12. They shall perform other related work as required.
13. The captains are identified by their red helmets.
14. Member will be required to complete a CDL physical, drug screen, and Medical baseline exam prior to proceeding with training and active membership



## Osceola Fire & Rescue Department

<b>Bylaws 6</b>
<b>Revised Date: Jan 2010</b>
<b>Description:</b>
<b>Duties of Training Officer of Department</b>

1. The training officer shall commit minimum of 10-15 hours per week outside of normal fire fighter duties and commitments.
2. The training officer is responsible to coordinate training for the department.
3. The training officer should coordinate with outside training contractors and the department a minimum of one to three hours training each month. Other special training can be scheduled as needed and as approved by the chief.
4. The training officer should keep records of the type of training the department completes and who was in attendance.
5. The training officer is identified by their black helmet.
6. Member will be required to complete a CDL physical, drug screen, and Medical baseline exam prior to proceeding with training and active membership

## Osceola Fire & Rescue Department

<b>Bylaws 7</b>
<b>Revised Date: Jan 2010</b>
<b>Description:</b>
<b>Duties of Safety Officer of Department</b>

1. The safety officer shall commit minimum of 5-10 hours per week outside of normal fire fighter duties and commitments.
2. The safety officer is responsible for assuring the safe operation at the emergency scene.
3. The safety officer should be on the lookout for unsafe operations or situations.
4. At a major operation the safety officer will be in charge of the accountability system.
5. The safety officer will be identified by his blue helmet.
6. Member will be required to complete a CDL physical, drug screen, and Medical baseline exam prior to proceeding with training and active membership

## Osceola Fire & Rescue Department

<b>Bylaws 8</b>
<b>Revised Date: Jan 2010</b>
<b>Description:</b>
<b>Duties of Secretary of Department</b>

1. The secretary shall commit minimum of 10-15 hours per week outside of normal fire fighter duties and commitments.
2. The secretary shall keep a correct roll of all members of the department and call roll of the members on the return of the department from all fires, false alarms, scheduled meetings, training meetings and special meetings. Roll will be called immediately after the organization of the meeting.
3. The secretary shall;
  - a. Keep a written record of the proceedings of the department.
  - b. Do all the writing which may be necessary and make a report of the secretary's doings at the regular monthly meetings.
  - c. Shall keep records of the bills that the department has incurred.
4. Member will be required to complete a CDL physical, drug screen, and Medical baseline exam prior to proceeding with training and active membership

## Osceola Fire & Rescue Department

<b>Bylaws 9</b>
<b>Revised Date: Jan 2010</b>
<b>Description:</b>
<b>Duties of Maintenance Officer of Department</b>

1. The maintenance officer shall commit minimum of 15-20 hours per week outside of normal fire fighter duties and commitments.
2. The maintenance officer shall maintain and support all Apparatus, Firefighting equipment, facilities, and grounds to applicable local and state statutes and standards as well as at the direction and discretion of the Chief.
3. The maintenance officer shall assure proper activities are documented and records kept for all activities in the execution of their role where required by department SOG's and applicable local and state statutes and standards.
4. Member will be required to complete a CDL physical, drug screen, and Medical baseline exam prior to proceeding with training and active membership

## Osceola Fire & Rescue Department

<b>Bylaws 10</b>	<b>Page 1 of 2</b>
	<b>Revised Date: Jan 2010</b>
<b>Description:</b>	
<b>Duties of Firefighters of Department</b>	

1. Firefighters shall immediately respond to all alarms and emergency calls when possible. During the times they are available firefighters must respond to a minimum of 33% of all emergency calls annually.
2. To become a member of the department
  - a. an application must be filled out and a background check will be done
  - b. The chief will decide if applicant is qualified for interview with department officers.
  - c. Applicant will be invited to next officers meeting where they can be interviewed for consideration of membership to the department.
  - d. Department officers will decide if applicant is qualified to move forward with application process. Chief will inform applicant of this decision.
  - e. If applicant is deemed qualified for further consideration, the applicant will attend at a minimum one meeting to meet active department members. The chief will decide if an applicant should attend additional meetings before being nominated for membership.
  - f. The applicant if present at that time will then be asked to leave while a nomination for membership will be requested, if nominated a written ballot hand count vote from a quorum of active department members will be taken. A majority of yes votes is required for membership.
  - g. Member will be required to complete a CDL physical, drug screen, and Medical baseline exam prior to proceeding with training and active membership.
3. A new firefighter will be on a one year probation which can be extended if deemed necessary by the chief.
4. A firefighter may be placed on a probationary period at the discretion of the fire chief or assistant chief if deemed necessary because of the fire fighters actions or conduct.
5. During the firefighters probation he will not drive a truck to an emergency unless directed to by an officer or the firefighter in command of the call.
6. Firefighters must be able to respond to a call from home or place of employment within 7 minutes of a page to become a member. While driving to the fire hall in their personal vehicle they must follow all traffic regulations.
7. Firefighters are not allowed to use any emergency lights, signals or sirens on their personal vehicles while responding to a call.

## Osceola Fire & Rescue Department

<b>Bylaws 10</b>	<b>Page 2 of 2</b>
	<b>Revised Date: Jan 2010</b>
<b>Description:</b>	
<b>Duties of Firefighters of Department</b>	

8. They shall be under direct supervision of the officers of the department
9. They shall extinguish and prevent fire, effect rescue and if qualified render first aid.
10. Firefighters must at a minimum be actively enrolled and attending certification I firefighting within one year of joining the department.
11. Firefighters by the end of their second year of becoming a member must have completed and passed ~~certification I~~ Entry Level A/B and Part C Firefighting along with HazMat Ops. Courses which combined make up FFI. It is not necessary to take WI State Certification written or practical to be a member on department, but future requirements of position and rank may have Certification level requirements.
12. It is encouraged that the firefighter continues training and obtains certification II firefighting while a member of the department.
13. They shall keep apparatus, tools and equipment in good repair.
14. They shall participate in a minimum of 50% of monthly business meetings, 50% of monthly training meetings annually. They can be excused from a meeting by contacting an officer prior to and asking for approval.
15. They shall keep the station clean, neat and in good order.
16. In the absence of an officer at a fire or emergency the front seat passenger of the first arriving engine shall assume command until an officer arrives.
17. A run is when a truck rolls, if the run is cancelled before the trucks roll it is at the discretion of the ranking officer whether the run will be logged and paid.
18. Firefighters are identified by yellow helmets.

## Osceola Fire & Rescue Department

<b>Bylaws 11</b>
<b>Revised Date: Jan 2016</b>
<b>Description:</b>
<b>Salary Schedule of Firefighters of Department</b>

Salary can only be adjusted after approval by the Village Board

1. Fire Chief(x1) ~~\$3000~~ \$4,500.00 yearly
2. Assistant Chief(x1) ~~\$1300~~ \$2,000.00 yearly
3. Captains(x3) ~~\$300~~ \$1,000 yearly
4. Training Officer(x1) ~~\$500~~ \$1,500.00 yearly
5. Secretary(x1) ~~\$500~~ \$2,000.00 yearly
6. Safety Officer(x1) \$500.00 yearly
7. Maintenance Officer(x1) \$1,000.00 yearly
8. Firefighter hourly wage ~~\$11.00~~ \$20.00 per hour as ELFF thru FF I certified.
9. Firefighter hourly wage ~~\$12.00~~ \$21.00 per hour as Firefighter II or FFII certified.
10. Pumper operators ~~\$5.00~~ an hour above the hourly firefighter rate.
11. Monthly training and business meetings \$10.00 per meeting

## Osceola Fire & Rescue Department

<b>Bylaws 12</b>	<b>Revised Date: Jan 2016</b>
<b>Description:</b>	
<b>Retirement Award Program Qualifications for Firefighters of Department</b>	

In order to qualify for the Length of Service Retirement Award members will be required to earn a total of 35 points each year.

No limit for points earned from Runs, Monthly Training/Business Meetings, Other Department Meetings, or State Required/Funded Classes.

Total of **15 points maximum**, combined for all other categories.

An Officer of the fire department will need to sign off on any points earned.

Fire Runs	1
Monthly Training Meetings	1
Monthly Business Meetings	1
Other Department Meetings - State Required/Funded Classes (per each)	1
Special Event Details	1
Work Details (per every 2 hours)	1
Department fund raisers	1
<b>Fire Prevention Events</b>	
1/2 day	1
Full day	2
Washing Apparatus	1
Vehicle Equipment check	1
5 Fire Inspections	1
Elected and Appointed Officers allowed per year	5

## Osceola Fire - Rescue Department

<b>Bylaws 13</b>
<b>Revised Date: Jan 2010</b>
<b>Description:</b>
<b>PERSONNEL EVALUATION</b>

1. All new personnel will receive a quarterly evaluation. This evaluation will include:
  - a. Participation in Firefighter I training.
  - b. Participation at drills and response to calls.
2. All newly promoted personnel will receive quarterly evaluations for the first year to insure they are complying with the position requirements.
3. Every firefighter will be evaluated on an annual basis. The purpose of this evaluation will be to identify positive actions and, if needed, to correct negative ones.
4. All firefighters and captains will be evaluated by the chief officers. The assistant chief will be evaluated by the chief.
5. These evaluations will be based on performance of duties, NOT personalities or personal opinions.
6. The chief is evaluated on an annual basis by the department as a whole.

## Osceola Fire - Rescue Department

<b>Bylaws 14</b>	<b>Page 1 of 2</b>
	<b>Revised Date: Jan 2010</b>
<b>Description:</b>	
<b>GENERAL RULES AND REGULATIONS</b>	

All members of the department, irrespective of the rank they have or the duties which they perform, shall be subject to the following rules and regulations.

1. For the purpose of efficient service and discipline, members shall be subject to the orders of their superior officers at all times.
2. No member shall report to an emergency, training, or meeting under the influence of a controlled substance or intoxicating liquor.
3. A member should immediately report to the officer in charge of any accident or injury which he/she sustains on duty, no matter how trivial. A copy of this report shall be forwarded to the Village Administrator. Use same form as Village Employees or will need to create Accident/Injury Report Form
4. Every member shall be held responsible for the safekeeping and proper care of all department property under their control.
5. No member shall transmit by radio, telephone, or otherwise any orders as to the need for equipment, firefighters, etc. at any fire or emergency except when ordered to do by the officer in command.
6. Members shall not divulge information relative to the administration of the department. Requests for information concerning the cause, damage, etc. of a fire shall be referred to the Chief, or in their absence, to the next ranking officer. All Open Records Requests pertaining to non-medical activities shall be forwarded to the office of the Village Clerk.
7. When a member receives an order which is in conflict with a previous order, he/she shall inform the officer who issued the conflicting order.
8. When an officer issues an order, being fully aware that such an order is in conflict with a previous order, He/she shall be held accountable for any harmful results which may occur from the interference with the execution of the previous order.
9. Every member shall be subject to calls at all times, unless otherwise granted by the Chief or ranking Officer in command.
10. No members shall leave a scene or the station during an alarm unless they have permission of the officer in charge.



## Osceola Fire - Rescue Department

Bylaws 14	Page 2 of 2
	Revised Date: Jan 2010
Description:	
<b>GENERAL RULES AND REGULATIONS</b>	

11. Every member shall promptly report to the Chief, and forward this information to the office of the Village Clerk, any changes in address or telephone number.
12. No fire department apparatus or fire department equipment or property of any kind shall be taken from the station for any purpose whatsoever except with the permission or direct orders from the chief.
13. All communications, letters, notices, requests, etc., received by a member or delivered to the fire station, pertaining to the fire department shall be promptly forwarded to the chief.
14. Visitors to the station shall be courteously received and escorted through the station if they so request. Alarms, procedures and equipment use and operation should be explained.
15. Use of the station facilities for other than department functions must have prior approval.
16. No alcohol, drugs, or controlled substances on Village properties or in Village equipment, vehicles at any time.

## Osceola Fire - Rescue Department

<b>Bylaws 15</b>	<b>Revised Date: Jan 2010</b>
<b>Description:</b>	
<b>RETURN OF EQUIPMENT AT TERMINATION OR LEAVES</b>	

1. Any member of the Osceola Fire - Rescue Department who is put on a medical leave of absence shall not be required to turn in their pager, membership handbook or keys. An exception would be when the medical leave is to be for a period of 90 days or more. In this case, members may be required to turn in their equipment at the request of the chief.
2. Any member taking a military or personal leave of absence will be required to return any department equipment, on or before the first day of that leave.
3. Any member who resigns or is terminated from the Osceola Fire - Rescue Department will be required to return the department equipment, on or before the first day that the resignation or retirement becomes effective.
4. Any member who is suspended from the Osceola Fire - Rescue Department will be required to return the department equipment, on or before the first day of the suspension.
5. Any member who is on a leave of absence shall have their keys, membership handbook, and pagers returned to them upon being reinstated to the active roster.

## Osceola Fire - Rescue Department

<b>Bylaws 16</b>
<b>Revised Date: Jan 2010</b>
<b>Description:</b>
<b>FIREFIGHTER'S ACCOUNTABILITY - MEETINGS AND DRILLS</b>

The purpose of this guideline is to set forth rules regarding the firefighter's accountability for attendance at scheduled meetings and drills.

1. When you know in advance that you will not be at a scheduled meeting or drill, leave a written note in the secretary's box, email an officer or call one of the officers.
2. It is the responsibility of the following people in this order to take attendance at meetings and drills: (a) secretary, (b) asst. chief, (c) chief.
3. It is the firefighter's responsibility to follow-up with the secretary to assure that his/her excuse has been received and recorded correctly. This must be done on or before the roll call of the next meeting or drill.

## Osceola Fire - Rescue Department

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Revised Date: Jan 2016	
Description:	
<b>WRITTEN RESPIRATORY PROTECTION PROGRAM</b>	

### Purpose

To provide protection and a working knowledge of the self-contained breathing apparatus (herein after known as the SCBA), for each member of the Osceola fire - Rescue Department when entering work areas with hazardous atmospheres.

### Hazardous Atmospheres

There are four basic hazardous atmospheric conditions that a firefighter may encounter, and they are:

1. Heat
2. Smoke
3. Toxic Gases
4. Oxygen Deficiency

### Requirements

1. A firefighter, or member of the Osceola Fire - Rescue Department, when entering one of the four hazardous areas listed under hazardous atmosphere will wear a positive pressure SCBA. No other type of respirator will be allowed.
2. Firefighters will not remove the SCBA while in one of the hazardous work areas listed under hazardous atmospheres, unless authorized by the officer in command.
3. The Osceola fire - Rescue Department has all MSA MMR SCBAs.
4. NO ONE using a SCBA is allowed to have a beard. Mustaches and sideburns will be permissible as long as they do not interfere with the sealing of the face piece.

### Ratings and Limitations

1. Cylinders hold 45 65 cubic feet of air at 2246 4500 PSI.
2. Approved working temperatures of the cylinder are from -25 F to in excess of +160 F. Fully charged tanks will last approximately 30 minutes under mild labor conditions and approximately 20 minutes under hard labor.

## Osceola Fire - Rescue Department

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Description:	
WRITTEN RESPIRATORY PROTECTION PROGRAM	

4. While wearing a SCBA, the user will have:
  - a. Limited visibility
  - b. Poor communication
  - c. Approximately 25 30 lbs. additional weight to carry
  - d. Be cumbersome
  
5. Duration of the air supply is affected by the following conditions:
  - a. Physical condition of user
  - b. Degree of physical exertion
  - c. Emotional stability
  - d. Condition of apparatus
  - e. Cylinder pressure before use
  - f. Training and experience

### Donning and Operation

1. Donning of the SCBA will be in accordance with the Entry Level Firefighter program currently in practice with the State of WI. department.
2. Operation of the SCBA will be in accordance with the Entry Level Firefighter program currently in practice with the State of WI. department.
3. There are not enough SCBA's on the Osceola Fire - Rescue Department for each member. No one should enter a hazardous atmosphere unprotected.

### Cleaning

1. When a SCBA has been placed in use, it shall be cleaned. The following procedure will be used for cleaning of the units.
  - a. Separate the face piece from the remainder of the unit.
  - b. Wash face piece in clean MSA- mild detergent and disinfectant.
  - c. Rinse completely in clean, warm water.
  - d. Dry in clean area.

## Osceola Fire - Rescue Department

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<b>WRITTEN RESPIRATORY PROTECTION PROGRAM</b>	

2. While cleaning a SCBA, inspection of the unit will be done at this time for worn parts or physical damage. If a unit is found to be defective, it is removed from service for repair.

### Storage

All SCBA's are mounted in brackets on appropriate apparatus for easy access.

### Quarterly Inspections

SCBA units will be inspected quarterly, and after each use.

- a. Cleanliness
- b. Damage
- c. Gauge work
- d. Alarm work
- e. Hose connection work
- f. Shoulder harness and straps
- g. By-pass, main line, valves operational
- h. By-pass, main line valves closed
- i. Made ready for emergency use
- j. Tank pressure
- k. Retest date is within cylinder limitations

### Recharging

1. Cylinders shall be checked before recharging for the following:
  - a. Evidence of exposure to high heat and flames
  - b. Gauge lens melted, broken or stuck
  - c. Physical damage to cylinder
  - d. Retest date is within cylinder limitations
  - e. Amount of pressure the cylinders are designed for.

## Osceola Fire - Rescue Department

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Description:	
<b>WRITTEN RESPIRATORY PROTECTION PROGRAM</b>	

### 2. Capacity

a. Verify cylinders are property of OFD. Cylinders may be recharged to 2246 4500 PSI. Always check to be sure hydrostatic test date is within recommended limits for type of cylinder. **CHECK MANUFACTURER SPECIFICATIONS.**

b. Filling a cylinder should be done at a rate of less than 1500 PSI per minute. Terminate filling cylinder when cylinder reaches service pressure.

### Testing of Cylinders

1. Cylinders that have been used for training or emergency conditions, that show visible damage, shall be tested before returning to service.
2. General guidelines for hydrostatic test dates is within a five year period for steel and three year period for fully wrapped carbon fiber tanks. Steel tanks have indefinite service life until a failed test, fully wrapped carbon fiber tanks have a 15 year service life. **CHECK MANUFACTURER SPECIFICATIONS**
3. All tanks have a date stamped on the tank indicating original manufacture date as well as the last test date. No tank will be filled when it exceeds the limitations listed.
4. All tanks, when if sent in to be hydro tested, shall be sent with no pressure in the tank.

### Employees

1. All new employees when hired by the Osceola Fire - Rescue Department to perform firefighting duties shall be trained in the use of the SCBA and be knowledgeable of hazardous atmospheres they may encounter.
2. Once each year, a review of this policy for changes or modifications in the operation of the SCBA's or related information received from the manufacturer shall be passed on to all personnel of the Osceola Fire - Rescue Department.

## Osceola Fire - Rescue Department

<b>Standard Operating Guidelines 2</b>	
	Revised Date: <b>Jan 2016</b>
<b>Description:</b>	
<b>OPERATION OF UNIT 1486 (TELE-SQURT)</b>	

Observance of the following RULES will help assure maximum safety to personnel and help prevent needless down time of damaged equipment.

1. Only **assigned operators** should be permitted to operate equipment.
2. **Assigned operators** should undergo a thorough training period and a period of supervised practice in an open area before operating at a scene of a fire or under maximum loads.
3. **Assigned operators** should undergo a thorough training period of supervised practice throwing water, and with maximum rated loads under simulated conditions, prior to operating equipment at a scene of a fire.
4. **Assigned operators** must be thoroughly familiar with operating instructions and equipment capabilities and limitations.
5. **ALL SAFETY PRECAUTIONS** must be strictly adhered to.
6. Repairs and adjustments should be made only by qualified and trained personnel.

### CAPACITY – WATER TOWER AND LADDER

It is important for the operator to have a clear understanding of the manufacturer's rated capacities of the "Tele-Squirt" boom and ladders under varying conditions. The following capacities are applicable when unit is operated on firm, level ground with outriggers extended and properly set.

1. At any angle between 45 degrees – 75 degrees fully extended, the unit may carry the reaction of the nozzle discharging plus a uniformly distributed load of ~~600~~ 500 lbs over the length of the ladder. Although unit is operational to ~~90~~ 85 degrees, normal maximum climbing angle is considered to be 75 degrees.
2. At any angle above horizontal with tip supported, the boom may be used to carry any load not to exceed ~~4600~~ 1500 lbs. uniformly distributed over the length of the ladder.

**DO NOT DIMINISH THE SAFETY FACTOR OF THE UNIT BY OVERLOADING**



## Osceola Fire - Rescue Department

<b>Standard Operating Guidelines 3</b>	<b>Page 1 of 3</b>
	<b>Revised Date: Jan 2010</b>
<b>Description:</b>	
<b>PHOENIX TOOL HYDRAULIC EXTRICATION -- MAINTENANCE, CLEANING AND PROPER USE</b>	

1. When checking engine oil, which must be checked after each usage, make sure unit is not filled above full mark.
2. Use only regular gas when filling tank. This must be checked after each use. Do not fill tank when engine is hot.
3. When checking hydraulic fluid, make sure fluid is one inch from top. Check vent hole in plug to make sure it is not plugged. Use only Phoenix manufacturer recommended hydraulic fluid.
4. Connect all hoses before starting power unit. Any tool can be connected to either set of hoses.
5. When starting engine, make sure the control arm is centered. Move throttle lever to the fast position. This position is your start and run setting. Use short strokes until engine is started.
6. The two position valve controls all operations - ALWAYS have one person at this control valve. Switch to left controls left side hoses. Switch to right controls right side hoses.
7. After use clean all parts. check bolts and any threaded fittings for snugness.
8. After each use, the spreader arms should be cleaned and serviced with lubricant.
9. Clean all chains with light machine oil after usage.
10. When using spreader to lift vehicle, place spreader on a block, open spreader slowly. You MUST use cribbing as you raise the vehicle to prevent the vehicle from falling.

## Osceola Fire - Rescue Department

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<b>Description:</b>	
<b>PHOENIX TOOL HYDRAULIC EXTRICATION -- MAINTENANCE, CLEANING AND PROPER USE</b>	

11. To create an opening to expose locking mechanism in the door, use either of the following hints:
  - a. Place Spreader in the center of the window, open until one arm is positioned on top of the door and the other is positioned in the car top. Open spreader until door crushes downward exposing lock mechanism.
  - b. Open spreader to half-open position. Insert one arm on the inside of the door and the other arm on the outside of the door. Close spreader crushing door inward until locking mechanism is exposed.
12. After exposing lock mechanism, place the tips of the spreader above or below the lock. Open spreader until pin is pulled free from the lock.
13. If you have to open the door hinge side first, spread metal until hinge is exposed. Place tips directly above or below hinge. Open spreader until hinge breaks and the door is pulled free. DO NOT place spreader tips directly into the hinge. Your tool may slip out under force. Remove the top hinge first before removing the bottom hinge. This will force the door downward into the ground during remove.
14. When sliding seat back, place one tip of the spreader on the front kick panel and the other tip on the frame of the seat. Open spreader until seat slides freely back on the track.
15. To raise the steering wheel use the dash roll rather than trying to pull the wheel up.
16. Keep cutter clean and free from dirt. Always check center bolt to prevent damage to blades. To check this, hold cutter up into the light, close cutter. If light or a space appears between blades, tighten top nut gradually until gap is closed.
17. When operating cutter, allow cutter to seek its own path. Roof posts may be cut with windshield in place, or with it removed.

## Osceola Fire - Rescue Department

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Description:	
PHOENIX TOOL HYDRAULIC EXTRICATION -- MAINTENANCE, CLEANING AND PROPER USE	

18. To make roof cut, cut the two front windshield posts at the base of the windshield. Then make one cut on each side of the roof just behind the front seat. Lift simultaneously on each side of the roof just behind the front seat until the roof is creased along the top.
19. Do not cut hardened steel or loose ends, whenever possible.
20. When storing hose, do not kink. Make sure ends are capped off

**When operating the Phoenix Tool Hydraulic Extrication Tools, always follow this SOG as close as possible.**

Whenever you are using this tool, the following pieces of personal equipment are mandatory:

- a. Protective helmet with visor down
- b. Protective gloves
- c. Full bunker gear (Coat, Pants, Steel Toed Boots)

## Osceola Fire - Rescue Department

Standard Operating Guidelines 4	Page 1 of 6
	Revised Date Jan 2010
Description:	
SAFETY ACCOUNTABILITY PROCEDURES	

### Statement of Purpose:

This procedure is designed as a guide to assist our department in the implementation of safety accountability. This procedure will serve as a tool in which we can account for all fire department personnel during and after a fire or other emergency response as recommended in NFPA 1500.

### Purpose:

This procedure will identify a system of firefighter accountability on an incident scene. The purpose is to account for all firefighters at any given time within the "hazard zone" of an incident. It will provide the incident command staff with improved means to track and account for all personnel

### Safety Accountability:

The hazard zone will be defined as any area that requires SCBA on in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure. This includes:

- a. Entering a structure reported to be on fire.
- b. Operating in close proximity to the structure during exterior operations.
- c. Confined space operations, trench rescues, etc.
- d. Searches in wild land

### Accountability:

Accountability involves a personal commitment to work with the safety system at an incident.

1. Command will always maintain an accurate tracking and awareness of all crews committed at an incident.
2. Command is responsible for including accountability as a major element in strategy and attack planning.

## Osceola Fire - Rescue Department

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<b>SAFETY ACCOUNTABILITY PROCEDURES</b>	

3. Command will consider and react to any barriers to effective accountability.
4. Sector officers will accurately track and be aware of all crews assigned to their area. The sector officer will maintain close supervision of crews assigned.
5. All crews will work for command or sectors - NO FREE LANCING!
6. Crews arriving on scene will remain intact. A minimum crew will consist of two members but may be more. A radio will be required for all crews within the hazard zone.
7. All crews within the hazard zone must be supervised by an officer (i.e., Asst. Chief or Captain) or an assigned ranking member.
8. All crews go in together, stay together, and come out together. It is necessary to be in visual, physical, or audible contact distances with the crew officer. Reduced visibility and increased risk will require very tight togetherness tighter control.
9. If a radio fails while in the hazard zone, the crew will exit unless there is another working radio with the crew.
10. If a crew is split up, for any reason, both halves of the crew must have a radio. The original officer of the crew is responsible to notify command that they have split the crew. At no point in IDLH environments will crew size be reduced to less than two members.

### Accountability Tags

1. Each firefighter has been issued two tags with the last name on it.
2. The accountability system has numerous components involved to track and manage crews on the fireground and they are as follows:

## Osceola Fire - Rescue Department

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### Firefighter Tags

1. When enroute to the emergency, the firefighter shall remove one tag, and leave it in the truck that the firefighter is responding in. Upon completing assignment the truck operator must account for all firefighters and tags in his truck before leaving the scene.
2. If a firefighter leaves the scene before his truck or leaves in a different truck he must retrieve his tag and tell the truck operator he is leaving the scene.

### Crew Board

1. There is one master accountability board that will be used when personal enter a structure or hazard zone. One tag will be left with the person in charge of the accountability board before entering.
2. Using the incident command system, the first arriving crew will establish incident command. This officer is responsible for accountability. However, if this officer chooses to go into fast attack mode, the second engine's officer or next arriving officer will take command and accountability. the crew board will be attached to the sector board at the entrance to the hazard zone.
3. When command post is established, crews will report to the command post for assignment and leave their second tag prior to entering the hazard zone. When leaving the hazard zone, each crew is responsible to retrieve their tag, thus, making themselves accountable.

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### The Personnel Accountability Report (PAR) System

1. Tactical Benchmarks - Several accountability benchmarks are included in tactical operations. The personnel accountability report (PAR) involves a roll call of personnel assigned at an incident for the officer assigned to a crew. A PAR is confirmation that members assigned to the crew are visually accounted for within the area assigned. For sector officers, PAR is an accounting system for all crew members of all companies assigned to that sector. Reports in sectors PAR should be conducted face to face within the company or within the sector whenever possible, then, reported to command via radio. When command calls for a PAR report the incident board will serve as a guide to systematically call units to be accounted for,
2. Examples are as follows:
 

**Command:** *Command to all units - standby for a PAR report*

**Command:** *1488, do you have PAR?*

**1488:** *We have PAR*

**Command:** *to Roof sector, do you have PAR?*

**Roof Sector:** *Roof Sector has PAR*
3. A PAR will be required for the following situations:
  - a. Any report of missing firefighters
  - b. Any trapped firefighters
  - c. Any change from offensive to defensive
  - d. Any sudden hazardous event at an incident - flash over, etc.

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4. When any of the above situations occur at a scene, the commander will initiate a PAR immediately, and, if needed, assign a rapid intervention team (i.e., for a missing firefighter).
  - a. By all crews reporting an all clear (company officers of crews responsible for search and rescue will ensure they have PAR for their crews at the time they report all clear)
  - b. At 20 minutes elapse time
  - c. At a report of fire under control

### Lost / Missing Firefighter

1. When a crew is absent when a PAR is called for, they will automatically be assumed lost or trapped in the hazard zone until otherwise determined safe. Assigned crew officers must immediately report any absent members to the sector officer or command.
2. Command must initiate a PAR for an immediate roll call of all companies assigned within the hazard zone. Command must also send a RIT to the last reported working area of the last working area of the lost firefighter to begin a search. Simultaneously, command must adjust on-scene strategies to a priority search and rescue effort.
3. For any firefighters lost, command may want to call for other mutual aid companies to assist in search and rescue.

### Rapid Intervention Teams (RIT)

1. During structure fires both small and large, a rapid intervention team will be assigned to stand by at point of entry, during a large incident rapid intervention teams may be assigned to each side by sector officers, these crews will stay intact and will serve as a stand-by crew while the operation exists.



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2. When released from an incident, the crew board (s) will be retrieved and placed in service on an engine. At that point, if the engine has two crews, the officer will check the truck board to ensure all firefighters assigned during response are leaving with that engine.

### Summary of Accountability Responsibilities

Accountability will work only with a strong personal commitment to the safety system. This commitment involves the following responsibilities:

**Firefighters** - Responsible for staying with their crews at all times and ensuring that their tags are on the truck/crew boards at all times.

**Company Officer** - Responsible for keeping the crew intact at all times and that the crew board is current and accurate. The crew board must reflect only those personnel entering the hazard zone with the officer. The crew board is turned in to command or sector accountability prior to entering the hazard zone.

**Sector Officer** - Responsible for accounting for all crews in their assigned sector, maintaining an awareness of their exact location and, when accountability is assigned to their area, the sector officer with an acceptability officer will be responsible for managing PAR.

**Accountability Officer** - Responsible for teaming up with a sector officer or command to manage the acceptability system. If the acceptability is expanded to sectors, one acceptability officer will manage the overall PAR system with help from the sector acceptability officers. This person must maintain close coordination with these other officers.

**Command** - Responsible for tracking of all fire crews within the hazard zone and must advise all incoming units who is servicing as the acceptability officer and where they are located

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<b>TACTICAL GUIDELINES -- APPARATUS PLACEMENT</b>	

1. Apparatus function should regulate placement. Poor apparatus placement can reverse this rule, limiting the options or eliminating functions which can be assigned to a unit.
2. Firefighters operate with a natural inclination to drive apparatus as close to the fire as possible. This often results in positioning of apparatus that is both dysfunctional and dangerous. The placement of all apparatus on the fireground should be a reflection of the following:
  - a. Recommended Operating Guidelines for first arriving companies.
  - b. Staging procedure.
  - c. A direct order from Command.
  - d. A conscious decision on the part of the company officer based on existing or predictable conditions.
3. Effective apparatus placement must begin with the arrival of the first unit. The placement of the initial arriving engine should be based upon initial size-up and general conditions upon arrival. First arriving units should be placed in a manner that builds on the initial plan and allows for expansion of the operation. Ambulance access must be provided.
4. Avoid "belly to butt" placement on the fireground. Do not drive all fire apparatus directly to the fire. Later arriving companies should stage a minimum of one block short of the immediate fire area, and remain uncommitted until ordered into action by command. Company officers should select staged positions with a maximum of tactical options.
5. In large, complex, and lengthy fireground operations, additional mutual aid companies should be staged consistent with the staging procedure. Under these procedures, command communicates directly with the Staging Officer for the additional resource required on the fireground.

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<b>TACTICAL GUIDELINES -- APPARATUS PLACEMENT</b>	

6. Command must maintain awareness that access provides tactical options and that the immediate fire area can quickly become congested with apparatus. The officer must regard apparatus on the fireground in tow categories:
  - a. Apparatus that is working.
  - b. Apparatus that is parked.
7. Park out of the way. Apparatus that is not working should be left in the staging area or parked where it will not compromise access.
8. Maintain an access lane down the center of streets wherever possible.
9. Think of fire apparatus as an expensive exposure. Position working apparatus in a manner that considers the extent and location of the fire and a pessimistic evaluation of fire spread and building failure. Anticipate the heat which may be released with structural collapse. Apparatus should generally be positioned at least 30 feet away from involved buildings, even without fire or smoke showing. Greater distances are indicated in many situations.
10. Beware of overhead power lines when positioning apparatus. Do not park where lines may fall.
12. If apparatus does become endangered, operate lines between it and the fire while you reposition it. When you do move it - move it to a position that is safe. It is dysfunctional to move apparatus several times throughout the progress of a fire.
17. Take maximum advantage of good operating positions and the capability of units assigned. Initial arriving ~~pumpers~~ Engine Companies should be placed in "key" positions. These positions should offer maximum fire attack access to the fire area and be supplied with large diameter supply lines as quickly as possible. Subsequent arriving companies can operate the hose lines from this apparatus. Place these "key" companies first - before access is blocked by later arriving units.

## Osceola Fire - Rescue Department

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TACTICAL GUIDELINES -- APPARATUS PLACEMENT	

14. Key tactical positions should be identified and Engines placed in those locations with a strong water supply. The water supply should be at least one pumped line from and Engine on a hydrant. When high volume is indicated, two pumped supply lines should be provided. The forward Engine can distribute this water supply to a variety of hand lines, master streams or devices.
15. Take full advantage of hydrants close to the fire before laying additional supply lines to distant hydrants. An Engine pumper hooked up to a hydrant close to the fire can usually supply two "forward" Engines pumpers in attack positions.
16. Secondary hydrants should be used to obtain additional supply if the demand exceeds the capability of the closest hydrants.
17. Take advantage of the equipment on apparatus already in the fire area instead of bringing in more apparatus. Connect extra lines to pumpers which already have a good supply line instead of making "Daisy chain" supply line connections.
18. Do not hook up to hydrants so close to the fire building that structural failure or fire extension will jeopardize the apparatus.
19. Fire hose soon limits the general access as the fireground operation gets older. Command and sectors must direct apparatus to important positions as early as possible. Lines should be laid with attention to access problems they present. Try to lay lines on the same side of street as the hydrant and cross over near the fire.
20. When the Tele-squirt (1486) is not needed for upper level access or rescue, spot apparatus in a position that would provide an effective position for the elevated stream operation if the fire goes to a defensive mode. Ladder officers must consider extent and location of the fire, most dangerous direction of spread, confinement, exposure conditions, overhead obstructions and structural conditions in spotting the apparatus. The truck should be spotted for effective use of hand ladders and allied forcible entry equipment.
21. The Rescue (1481) should be spotted in a safe position, not blocking movement to the scene but close enough to facilitate access to needed equipment.

## Osceola Fire - Rescue Department

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Description:	
SAFETY PROCEDURE -- DRIVER SAFETY	

***Members of the Osceola Fire - Rescue Department that have current CDL (Commercial Drivers Licenses) will drive if available.***

New members of the department will not drive in emergency situations until they have been on the department for one year, have shown the ability to drive a large truck and know the area, unless ordered by an officer to do so.

1. It is the responsibility of the driver of each department vehicle to drive safely and prudently at all times. Vehicles shall be operated in compliance with Wisconsin State Statutes. These laws provide specific legal exceptions to regular traffic regulations which apply to fire department vehicles only when responding to an emergency incident. Emergency response (~~40-33~~) does not absolve the driver of any responsibility to drive with due caution. The driver of the emergency vehicle is responsible for its safe operation at all times.
2. When responding ~~40-33~~, warning lights must be on and sirens must be sounded to warn drivers of other vehicles, as required by the Wisconsin Motor Vehicle Laws.
3. The use of sirens and warning lights does not automatically give right-of-way to the emergency vehicle. These devices simply request the right-of-way from other drivers, based on their awareness of the emergency vehicle's presence. Emergency vehicle drivers must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected inappropriate actions of others.
4. Fire department vehicles are authorized to exceed posted speed limits only when responding Emergent only ~~40-33~~ under favorable conditions. This applies only with light traffic, good roads, good visibility, and dry pavement.
5. Under less than favorable conditions, the posted speed limit is the absolute maximum permissible.
6. When emergency vehicles must travel in center or oncoming traffic lanes, the maximum permissible speed shall be the posted speed limit.

## Osceola Fire - Rescue Department

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SAFETY PROCEDURE -- DRIVER SAFETY	

7. Intersections present the greatest potential danger to emergency vehicles. When approaching and crossing an intersection with the right-of-way, drivers shall not exceed the posted speed limit.
8. When emergency vehicles must use center or oncoming traffic lanes to approach controlled intersections (traffic light or stop sign), they must come to a complete stop before proceeding through the intersection, including occasions when the emergency vehicle has green traffic lights.
9. When approaching a negative right-of-way intersection (red light, stop sign), the vehicle shall come to a complete stop and may proceed only when the driver can account for all oncoming traffic in all lanes yielding the right-of-way.
10. ~~40-33~~ Emergent response is authorized only in conjunction with emergency situations. Unnecessary emergency response shall be avoided. In order to void any unnecessary emergency response, the following rules shall apply:
  - a. When the first unit reports to the scene with "nothing showing" or an equivalent report and additional units shall continue emergent ~~40-33~~, but shall not exceed the posted speed limit.
  - b. The first arriving unit will advise additional units to respond "routine" when ever appropriate.
  - c. In the case of an automatic alarm (~~40-90~~) only the first out engine will respond emergent ~~40-33~~. Other units will proceed "routine" until notified to step up to emergent ~~40-33~~ or cancel.
11. Drivers shall avoid backing up whenever possible. Where backing up is unavoidable, guides shall be used. If no guide is available, the driver shall dismount and walk completely around the apparatus to determine if obstructions are present before backing up.

## Osceola Fire - Rescue Department

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<b>SAFETY PROCEDURE -- DRIVER SAFETY</b>	

12. All Osceola Fire - Rescue Department members are required to use seat belts at all times when operating a fire vehicle equipped with seat belts. Anyone riding as a passenger in a fire vehicle is also required to use set belts. The officer of the vehicle or driver will confirm that all personnel and riders are onboard, properly attired, and wearing seat belts before the vehicle is permitted to move.

***ALL PERSONNEL SHALL RIDE ONLY IN REGULAR SEATS PROVIDED WITH SEAT BELTS. RIDING ON TAILBOARDS OR OTHER EXPOSED POSITIONS IS NOT PERMITTED ON ANY VEHICLE AT ANY TIME.***

13. During an emergency response, fire vehicles should avoid passing other emergency vehicles. If passing is necessary, permission must be obtained through radio communications.
14. The unique hazards of driving on or adjacent to the fire ground requires the driver to use extreme caution and to be alert and prepared to react to the unexpected.
15. Drivers must consider the dangers their moving vehicle poses to fire ground personnel and spectators who may be preoccupied with the emergency and may inadvertently step in front of or behind a moving vehicle.
16. When stopped at the scene of an incident, vehicles should be placed to protect personnel who may be working in the street or road, and warning lights shall be used to make approaching traffic aware of the incident. At night, vehicle mounted floodlights and any other lighting available shall be used to illuminate the scene. All personnel working in or near traffic lanes shall wear appropriate PPE as well as approved reflective, high visibility vests. Cones should be placed to warn oncoming traffic and keep them away from scene.
17. Unless it is necessary to park vehicles in or near traffic lanes, the vehicle should be pulled off the road to parking lots, curbs, etc., whenever possible.

## Osceola Fire - Rescue Department

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<b>SAFETY PROCEDURE -- DRIVER SAFETY</b>	

18. The officer in charge or driver of the vehicle is responsible for the safety of all vehicle operations and managing compliance of this procedure.
19. Emergency Response Policy - Osceola Fire - Rescue Department vehicles shall be operated in a manner that provides for the safety of all persons and property. Safe arrival at the scene shall always have priority over unnecessary speed and reckless driving enroute to an emergency incident.
20. Prompt, safe response shall be attained by:
  - a. Leaving the station in a standard manner:
    - Quickly mounting apparatus
    - All personnel on board, seated and belts on
    - Station doors fully open
  - b. Driving defensively and professionally at reasonable speeds.
  - c. Knowing where we are going, before leaving station.
  - d. Using warning devices to move around traffic and requesting the right-of-way in a safe and predictable manner.
21. Fast response shall not be attained by:
  - a. Leaving quarters before crew has mounted safely and before apparatus doors are fully closed.
  - b. Driving too fast for conditions.
  - c. Driving recklessly or without regard for safety.
  - d. Taking unnecessary chances with negative right-of-way intersections.



## Osceola Fire - Rescue Department

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SAFETY PROCEDURE -- DRIVER SAFETY	

- e. Intimidating or scaring other drivers.
22. Emergency response criteria:
- a. Member with CDL will drive when available.
  - b. Speed limit may be exceeded by a reasonable amount under good conditions.
  - c. Traveling in center or oncoming lanes, at posted speed.
  - d. Traveling in center or oncoming lanes, complete stop at all traffic lights and stop signs.
  - e. Posted speed limit when entering intersections with the green light.
  - f. Complete stop at all red lights and stop signs.
23. In the event of an accident involving apparatus enroute to any emergency, a member of the department shall be left at the scene of the accident to notify the police and ranking fire officer to summon the necessary aid and also secure names and addresses of any witnesses and other pertinent information. All accidents shall be reported to the Chief or the Officer in Charge in writing upon the return to the station.
24. A member driving a piece of apparatus to a fire shall upon arrival at the scene report immediately to the officer in charge if they are not capable of operating the apparatus.

## Osceola Fire - Rescue Department

<b>Standard Operating Guidelines 7</b>	
	<b>Revised Date: Jan 2016</b>
<b>Description:</b>	
<b>EXPOSURE CONTROL</b>	

SOG adopted 10/22/15, added to SOG listing Jan 2016 and controlled in a separate document.

## Osceola Fire - Rescue Department

<b>Standard Operating Guidelines 8</b>	
	<b>Revised Date: Jan 2016</b>
<b>Description:</b>	
<b>OVERVIEW OF SOGs</b>	

In today's society it is essential that all emergency services develop, adopt, and implement **Standard Operating Guidelines (SOGs)**. Long gone is the principal of public kindness. Concepts such as sovereign immunity (individual vs. government) have been significantly limited and narrowed by the courts.

One way to prepare for this inevitable challenge is to develop, adopt and implement a comprehensive set of Standard Operating Guidelines.

The Osceola Fire - Rescue Department has adopted these Standard Operating Guidelines realizing that flexibility is essential when unforeseen conditions exist. The use of guidelines permits certain latitude for officers to vary from the guidelines if just cause exists.

The SOGs will be re-evaluated annually. Changes in individual SOGs will be made as equipment used by the department changes, and as new equipment and methods are acquired or learned.

**Osceola Fire - Rescue Department**

Standard Operating Guidelines 9	Revised Date: Jan 2016
Description:	
RECEIPT OF MEMBERSHIP HANDBOOK	

I hereby acknowledge receipt of a copy of the **Membership Handbook** of the **Osceola Fire - Rescue Department**, this includes the Mission Statement, Bylaws, and Standard Operating Guidelines.

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Issuing Officer: \_\_\_\_\_

## Osceola Fire - Rescue Department

Standard Operating Guidelines 10
Revised Date: Jan 2016
Description:
ACKNOWLEDGMENT OF UNDERSTANDING -- MEMBERSHIP HANDBOOK

I hereby acknowledge that I, as a member of the **Osceola Fire - Rescue Department**, has read and understand all of the areas covered in the Membership Handbook including the Mission Statement, Bylaws and the Standard Operating Guidelines.

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# Memo

To: President Buberl and Village Board Members  
From: Fran Duncanson, Village Clerk  
CC: Files  
Date: August 5, 2022  
Re: **Item 6b: Appointment of Kristopher Krentz to the Board of Appeals**

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## **GENERAL INFORMATION**

### **Background**

The Board of Appeals is organized under §6-5 of the Village Code of Ordinances in accordance with § 62.23(7)(e), Wis. Stats. The Board meets on a as needed basis and has had a vacancy for some time. Village resident Kristopher Krentz has written a letter of interest.

### **Action(s) Requested**

To review the letter of interest and decide on an appointment.

### **Attachment(s)**

Letter of interest from Kristopher Krentz

## **RECOMMENDATION(S)**

To appoint Kristopher Krentz to the Board of Appeals.

Friday, July 29, 2022

Village of Osceola  
Attn: Jeromy Buberl  
PO Box 217  
Osceola, WI 54020

RE: Board of Appeals Commission

Dear Mr. Buberl,

It is my understanding that there are potential openings on the Village of Osceola's Board of Appeals. I write to ask to be considered for one of those openings.

As a resident, the Village of Osceola is important to me, which is one reason I would appreciate the opportunity to help ensure any development or redevelopment adds to the attraction of the area. I also believe my background could benefit the Board.

I practiced law for over twenty years. A significant portion of that practice focused on commercial development. While most of that work involved representing developers, those experiences still provided plenty of insight into the governmental side of zoning matters.

I appreciate your considering me for a position on the Village of Osceola's Board of Appeals and am happy to discuss my background or any of your questions. Feel free to contact me via my cell (612.275.1301) or email ([kris@krentzlaw.com](mailto:kris@krentzlaw.com)).

Sincerely,



Kristopher Krentz



# Memo

To: President Buberl and Village Board Members  
From: Fran Duncanson, Village Clerk  
CC: Files  
Date: August 5, 2022  
Re: Item 7(a) i: Class C Wine License Oyster LLC d/b/a St. Croix Valley Inn

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## GENERAL INFORMATION

### Background

Oyster LLC d/b/a St. Croix Valley Inn currently holds a Class B Beer license in the Village and would like to add a Class C Wine license. Under §Chapter 125 of Wis Stats, a Class C Wine license permits the selling of wine by the glass for consumption on the premises where sold. Class C wine licenses may be granted to an application only if: (1) the applicant meets the qualifications set out in §125.04(5) for other retail licenses (2) the license is for a restaurant in which the sale of alcohol beverages accounts for less than 50% of the gross receipts and (3) wine is the only intoxicating liquor sold in the barroom.

§125.02(18) defines a restaurant as:

"Restaurant" means any building, room, or place where meals are prepared or served or sold to transients or the general public, including all places used in connection with it and including any public or private school lunchroom for which food service is provided by contract. For purposes of this subsection, "meals" does not include soft drinks, ice cream, milk, milk drinks, ices, and confections. "Restaurant" does not include any of the following:

- (a) Taverns that serve free lunches consisting of popcorn, cheese, crackers, pretzels, cold sausage, cured fish, or bread and butter.
- (b) Churches, religious, fraternal, youths' or patriotic organizations, service clubs and civic organizations which occasionally prepare, serve, or sell meals to transients or the general public.
- (c) Any public or private school lunchroom for which food service is directly provided by the school, or a private individual selling foods from a movable or temporary stand at public farm sales.
- (d) Any bed and breakfast establishment, as defined in s. 97.01 (1g), that serves breakfasts only to its lodgers.
- (e) The serving of food or beverage through a licensed vending machine, as defined in s. 97.01 (15p).
- (f) Any college campus, as defined in s. 36.05 (6m), institution as defined in s. 36.51 (1) (b), or technical college that serves meals only to the students enrolled in the college campus, institution, or technical college or to authorized elderly persons under s. 36.51 or 38.36.
- (g) A concession stand at a locally sponsored sporting event, such as a little league game.
- (h) A potluck event, as defined in s. 97.01 (13g).

The item open to interpretation on this application is if the St. Croix Valley Inn meets the definition of a restaurant. It is my understanding they no longer are defined as a bed and breakfast as they do not live on the premises now as they have in the past. They are permitted by Polk County as a restaurant for public health food services. The WI DOR in the past has had a fairly restrictive definition of a restaurant. I have recently learned they no longer provide guidance in that regard and leave it up to the governing body to make that determination.



*Attachment(s)*

Application from Oyster LLC for a Class C Wine License

**RECOMMENDATION(S)**

The Village Clerk has no recommendation on this application either in favor of or against.

for consumption off the premises where sold (effective June 26, 2019 – prior law allowed sale of intoxicating liquor for consumption off the premises where sold in quantities not exceeding four liters at any one time). Sec. 125.51(3)(b). A restaurant with a “Class B” license can sell one opened bottle of wine in the original container for consumption on the premises. A previously opened bottle of wine sold with food at a restaurant can only be taken from the restaurant if in compliance with sec. 125.51(3r).

A “Class B” license issued to a person operating a hotel authorizes that person to furnish a registered guest who has attained the legal drinking age with a selection of intoxicating liquor in the guest’s room which is not part of the “Class B” premises. Sec. 125.51(3)(bm).

[Note: All “Class B” licensees (with the exception of those holding a “Class B” issued to a winery and discussed below and those holding a temporary “Class B” (picnic) wine license) are required to have a Class “B” beer license as well.]

**g. A “Class B” license issued to a winery:** A “Class B” winery license authorizes the sale of wine to be consumed by the glass or in open containers on the premises and also authorizes the sale of wine in the original package or container to be consumed off the premises, but does not authorize the sale of fermented malt beverages or any intoxicating liquor other than wine. A “Class B” license issued to a winery does not count against a municipality’s quota. A municipality cannot issue a “Class B” winery license unless the winery has been issued a permit by DOR under sec. 125.53. Sec. 125.51(3)(am).

**h. Reserve “Class B” licenses** authorize the same sales as non-reserve “Class B” licenses but carry an additional initial issuance fee (see II. F. 9. for discussion of Fees), and are not eligible for transfer to another premise. Reserve “Class B” licenses were created by the legislature at the request of the Tavern League which sought special legislation to protect existing licensees. The Tavern League claimed that existing licensees were suffering due to competition with the casinos and that it was necessary to limit the number of licenses to increase the value of existing licenses. Reserve “Class B” liquor licenses are those licenses available under the quota system existing before December 1, 1997, that were not granted or issued by the municipality as of December 1, 1997. The number of reserve “Class B” licenses available to a municipality is determined by engaging in a series of calculations described in Wis. Stat. sec. 125.51(4)(br)1. sec. 125.51(4)(a)4. See II. D. 1, Quotas.

**i. Temporary “Class B” (picnic) wine licensees** may sell wine at a picnic, meeting, or similar gathering of limited duration. Such licenses may be issued only to “bona fide clubs and chambers of commerce, to county or local fair associations or agricultural societies, to churches, lodges or societies that have been in existence for at least 6 months ... and to posts of veterans’ organizations...” Sec. 125.51(10).

**j. “Class C” wine licensees** may sell wine by the glass or in one opened original container for consumption on the premises where sold. The open container may be taken for consumption off the premises only if in compliance with sec. 125.51(3r). “Class C” wine licenses may be granted to an applicant only if: (1) the applicant meets the qualifications set out in sec. 125.04(5) for other retail licensees; (2) the license is for a restaurant (see sec. 125.02(18)) in which the sale of alcohol beverages accounts for less than 50 percent of gross receipts; and (3) wine is the only intoxicating liquor sold in the barroom. Sec. 125.51(3m), Stats.

**k. Provisional Licenses.** Municipalities that issue retail licenses must issue provisional licenses. Provisional retail licenses may be issued to persons who have applied for a “Class A”, Class “B”, “Class A”, “Class B”, or “Class C” license and authorizes only the activities that the type of retail license applied for authorizes. A provisional retail license expires 60 days after its issuance or when the Class “A”, Class “B”, “Class A”, “Class B” or “Class C” license is issued to the holder, whichever is sooner. Sec. 125.185.

[Note: When it was first enacted, it appeared that the purpose of a provisional retail license was to



# Memo

To: Village Board  
 From: Carie Krentz, Office Assistant  
 CC: Frances Duncanson, Village Clerk  
 Date: 8/5/2022  
 Re: **Item 7d: Special Events Permits**

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**GENERAL INFORMATION**

**Applicants**

- i. 2022 Community Fair/Parade (Scott Tinney, Agent)
- ii. 2022 Wheels & Wings (Pat Lee, Agent)
- iii. 19<sup>th</sup> Annual Croixland Leather Works Bike Show Party (Paul Anderson, Agent)
- iv. Osceola Harvest Bazaar at Millpond (Ruth Sattler, Agent)

**Action(s) Requested**

**Action 1:** Applicants are requesting approval of a Special Event Permit

**ANALYSIS**

The attached Permits annual requests tied to larger community events.

**Item 7di: 2022 Community Fair/Parade:**

**Agent:** Scott Tinney  
**Event Date:** September 9-11, 2022  
**Location:** Oakey Park  
 N. Cascade Street/7<sup>th</sup> Avenue

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

**Condition(s):**

- 1. All temporary no parking signage as reviewed and approved by OPD shall be installed, maintained and removed by community fair representatives/volunteers.
- 2. Park clean-up will be the responsibility of the community fair representatives/volunteers during and after the event. Morning assistance of trash removal will be provided by Village representatives the Monday after the event.
- 3. Any damage or remediation to the park will be the responsibility of the community fair representatives.
- 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.**

**Item 7dii: 2022 Wheels & Wings:**

**Agent:** Kyle Weaver  
**Event Date:** September 10, 2022  
**Location:** L.O. Simenstad Airport  
**Recommendation(s):** Village departments have reviewed the application and recommend approval with conditions.

- Condition(s):**
1. All temporary no parking signage as reviewed and approved by OPD shall be installed, maintained and removed by Wheels & Wings representatives/volunteers.
  2. Airport and event clean-up will be the responsibility of the Wheels & Wings representatives/volunteers during and after the event.
  3. Costs related to contracted police service and traffic control as requested will be reimbursed to the Village of Osceola.
  4. All required dust control on local roads will be the sole responsibility of Wheels & Wings.
  5. All other requirements as stipulated in local Village Code or language in the Special Event Permit Application.

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

**Item 7diii: 19<sup>th</sup> Annual Croixland Leather Works Bike Show Party:**

**Agent:** Paul Anderson  
**Event Date:** September 24, 2022  
**Location:** Valley Spirits Municipal Parking Lot  
**Recommendation(s):** Village departments have reviewed the application and recommend approval with conditions.

- Condition(s):**
1. All temporary no parking signage as reviewed and approved by OPD shall be installed, maintained and removed by event representatives/volunteers.
  2. Clean-up will be the responsibility of the Croixland Leather Works representatives/volunteers during and after the event.
  3. DPW will provide 12 barricades and 6 tables delivered on Friday, September 23<sup>rd</sup>.
  4. All other requirements as stipulated in local Village Code or language in the Special Event Permit Application.

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

**Item 7div: 2022 Osceola Harvest Bazaar at Millpond:**

**Agent:** Ruth Sattler  
**Event Date:** September 10, 2022  
**Location:** Millpond Park

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

**Condition(s):**

1. Public Works will provide the services attached to the permit. All other responsibilities will be the sole responsibility of Osceola Harvest Bazaar representatives/volunteers.
2. All other requirements as stipulated in local Village Code or language in the Special Event Permit Application.

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

Village of Osceola  
310 Chieftain St. Osceola, WI 54020  
715 294-3498

## **ANNUAL EVENT PERMIT APPLICATION**

1. **EVENT TITLE:** Osceola Community Fair
2. **EVENT DATE:** September 09, 10, and 11 2022– held annually the weekend following Labor Day.
3. **EVENT DESCRIPTION**  
Community fair with truck and tractor pulls, carnival rides, live entertainment and parade.

4. **APPLICANT**

Applicant's Name: Osceola Community Fair Association, Inc.

c/o Scott Tinney Title: President

Address: P.O. Box 681, Osceola, WI 54020

Phone: 715-294-4002 Evening/cell phone: 612-849-8491

Affiliation: Osceola Community Fair Association, Inc.

Are you an authorized applicant for this organization? Yes X No \_\_\_\_\_

Will this person be present at the event area or areas and in charge of the event at all times? Yes X 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: Stipes Shows, Osceola Rod & Gun Club, Zion Lutheran Church, United Methodist Church, Osceola Valley Sno Goers, Hooligans pizza ,Lucky"8s grill Osceola High School, FFA Chapter, Shoot Out Truck Pull/Scott Tinney

Will this person(s) have authority to modify event plans? Yes

6. **EVENT COMPONENTS**

A. Date requested – September 5 2022 to September 15, 2022 (10 days)

- B. Requested hours of operation, from: **8:00 AM to 12:00 AM (varies)**
- C. Set up - beginning date and time: **Week of September 5. (varies)**  
Dismantle by - date and time: **September 15. (varies)**
- D. Anticipated number of participants **150 spectators 5000 daily.**
- 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: **Currently, \$10.00 per person truck/tractor pull**
- 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

**Live music will be provided from 7:30 PM to 11:30 PM on Friday & Saturday nights and 1:00 PM to 3:30 PM Saturday. Stage location(s) are to be determined Children's entertainment will be provided on the stage during daytime hours. Truck pull Friday 4 pm to 12 AM, tractor pull Saturday 10 AM to 12 AM.**

**8. FOOD AND BEVERAGES**

- A. Will alcoholic beverages be served? Yes **X** 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

**Beer and wine coolers will be served by the Osceola Rod & Gun Club in the beer garden and at the truck and tractor pulls. Alcohol will be sold on, Friday, Saturday and Sunday. The Osceola Rod & Gun Club will apply for the necessary license.**

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

**Individuals consuming alcohol will be required to wear a tamper proof wrist band and purchase beer tickets in controlled areas.**

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

**Signage placed at all entrances to the beer garden area, volunteers from all clubs will monitor entrances during scheduled events and report any observed violations, Osceola Police Department will monitor the truck and tractor pull pit area.**

**See Page 12 Beer Garden Area.**

- B. Will food and/or non-alcoholic beverages be served? **Yes**

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

**All participating organizations will provide all required certificates from the Polk Co. Health Dept.**

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

**Same as above.**

- C. Have you obtained the necessary permit from the Polk County Health Department  
D. Yes \_\_\_\_\_ No **X** **Permits will be provided by participating food vendors.**

**9. VENDORS OR CONCESSIONAIRES**

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

**Stipes Shows has exclusive contract/no compete on all concessions and will only allow non-profit organizations.**

- 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

**Osceola Community Fair lease, Stipes Shows, Polk Co. Health Department**

**10. SECURITY AND SAFETY PROCEDURES**

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

**Osceola Police Department, Community Fair Board and all other participating organizations.**

- 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

**Perimeter lighting is provided around the fair building. The truck and tractor pulls are lighted by ball park lighting as well as portable lighting placed in the pit area and in Oakey Park.**

- C. Describe plans to provide first aid, if needed

**Osceola First Responders are on sight all weekend, Osceola Fire Dept. on site at both truck and tractor pulls. All equipment and staffing requirements will be determined by the Osceola Fire Chief for the truck and tractor pulls.**

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

**Tractor pull, truck pull, petting zoo, pony rides, ATVs and Rangers.**

**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

**A 30-yard rolloff and 75 garbage containers will be provided by Waste Management. The rolloff will be placed by the old bus garage and the garbage containers disbursed along the grounds. These are emptied each morning (with Village help).**

- 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

**Two permanent toilets located at the Osceola Braves field and Oakey Park will be used. In the past, these have been cleaned and supplied by Village help once a day in the morning. In addition, 22 regular satellites, two handicap satellites and six portable wash stations will be placed throughout the grounds. There will also be multiple hand sanitizing stations placed throughout the fair grounds. These are serviced daily by Raska Sewer Service. In addition to that the Osceola Fair Board will have hand sanitizers placed through out the fair booth stations inside the building. The Stipes Show and rides will also provide there own hand sanatizing stations.**

## 12. VILLAGE FACILITIES, SERVICES AND EQUIPMENT

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

**Chieftain & 6<sup>th</sup> closed from 4:00 PM Friday through Saturday night, Hwy 35 closed from 243 to 10<sup>th</sup> for parade Sunday from 12:45 PM to 3:00 PM. First Avenue, 2<sup>nd</sup> Avenue, 3<sup>rd</sup> Avenue and Chieftain Street are restricted to parade participants from 9:00 AM to 3:00 PM on Sunday.**

- 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 advertising the event are placed along highway 35 at the north end of the village by the Catholic Church and at south end by the airport approximately six weeks prior to the fair.**

**No parking signs by Sunday on 3<sup>rd</sup> Ave to CTY M. No parking signs by Sunday on Chieftain from 1<sup>st</sup> Street to 4<sup>th</sup> Street. No parking signs on Sunday on HWY 35 from HWY 243 to 10th Avenue. (Village responsibility)**

**No parking signs need to be placed along both sides of 7<sup>th</sup> Avenue from Summit to Chieftain.**

- 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.

**By Monday prior to the fair weekend, Village help is needed to provide water and electrical service hookups for carnival trailers at Summit & 7<sup>th</sup> Avenue and at the Braves bathroom area.**

On Friday and Saturday, barricades will be needed at Chieftain and 6<sup>th</sup> Avenue.

On Sunday, barricades are needed at Cascade Street and the following Avenues: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>. Also, at 3<sup>rd</sup> Ave & CTY M.

No parking signs needed by Sunday on 3<sup>rd</sup> Ave to CTY M. No parking signs by Sunday on Chieftain from 1<sup>st</sup> Street to 4<sup>th</sup> Street. No parking signs by Sunday on HWY 35 from HWY 243 to 10th Avenue.

Osceola Police Department traffic control needed at HWY 35 & HWY 243 and at HWY 35 & 10<sup>th</sup> Avenue diverting traffic from 12:45 PM to the end of the parade.

Village help is needed to relocate garbage cans from the Wheels & Wings location to HWT 35 along the parade route. They are also needed to empty and return garbage cans back to the Wheels & Wings location by Monday following the parade. Osceola Fair Board provides satellite bathrooms on Sunday at Bill's Ace Hardware and Subway Restaurant locations during the parade.

Village assistance is needed to set bleachers for the truck & tractor pull by Thursday prior to the fair and to move bleachers to the baseball infield area by Sunday noon.

### 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) **23**
- 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) **75 containers & one 30-yard rolloff**

### 14. INSURANCE

You must provide proof of insurance coverage for your. Attach to this application either an



Colleen Quist	Osceola Community Fair	715-417-0085
Kevin McNutt Phil Points	Osceola Sno Goers Osceola Rod & Gun Club	715-684-9115 715-410-9598

**FOR OFFICE USE ONLY**

*Flawless* 07-29-2022 Approved:  Yes  No  
 Police Chief Date

# Of Police hours (Approximate): 15 Total Labor cost: 500.<sup>00</sup>

Comments: 12 B - All per side route "No Parking" signs are the responsibility of the fair board to put up and remove. This was effective 2021.

*Paul Johnson* 8-2-22 Approved:  Yes  No  
 Fire Chief Date

# Of Fire hours (Approximate): \_\_\_\_\_ Total Labor cost: \_\_\_\_\_

Comments: DETERMINED AFTER FAIR

*MPD* 8/1/2022 Approved:  Yes  No  
 Public Works Director Date

# Of Public Works hours (Approximate): 24 Total Labor cost: \$1,222.<sup>55</sup>

Comments: DPW WILL PROVIDE REQUESTS AS WRITTEN IN PERMIT.

*ZORP* 8-2-22 Approved:  Yes  No  
 Village Administrator Date

Grand Total Labor cost: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Village Board action: Approved: Yes No Date: \_\_\_\_\_

**FINAL APPROVAL AND SIGN OFF**

<i>Signature</i>	<i>Title</i>	<i>Date</i>
_____	_____	_____

**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*

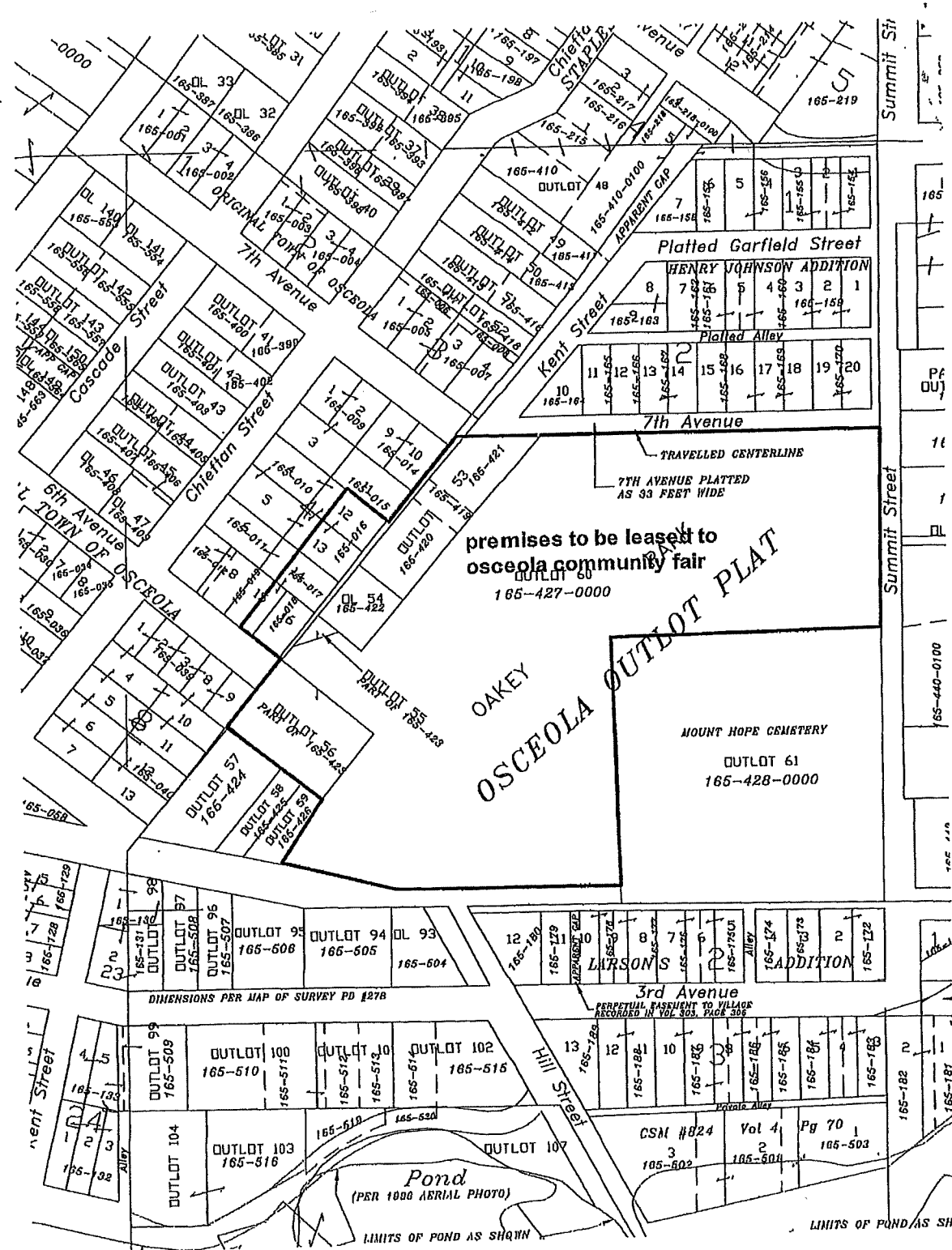
*Title*



*Date*

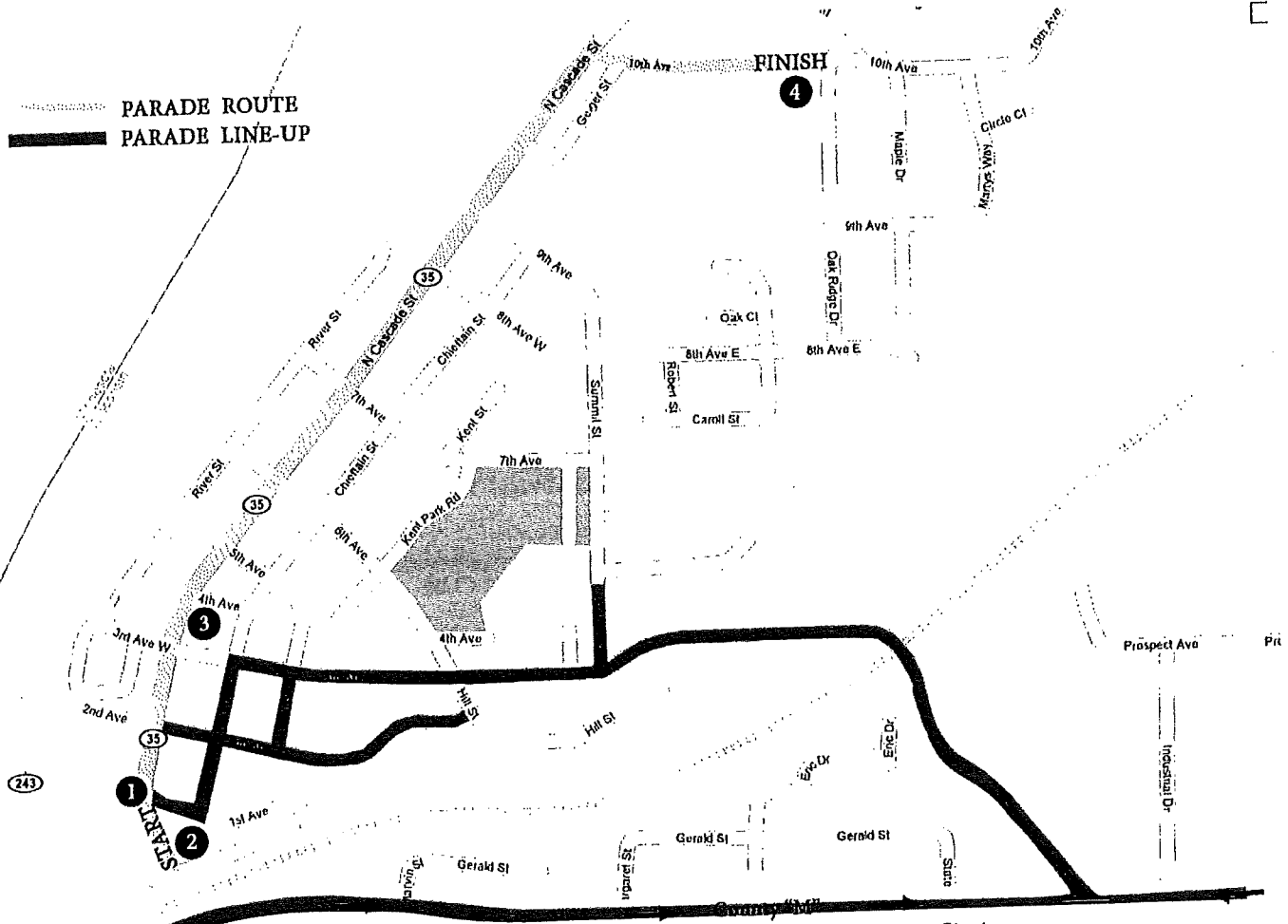
*Time*

Reason(s) for revocation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Oakey Park Land Use Requirements**



 PARADE ROUTE  
 PARADE LINE-UP



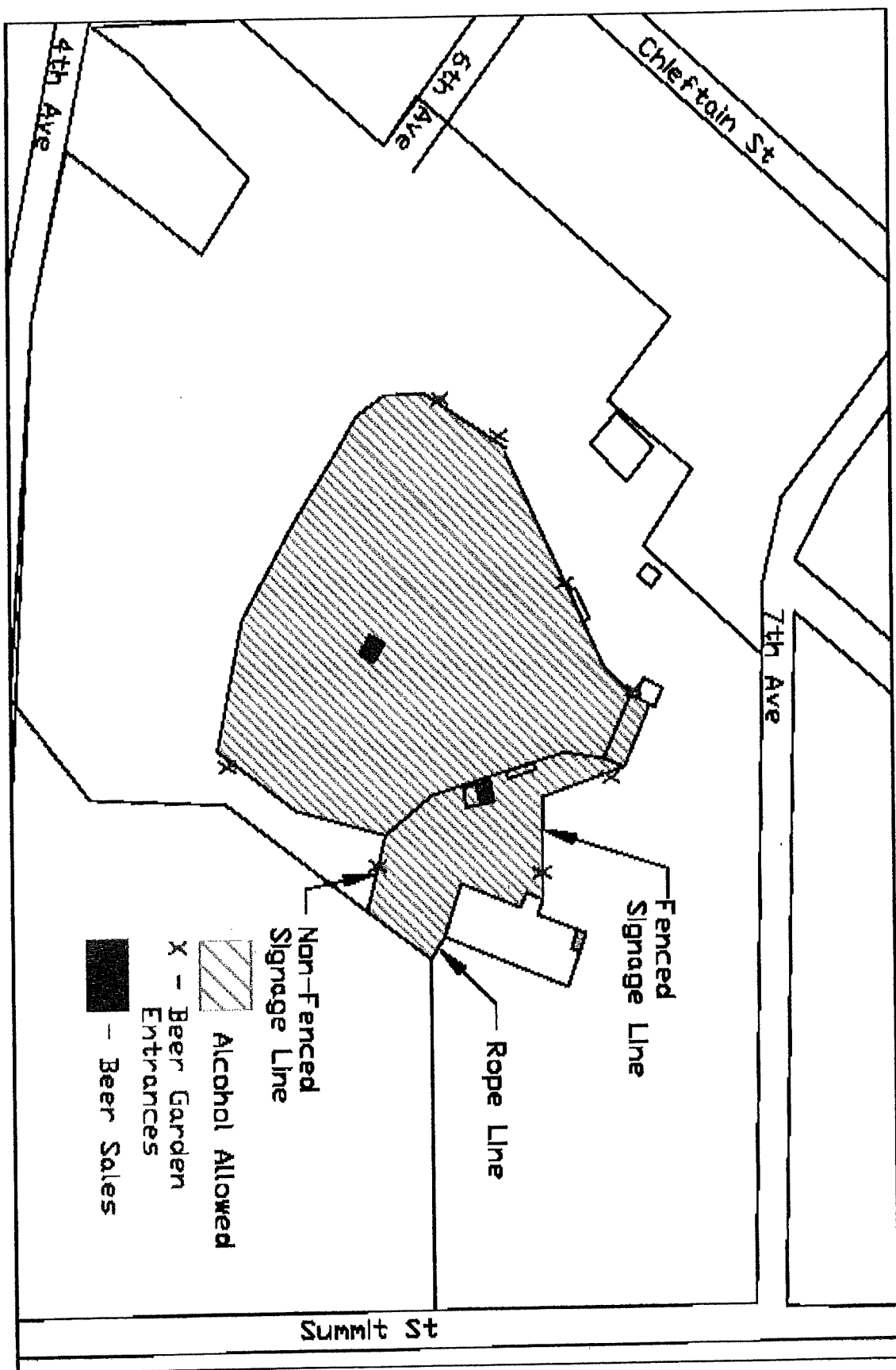
Parade Units enter line-up from County Road M

- 1 Start
- 2 Public Restroom
- 3 Queens Tea @ the Riverbank
- 4 Finish @ Osceola Elementary





BEER GARDEN AREA



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Application Dance Permit

\*\*\*\*

September 09, 2022 **through** September 10, 2022

**To:** Osceola Village Board

**For:** Live musical entertainment

**Date:** September 09 & 10 2022

**Time:** September 09 7:30 pm – 11:30 pm  
September 10 1:00pm – 3:30 pm  
September 10 7:30 pm – 11:30 pm

**Location:** Oakey Park

**Sponsor:** Osceola Community Fair

Please Contact **Scott Tinney** at **715 294 4002** with questions.

Village of Osceola  
310 Chieftain St. Osceola, WI 54020  
715 294-3498

**SPECIAL EVENT PERMIT APPLICATION**

1. **EVENT TITLE:** Osceola Wheels & Wings

2. **EVENT DATE:** Sept. 10, 2022

3. **EVENT DESCRIPTION**

41th annual classic car/air show and fly-in pancake breakfast.

4. **APPLICANT**

Applicant's Name Kyle Weaver Title Wheels & Wings Secretary/Treasurer

Address PO Box 271, Osceola WI 54020

Phone 317-965-3578 Evening/cell phone \_\_\_\_\_

Affiliation Wheels & Wings Board of Directors

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 Patrick Lee, president

Organization/Business/Agency/Affiliation Wheels & Wings Board of Directors

Name Van Burch, vice president

Organization/Business/Agency/Affiliation Wheels & Wings Board of Directors

Will this person(s) have authority to cancel or greatly modify event plans?  
Yes  No \_\_\_\_\_

6. **EVENT COMPONENTS**

- A. Date requested 9/10/22
- B. Requested hours of operation, from 6 AM AM / PM to 9 PM AM / PM
- C. Set up - beginning date and time 9/8/22  
Dismantle by - date and time 9/11/22
- D. Anticipated number of participants 500 spectators ~5,000
- 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: Only Car Show participants pay an entry fee. Voluntary
- F. Rain date, if applicable donations for general parking will be collected AFTER  
vehicles have been parked at the predominant foot-  
traffic entry points.

7. **ENTERTAINMENT**

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

Music and emcee speech will be amplified in two areas: in the show car area and along  
the paved runway. Noise impacts are not anticipated beyond typical existing general  
aviation levels, except during the aerobatic plane runs (less than an hour). The radar  
run is not being presented in 2022.

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 X No \_\_\_\_\_

8. **FOOD AND BEVERAGES**

- A. Will alcoholic beverages be served? Yes X 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

Beer and wine will be served by the Osceola Lions Club throughout the event. The  
Lions have obtained their own picnic license.

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

All individuals under 40 years of age will be ID'ed.

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

Signage will be placed at the exits from the premises.

- 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

The Fly-in Pancake Breakfast will serve pancakes, ham, juice, milk, and coffee in the CustomFire/Kirvida hangar. Members of the FPB committee have been trained by Polk County Health Department for safe handling food service practices. Additional sanitation stations will be present in the hangar area. Describe any plans you have for cooking food in the event area including fuel or electrical source to be used

Propane griddles for pancakes. Electric roasting pans for ham.

- 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

The Osceola Lions Club and several other sub-contracted vendors will be handling all food and beverage sales following the Pancake Breakfast.

- 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

Our vendor committee has a number of food, beverage and merchandise vendors who will be set up throughout the airport grounds. There is an application along with a vendor agreement that spells out the expectations.

#### 10. SECURITY AND SAFETY PROCEDURES

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

Car show and general parking traffic plans include hiring law enforcement and other volunteers to direct traffic off Highway 35 quickly and efficiently and into the airport grounds. Additional temporary highway signage will make 68th Ave a one-way in the morning to assist ingress. Egress will be out to Simmon Drive until noon. No parking will be allowed along either side of 68th Avenue. Signage will be posted on the evening of Friday, Sept. 10 and removed late Saturday afternoon. Maps showing signage plan are included. The airport runway will be roped off to prevent crowds and/or people from getting near the runway. Aviation traffic will be managed by Civil Air Patrol and airport commission volunteers.

- 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

Osceola Fire/EMS will be on scene to handle any first aid incidents, if needed.

An on-site Emergency Operations Coordinator will be hired to coordinate with Fire, EMS and FAA, as needed. A separate Emergency Management Plan is also being assembled between the above agencies.

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

Car Show and general spectator cars will be parked. No ATVs will be allowed on the airport grounds, except those used by volunteers and/or Fire/EMS personnel. There are no pets or animals allowed at the event, other than qualified service animals and certain car show dudes.

#### 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

Garbage cans (35) will be supplied throughout the airport grounds, grouped near the food vendors and portable toilets. Locations TBD based on food vendors. One roll-off dumpster will also be located in one of the less conspicuous areas. The Village of Osceola has a contract with Waste Management to provide these garbage cans/dumpster.

- 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

Portable toilets (23) will be placed throughout the airport grounds by Raska Sewer and removed that same day. Hand sanitizing stations will be added in the same areas and near the food vendor areas.



12. **VILLAGE FACILITIES, SERVICES AND EQUIPMENT**

- A. Describe location, timing, and requirements for any proposed street closure.  
68th Avenue will be made a one-way road until 11 am, with any egress traffic routed out to Cty M via Simmon Drive. This is to expedite ingress traffic off Highway 35 in the morning. Signage and volunteers will also be in place to facilitate this. See maps provided. A contracted vendor will provide all road signage.
- 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 marking turn lanes off Highway 35, signs designating the one-way and lane markings. See maps provided.
- 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.  
A contracted vendor places and removes all signage. Airport staff and volunteers handle all other infrastructure needs. Dick Johnson, the airport FBO, will also be available to assist with any unforeseen challenges.

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.

- Map 1 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
- Map 2 B. Size and location of any tents or structures
- C. Entertainment or stage locations
- D. Alcoholic beverage concession area
- E. Non-alcoholic concession area
- Map 2 F. Food concession area (cooking, serving, and consumption areas)
- Map 2 G. General merchandise or concession areas
- Map 2 H. Portable toilet facilities (indicate number) 23
- Map 2 I. First aid facilities
- Map 2 J. Event participant and/or spectator parking areas
- Map 2 K. Event organizer's command post
- L. Fireworks or pyrotechnics site
- Map 2 M. Fencing or others for securing event area
- N. Site of electrical wiring to be installed for the event
- Map 2 O. Trash receptacles (indicate number) 35+ 1 rolloff

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



FOR OFFICE USE ONLY

[Signature] 0706-2022 Approved:  Yes  No  
Police Chief Date

# Of Police hours (Approximate): \_\_\_\_\_ Total Labor cost: \$525.00

Comments: Officer Traffic direction Contracted Separately  
2 Officers on foot for entirety of the event

[Signature] 7-8-22 Approved:  Yes  No  
Fire Chief Date

# Of Fire hours (Approximate): \_\_\_\_\_ Total Labor cost: \_\_\_\_\_

Comments: WONT KNOW COST TILL AFTER

[Signature] 7/26/2022 Approved:  Yes  No  
Public Works Director Date

# Of Public Works hours (Approximate): 6 Total Labor cost: \$228.00

Comments: Public Works will ensure sanitation is delivered  
appropriately. DPW will provide signage and sandbags for 68<sup>TH</sup>  
Ave and deliver to J&S.

[Signature] 7/27/22 Approved:  Yes  No  
Village Administrator Date

Grand Total Labor cost: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Village Board action: Approved: Yes No Date: \_\_\_\_\_

**FINAL APPROVAL AND SIGN OFF**

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*Signature* *Title* *Date*

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**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.**

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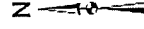
*Signature* *Title* *Date* *Time*

Reason(s) for revocation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Wheels & Wings Layout

## Legend

- Lakes and Rivers
  - Rivers and Streams
  - Sections
  - Parcels
  - Railroad
  - Cities (Scale below 25000)
  - Villages (Scale below 25000)
  - Towns
  - Twp/Rd Gridweb
  - Surrounding Counties
  - US Highway Shield
  - US Highways
  - WI State Highway Shield
  - State Highways
  - County Road Shield
  - County Roads
  - Town Roads
  - City and Village Roads
  - Highway On Off Ramp
  - Public Access Roads
  - Private Roads
  - Private Driveways
- Aerial Photo 2020 (6 Inch)



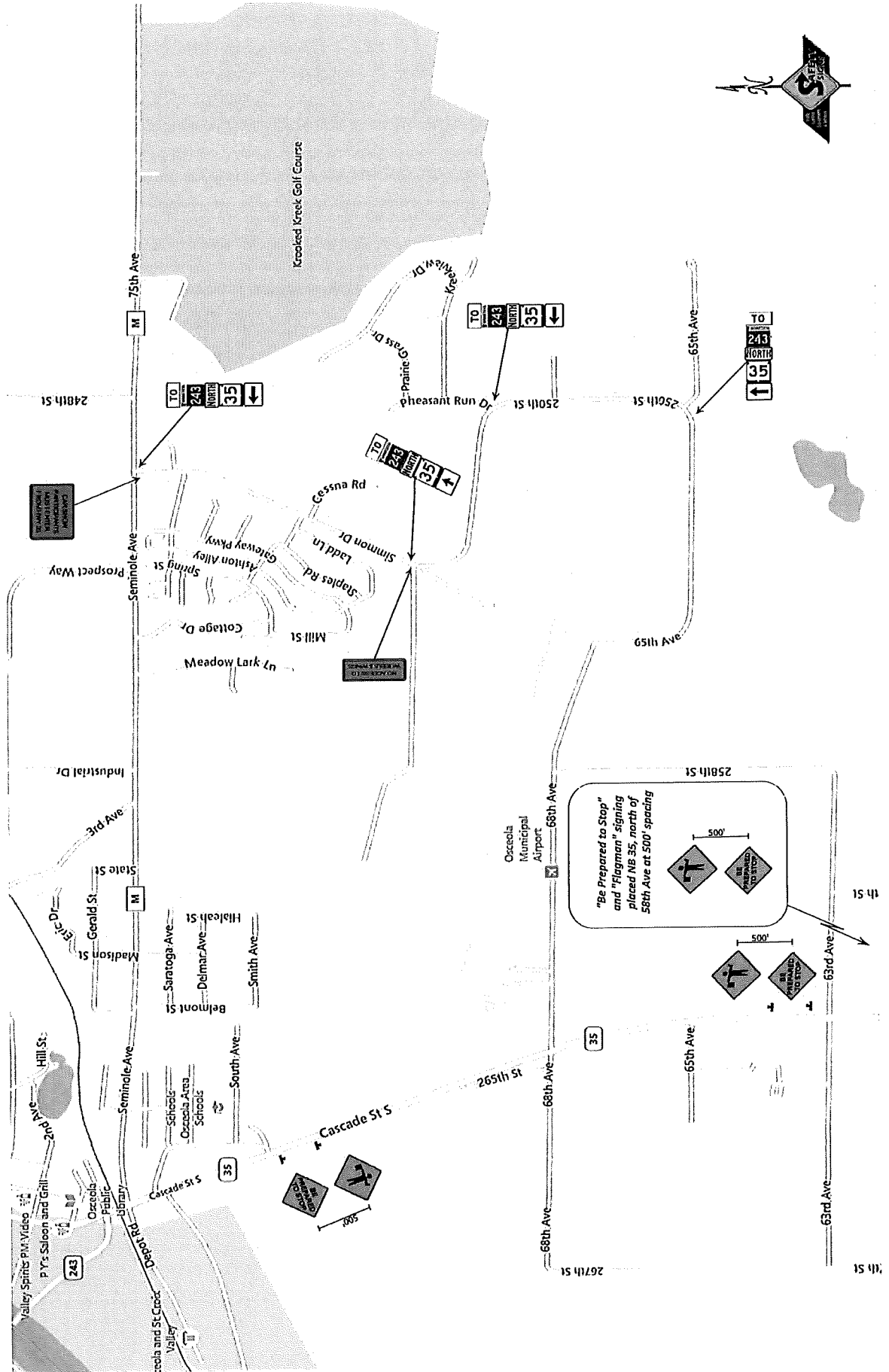
DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and the conclusions drawn are the responsibility of the user.

Author	
Date Printed	
Source(s)	



- A: Pancake Breakfast
- B: Car Show Registration
- C: Control Tower/Fire/EMIS
- T: Portable Toilets/Sanitation Areas





Village of Osceola  
310 Chieftain St. Osceola, WI 54020  
715 294-3498

### SPECIAL EVENT PERMIT APPLICATION

1. **EVENT TITLE:** 19<sup>TH</sup> ANNUAL BIKE SHOW PARTY CROIXLAND LEATHER WORKS

2. **EVENT DATE:** SATURDAY, SEPT 24<sup>TH</sup> 2022

3. **EVENT DESCRIPTION**

CUSTOM MOTORCYCLE SHOW, LIVE MUSIC  
VENDORS, FOOD, BEER & POP

4. **APPLICANT**

Applicant's Name PAUL ANDERSON Title OWNER/PROMOTOR

Address P.O. BOX 608 - 208 AVE OSCEOLA, WI

Phone 715-294-4640 Evening/cell phone 715 497 2074

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 PAUL ANDERSON

Organization/Business/Agency/Affiliation CROIXLAND LEATHER WORKS

Name DICK GREGORY

Organization/Business/Agency/Affiliation OSCEOLA KNIGHTS OF COLUMBUS

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

Yes  No



6. **EVENT COMPONENTS**

- A. Date requested 24 SEPT 22 (25 SEPT 22 RAIN DATE) \*
- B. Requested hours of operation, from 10 (AM) PM to 4:00 AM (PM)
- C. Set up - beginning date and time 9:30 AM 24 SEPT 22 \*
- Dismantle by - date and time 4:00 PM 24 SEPT 22 \*
- D. Anticipated number of participants 300 spectators \_\_\_\_\_
- 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: \$10 ENTRY FEE FOR SHOW BIKES
- F. Rain date, if applicable 25 SEPT 22

7. **ENTERTAINMENT**

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

ST. CROIX HARLEY DAVIDSON GARAGE BAND  
NODN - 4:00 PM VALLEY SPIRITS  
MUNICIPAL PARKING LOT

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,  
DESIGNATED AREA IN MUNICIPAL LOT G 2ND AVE  
PROVIDED BY OSCEOLA KNIGHTS OF COLUMBUS

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

I.D.'S CHECKED - THIS IS  
AN OLDER CROWD

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

VALLEY SPIRITS MUNICIPAL LOT E BARRICATED SECTION  
OF 2ND AVE - DESIGNATED DRINKING AREA WITH PLACARDS  
NO ALCOHOL BEYOND THIS POINT ENFORCED BY SECURITY

PERSONNEL ON SITE.

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

- AS PER POLK COUNTY FOOD LICENSE GUIDELINES -  
OSCEOLA KNIGHTS OF COLUMBUS  
DICK GREGORY

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

WOOD/CHARCOAL GRILL  
COMMERCIAL GRADE

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

JEWELRY, CLOTHING, MOTORCYCLE PRODUCTS

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

INVITE ONLY

**10. SECURITY AND SAFETY PROCEDURES**

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

4-6 STAFF MEMBERS ON HAND FOR  
PARKING & SHOW BIKE REGISTRATION

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

EMTS ON SITE

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

- MOTORCYCLES ON DISPLAY IN SHOW -  
PRIME MODE OF TRANSPORTATION  
FOR EVENT VISITORS

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

A - 50 GAL TRASH BARRELS  
W/LINERS

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

A - SATELLITE TOILETS  
- KASKA -

**12. VILLAGE FACILITIES, SERVICES AND EQUIPMENT**

- A. Describe location, timing, and requirements for any proposed street closure.  
2ND AVE FROM OSCEOLA CLEANERS  
TO CORNER OF CHIEF TAN  
10:30 AM - 4:00 PM
- 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  
SANDWICH BOARD ON CORNER OF  
CASCADE & 2ND 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.  
10 SETS OF BARRICADES  
10 PICNIC TABLES

**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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/19/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Michelle Steward  
108 Chieftain Street, PO Box 57  
StateFarm Osceola, WI 54020-0057



CONTACT NAME: Jody Hayman  
PHONE (A/C No, Ext): 715-755-2000 FAX (A/C, No): 715-755-2088  
E-MAIL ADDRESS: jody.hayman.cluz@statefarm.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	State Farm Fire and Casualty Company	25143
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED Anderson, Paul J  
DBA Croixland Leatherworks  
PO Box 608  
Osceola, WI 54020-0608

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<input type="checkbox"/>	<input type="checkbox"/>	99-BJ-D806-8	09/27/2021	09/27/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Located at 208 2nd Avenue, Osceola WI

CERTIFICATE HOLDER	CANCELLATION
Village Of Osceola 310 Chieftain St, PO Box 217 Osceola WI 54020	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 

LIQUOR STORE  
VALLEY SPIRITS

M. ALCOHOL CONSUMPTION AREA

H. PORTABLE TOILETS

D, E, F  
BEER, POP  
FOOD  
CONCESSION

A. TRASH

F. FOOD  
CONSUMPTION  
AREA

J. EVENT  
PARTICIPANT  
PARKING

G. STAFF  
LOCATION

G. GENERAL  
MERCHANDISE

PICNIC TABLES

I. SPECTATOR  
PARKING

2ND AVE

G. GENERAL  
MERCHANDISE

OSCEOLA  
CLEANER

M. STREET  
BARRICADES

CRINLAND LEATHER WORKS

CHICK TRAIL  
STREET

M. STREET  
BARRICADES

FOR OFFICE USE ONLY

[Signature] 07-26-22 Approved:  Yes  No  
Police Chief Date  
# Of Police hours (Approximate): 0 Total Labor cost: 0  
Comments: N/A

[Signature] 7-27-22 Approved:  Yes  No  
Fire Chief Date  
# Of Fire hours (Approximate): \_\_\_\_\_ Total Labor cost: \_\_\_\_\_  
Comments: \_\_\_\_\_

[Signature] 7/24/2022 Approved:  Yes  No  
Public Works Director Date  
# Of Public Works hours (Approximate): 2 Total Labor cost: \$ 76.00  
Comments: DPW will provide 12 barricades and 6 tables delivered on Friday Sep 23rd

[Signature] 7/27/22 Approved:  Yes  No  
Village Administrator Date  
Grand Total Labor cost: \_\_\_\_\_  
Comments: \_\_\_\_\_

Village Board action: Approved: Yes No Date: \_\_\_\_\_



**FINAL APPROVAL AND SIGN OFF**

---

<i>Signature</i>	<i>Title</i>	<i>Date</i>
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**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.**

---

<i>Signature</i>	<i>Title</i>	<i>Date</i>	<i>Time</i>
------------------	--------------	-------------	-------------

Reason(s) for revocation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Village of Osceola  
310 Chieftain St. Osceola, WI 54020  
715 294-3498

## SPECIAL EVENT PERMIT APPLICATION

1. **EVENT TITLE:** Osceola Harvest Bazaar at Millpond

2. **EVENT DATE:** Sept 10<sup>th</sup>, 2022

3. **EVENT DESCRIPTION**  
Annual Craft Fair at Millpond Park

4. **APPLICANT**  
Applicant's Name Ruth Sattler Title Chairperson  
Address 1201 Cory Ct Osceola WI 54020  
Phone 715 573-7324 Evening/cell phone 715 573-7324  
Affiliation Chamber of Commerce

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 Ruth Sattler, Kinsey Clark  
Organization/Business/Agency/Affiliation Chamber of Commerce / Main Street

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 4-15-2022
- B. Requested hours of operation, from 9:30 AM to 4:00 PM
- C. Set up - beginning date and time Mark vendor spots Fri 9/9 from 4-7 PM or until finished  
Dismantle by - date and time disassemble Sat 9/10 by 6 PM
- D. Anticipated number of participants NO spectators 1000
- 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: fee for vendors only
- 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

Live music in large gazebo 10am - 3:30pm

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

We will be serving beer only in the roped off designated area by certified servers. See map

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

ID'S will be checked within fenced area

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

Double fencing per insurance requirements

B. Will food and/or non-alcoholic beverages be served? Yes X 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 is responsible for Polk Co. Health Dept permits and certifications will be provided with their vendor contracts to us.

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

We will not be cooking but will have food truck vendors that need electricity.

C. Have you obtained the necessary permit from the Polk County Health Department  
Yes \_\_\_\_\_ No N/A

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 & food vendors & Beverages

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

Must submit proper insurance & licensing

10. **SECURITY AND SAFETY PROCEDURES**

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

Have volunteers & systems in place who have worked the Millpond event for many years

- 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

*EMTS notified*

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

*Set up and Tear down with vendor vehicles*

#### 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

*10 trash cans placed throughout the park. We will place trashcans together afterwards for pickup*

- 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

*2 porta johns in the rear of the old library or Cedar Bend Church. They will be picked up after the event. Public restrooms*

**12. VILLAGE FACILITIES, SERVICES AND EQUIPMENT**

A. Describe location, timing, and requirements for any proposed street closure.  
*Sat 9/10 - 7am close 1<sup>st</sup> Ave and halfway up Chieftan behind the bowling alley. Need 4 barricades - 2 by Nook Insurance & 2 behind the bowling alley*

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  
*Cascade St Chieftan & 3<sup>rd</sup> St, by Tizzy Canoes by the Art Barn*

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.  
*4 barricades described in #A, no extra tables, 4 cones - Please cut the path from the Open Cupboard to the Butterfly garden*

**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.**

*Ruth Sattler*

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>
<i>Ruth Sattler</i>	<i>Chamber</i>	<i>715 573-7324</i>
<i>Tinsey Clark</i>	<i>Chamber</i>	<i>763 301-3670</i>
<i>Jessi Kruger</i>	<i>Chamber</i>	<i>715 417-4009</i>

FOR OFFICE USE ONLY

Flavio Ben 05-02-2022 Approved:  Yes  No  
Police Chief Date

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

Comments: -N/A-

Paul Elston 5-3-22 Approved:  Yes  No  
Fire Chief Date

# Of Fire hours (Approximate): \_\_\_\_\_ Total Labor cost: \_\_\_\_\_

Comments: \_\_\_\_\_

M. P. W. 5/2/2022 Approved:  Yes  No  
Public Works Director Date

# Of Public Works hours (Approximate): 6 Total Labor cost: \$152.00

Comments: SEE ATTACHED

[Signature] Approved:  Yes  No  
Village Administrator Date

Grand Total Labor cost: \_\_\_\_\_

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*

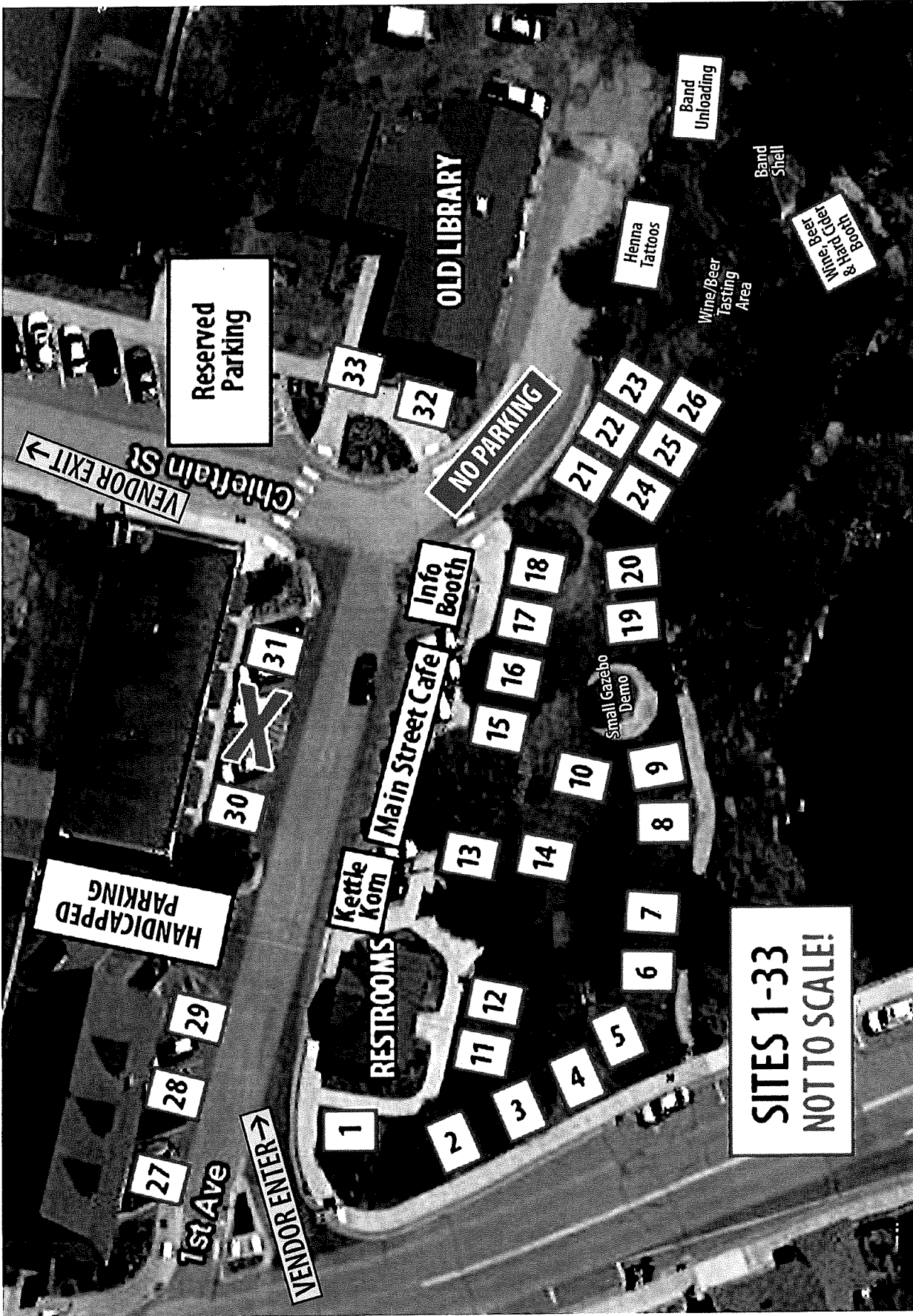
*Time*

Reason(s) for revocation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

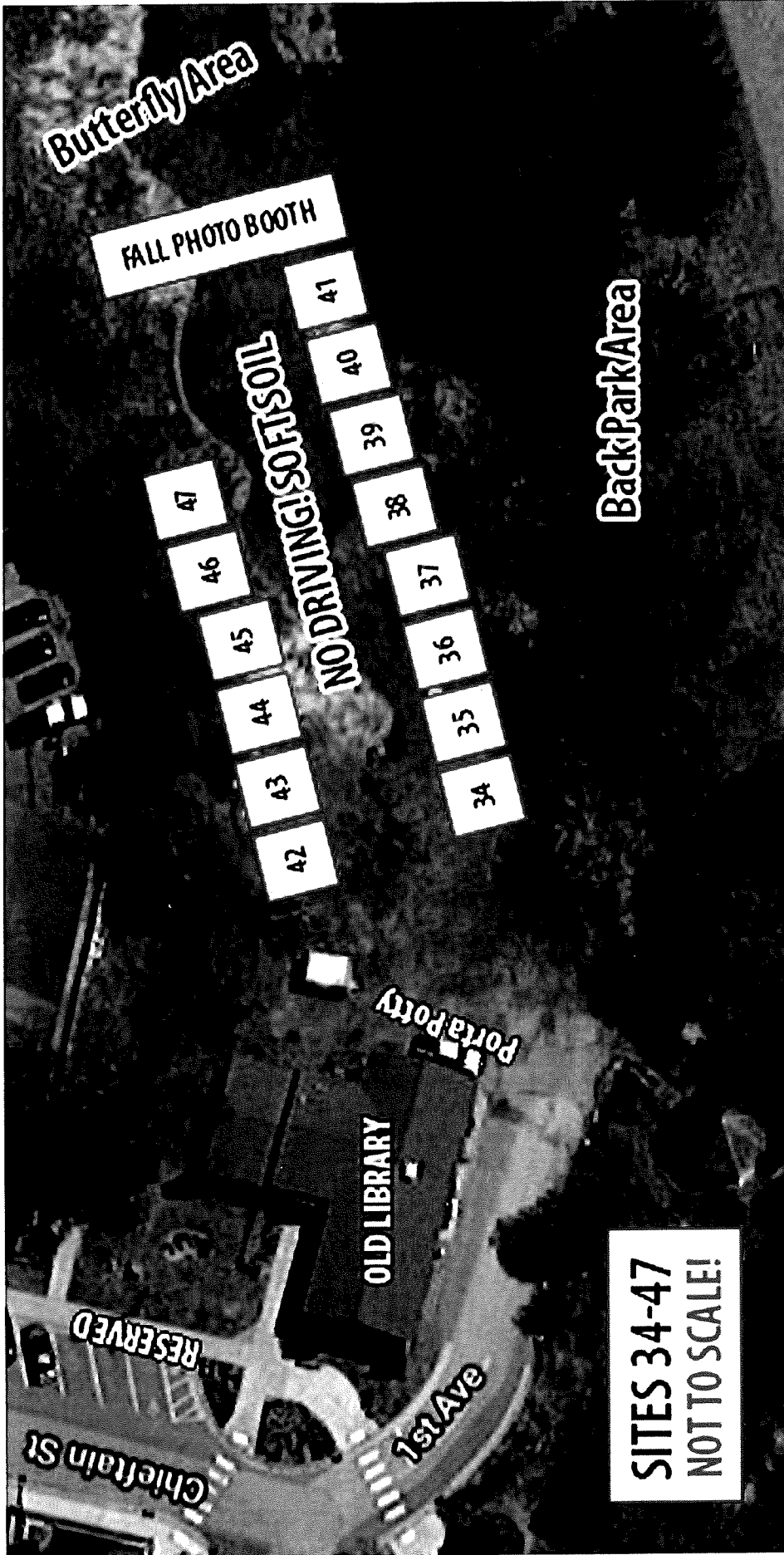
\_\_\_\_\_



**VENDOR MAP**  
 September 10, 2021  
 10am - 4pm



**SITES 1-33  
 NOT TO SCALE!**

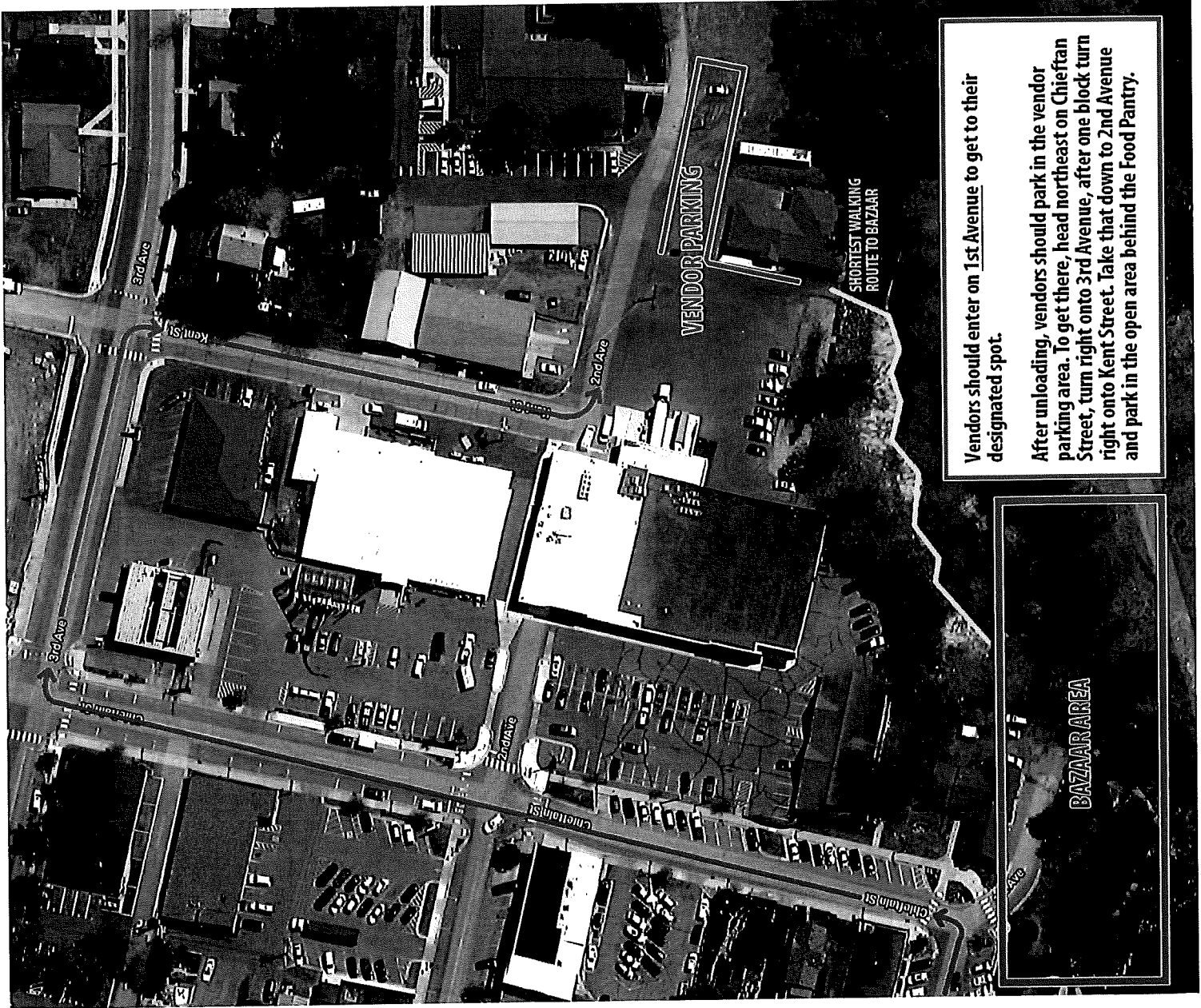


# VENDOR MAP

September 18, 2021  
10am - 4pm

# VENDOR MAP

September 18, 2021  
10am - 4pm



Vendors should enter on 1st Avenue to get to their designated spot.

After unloading, vendors should park in the vendor parking area. To get there, head northeast on Chieftan Street, turn right onto 3rd Avenue, after one block turn right onto Kent Street. Take that down to 2nd Avenue and park in the open area behind the Food Pantry.

BAZAAR AREA

# Special Event Permit Harvest Bazaar

Public Works will provide the following as requested:

4-6 barricades to be delivered by DPW COB hours on Friday. We will also provide 4 cones for the permit holder to use for flow of traffic or vendors at their discretion.

DPW will provide 10 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.

A path will be cut from East 2<sup>nd</sup> Ave parking lot down to Monarch Park.

If fencing is necessary to serve alcoholic beverages, no posts shall be driven into the park. Contact DPW for alternative suggestions or supplies. (extra barricades, sandbags)

The requests made in this permit will be delivered in full, proper working order Friday September 9<sup>th</sup>. 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 for any reason, nor driving on park property to deliver goods or materials.

*Harvest Bazaar & Valley Brewfest*



Renewal

**Liquor Liability Policy Declarations**

**Customer Number:** 0110174823

**Policy Period:** 06/21/2022 to 06/21/2023

**Policy Number:** A967652 01

at 12:01 AM Standard Time at Your Mailing Address Shown Below

**Named Insured and Address:**

Osceola Area Chamber of Commerce, Inc  
PO Box 251  
Osceola, WI 54020

**Agency Name and Address:**

NOAH INSURANCE GROUP INC  
PO BOX 699  
OSCEOLA, WI 54020  
715-294-2510

48691

Insured is a(n) Non-Profit Organization

**Limits of Insurance**

Aggregate Limit

\$1,000,000

Each Common Cause Limit

\$1,000,000

See attached Forms Schedule for forms and endorsements applicable to this coverage.

**Commercial General Liability Classification Schedule**

**Customer Number:** 0110174823  
**Policy Number:** A169637 06

**Policy Period:** 06/21/2022 to 06/21/2023  
 at 12:01 AM Standard Time at Your Mailing Address Shown Below

**Named Insured and Address:**  
 Osceola Area Chamber of Commerce, Inc  
 PO Box 251  
 Osceola, WI 54020

**Agency Name and Address:** 48691  
 NOAH INSURANCE GROUP INC  
 PO BOX 699  
 OSCEOLA, WI 54020  
 715-294-2510

**Commercial General Liability Classifications**

Loc	Class Code	Description	Exposure	Premium Basis	Rate	Premium	Coverage
1	41670	Clubs - civic, service or social - no buildings or premises owned or leased except for office purposes - Not-For-Profit only	100	Members	1,515 Included	\$151 Included	Prem/Ops Prod/Co
1	70034	SPECIAL EVENTS-GROUP II-DAILY ATTENDANCE: 0-500	1	Days	325.753 Included	\$326 Included	Prem/Ops Prod/Co
1	70188	SPECIAL EVENTS-GROUP II-DAILY ATTENDANCE 501-1500	1	Days	408.924 Included	\$409 Included	Prem/Ops Prod/Co

HB  
 VB



Renewal

### Commercial Lines Policy Declaration

**Customer Number:** 0110174823  
**Policy Number:** A967652 01

**Policy Period:** 06/21/2022 to 06/21/2023  
at 12:01 AM Standard Time at Your Mailing Address Shown Below

**Named Insured and Address:**  
Osceola Area Chamber of Commerce, Inc  
PO Box 251  
Osceola, WI 54020

**Agency Name and Address:** 48691  
NOAH INSURANCE GROUP INC  
PO BOX 699  
OSCEOLA, WI 54020  
715-294-2510

In return for the payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.  
This policy consists of the following coverage parts for which a premium is indicated. This premium may be subject to adjustment.

Coverage Part	Premium
Liquor Liability Coverage	\$400.00
<b>Total Premium:</b>	\$400.00
<b>Total Including Taxes, Fees and Surcharges:</b>	<b>\$400.00</b>

**This is not a bill.** A billing invoice will be sent separately.

See attached schedule for forms applicable to all coverage parts.

*Over share 569*

*\$ 8 imp. for*

*\$ 100 on sales*

*\$ 384 - VB*

*\$ 16 - HB*

*up to \$5000*

*793*



**VILLAGE OF OSCEOLA  
2022 DOG LICENSE APPLICATION**

**ALL DOGS IN THE VILLAGE OF OSCEOLA ARE REQUIRED TO BE LICENSED AND VACCINATED.  
DOG LICENSE FEES ARE DUE BY APRIL 1, 2022**

VILLAGE OF OSCEOLA Ordinance 74 "Every person, pursuant to Chapter 174, Wisconsin Statutes, and this Ordinance, residing in the Village of Osceola who owns a dog that on January 1 is at least five (5) months old, or will be five (5) months old within the license year, shall annually seek and obtain a dog license."

WISCONSIN STATE Statute 174.042(4): "If the owner of a dog negligently or otherwise permits the dog to run at large or be untagged, the owner shall forfeit not less than \$25.00 nor more than \$100.00 for the first offense and not less than \$50.00 nor more than \$200.00 for subsequent offenses."

WISCONSIN STATE Statute 95.21(2) requires that dogs be vaccinated for rabies by a veterinarian at no later than 5 months of age and revaccinated within one year after the initial vaccination and every 3 years thereafter.

Proof of rabies vaccination showing name of veterinarian and date of vaccine, as well as expiration date. The name of the vaccine manufacturer, lot and/or serial number of is required before the license can be issued per state statutes.

DOG OWNERS NAME  
STREET ADDRESS  
CITY / STATE & ZIP

Harold & Ann Giering  
614 Summit St,  
Osceola, WI 54020

PARCEL # \_\_\_\_\_  
PHONE # 715-222-4733  
DATE \_\_\_\_\_

Home Owner  Renter

I HEREBY CERTIFY THAT I HAVE READ & UNDERSTAND THE INFORMATION ON THIS SHEET AND THE STATEMENTS ARE CORRECT. I AFFIRM THAT MY DOG HAS BEEN VACCINATED FOR RABIES. Signed \_\_\_\_\_

Dog's Name	Sex (M/F)	Neutered or Spayed (N, S or No)	Breed	Color(s)	Rabies Tag #	Vet Clinic Used	Month/Year Given & Expiration	Name of Mfr Lot and/or Serial #
Lucy	F	S	Brihney	Tan	17799	OSCVet	3/26/20 3/26/23	Merial Imrab 3 Ser# 18442
Benji	M	N	GoldenDoodle	cream	20879		2/5/22 2/5/25	Merial Imrab 3 Ser# 12168
Rudy	M	N	Corgi	Tan	16844		9/19/19 9/19/22	Merial Imrab 3 Ser# 121652
Gabby	F	S	ShihTzu Pishan	cream	18770		11/11/20 11/11/23	Merial Imrab 3 Ser# 121657

Please submit fee with separate check from taxes  
Fee Enclosed \$ 55.00  
(Payable to: VILLAGE OF OSCEOLA)

LICENSE FEES:  
\$10.00 for neutered male or sprayed female  
\$15.00 for unneutered male or unsprayed female  
\$55.00 for Kennel License for more than three dogs

SUBMIT APPLICATION AND EST TO:  
Village of Osceola  
310 Chieftain Street  
PO Box 217  
Osceola, WI 54020

Office Use Only  
Cash  Check  (#) \_\_\_\_\_

## **PLAN COMMISSION OF THE VILLAGE OF OSCEOLA**

### **Summary of Proceedings**

**June 7, 2022**

Pursuant to due call and notice the Plan Commission met on Tuesday June 7, 2022 at 310 Chieftain Street, Osceola, WI 54020

Present: Buberl, Rose, Tomfohrde, O’Connell, Norenberg & Chantelois  
Absent: Bullard  
Also in attendance: Krumenauer, Osceola Fire Department, Applicants, Community Members

Call the Meeting to Order - Buberl called the meeting to order at 7:00 pm.

Approval of the Agenda - Motion by Rose and seconded by Tomfohrde to approve the agenda with the removal of item 5c.  
Vote: Yes – 6, No – 0. Motion Carried.

Approval of the Minutes - Motion by O’Connell and seconded Rose by to approve the May 3, 2022 meeting minutes.  
Vote: Yes –6, No –0. Motion Carried.

### Public Forum

Fran Kerber 108 Kreekview Drive – stated the difference between a Village and a City and that this development will change the community away from a Village feeling. She asked for the Village to think hard about the development and how it fits.

No additional citizen participation.

### Discussion and Possible Action re:

Appointment of 2022/23 Plan Commission Chair – Motion by Buberl and a second by Tomfohrde to nominate Rose to open Chair position.  
(Vote: Yes – 6, No – 0. Motion Carried)

Buberl handed the meeting over to Chair Rose

Approval of Certified Survey Map for the Bluffs Development Site – Krumenauer outlined the proposed CSM and the need to consolidate the property prior to redevelopment. He finished the discussion by recommending approval.

Norenberg asked if parking allowances would be provided to the neighboring businesses. Krumenauer stated that the developer is offering to install a parking lot to support business and that they are pursuing usage and maintenance agreements with all impacted parties.

O’Connell confirmed the vacation of old River Street. Krumenauer responded affirmatively.

O’Connell asked if a condition could be placed on the CSM regarding required access to neighboring lots. Krumenauer stated that this could be addressed in the development but cautioned that reasonable conditions should be made but it is still a private-to-private matter.

O’Connell asked if a zoning change was required. Krumenauer stated that none was necessary.

Rose asked if there was additional discussion.

With no additional discussion, a motion was made to approve the CSM as proposed by Buberl with a second by Chantelois.

(Vote: Yes – 6, No – 0. Motion Carried).

Site Plan Review for a Proposed 99-unit mixed use development – Item struck

Growth and Planning Initiatives – Rose opened the item up for discussion and welcomed Norenberg to present his request for this item to be on the agenda.

Norenberg stated that the main goal of the Plan Commission is support the development of the Village of Osceola through updated and comprehensive planning documents. He stated that our antiquated Comprehensive Plan needs updating and that the Village should start this project as soon as possible. He expanded on the request by promoting the need for a “top five”. Lastly Norenberg discussed the impacts of high taxes making Osceola unmanageable with development. “growth versus revenue”

Rose stated that comparing Wisconsin taxation process to Minnesota will need to stop as they are completely different. She also asked for what is being requested.

Norenberg stated the need for PC with public input to develop the strategic needs of the community and how it will impact taxes in a positive fashion.

Buberl asked if Norenberg had a top five in his mind. Norenberg responded negatively.

O’Connell stated that our existing comp plan and state law requires set categories. Krumenauer responded affirmatively.

Buberl stated his goal to have actionable documents with a “less is more” mentality.

Chantelois stated one goal is to address the bridge issue and how to keep access across the river open.

Norenberg agreed with the need for an actionable plan.

O’Connell said that Plan Commission could review examples of other strategic and comprehensive plan documents.

Krumenauer suggested a review of the Village’s top ten list as a means to corral ideas.

Tomfohrde mentioned that in the past public input was pursued for prior documents including the old top ten list. He said that an open house could be used again.

After no additional discussion, Rose closed the agenda item but stated that it should be on the agenda for a future meeting.

Any other appropriate items to discuss – None

Adjourn - Buberl adjourned the meeting at 7:32 pm

Respectfully submitted: Benjamin Krumenauer, Village Administrator

**VILLAGE OF OSCEOLA**  
**ADMINISTRATION & FINANCE COMMITTEE PROCEEDINGS**  
**July 8<sup>th</sup>, 2022**

The Administration & Finance Committee of the Village of Osceola met on July 8<sup>th</sup>, 2022 at Village Hall. Chair Bruce Gilliland called the meeting to order at 9:30 a.m.

Members present: Gilliland, Jeromy Buberl, Deb Rose  
Staff present: Frank Pascarella and Frances Duncanson  
Others present: Royce Pavelka

Motion by Rose and seconded by Buberl to approve the agenda  
Ayes-3                      Nays-0                      Motion carried

Motion by Rose and seconded by Buberl to approve the minutes of the June 3, 2022 meeting  
Ayes-3                      Nays-0                      Motion carried

**Updates to Village Employee Handbook**

Pascarella reviewed the proposed changes to the Employee Handbook. Covered were requests to work from home. Compensation upon hire and performance increase language were reviewed. Under employee benefits insurance buyouts for not taking insurance were discussed. Employees who are Medicare eligible may also be considered for a buyout type of option as a Village payment to their HSA. Considered was eliminating aunts and uncles from funeral leave and increasing leave for mother and father in laws. Increasing the vacation schedule was also reviewed. This will be negotiated as part of the Police Dept labor agreements separately. The sick leave max (720 hours) payout was discussed as going into an HSA account instead of the one-half payout. Holidays has eliminating Good Friday and adding Martin Luther King Jr. day. Parental leave may be considered in the future.

**Request from Judkins, LLC (Carebear Daycare) to extend their development agreement**

They are asking to have their agreement extended for another year. They have not purchased the property from the Village yet. Rose would like the end date and to look at renegotiation options. They are currently in a temporary space.

Motion by Rose and seconded by Buberl at 10:20 a.m. to go into closed session pursuant to Wisconsin Statute §19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or to conduct other specified public business, for competitive or bargaining reasons.

Roll call vote: Ayes-Buberl, Gilliland, Rose                      Nays-0                      Motion carried.

The Committee continued in closed session proceedings under 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion by Rose and seconded by Buberl to come out of closed session proceedings at 12:12 p.m.

Roll call vote: Ayes-Buberl, Gilliland, Rose                      Nays-0                      Motion carried.

There was no action taken on closed session items.

Any other business as permitted by law-there was none.

Chair Gilliland adjourned the meeting at 12:13 p.m.

Respectfully submitted by

Frances Duncanson, MMC-WCPC  
Village Clerk

## GENERAL FUND CHECKING

ALL Checks

Posted From: 7/07/2022 From Account:  
Thru: 8/04/2022 Thru Account:

Check Nbr	Check Date	Payee	Amount
63955	7/18/2022	AFLAC	432.04
63956	7/18/2022	AMAZON CAPITAL SERVICES	91.08
63957	7/18/2022	AMAZON.COM	101.28
63958	7/18/2022	ANDREW BACH	258.96
63959	7/18/2022	AT&T MOBILITY	246.00
63960	7/18/2022	BAKER & TAYLOR	1,355.03
63961	7/18/2022	BILL'S ACE HARDWARE	208.31
63962	7/18/2022	CENTURYLINK	1,443.26
63963	7/18/2022	CINTAS	818.07
63964	7/18/2022	CORE & MAIN LP	2,158.94
63965	7/18/2022	CULLIGAN OF RICE LAKE	9.00
63966	7/18/2022	DICK'S FRESH MARKET	73.98
63967	7/18/2022	EMC INSURANCE COMPANIES	9,101.13
63968	7/18/2022	EO JOHNSON	290.00
63969	7/18/2022	FRANK PASCARELLA	1,900.00
63970	7/18/2022	GRASSWORKS LAWCARE LLC	3,311.75
63971	7/18/2022	IIMC	175.00
63972	7/18/2022	LUDVIGSON LAW OFFICE 2014	1,185.00
63973	7/18/2022	STERICYCLE, INC.	149.83
63974	7/18/2022	STEVENS ENGINEERS, INC.	5,626.00
63975	7/18/2022	SUNRISE LAWNS, LANDSCAPE & IRRIGATION	211.00
63976	7/18/2022	THE OSCEOLA SUN	1,148.40
63977	7/18/2022	TOWN OF FARMINGTON	757.00
63978	7/18/2022	UNUM LIFE INSURANCE COMPANY OF AMERICA	400.62
63979	7/18/2022	VERIZON	322.16
63980	7/18/2022	VISA	133.32
63981	7/18/2022	XCEL ENERGY	313.38
63982	7/19/2022	ERIC LEHMAN	230.00
63983	7/19/2022	FRANCES DUNCANSON	262.90
63984	7/19/2022	J & S GENERAL CONTRACTING	7,900.00
63985	7/19/2022	JENNIFER GILLER	150.00
63986	7/19/2022	JENNIFER ROYTEK	30.00
63987	7/19/2022	MIDWEST ONE BANK	739.01

## GENERAL FUND CHECKING

ALL Checks

Posted From: 7/07/2022 From Account:  
Thru: 8/04/2022 Thru Account:

Check Nbr	Check Date	Payee	Amount
63988	7/19/2022	PUBLIC ADMINISTRATION ASSOCIATES, LLC	7,000.00
63989	7/19/2022	REBEKAH PALMER	150.00
63990	7/19/2022	RONALD PEDRYS	138.00
63991	7/19/2022	SHELBY FRIENDSHUH	25.00
63992	7/19/2022	TANNER REBHAN	50.00
63993	7/19/2022	TIMOTHY GADA	38.46
63994	7/25/2022	ASSOCIATED BANK GREEN BAY, N.A.	950.00
63995	7/25/2022	DELTA DENTAL PLAN OF WISCONSIN	1,422.84
63996	7/25/2022	FRANK PASCARELLA	1,000.00
63997	7/25/2022	GENERAL TEAMSTERS UNION	386.00
63998	7/25/2022	MIDWEST ONE BANK	1,336.69
63999	7/25/2022	SPECTRUM	129.98
64000	7/25/2022	TACTICAL SOLUTIONS	214.00
64001	7/25/2022	WE ENERGIES	418.13
64002	7/26/2022	ABRAHAMSON NURSERIES	726.00
64003	7/26/2022	ACTION RADIO & COMMUNICATIONS, INC.	1,446.86
64004	7/26/2022	APEX FIRE PROTECTION LLC	720.00
64005	7/26/2022	BADGER STATE INC.	1,050.00
64006	7/26/2022	BOYDS OUTDOOR POWER	80.51
64007	7/26/2022	CAPITAL ONE COMMERCIAL	1,452.15
64008	7/26/2022	COMMERCIAL TESTING LAB.	991.70
64009	7/26/2022	CORE & MAIN LP	1,736.49
64010	7/26/2022	DIGGERS HOTLINE	107.88
64011	7/26/2022	FROST, INC.	33.96
64012	7/26/2022	GUARDIAN PEST SOLUTIONS, INC.	129.50
64013	7/26/2022	J & S GENERAL CONTRACTING	5,463.38
64014	7/26/2022	MIDWEST ONE BANK	554.99
64015	7/26/2022	MSA PROFESSIONAL SERVICES	1,315.00
64016	7/26/2022	NATIONAL WASH AUTHORITY	7,500.00
64017	7/26/2022	NORTHWOOD TECHNICAL COLLEGE	80.00
64018	7/26/2022	POLK BURNETT	52.64
64019	7/26/2022	SHORT ELLIOTT HENDRICKSON	236.40
64020	7/26/2022	THE HOME DEPOT PRO	74.73



## GENERAL FUND CHECKING

ALL Checks

Posted From: 7/07/2022 From Account:  
Thru: 8/04/2022 Thru Account:

Check Nbr	Check Date	Payee	Amount
64021	7/26/2022	VESSCO INC.	189.00
64022	7/26/2022	WEST CENTRAL BIOSOLIDS COMMISSION	17,217.37
64023	7/26/2022	WISCONSIN STATE LABORATORY OF HYGIENE	26.00
64024	7/26/2022	WM METERING TECHNOLOGY LLC	620.00
64025	8/01/2022	ALLIED GENERATORS	2,415.00
64026	8/01/2022	BAKKE NORMAN. S.C.	4,463.75
64027	8/01/2022	BENSON LAW OFFICE, LTD	187.50
64028	8/01/2022	FEDERATED CO-OPS, INC.	1,019.15
64029	8/01/2022	FRANK PASCARELLA	940.00
64030	8/01/2022	ODP BUSINESS SOLUTIONS	403.43
64031	8/01/2022	PITNEY BOWES INC.	102.28
64032	8/01/2022	WEST WISCONSIN INSPECTION AGENCY, LLC	2,150.76
64033	8/01/2022	WI DEPT OF TRANSPORTATION	526.54
64034	8/01/2022	WI PROFESSIONAL POLICE ASSOCIATION	170.00
64035	8/03/2022	AMERICAN TEST CENTER	1,107.00
64036	8/03/2022	DYLAN ANNIS	440.00
64037	8/03/2022	ERIC LEHMAN	230.00
64038	8/03/2022	FRANCES DUNCANSON	262.90
64039	8/03/2022	JENNIFER GILLER	150.00
64040	8/03/2022	JENNIFER ROYTEK	30.00
64041	8/03/2022	JOSH CONNERS	120.00
64042	8/03/2022	NATIONWIDE TRUST COMPANY, FSB	150.00
64043	8/03/2022	REBEKAH PALMER	150.00
64044	8/03/2022	ROBERT W. BAIRD & COMPANY	4,250.00
64045	8/03/2022	RONALD PEDRYS	138.00
64046	8/03/2022	SHELBY FRIENDSHUH	25.00
64047	8/03/2022	TANNER REBHAN	50.00
64048	8/03/2022	TIMOTHY GADA	38.46
V7202201	7/18/2022	BACH, ANDREW	2,045.04
V7202202	7/18/2022	BRYANT, JESSICA	585.70
V7202203	7/18/2022	BURROWS, HANNAH	174.54
V7202204	7/18/2022	CARUSO, RICHARD T.	1,742.95
V7202205	7/20/2022	CHANTELOIS, WILFRED	561.02

## GENERAL FUND CHECKING

ALL Checks

Posted From: 7/07/2022 From Account:  
Thru: 8/04/2022 Thru Account:

Check Nbr	Check Date	Payee	Amount
V7202206	7/20/2022	DORN CUTLER, PRISCILLA R	238.57
V7202207	7/20/2022	DUNCANSON, FRANCES	1,008.26
V7202208	7/18/2022	FELDTMOSE, MARIE K.	463.86
V7202209	7/18/2022	FRIENDSHUH, SHELBY	1,194.48
V7202210	7/18/2022	GADA, TIMOTHY	1,701.47
V7202211	7/18/2022	GILLER, JENNIFER	1,092.46
V7202212	7/18/2022	HOVERMAN, RICHARD D.	238.12
V7202213	7/18/2022	JACOBS, MICHELLE	355.06
V7202214	7/18/2022	JACOBS, MICHELLE	320.04
V7202215	7/18/2022	JOHNSON, ANDREW	541.26
V7202216	7/18/2022	KENNY, RYAN	1,702.48
V7202217	7/18/2022	KRENTZ, CARIE	1,273.46
V7202218	7/18/2022	LEHMAN, ERIC M.	1,627.71
V7202219	7/18/2022	LEHMAN, JENNIFER T.	196.84
V7202220	7/18/2022	MALLIN, MICHAEL	1,499.78
V7202221	7/18/2022	MILLER, ANNE	651.68
V7202222	7/18/2022	MORGEL, JOSHUA J.	20.60
V7202223	7/18/2022	PALMER, REBEKAH S.	760.28
V7202224	7/18/2022	PARO, CORA	247.32
V7202225	7/18/2022	PEDRYS, RONALD W.	2,273.50
V7202226	7/18/2022	REBHAN, TANNER	1,619.09
V7202227	7/18/2022	ROYTEK, JENNIFER L.	1,281.48
V7202228	7/18/2022	ROYTEK, LUKE	901.17
V7202229	7/18/2022	SCHILL, JUSTIN	1,423.34
V7202230	7/18/2022	TRACY, DAWN	579.76
V7202231	7/18/2022	TRACY, RALPH E.	1,652.19
V7202232	7/18/2022	WATERS, TODD	1,719.41
V8032201	8/03/2022	BACH, ANDREW	2,076.28
V8032202	8/03/2022	BRYANT, JESSICA	44.32
V8032203	8/03/2022	BURROWS, HANNAH	270.12
V8032204	8/03/2022	CARUSO, RICHARD T.	1,669.96
V8032205	8/03/2022	DUNCANSON, FRANCES	1,171.54
V8032206	8/03/2022	FELDTMOSE, MARIE K.	424.24

## GENERAL FUND CHECKING

ALL Checks

Posted From: 7/07/2022 From Account:  
Thru: 8/04/2022 Thru Account:

Check Nbr	Check Date	Payee	Amount
V8032207	8/03/2022	FRIENDSHUH, SHELBY	1,194.48
V8032208	8/03/2022	GADA, TIMOTHY	1,734.83
V8032209	8/03/2022	GILLER, JENNIFER	1,078.45
V8032210	8/03/2022	HOVERMAN, RICHARD D.	176.39
V8032211	8/03/2022	JACOBS, MICHELLE	340.05
V8032212	8/03/2022	JOHNSON, ANDREW	918.48
V8032213	8/03/2022	KENNY, RYAN	1,696.09
V8032214	8/03/2022	KRENTZ, CARIE	1,296.98
V8032215	8/03/2022	LEHMAN, ERIC M.	1,553.01
V8032216	8/03/2022	LEHMAN, JENNIFER T.	157.48
V8032217	8/03/2022	MALLIN, MICHAEL	1,437.78
V8032218	8/03/2022	MILLER, ANNE	721.12
V8032219	8/03/2022	PALMER, REBEKAH S.	760.28
V8032220	8/03/2022	PARO, CORA	271.09
V8032221	8/03/2022	PEDRYS, RONALD W.	2,273.50
V8032222	8/03/2022	REBHAN, TANNER	1,660.69
V8032223	8/03/2022	ROYTEK, JENNIFER L.	1,265.40
V8032224	8/03/2022	ROYTEK, LUKE	708.20
V8032225	8/03/2022	SCHILL, JUSTIN	1,365.36
V8032226	8/03/2022	TRACY, DAWN	476.48
V8032227	8/03/2022	TRACY, RALPH E.	1,588.19
V8032228	8/03/2022	WATERS, TODD	1,610.68
STMT070622	7/18/2022	BP	408.46
Grand Total			178,158.73

GENERAL FUND CHECKING

ALL Checks

Posted From: 7/07/2022 From Account:  
Thru: 8/04/2022 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL	90,064.77
Total Expenditure from Fund # 221 - LIBRARY	16,481.07
Total Expenditure from Fund # 250 - AIRPORT	1,945.58
Total Expenditure from Fund # 275 - OSCEOLA MUNICIPAL COURT	2,772.59
Total Expenditure from Fund # 300 - DEBT SERVICE FUND	950.00
Total Expenditure from Fund # 410 - GENERAL CAPITAL FUND	7,900.00
Total Expenditure from Fund # 430 - TIF #2 FUND	1,000.00
Total Expenditure from Fund # 450 - TIF #3 FUND	1,000.00
Total Expenditure from Fund # 510 - WATER UTILITY	26,295.96
Total Expenditure from Fund # 520 - SEWER UTILITY	29,748.76
Total Expenditure from all Funds	178,158.73