

**VILLAGE OF OSCEOLA
ADMINISTRATION & FINANCE COMMITTEE AGENDA**

Date: Thursday, November 9, 2023
Time: 4:30 p.m.
Place: Village Hall-310 Chieftain St-Room 105

AGENDA

- 1) Call to Order
- 2) Approval of the Agenda
- 3) Approval of the minutes dated
 - a. October 9, 2023
- 4) Discussion and Possible Action re:
 - a. 2024+ Garbage Collection RFQs
 - b. Animal Control Contract
 - c. Vacation time for accruing employees
 - d. Interim Police Chief
 - e. Budget Update
- 5) Future Agenda items and Updates
- 6) Adjourn

Carie Krentz
Village Clerk

**VILLAGE OF OSCEOLA ADMINISTRATION & FINANCE COMMITTEE PROCEEDINGS
OCTOBER 9, 2023**

The Village of Osceola Administration & Finance Committee met on October 9th, 2023, at Village Hall. Chair Bruce Gilliland called the meeting to order at 9:00 a.m.

Present: Bruce Gilliland and Van Burch

Absent: Brad Lutz

Staff present: Devin Swanberg, Tanya Batchelor, Ron Pedrys, Paul Elfstrom, and Todd Waters.

Motion by Burch and seconded by Gilliland to approve the agenda.

Ayes-2 Nays-0 Motion carried

Motion by Burch and seconded by Gilliland to approve the minutes dated September 8, 2023.

Ayes-2 Nays-0 Motion carried

Discussion and Possible Action re:

Moving meeting time each month

New member, Brad Lutz, can't make day meetings and suggested having the meeting on Thursday at 4:30 p.m. Motion by Burch to move the meeting time to the Thursday before the board meeting at 4:30 p.m., seconded by Gilliland.

Ayes-2 Nays-0 Motion carried

Budget Update

Swanberg and Batchelor reviewed the 2024 Budget expenditures. At this time, there is a \$90,000 to \$100,000 deficit. We have done some research and found the village can borrow for maintenance items. This will be discussed further at the budget workshop on October 28, 2023.

Hiring Two Police Officers

Ron Pedrys explained that he would like to hire two new officers. One officer will replace Tim Gada who left in August, and the other officer would be hired to replace Eric Lehman who is retiring early February. Ron is also retiring in December, 2023. We can't hire part-time officers. Three of the candidates didn't pass background checks and two more candidates will be interviewed on Wednesday. If the second officer is hired before Eric leaves, he can train that officer. Motion by Van to move forward with Pedrys' plan, seconded by Gilliland. Pedrys will bring candidates to the board when he is ready to hire them.

Ayes-2 Nays-0 Motion carried

Process for hiring new Police Chief

Pedrys was asked to participate in the hiring of the Amery Police Chief. There is a shortage of police leadership candidates. Amery hired the retired St. Croix County Sheriff, John Shilts, to assist with their search. It was a consensus to have Pedrys check with John Shilts to get more information.

Horst Foundation Funding

The Village received \$15,000 in May from the Horst Foundation. Fire Chief Elfstrom requested to use those funds to put towards the airboat they want to purchase. Currently there is \$80,000 from the Capital Improvement Plan designated for this purchase. The Friends of the Fire Department are giving \$54,000 towards this purchase. Todd Waters stated the funds were previously used for beautification of the downtown including new flag poles, bike racks and flowers. Horst requests a letter each year to see how these funds are used. Discussion followed. Gilliland suggested creating a policy to give \$15,000 to one department each year, this year the Fire Department and next year the Public Works or Police. This item will be added to the board meeting for a final decision.

Vacation Time for accruing employees

Swanberg and Batchelor explained that employees who were hired after January 2017 are on the accrual system for vacation. The other employees receive their vacation at the beginning of each year. In the employee handbook it states a maximum of 40 hours can be carried over to the next calendar year. It does not differentiate between those who accrue their vacation versus those who get it all January 1. This can be a hardship for those who accrue their vacation because it

takes so long to accrue a week's vacation. Staff requested approve of one of the following options for those who accrue vacation: 1) Increase the carry-over maximum to 80 hours; 2) After completing 1 year of employment, employees change over to receiving all vacation on January 1 each year; 3) Allow Administrator to approve carry over of additional 40 hours to be used in the first two months of the year for employees who accrue vacation. Discussion followed. Motion by Burch to let everyone carry over up to 80 hours each year and start January 1, 2024 giving everyone all of their vacation January 1 each year, seconded by Gilliland. This will be discussed at the board meeting tomorrow night for final approval.

Ayes-2 Nays-0 Motion carried

RFP for Auditors

Swanberg explained the current contract for Auditing is up December 31, 2023. He requested permission to seek Requests for Proposals for auditing for 2024. Discussion followed. Motion by Burch, seconded by Gilliland to move forward on RFP's.

Ayes-2 Nays-0 Motion carried

Future Agenda items and Updates

None

Chair Gilliland adjourned the meeting at 9:58 a.m.

Respectfully Submitted by
Tanya Batchelor, Village Treasurer



Memo

To: Admin Finance, Village Board
From: Devin Swanberg Village Administrator
CC: Admin Finance
Date: November 9th, 2023
Re: Refuse Contract

2024 Starting Prices

Waste Management	Bin Size	Olson Sanitation
\$14.24	32 G	\$11.00
\$17.37	64 G	\$13.00
\$20.25	96 G	\$15.00
\$6.32	Recycling	\$3.00

Waste Management: Fuel Charge-<\$4.00 no charge, \$4.00 to \$4.24 2%, \$4.25 to \$4.49 3%, \$4.50 to \$4.74 4%, Every \$.25 per gall over 4.75 the fuel surcharge will increase by 1%

Olson Sanitation- No Fuel Surcharge, rates to increase \$.50 per year for trash, and \$.25 per year for recycling. List for extra items.

Attachments- Olson and WM Proposals

VILLAGE OF OSCEOLA

Residential Garbage and Recyclables Collection Services

11-3-2023

SUBMITTED BY

WM of Somerset Wisconsin

**Always Working For A
Sustainable Tomorrow**

CONTACT

Randy Ott,
Senior Account Executive – Public Sector
218-256-9334
rott1@wm.com





WM of Somerset
611 Laser Drive
Somerset, WI 54025-9774

November 3rd 2023
Municipality of the Village of Osceola
Village Administrator
Attn: Devin Swanberg

Dear Mr. Swanberg:

WM of Somerset, WI (WM) is pleased to present the following response to the Municipality of the Village of Osceola in response for Residential Garbage and Recyclables Collection Services. As a WM customer you are at the center of how we work. We value your safety, your time, your ability to positively impact the environment, and your business. This is why we provide personalized solutions with services that are designed around your needs. WM works with customers of all sizes across the country, and we are constantly using this experience to set a higher standard of service. As a WM customer you can expect:



The best value for your community: When choosing a provider for your community's waste and recycling needs, value is more than just the bottom line. Value to your residents/staff/stakeholders is about what they/you get for the money they/you pay. With WM, you will receive best-in-class service from an experienced team that is laser-focused on delivering quality, on-time, reliable service at the best price possible. It is our job to constantly think about waste – not yours. We will provide you with a carefree experience from day one through the entire term of the Agreement.



A partner that does things the right way, every day: Waste and recycling management are highly regulated operations with the potential for significant adverse environmental impacts if not handled properly. WM doesn't just pick up trash or recycling, we have high tech solutions to manage it. We own and operate our own material recovery facilities, organics processing facilities, and state-of-the-art landfills. As a leader in environmental solutions, we give you peace of mind that your materials will be managed in full compliance with all local, state, and national regulations. Our operations adhere to all applicable Occupational Safety and Health Administration (OSHA) requirements. As the largest, most financially-stable environmental solutions provider in North America, we can also finance all operational improvements, equipment, facility upgrades, and container purchases internally. We do not have to rely on the timelines and terms of third-party creditors. Our resources give us the ability to provide gold-standard insurance to protect our partners.



Dedication to your goals because your priorities are our priority: WM provides what the Village of Osceola wants, a reliable, competitive, and safe service provider. With our Smart Truck technology we can provide photo/video verification of service to alleviate the issue of a customer perceiving that we were not there to service them.

Thank you for the opportunity to participate in your selection of an environmental services partner. We are eager to keep your business and our team is dedicated to go above and beyond to deliver best-in-class service. Please do not hesitate to contact me with any questions.

Sincerely,

Randy Ott – Senior Account Executive – Public Sector
218-780-9410 – rott1@wm.com



WHO WE ARE AND WHAT WE DO

At WM, we place our customers at the center of what we do every day. We are a team of 48,250 employees motivated by a desire to go above and beyond for our nearly 20 million municipal, commercial, industrial, and residential entities throughout North America for whom we provide a range of environmental solutions, including collection, recycling, disposal, and renewable energy production.

To serve our diverse customer base, we have developed the industry's largest network of collection operations, transfer stations, and recycling and disposal facilities. Unmatched in geographical reach and ability, our network enables us to manage every aspect of our customers' waste streams. But, our broad geographical coverage and depth of experience allow us to do so much more. With our team of in-house environmental experts, we assist customers with customized sustainability plans. In response to natural disasters or unforeseen needs, we provide almost immediate support to customers by quickly assembling emergency collection services. As North America's leading post-consumer recycler, we navigate a complex international commodity market to safeguard the long-term viability of our customers' recycling programs.

For many customers, the authenticity of who we are and the depth of what we do make us more than just a service provider. We strive to be a long-term partner that our customers can trust by doing things the right way, every day.

DRIVEN BY OUR COMMITMENTS, GUIDED BY OUR VALUES



We are Committed to Our People First

The proud, caring, and resilient members of the WM family are the foundation for our success. We commit to taking care of each other, our customers, our communities, and the environment.



We are Committed to Success with Integrity

Our success is based not only on the results we achieve, but how we achieve them. We commit to being accountable, honest, trustworthy, ethical, and compliant in all we do.



We Value Equity, Inclusion, & Diversity

We embrace and cultivate respect, trust, open communications, and diversity of thought and people.



We Value Our Customers

We place our customers at the center of what we do and aspire to delight them every day.



We Value Safety

We have zero tolerance for unsafe actions and conditions and make safety a core value without compromise.



We Value Our Environment

We are responsible stewards of the environment and champions for sustainability.

Our Core Services and Sustainable Technologies

We are pushing the boundaries of what you can expect from your environmental services provider. A sampling of our core services and sustainable technologies include:

- ✓ **Sustainable Services Tailored for the Village of Osceola:** Every aspect of WM's services is designed with the Village of Osceola in mind. Our fleet of trucks is loaded with technologies that minimize environmental impacts for your community and proactively monitor service quality and vehicle safety. Customers can also choose how and when to interact with us - we are available by phone, email, online chat, and offer 24/7 account management at WM.com and with our WM Mobile App.
- ✓ **Recycling:** WM has been leading change in the recycling industry for over three decades and we are committed to growing recycling. We manage more post-consumer recyclables than any other company in North America and over the past four years we have invested more than \$400 million to upgrade our recycling infrastructure and equipment. In 2020, we processed 15.03 million tons of recyclables. This number represents a 50% increase in recycling tons processed since 2010.
- ✓ **Organics:** WM operates a nationwide network of 42 organics recycling facilities, including co-digestion and composting facilities. In 2020, WM processed more than 3.3 million tons of source-separated organic materials, including yard trimmings, food waste, and biosolids.
- ✓ **Waste-Based Energy:** At WM's 146 landfill gas-to-energy facilities, we capture methane and use it as an alternative to fossil fuel-generating electricity that is sold to local utilities and also converted into natural gas fuels. Natural gas fuel produced from processed landfill gas has helped to reduce our fleet emissions by 43% since 2010.
- ✓ **Hard-to-Handle Materials:** WM offers several programs to help our customers dispose of hard-to-handle waste streams, including paint, automotive products, flammable and combustible items, batteries, electronic, and medical wastes.

ALWAYS WORKING FOR A SUSTAINABLE TOMORROW

Over the past year, WM has been a leader across several areas that impact our customers, environment, and people.

WE VALUE OUR CUSTOMERS



Industry's largest network of collection operations, recycling, and disposal facilities

Embracing **customer service digitalization**, making interactions with customers in real time



Completed acquisition of Advanced Disposal, growing WM's footprint and adding 3 million new customers

WE VALUE OUR ENVIRONMENT

By the end of 2020, 53% of our collection fleet had transitioned to compressed natural gas, avoiding millions of gallons of diesel fuel use per year and comprising **the largest heavy-duty natural gas fleet** of its kind in North America

Over \$100M invested in recycling infrastructure, with \$200M earmarked for 2022



Protected ~15,000 acres of wild-life habitat and planted more than 50,000 trees on public lands

OUR PEOPLE FIRST

Launched program to cover 100% of employees' and their dependents' college tuition

Convened **Inclusion, Equity, and Diversity (IE&D) Leadership Council** to evaluate IE&D policies, practices, and procedures



Established new goals to **achieve ethnic, racial diversity** in workforce by 2025 greater than or equal to estimated availability of minority talent in marketplace

Guaranteed pay for 40 hours/week for all full-time, hourly employees regardless of COVID-19-related service decreases

WM At-a-Glance

People		Operations			
48,250 team members	263 solid waste landfills	5 hazardous waste landfills	507 hauling facilities	348 transfer facilities	\$29.1B asset base
Recycling Facilities		Energy		Environmental Conservation	
52 single-stream recycling facilities		10,388 alternative fuel vehicles		75 certified wildlife habitat programs	
30 commercial facilities		171 natural gas fueling stations		63 pollinator programs	
12 bale/transfer/buy-back/ dedicated customer processing facilities		146 landfill gas-to-energy facilities		185 active habitat, species, and education certified projects	
42 organics facilities		104 landfill gas-to-electricity facilities		14,709 acres actively managed for wildlife preservation	
4 CORe® organics processing facilities		26 landfill gas-to-fuel facilities			
9 construction and demolition recycling facilities					
Community Vitality					
\$14.2M in charitable giving	\$1.2M in-kind services donated	860 community events hosted and/or participated in by WM	57,565 people participated in WM-hosted education and community betterment activities		

Financial Strength

WM's financial strength is the foundation for our commitment to serve our customers, perform our obligations, and protect the environment in carrying out our broad waste management services.

Revenue in 2021 was \$15.22 billion, and WM has an asset base of \$29.35 billion. The company generates strong and consistent cash flow and has access to an extensive line of credit.

WM's financial strength gives the Village of Osceola assurance that we can and will fulfill our obligations.

- WM is committed and financially able to perform all operations in full compliance with applicable federal, state, and local regulations and to provide clear documentation of that compliance.
- WM offers the most extensive network providing waste management services in North America, including transportation, disposal, treatment, recovery, remediation, waste identification, and several other specialty services. This network enables us to provide a single source of responsibility, from transportation through disposal of waste.
- Typically, new capital requirements are internally financed by WM using cash flow from existing operations - freeing our new trucks, carts, containers, and facility investments from the timelines and terms of third-party creditors.

WM's financial strength helps us to continually advance services for all of the customers we serve, including Village of Osceola, and we are committed to maintaining that strength.

Industry-Leading Onboard Technology

Our fleet of trucks for the Village of Osceola is equipped with our onboard computing system (OCS), which enhances communication between our operations and customer service teams. OCS replaced paper route books with electronic route sheets that are updated in real time. Collection drivers see all stops and service tickets on their touch screens, which can be updated remotely and in actual time by our route managers and dispatchers. Drivers use their OCS to log completion of each service performed.

Our OCS is complemented by the following industry-leading software and technology:

- **eRouteLogistics®:** Customized mapping and routing software system used to develop and modify routes
- **Plan Versus Actual (PvA) Technology:** Software that plots planned route versus actual route status
- **Integrated Onboard Computer System:** Our state-of-the-art onboard computing system on each truck is integrated with our dispatch teams' in-office software to facilitate seamless communication and service delivery.
- **WM Smart TruckSM Technology:** Our Smart Truck technology documents service data through sensors and onboard cameras to provide real-time service verification and overage and contamination recognition. Data collected on route, which includes GPS mapping and photo and video documentation of service, is reviewed by a WM audit team. If an issue is identified, such as contamination or overage, the customer receives a notification based on their communication preferences.
- **DriveCam®:** Forward-facing camera that constantly records whenever there is a sudden movement, such as hard braking, swerving, or a collision

Safety: A Core Value for WM

Safety is a core value for our company. We understand the magnitude of the responsibility we have and strive to confirm that each task, piece of equipment, and company policy and procedure reinforces safe actions and behaviors.

Overall injury rates in our industry have improved substantially in recent years and WM's performance in this area has ranked among the best. We actively work with our trade association, the National Waste & Recycling Association, to advance safety within our industry and among our customer base.

You do not need to search long to see how we fulfill our commitment to safety – it is woven into everything we do – from hiring practices to training to advancing safety technologies to preventive maintenance.

WM's Commitment to a Diverse and Inclusive Workplace

At WM, we are committed to promoting and fostering a workplace where everyone is valued and respected. Only by fully embracing diversity and the well-being of our 48,250 employees can we drive superior innovation and service for the customers we serve.

It is also essential that our workforce, from the frontline to executive leadership, reflect the diverse customers and neighbors who make up our communities. Inclusion and Diversity are fundamental values for WM and a core part of our company Code of Conduct.

WM has maintained or increased representation of minority groups compared to peer industries in all categories. Among our key efforts in recent years, we identified senior leadership sponsors for diversity initiatives and assembled diverse candidate slates for positions at the Area Vice President level and above.

In 2020 we launched our Inclusion, Equity and Diversity leadership council, sponsored by members of WM's senior leadership team. The council works to evaluate policies, practices and procedures, and offers recommendations in the areas of education, training, talent development, recruitment and partnerships to ensure that our Inclusion, Equity, and Diversity (IE&D) efforts are sustainable and are tied to the business strategy.

Since its creation, the group has developed a framework and structure for rolling out business impact groups and company-wide IE&D training. Enterprise results are reported to the senior leadership team quarterly, and our Board of Directors receives an annual report on IE&D strategy and progress.

OUR COMMITMENT TO IE&D (as of Dec. 31, 2021)	
Senior Leadership Team	Workforce
30% ethnic minorities	45% ethnic minorities
30% women	19% women



Village of Osceola, 3-Year Proposal

Waste Management is proposing a 3-year term. The term would be from January 1, 2024, to December 31, 2026

Monthly Refuse and Recycling Rates Per Household

Cart Sizes

32 Gallon	\$14.24* per month
64 Gallon	\$17.37* per month
96 Gallon	\$20.25* per month
Recycling, Any Size	\$6.32* per month

* All prices would begin as shown January 1st, 2024.

Waste Management will implement an annual rate adjustment on the anniversary of the contract starting with the first adjustment on 1/1/2025. The scheduled increase per cart will be 100% of the change in the Consumer Price Index (“CPI”) Water, Sewer, Trash (“WST”) 12 month rolling average published by the Bureau of Labor and Statistics or 5% whichever is greater.

*Rates are subject to a fuel surcharge in accordance with Attachment A – “Fuel Surcharge Table” if fuel is above \$4.00/gallon.

In addition, the charges shall be adjusted to reflect any new or increases in disposal costs, federal, state, county, or local taxes or fees.

Donations included at No Charge

- o One 96-gallon solid waste cart and one 96-gallon recycling cart at corner of Kent Street and 3rd Avenue (lower municipal building) picked up weekly with residential collection.
- o One 96-gallon solid waste cart and two (2) 96-gallon recycling carts at corner of Chieftain Street and 4th Avenue (upper municipal building) picked up weekly with residential collection.
- o One 2-yard solid waste dumpster, one 6-yard solid waste dumpster and one 96-gallon recycling cart at 103 and 107 Depot Road (Wastewater Treatment Plant/Public Works Building).
- o Twelve (12) 96-gallon solid waste carts and one 96-gallon recycling cart at 7th Avenue (Ballpark).
- o Three (3) 96-gallon solid waste carts and one 96-gallon recycling cart at 7th Avenue (Oakey Park).
- o One 96-gallon solid waste cart and one 96-gallon recycling cart at 495 Cascade Street (Airport Lounge).

- o Two 96-gallon solid waste carts and one 96-gallon recycling carts at 657 Hwy 35 (Fire Station).
- o Three (3) 96-gallon solid waste carts and one 96-gallon recycling cart at 202 1st Avenue (Mill Pond Park).
- o Fifty (50) 96-gallon solid waste carts and one 30-yard roll off dumpster for Osceola Community Fair weekend, second weekend in September.
- o Thirty (30) 96-gallon solid waste carts, fifteen (15) 64-gallon recycling carts, and one 30-yard roll off dumpster for Wheels & Wings event, second Saturday in September.
- o Twenty (20) 96-gallon solid waste carts, for the Osceola Community Bazaar, second Saturday in September.

Attachment A – Fuel Surcharge Table

The published index for determining monthly diesel prices will be the Department of Energy’s (DOE) “Weekly Retail On-Highway Diesel Prices” for the Midwest region. The price published for the first Monday of the month will be used as that month’s diesel fuel price. The prices can be viewed at the DOE’s website: (“EIA/DOE”). If diesel fuel is below \$4.00 per gallon, the fuel surcharge will be 0 percent. If diesel fuel is at or above \$4.00 per gallon, the following percentages will apply to Waste Management’s base rate.

<u>Diesel Fuel Price per Gallon</u>	<u>Fuel Surcharge</u>
<\$4.00	0%
\$4.00 to \$4.24	2%
\$4.25 to \$4.49	3%
\$4.50 to \$4.74	4%
For every \$0.25 per gallon increase above \$4.75	The Fuel Surcharge will increase by 1%

Except as aforementioned herein, all other terms of the License would continue in full force and effect.

List of Current and Former Municipal Clients of WM within a 50 radius of the Village of Osceola

City of Hudson, WI	Becky Eggen – Clerk 715-716-5748
Town of Hudson, WI	Vickie Shaw – Clerk 715-386-4263
Village of North Hudson, WI	Susanna Snyder – Clerk 715-386-5141
City of River Falls, WI	Amy White – Clerk 715-426-3408
Village of Roberts, WI	Megan Dull – Clerk 715-749-3126
Town of Rush River, WI	Sandi Hazer – Clerk 612-759-1030
Town of Warren, WI	Deina Shirmer – Clerk 715-749-9013
City of New Richmond, WI	Noah Wiedenfeld – City Administrator 715-246-4268
Village of Grantsburg, WI	Allison Longhenry – Clerk 715-463-2405
Village of Dresser, WI	Jodi Gilbert – Clerk 715-755-2940
Village of Centuria, WI	Chuck Ellsworth – President 715-501-8707
City of Pine City, MN	Scott Hildebrand – City Administrator 320-438-1002
City of Cambridge, MN	Evan Vogel – City Administrator 763-552-3216
City of Ham Lake, MN	Denise Webster - City Administrator 763-235-1680
City of Scandia, MN	Kyle Morell - City Administrator 651-433-2274
City of Marine on the Saint Croix, MN	Lynette Peterson – Clerk 651-433-3636
City of Stillwater, MN	Beth Wolf – Clerk 612-430-8802

Required Contents of Proposal

1. WM currently services the Village of Osceola and will continue w/o disruption, additional workload from new services WM acquires will not affect our ability to service the Village.
2. Due to the removal of rear load trucks from our fleet WM is no longer able to collect bulk items curbside, we can offer the collection of bulk MSW items through roll off service at a drop off location agreed upon by the Village at a rate of \$360.00 per 30 yd container and a disposal rate of \$107.88 per ton in year one, with subsequent years pricing per API CPI WST or 5% whichever is greater.
3. Missed Collections -WM utilizes Smart Truck GPS Technology to verify service through photos and videos that can be sent to the Village and/or resident. If a customer calls in due to missed service where their containers were not timely placed, and we are still in town we will come back to service them the same day. If they call after we have completed service for the day, we will service them the next weekday as we have trucks driving through the Village Monday – Friday.
4. We have a Customer Experience phone # of 1-866-960-0008 where residents can call in to report if they did not have their cart out on time and to schedule recovery, pay there bill, receive an ETA of service, receive a new cart if theirs has been damaged or needs repair or anything else regarding their account or WM service.



October 25, 2023

Dear Village of Osceola,

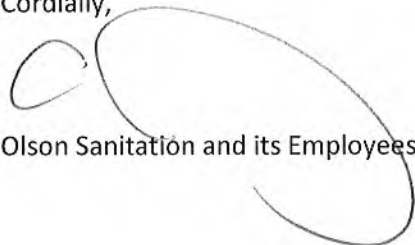
Olson Sanitation respectfully submits the enclosed proposal for residential waste and recycling collection services for the Village of Osceola and its residents.

Olson Sanitation takes great pride in the fact that we are a small, local company. By being a smaller company, we can provide customer service that is unmatched by the overgrown, unattached larger corporations. Olson Sanitation and its employees grew up, live, and work with and among our customers. If the need arises, you can pick up the phone and call us and know that you will speak directly to us! We take pride in our customer service and answering our customers' calls!

With our proposal, all customers will receive their choice of a 32, 64 or 96 gallon trash cart and a 64 gallon recycling cart. All new customers will receive new carts. We have gotten wonderful feedback on the look and operation of our carts. Residents will all have the same brand-new matching carts; not mismatched, pieced together or broken carts from years of service.

We hope that our proposal not only meets your needs but exceeds your expectations. We took great care to keep the monthly cost as low as possible, while still being able to provide you with unparalleled customer service. Should you have any questions or need anything clarified please do not hesitate to contact Carrie Josephson at 715-410-0436 or olsonsanitationllc@yahoo.com. We look forward to beginning a wonderful relationship with the Village of Osceola and its residents.

Cordially,



Olson Sanitation and its Employees

PO BOX 327 – Somerset WI 54025
715-247-3440
Olsonsanitation.com



Description and History

Olson Sanitation was founded in 1982 by Richard Olson of New Richmond. In 1985 Richard's son Steve graduated from Osceola High School and went on to work with his dad. For nearly 28 years Richard and Steve worked together to build and grow Olson Sanitation and in 2011 the company's continued growth allowed them to add Steve's stepson onto the team.

Since 2011, Olson Sanitation has expanded its fleet, service area, services provided and employees. Olson Sanitation currently employs 5 drivers, 3 office staff and 1 laborer. We run routes from Dresser, Wisconsin to Roberts, Wisconsin. We have 10 trucks and run routes 5 days a week and spend weekends servicing and maintaining vehicles, doing cart deliveries and pick ups and going above and beyond to service our customers.

Olson Sanitation is currently 2nd generation owned with 3rd and 4th generations working for and learning the ropes of the business. When we say we take pride in our work, it's because this is our home! We are friends with, went to school with and support the local communities not just for our business but because it's our home.

Olson Sanitation currently services almost 7,000 customers! We have seen an average growth of over 11% in the last few years. We can easily adapt to change and have the capacity to and would truly take pride in servicing the Village of Osceola and its residents! In 1992, Olson Sanitation was granted the contract with the Village of Somerset and has continued to be the sole service hauler selected ever since. While we may not be able to always compete with the cheapest prices, we assure you choosing Olson Sanitation is the best decision for the Village of Osceola.

PO BOX 327 – Somerset WI 54025
715-247-3440
Olsonsanitation.com



Fee Schedule

Service Level	2024	2025	2026
32 Gallon Trash	\$11.00	\$11.50	\$12.00
64 Gallon Trash	\$13.00	\$13.50	\$14.00
96 Gallon Trash	15.00	\$15.50	\$16.00
64 Gallon Recycling (bi-weekly)	\$3.00	\$3.25	\$3.50

Olson Sanitation DOES NOT charge fuel fees, environmental fees, or energy surcharges.

Olson Sanitation reserves the right to increase costs due to circumstances beyond its control, including but not limited to drastic increases in landfill fees, drastic increases in fuel fees or changes in local, state, or federal laws or regulations. Olson will provide in writing a 30 days' notice to the Village of Osceola of any such pricing changes.

Miscellaneous	
Toilet	\$ 15
Futon	\$ 15
Extra Trash 64 Gallons	\$ 8
Extra Trash 96 Gallons	\$ 10
Couch Standard	\$ 30
Recliner	\$ 30
Treadmill	\$20 - 50
Water Heater (50 gallons or less)	\$ 30
Appliances - Microwave, dishwasher, washer, dryer, stove	\$ 30
Fridge/Freon/Freezer	\$ 45

The prices listed above are for standard extra items. Depending on the item, these prices can vary. We do our best to keep our costs low and reasonable. Please contact us at least 24 hours in advance of pick up day for all bulky items.

Olson Sanitation agrees to solid waste and recycling collection service at the following municipal buildings and parks at no additional costs as follows:

- One 96-gallon solid waste cart and one 64-gallon recycling cart at corner of Kent Street and 3rd Avenue (lower municipal building) picked up weekly with residential collection.
- One 96-gallon solid waste cart and two (2) 64-gallon recycling carts at corner of Chieftain Street and 4th Avenue (upper municipal building) picked up weekly with residential collection.
- One 2-yard solid waste dumpster, one 6-yard solid waste dumpster and one 64-gallon recycling cart at 103 and 107 Depot Road (Wastewater Treatment Plant/Public Works Building).
- Twelve (12) 96-gallon solid waste carts and one 64-gallon recycling cart at 7th Avenue (Ballpark).
- Three (3) 96-gallon solid waste carts and one 64-gallon recycling cart at 7th Avenue (Oakey Park).
- One 96-gallon solid waste cart and one 64-gallon recycling cart at 495 Cascade Street (Airport Lounge).
- Two 96-gallon solid waste carts and one 64-gallon recycling cart at 657 Hwy 35 (Fire Station).
- Three (3) 96-gallon solid waste carts and one 64-gallon recycling cart at 202 1st Avenue (Mill Pond Park).
- Fifty (50) 96-gallon solid waste carts and one 30-yard roll off dumpster for Osceola Community Fair weekend, second weekend in September.
- Thirty (30) 96-gallon solid waste carts, fifteen (15) 64-gallon recycling carts, and one 30-yard roll off dumpster for Wheels & Wings event, second Saturday in September.
- In case of catastrophic emergency, four (4) 40-yard dumpsters (or equivalent) available to the Village of Osceola to be billed separately at time of event.

Customers can call, text, email or fill out a form online to request special pick up. We ask that you please give us 24-hour notice prior to your pick up day. Extra charges will be added onto customers' bills as extra service is requested.

We ask that all customers have their trash out by 5:00 am and give us the entire day for pick up. Each driver and truck is equipped with software and equipment allowing us to track if pick ups are completed, incomplete and what reasons. In an instance where we have missed a customer's pick up as an error of ours, we will make every effort to get back for pick up as soon as possible at no extra charge to our customers. We have the ability to take pictures for our records and to help solve any disputes but also welcome and are willing to work with customers should problems arise.

PO BOX 327 – Somerset WI 54025
715-247-3440
Olsonsanitation.com



Insurance Statement

Olson Sanitation's current level of insurance doesn't meet the minimum requested. Upon agreement and signing of contract, Olson Sanitation can increase the level as required or agreed upon by all parties.

PO BOX 327 - Somerset WI 54025
715-247-3440
Olsonsanitation.com



Memo

To: Admin & Finance Committee
From: Tanya Batchelor, Treasurer
Date: 11/6/2023
Re: Vacation Time for Accruing Employees

ITEM DESCRIPTION:

All employees hired after January 1, 2017, follow the same schedule as other employees, but the vacation is accrued each pay period throughout year according to the vacation schedule in the employee handbook. It also states in the handbook that a maximum of 40 hours vacation may be carried over into the next vacation year with approval. For employees hired prior to January 1, 2017, they are given all their vacation on January 1 each year, so this 40-hour maximum makes sense. For the employees who accrue vacation, this 40-hour maximum puts additional limits on them. If an employee who accrues vacation, carries over 40 hours and then uses it in the first month or so, it will take several months to accrue another 40 hours. Employees who receive all their vacation on January 1, can use it as they wish throughout the year.

RECOMMENDATION:

Staff is recommending **one** the following amendments to the Employee Handbook:

Option 1) **Current Handbook Wording:** A maximum of 40 hours vacation may be carried over into the next vacation year with prior approval from the Village Administrator. Vacation may be used in minimum increments of one (1) hour.

Proposed Wording: For employees who accrue vacation, those hired after January 2017, a maximum of 80 hours vacation may be carried over into the next vacation year with prior approval from the Village Administrator. Vacation may be used in minimum increments of one (1) hour.

Option 2) **Current Handbook Wording:** Employees hired on or after January 1, 2017, shall follow the same vacation schedule as above, but the vacation will be pro-rated and accrued for each payroll period during the year.

Proposed Wording: All employees hired before or after January 1, 2017, will be treated the same for vacation and have the vacation amount added to their bank in January of each year. If a new employee uses all or a portion of their vacation prior to completing one year of service and decides to terminate their employment with the village, they will have the amount of vacation used deducted from their final check based on the portion of the year completed.



Memo

To: Admin Finance, Village Board
From: Devin Swanberg Village Administrator
CC: Admin Finance, Ron Pedrys
Date: November 11th, 2023
Re: Interim Chief

With the retirement of Ron Pedrys on December 15th, 2023 there will be a gap in the leadership of the department as we continue our chief search. Staff recommendation is to promote AJ Bach to the interim chief. This would be an exempt position paid at \$40 an hour and will continue to receive all the benefits he currently has and accrues.

Recommendation: Allow admin to work with AJ to get an interim agreement to be approved by the village board for the November meeting.

Village of Osceola - Monthly Budget Report
Year to Date for Month Ending
10/31/2023

Account Number	Village of Osceola	2023 Actuals @ 10/31/2023	2023 Budget	Variance (Over)/Under Budget	Percentage
Revenue					
100-00-41110-000-000	Levy for General Fund	634,724	624,031	10,693	102%
100-00-41140-000-000	Mobile Home Taxes	9,687	35,000	(25,313)	28%
100-00-41310-000-000	Taxes from Utility	0	135,000	(135,000)	0%
100-00-41320-000-000	Payment in Lieu of Taxes	3,423	4,000	(578)	86%
100-00-41800-000-000	Interest / Penalty on Taxes	110	0	110	0%
100-00-41900-000-000	Other Taxes	0	1,500	(1,500)	0%
	Total Taxes	647,943	799,531	(151,588)	
100-00-42000-000-000	Special Assessment Revenue	0	0	0	0
100-11-43211-001-000	Police - State Aid in Training	0	1,200	(1,200)	0%
100-00-43410-001-000	WI State Shared Revenue	78,312	324,297	(245,985)	24%
100-00-43410-002-000	Expenditure Restraint	0	29,667	(29,667)	0%
100-12-43420-000-000	Fire Insurance Fee	12,589	9,800	2,789	128%
100-00-43430-000-000	Exempt Computer Aid	17,241	11,854	5,387	145%
100-15-43529-000-000	EMS Funding Assistance Program	0	2,100	(2,100)	0%
100-21-43531-000-000	WI State Transportation Aid Revenue	123,414	164,552	(41,138)	75%
100-21-43531-000-001	Personal Property Aid	8,422	8,422	0	100%
100-00-43534-000-000	LRIP Grant	0	0	0	0
100-11-43271-000-000	Other Federal Grant - Police	0	0	0	0
100-11-43271-000-001	Other State Grant	0	0	0	0
100-00-43690-000-000	Other State Grant	3,715	0	3,715	0
	Intergovernmental Revenues	243,693	551,892	(308,199)	
	Licenses and Permits				
100-00-44110-001-000	Liquor Licenses	5,901	5,200	701	113%
100-00-44110-002-000	All non-liquor licenses	3,594	4,000	(406)	90%
100-00-44300-000-000	Planning and Zoning Fees	650	950	(300)	68%
100-14-44300-000-000	Building Permits	25,651	75,000	(49,349)	34%
100-14-44300-000-001	Rental Licensing Fees	0	0	0	0%
100-00-44300-001-000	Escrow - Engineering Review	19,654	10,000	9,654	197%
100-00-44900-000-000	Cable Franchise Fees	11,230	20,000	(8,770)	56%
100-21-44900-000-000	Street Opening Permits	1,053	1,100	(47)	96%
100-00-44900-000-001	Downtown Parking Permits	800	500	300	160%
	Licenses and Permits	68,532	116,750	(48,218)	
	Fines, Forfeits and Penalties				
100-02-45100-001-000	Forfeitures Collected	0	24,000	(24,000)	0%
100-11-45100-001-000	Court Fines Revenue	312	200	112	156%
100-11-45100-002-000	Parking Fines	0	100	(100)	0%
	Fines, Forfeits and Penalties	312	24,300	(23,988)	
	Public Charges for Service				
100-00-46210-001-000	Dog Licenses	918	50	868	1837%
100-11-46210-006-000	Charges for Public Service - Police	873	1,000	(127)	87%
100-11-46210-008-000	Other - COPS Grant	0	32,500	(32,500)	0%
100-12-46220-001-000	Minor Revenues	0	2,800	(2,800)	0%
100-12-46220-002-000	Other Revenue	0	15,000	(15,000)	0%
100-00-44300-000-001	Admin Assess Search	1,075	3,000	(1,925)	36%
100-00-44300-000-002	Zoning Compliance Letters	0	500	(500)	0%
100-12-46220-003-000	Public Fire Protection	0	239,454	(239,454)	0%
100-01-46850-000-000	RDA Administrative Fee	0	41,000	(41,000)	0%
100-12-47323-000-000	Fire Revenue from Townships	193,903	163,284	30,619	119%
	Public Charges for Service	196,769	498,588	(301,819)	
		0	0	0	0
	Misc General Revenue				
100-00-48110-000-000	Interest Income	0	2,000	(2,000)	0%

Village of Osceola - Monthly Budget Report
Year to Date for Month Ending
10/31/2023

Account Number	Village of Osceola	2023 Actuals @ 10/31/2023	2023 Budget	Variance (Over)/Under Budget	Percentage
100-00-48200-001-000	CTH M Tower Rent - Alltel	13,620	14,858	(1,238)	92%
100-00-48200-002-000	Bluff Tower Rent - T-Mobile	10,098	13,200	(3,102)	77%
100-00-48200-004-000	Bluff Tower Rent- Nextel / Sprint	0	0	0	0%
100-00-48200-005-000	Bluff Tower Rent - Verizon	17,028	34,696	(17,668)	49%
100-00-48200-006-000	Bluff Tower Rent- Cingular / ATT	14,000	21,158	(7,158)	66%
100-00-48200-009-000	CTM Tower Cedar Cliff	2,700	3,240	(540)	83%
100-00-48310-000-000	Sale of Assets	0	0	0	0%
100-00-48440-000-000	Recoveries and Reimbursements	857	1,500	(643)	57%
100-11-48440-000-000	Recoveries and Reimbursements	2,962	7,500	(4,538)	39%
100-12-48440-000-000	Recoveries and Reimbursements	0	0	0	0%
100-21-48440-000-000	Recoveries and Reimbursements	5,000	0	5,000	0%
100-00-48500-000-000	Donations	15,000	0	15,000	0%
100-00-48900-000-000	Misc. Revenues	82	10,000	(9,918)	1%
100-00-48990-000-000	Refund Prior Year Expense	0	0	0	0
	Misc. General Revenue	81,346	108,152	(26,806)	
	Other Financing Sources				
100-00-49200-000-280	Transfer In -Room Tax Fund	0	5,000	(5,000)	0%
100-00-49200-000-510	Transfer In - Water Fund	0	59,000	(59,000)	0%
100-00-49200-000-520	Transfer In - Sewer Fund	0	55,000	(55,000)	0%
	Fund Balance Applied				
	TID Closure Funds				
	Subtotal Other Financing Sources	0	119,000	(119,000)	
	TOTAL REVENUE	1,238,595	2,218,213	(979,618)	56%
	GENERAL FUND EXPENSES -SUMMARY				
	Legislative	94,700	73,013	21,687	130%
	Administration	370,877	244,735	126,142	152%
	Police	620,923	837,789	(216,866)	74%
	Fire	134,368	172,644	(38,276)	78%
	Street	183,256	237,880	(54,624)	77%
	Street Lights	24,502	53,872	(29,370)	45%
	Storm Water	11,412	15,942	(2,814)	72%
	Street Signs	6,484	13,381	(6,897)	48%
	Garage and Maintenance	73,883	76,383	3,602	97%
	Sanitation	10,608	11,262	(654)	94%
	Parks	90,158	121,488	(31,330)	74%
	Economic Development	20,471	18,210	2,261	112%
	General Fund Transfers	0	186,500	(186,500)	0%
100-12-52201-330-001	Public Fire Protection (Hydrants)*	0	239,454	(239,454)	0%
100-15-52300-340-000	Ambulance*	41,805	41,805	0	100%
100-14-52400-340-000	Building Inspection*	21,337	40,000	(18,663)	53%
100-04-51938-730-000	Insurance *	0	2,500	(2,500)	0%
100-00-51938-730-000	Insurance Highway*	0	2,500	(2,500)	0%
100-02-51500-343-000	Auditor	22,105	20,000	2,105	111%
100-02-51500-349-003	Assessor	12,600	11,900	700	106%
100-02-51500-349-004	Assessor Manufacturing	2,238	2,200	38	102%
	TOTAL GENERAL FUND OPERATING EXPENDITURES	1,744,236	2,425,958	(673,904)	72%
	REVENUE OVER (UNDER) EXPENSES	(505,641)	(207,745)	(305,714)	

**Village of Osceola - Monthly Budget Report
Year to Date for Month Ending
10/31/2023**

Account Number	Village of Osceola	2023 Actuals @ 10/31/2023	2023 Budget	Variance (Over)/Under Budget	Percentage
REVENUES TO BE COMING					
	Balance of Shared Revenue will come in November	245,985			
	PILOT Pmt coming in November	6,406			
	Remaining Transportation Aids coming in October	41,138			
	Tfr in Room Tax - Journal Entry made in December	5,000			
	Tfr in Water Fund - Journal Entry made in December	59,000			
	Tfr in Sewer Fund - Journal Entry made in December	55,000			
	Remaining Tower Rent coming before end of year	34,909			
	TOTAL	447,438			