

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

Date: Thursday, March 7, 2024
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. February 8, 2024
- 4) Discussion and Possible Action re:
 - a. Contracted Police Agreement
 - b. VoIP phone system
 - c. Fees Schedule – increase request from Building Inspector
 - d. Budget Report
- 5) Future Agenda items and Updates
- 6) Adjourn

Carie Krentz
Village Clerk

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.

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 ADMINISTRATION & FINANCE COMMITTEE PROCEEDINGS
February 8, 2024

The Village of Osceola Administration & Finance Committee met on February 8, 2024, at Village Hall. Chair Gilliland called the meeting to order at 4:30 pm.

Present: Bruce Gilliland, Van Burch, and Brad Lutz
Staff present: Devin Swanberg, Carie Krentz and Andrew Bach

Motion by Burch and seconded by Lutz to approve the agenda.
Ayes-3 Nays-0 Motion carried

Motion by Burch and seconded by Lutz to approve the minutes dated January 4, 2024.
Ayes-3 Nays-0 Motion carried

Discussion and Possible Action re:

Police Combination Discussion

Swanberg and Bach met with Administrator West and Chief Murphy to discuss what this combination will look like. Things are looking good to have combination done by July/August. Will be working with Paul Mahler, attorney for both municipalities, to draft agreement to move forward with officers covering both locations, while the details are worked through. Swanberg asked Mahler to have the agreement to cover both municipalities at current rate plus fringe by the March meeting. Also need to have a signed waiver for Mahler to represent both municipalities.

Police Squad Car

Bach stated last year's request for funds for new squad and equipment (\$63,198) is below the newest quote of \$65,251, which is due to an upgraded radio and current equipment not fitting new vehicle. Department is able to use the current radar unit and light bar. Looking for approval to go ahead and order all equipment for new squad so when car is finished all equipment is ready to be installed.

Motion by Lutz and seconded by Burch to recommend to Board for approval of the updated quote.
Ayes-3 Nays-0 Motion carried

MSA Professional Services, Inc. – FEMA AFG Application 2024

Drew Lindh from MSA as discussed previously the FEMA assistance firefighters grant and is now providing the contract for this service. The grant will be written by Art Bahr, who is writing the stewardship grant application, asking for \$2,500 with \$1,500 reimbursable through grant funds. Swanberg recommends to approval with the Friends of the Osceola Fire to pay the application fee and then put the funds in the CIP if awarded grant.

Motion by Lutz and seconded by Burch to recommend to the Board to approve the FEMA AFG application with MSA.
Ayes-3 Nays-0 Motion carried

MSA – Conceptual Design for Cascade Falls Park

Swanberg stated this is the next step for the grant application to show the design that Village wants to do with Cascade Falls Park and 50% would be reimbursable through the stewardship grant, if awarded. Lindh stated this design contract is being proposed due to conversations had with the DNR that will help with the stewardship application by showing a clear mission and goals for the entire park improvement. Lindh went over all three phases and what is being provided with this design, which are: a 2D plan, proposed layout, close up design of each phase and phase cost estimates. Discussion took place on what could be expected with Village receiving \$300K-\$350K on a project cost of \$600K-\$700K, with \$400K put into the CIP for phase 1 of project and continued on phases and the need for this the complete conceptual design.

Motion by Lutz and seconded by Burch to recommend approval to the Board of contract with MSA for Conceptual Design for Cascade Falls Park.
Ayes-3 Nays-0 Motion carried

**Intergovernmental Police Protective Services Agreement
By and Between the City of St. Croix Falls and the Village of Osceola**

This Intergovernmental Agreement (“Agreement”) is made pursuant to Wisconsin Statutes 66.0301 and 61.65 by and between the City of St. Croix Falls (“St. Croix Falls” or “City”), a political subdivision of the State of Wisconsin, Polk County and the Village of Osceola (“Osceola” or “Village”), a political subdivision of the State of Wisconsin, Polk County. St. Croix Falls and Osceola agree as follows:

RECITALS

- A.** WHEREAS, Osceola desires to contract for police protective services from St. Croix Falls to supplement their existing Village police force; and
- B.** WHEREAS, St. Croix Falls currently has adequate resources and is willing to provide such police protective services; and
- C.** WHEREAS, St. Croix Falls and Osceola desire to enter into an Intergovernmental Agreement to provide police services within the boundaries of Osceola; and
- D.** WHEREAS, St. Croix Falls and Osceola wish to establish the cost and scope of police protective services to be provided by St. Croix Falls to Osceola pursuant to this Agreement; and
- E.** WHEREAS, St. Croix Falls and Osceola recognize the service and cost benefits of intergovernmental cooperation and have determined that this Agreement is in the best interests of the public health, safety and welfare of the citizens of each municipality.

NOW, THEREFORE, St. Croix Falls and Osceola in consideration of mutual promises, covenants, conditions and obligations as set forth herein, do hereby enter into this intergovernmental agreement as follows:

1. PURPOSE AND INTENT

- 1.1** The purpose of this Agreement is to sustain public safety and protect life and property within the Village of Osceola through enforcement of local, state and federal laws through the use of St. Croix Falls police services, for all persons and properties located within Osceola and consistent with intergovernmental cooperation as described in Wis. Stat. Sec. 66.0301, and Wis. Stat. Sec. 61.65.
- 1.2** To help alleviate staffing and budget shortages it is the desire and belief of St. Croix Falls and Osceola that effective and more efficient police services can be secured and promoted within the Village of Osceola by the joint mutual cooperation of St. Croix Falls and Osceola.

2. DEFINITIONS

For the purposes of this Agreement, the following terms shall be defined as:

- 2.1** Municipalities. The City and the Village may be jointly referred to as the "municipalities."
- 2.2** Police Services means those diverse activities directed toward the attainment of the objectives of enforcing the law, preventing, and deterring crime, arresting criminal offenders, maintaining public order, and providing service to the community. Such activities include, but are not limited to: (1) conducting criminal investigations of incidents of crime in order to arrest responsible persons for prosecution; (2) directing and enforcing laws; (3) responding to emergency and non-emergency calls for service; (4) conducting field interviews; (5) arresting criminal offenders; (6) directing and controlling traffic; (7) issuing citations; (8) appearing in Court; (9) receiving and dispatching all 911 calls; and (10) obtaining and maintaining evidence. These activities constitute the comprehensive police services provided each day of the year, on a twenty-four (24) hour per day basis within the jurisdictional boundaries of the Village.

3. SERVICE PROVISIONS

- 3.1** During the term of this agreement and during any extensions or renewals thereof, Osceola shall be treated as part of the St. Croix Falls Police Department as an assigned sector of the Department's patrol division. The City will provide ___ squad car(s) for police protection and services to the Village of the same caliber and scope as those furnished by the City to residents of the City. _____ squad car(s) will be regularly assigned to Osceola to provide supplemental coverage in conjunction with Village of Osceola Police Department officers with the goal to provide 24-hour coverage seven (7) days a week for the Village. The assigned squad(s) may be subject to temporary redeployment for police emergencies to other sectors, police transportation of suspects or others, or in response to a mutual aid request. Conversely St. Croix Falls squad cars located outside of Osceola may be subject to temporary redeployment for police emergencies within Osceola.
- 3.2** Access to the Osceola police department offices shall be granted to St. Croix Falls officers for officers to conduct police services associated with their duties in the Village.

4. AUTHORITY AND CONTROL OF SWORN PERSONNEL

- 4.1** The Chiefs of Police for the Village and the City shall periodically determine a work schedules for their respective officers will direct and manage the daily police operations in the Village and supervise the delivery of police services contracted for in this Agreement. The St. Croix Falls Police Department will respond to calls for service in the Village of Osceola and patrol as requested.
- 4.2** Sworn police officers from the City assigned to the Village, shall take an oath administered by an official authorized by the Village to administer oaths prior to undertaking law enforcement duties pursuant to this Agreement to enforce the ordinances of the Village.
- 4.3** Every sworn police officer of the City assigned to the Village shall still be deemed a sworn officer of the City while performing the services, duties, and

responsibilities hereunder and is vested with the police powers of the City that are necessary to provide the police services within the scope of this Agreement.

- 4.4** Additionally, sworn police officers of the City are hereby vested with the additional power to perform Police Services including but not limited to enforcement of applicable ordinances of the Village as well as State and Federal laws, to make arrests or issue citations incident to the enforcement of the applicable Village ordinances, as well as State and Federal Laws and to perform other tasks as are reasonable and necessary in the exercise of their powers. This vesting of additional powers to enforce the applicable ordinances and laws is made for the sole and limited purpose of giving official and lawful status to the performance of Police Services provided by sworn officers within the Village.
- 4.5** Sworn police officers shall enforce applicable Village ordinances and violations of Village traffic ordinances and shall appear in the municipal court of the Village or Circuit Court as necessary to prosecute cases made therein. The Village agrees to provide, at its own expense, citation books containing the printed municipal court information electronic versions as well and parking tickets to the police officers working within the Village.
- 4.6** All sworn officers, as well as any other City personnel assigned under this Agreement are and will continue to be employees of the City for all purposes, including but not limited to: duties and responsibilities, employee benefits, grievances, payroll, pension, promotion, annual or sick leave, standards of performance, training, workers compensation and disciplinary functions. However, upon termination of this Agreement, the Village shall be solely responsible for and reimburse the City for any and all employment related costs and expenses for all City personnel laid off as a result of the termination of this Agreement until said time that the personnel are hired by any employer or are no longer receiving any employment related compensation or benefits attributable to their employment with the City.
- 4.7** All City officers, as well as any other sworn personnel assigned under this Agreement are and will continue to be part of the City police department command structure. Police department personnel are under the supervision of their respective Chiefs of Police. However, when St. Croix Fall's officers are responding toto calls for service in the Village of Osceola or are on patrol in the Village of Osceola, they will follow Osceola's command structure. In the absence of available Osceola Police Department supervisors, then the St. Croix Falls Police Department will assume command and supervise.

5. PAYMENT TERMS

- 5.1** In consideration of these services, the Village shall pay to the City a fee of **\$57.57 per hour** for each officer ~~and administrative personnel assigned~~ to the Village or the administration of this Agreement to include reimbursement for all officer and employee wages and benefits together with **a \$6.53 per hour** fee to reimburse the City for costs and expenses associated with equipment and vehicles related to this Agreement. **(Total Fee is \$64.10 per hour).** All fees shall be payable by the Village

within 30 days of receipt of an invoice from the City including reasonable documentation of the invoiced amounts.

6. OWNERSHIP OF ASSETS

6.1 All real estate buildings and fixtures (hereinafter "Assets") shall remain the property of each of the respective municipalities. Any and all operating costs regarding or relating to these Assets including, but not limited to insurance coverage shall remain the responsibility of the municipality that owns the respective facility.

6.2 Any and all equipment purchased by the City during the term of this Agreement shall remain the property of the City upon termination of this Agreement without compensation to the Village.

7. TERMS OF AGREEMENT

7.1 The term of this agreement shall be from _____, 2024 through _____, 2024 regardless of the dates of the signatures set forth below. The parties agree that, as of the termination and/or non-renewal date, the City's obligation to provide police services shall terminate, and that this provision constitutes the agreement for the assumption of these police services by the Village. Notwithstanding the foregoing either party may terminate this Agreement upon Thirty (30) days' notice to the other party in the event the terminating party determines the Agreement is no longer beneficial to that party.

7.2 In the event of any substantive breach of the terms and conditions of this Agreement, the non-defaulting party shall notify the party alleged to be in breach of the nature of the breach. The party claimed to be in breach shall have thirty (30) days to cure the default; if the nature of the default is such that a cure cannot reasonably be affected within the thirty (30) day period, the party shall not be held in default so long as it commences a cure in the thirty (30) day period and diligently pursues completion thereof. Upon default of this Agreement, the non-defaulting party may terminate this Agreement without prejudice and shall have all legal and equitable remedies arising from the breach.

7.3 Except in the case of a breach by the City of St. Croix Falls in the terms and conditions of this Agreement as outlined in Section B. above, should Osceola terminate the Agreement as provided for under Section 7.1 of this Agreement, Osceola shall reimburse St. Croix Falls the costs of unemployment for additional St. Croix Falls personnel hired to fulfill the terms of this Agreement and laid off as a result of the termination of this Agreement until such time that the personnel are rehired or no longer receiving unemployment compensation.

8. FINE REVENUES

All revenues resulting from or imposed in connection with citations issued, parking tickets issued or prosecution of ordinance violations of the Ordinances in the Village of Osceola shall be paid to the Village of Osceola.

9. RECORDS

The St. Croix Falls Police Department will maintain all records relevant to services provided to the Osceola under this Agreement.

10. EVALUATION

The parties agree to provide for regular communication and evaluation and review of police services provided under this Agreement to ensure adequate levels of service to the Village and City.

11. MISCELLANEOUS PROVISIONS

11.1 All notices, requests, or other communications under this Agreement shall be in writing and shall be deemed properly served upon delivery by hand or by mail addressed as follows:

If to the City: City Administrator
710 Hwy 35 South,
St. Croix Falls, WI 54024
715-483-3929

If to the Village: Village Administrator
310 Chieftain St.
Osceola, WI 54020
715-294-3498

11.2 The date of mailing by registered mail, return receipt requested, shall be deemed to be the date of service of such notice on the other party.

12. EXTENSION OF AGREEMENT

This Agreement may be extended at any time during the term by mutual consent of both parties so long as such extension is approved by official action of the City Council and the Village Board.

13. NON-ASSIGNABILITY

Neither party shall assign any of the obligations or benefits of this Agreement.

14. ENTIRE AGREEMENT

The parties acknowledge, one to the other, that the terms of this Agreement constitute the entire understanding and Agreement of the parties regarding the subject matter of the

Agreement. This Agreement constitutes the entire understanding and Agreement between the parties concerning the subject matter of this Agreement and supersedes all prior oral or written agreements or understandings. No representation oral or written not incorporated in this Agreement shall be binding upon the Village or the City. All parties must sign any subsequent changes in this Agreement.

15. SEVERABILITY

If a court of competent jurisdiction renders any provision of this Agreement (or a portion of a provision) to be invalid or otherwise unenforceable, that provision or portion of the provision will be severed, and the remainder of this Agreement will continue in full force and effect as if the invalid provision or portion of the provision were not part of this Agreement. In such an event, the municipality shall promptly meet to discuss how they might satisfy the intent of this Agreement by alternative means.

16. GOOD FAITH AND FAIR DEALING

The municipalities hereby acknowledge that this Agreement imposes upon them a duty of good faith and fair dealing. It is the intent and desire of the municipalities to work together and engage in intergovernmental cooperation. The municipalities agree to use their best efforts to meet and confer when issues arise pertaining to this Agreement and shall endeavor in good faith to resolve any disputes amicably.

17. VENUE

This Agreement is governed by the laws of the State of Wisconsin without regard to conflicts of law principles thereof. Should any party institute suit concerning this Agreement, the venue shall be in the Circuit Court of Polk County, Wisconsin.

18. INTERPRETATION

This Agreement shall be interpreted as though jointly drafted by both municipalities.

19. BINDING EFFECT

This Agreement shall inure to the benefit of, and be binding upon, the respective parties' successors and assigns.

20. INDEMNITY

20.1 It is the intent of the parties to be covered under the auspices of any applicable immunity granted by law. Only to the extent permitted by law, shall the Village defend, indemnify and hold harmless the City and its officers, employees or agents from any and all liabilities, losses or damages, including attorney fees and costs of defense, which the City or its officers, employees or agents may incur as a result of any claim, demand, suit, or cause of action or proceeding of any kind or nature arising out of, relating to, or resulting from the negligent performance of this Agreement by the Village, its employees, officers and agents. The City shall promptly notify the Village of each claim, cooperate with the Village in the defense and resolution of each claim and not settle or otherwise dispose of the claim without the Village's participation.

20.2 It is the intent of the parties to be covered under the auspices of any applicable immunity granted by law. Only to the extent permitted by law, shall the City defend,

indemnify and hold harmless the Village and its officers, employees or agents from any and all liabilities, losses or damages, including attorney fees and costs of defense, which the Village or its officers, employees or agents may incur as a result of any claim, demand, suit, or cause of action or proceeding of any kind or nature arising out of, relating to, or resulting from the negligent performance of this Agreement by the City, its employees, officers and agents. The Village shall promptly notify the City of each claim, cooperate with the City in the defense and resolution of each claim and not settle or otherwise dispose of the claim without the City's participation.

20.3 The indemnification provisions of this Agreement shall survive termination of this Agreement for any claims that may be filed after the termination date of the Agreement provided the claims are based upon actions that occurred during the term of this Agreement.

21. COUNTERPARTS

This Agreement may be executed in several counterparts, each of which shall be an original, and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of the date first written above.

THE VILLAGE:

The Village of Osceola, Polk County, WI

By: _____
Name:
Title: Village President

By: _____
Name:
Title Village Administrator/Clerk-Treasurer

THE CITY:

The City of St. Croix Falls, Polk County, WI

By: _____
Name:
Title: Mayor

By: _____
Name:
Title: City Clerk



EVERGREENTEL STATEMENT OF WORK

Prepared for: Devin Swanberg MPA

Village Administrator

Village of Osceola

(715) 294-3498

310 Chieftain Street

Osceola, WI 54020

Proposed work:

E-MetroTel UC^X Galaxy Mini Premised VoIP Telephone system

Including new IP telephone sets which closely mimic the current Nortel phones

Proposal Details:

Proposal date: February 21, 2024

This offer is valid until April 30, 2024

1.0 Document Introduction

EvergreenTel is please to present this UC^X Galaxy Mini system to the Village of Osceola, Wisconsin.

This quote is valid from February 21 until April 30, 2024.

For the purposes of this document, the following definitions apply:

The term Supplier refers to EvergreenTel of Markham, Ontario. The term *Customer* refers to the Village of Osceola, Wisconsin.

This statement of work is an agreement between EvergreenTel Ltd. and the Village of Osceola. All activities, responsibilities, and/or obligations not specifically stated as an EvergreenTel activity and/or deliverable are the responsibility of the Village of Osceola

1.1. Statement of Work Revision History

Date	Revision	Description of change	Author
02.14.24	1.0	Original issue	R. Spraggon

2.0 *Customer Requirements*

The communications solution must address the following requirements:

- VoIP telephone system – Customer Premised
- 12 Users, can grow to a maximum of 20 Users
- New phones with Nortel similarities
- Analog trunk connections (maximum 4)
- 4 SIP Channel Trunks - monthly services
- Port the existing DID for inbound / outbound services
- Auto Attendant decision tree
- Find Me, Follow Me, mobility
- Voicemail
- Voicemail to email CT integration
- Built in Conference Bridge

3.0 Proposed Solutions

EvergreenTel proposes the UC^X Galaxy Mini solution, a small yet very powerful and highly cost-effective solution. The UC^X Mini supports up to 20 extensions, and it comes complete with a full complement of features and applications that make it an ideal SIP-based collaborative communications solution. In addition to addressing all of the requirements listed above, the UC^X delivers value and functionality in a highly extensible package.

3.1. About the UC^X Portfolio

The UC^X portfolio provides a cost effective communications solution for businesses of all sizes, designed specifically to save The Village of Osceola operating cost while delivering the latest in communications technology.

3.1.1. Three Ways to Save Money

Right now The Village of Osceola may be paying too much for your calls over the public network. With the UC^X you can significantly lower your costs by switching to SIP Trunking. It can save up to 80% on your line rental and up to 30% on your call costs. UC^X has built-in support of SIP trunks which delivers truly remarkable savings.

If The Village of Osceola is subscribed to a conferencing service you can now eliminate these costs and bring this service in house. With the UC^X built in Meet Me Conferencing everyone gets their own conference bridge which is very simple to use.

Providing your employees the option to work at home will reduce office space costs. UC^X supports PC Softphones and SIP phones connecting them to the office phone system through the employees broadband connection at home.

3.1.2. Improve Productivity

With the UC^X Meet Me Conferencing all team members are able to participate in conference calls from the office, at home, on the road, or anywhere.

UC^X Voice Mail Blast enables team leaders to share a message, a report, or important instruction or information to the whole team– in your own voice and style, making it much more meaningful and impactful than e-mail.

Automated Attendant and Day/Night services enable you to quickly and efficiently provide your customers with information and instruction during off-hours, and without taxing your staff during the busy working day.

3.1.3. Improve Customer Service

UC^X integrated Auto Attendant (AA) ensures your customer service employees can quickly and efficiently provide the best in customer care. Redirect urgent customer calls

using presence to connect with experts that are instantly available to provide additional assistance and expertise.

3.1.4. A Conference Bridge for Every Purpose

Conferencing is such an effective tool for teaming and collaboration that every person and every business application should have the added ability one button conference, or easily host scheduled team/project reviews. Conferences are easily recorded too, for sharing with invitees that were unable to attend.

3.1.5. Never Miss that Important Call

Employees that are better connected with customers and each other deliver improved productivity and profitability. With user controlled Find-Me Mobility a single number will ring the users' office phone, mobile phone and any other device listed.

Callers can leave a message in the UC^X integrated Voice Mail system and users will be notified wherever they are; on the office phone, their mobile or soft phone. Visual Voice Mail and Unified Messaging provide additional productivity and time saving improvements.

3.1.6. Flexible Working=More Productivity

The need to provide flexible work options for employees is more critical than ever. It is a way to retain your best staff and to address country-specific legal requirements for employees to work flexibly.

With UC^X mobile and home-based employees can leverage all the features and capabilities of the office based communications system. By adding a Softphone onto all employees PC's or laptops your business need not be impacted by adverse weather, travel or other issues preventing employees from being in the office.

3.1.7. Open Standards

The UC^X system supports high quality and feature rich SIP business phones.

If you require telephone options (including video phones), E-MetroTel UC^X is all about choice. Choose from a wide range of vendors' phones, hardware, and applications.

The UC^X supports the widest choice in business telephones including phones from Nortel, Polycom, Fanvil, Aastra, Yealink, Cisco, Snom, Grandstream, HTEK and more.

UC^X is a truly open software, hardware, and application solution.

4.0 *Solution Design*

The following solution architectural blueprint depicts the products and services that are to be installed in the Customer location(s).

CUSTOMER UC^x SOLUTION ARCHITECTURAL BLUEPRINT:

Not available

5.0 Proposal Pricing

This proposal is for The Village of Osceola and is presented by EvergreenTel Ltd. of Markham, Ontario. This quote is valid from February 16, until April 30, 2024.

EvergreenTel will provide the products and services specified in this quote on a fixed-price basis for the Village of Osceola, Wisconsin.

SECTION 1 : PRICING SCHEDULE:

1 x Hardware UCx Galaxy Mini System	\$600.00
1 x FXO4P – 4 port analog trunk card	\$215.00
11 x E-MetroTel IP phone 5008 @ \$175.00 each	\$1925.00
1 x E-MetroTel IP phone 5010W Reception @ \$290.00 each	\$290.00
12 x AC adapter power supply @ \$20.00 each	\$240.00
Set up SIP Channels @ \$10.00 each (guesstimate at 4)	\$40.00
Migrate DID's @ \$2.00 each (guesstimate at 10)	\$20.00
Labour pre-configure system and phones, place and test	\$3500.00
 Total One Time Charges	 \$6830.00



5008



5010W

SECTION 1: MONTHLY SERVICES

4 x SIP Channels @ \$24.95 each	\$99.80
10 x DID, Long Distance, and E911 @ \$2.00 each	\$20.00
Total Monthly Charges	\$119.80

5.1. Payment Terms

Submittal of the purchase order and initial payment serves as acceptance of the Statement of Work.

- 60% of Proposal Section 1 to be paid prior to project start (signed proposal agreement is defined as project start).
- 40% of Proposal Section 1 to be paid at system “in production” date
- 100% of Proposal Monthly Services will be invoiced on the first day of the month and payable within 30 days.

By signing this document both parties acknowledge and confirm that EvergreenTel’s UC^X Galaxy Mini system with all the peripheral equipment and services listed in the proposal above will be provided in accordance with the solution architectural blueprint (as shown above and if applicable); and that both EvergreenTel and the Village of Osceola will sign-off on this document to signify their acceptance of this proposal.

This proposal includes 1 year full replacement warranty on all equipment.

Proposal includes all charges related to customs (import/export) charges and all tariffs and duties. EvergreenTel is not responsible for any delays or losses incurred from the time this shipment is initiated until the time it is received by the identified recipient.

5.2. Pricing Deviations

Additional costs to the Village of Osceola may occur and may require a change order(s) and/or an additional statement(s) of work to be executed, if one or more of the following occur:

- Additional or different requirements or required services not described in this proposal are identified.
- Customer requires EvergreenTel to perform travel and or on-site activities beyond what has been quoted above for installation.
- Changes are made to the Customer's communications network that materially impact the installation of any of the products and/or services contained in this proposal.
- EvergreenTel experiences any remote access issues as a result in changes in Customer's system configuration. This includes but is not limited to impacts associated with Customer's security procedures.

6.0 Assumptions and Conditions

The following assumptions and boundaries apply to all products and services covered in this proposal:

- System configuration is validated by EvergreenTel during an initial site survey.
- Customer's network is validated against the established functionality, as per the installation design diagram. (if applicable)
- Remote access to the Customer's production system is verified and validated by the EvergreenTel support team.
- EvergreenTel support team has been provided all the relevant information regarding the Customer's PSTN connectivity, existing telephony, and network configurations.
- A Customer contact number will have been provided to the EvergreenTel support team for service escalation purposes.
- Customer ensures compliance with all Local, Regional, and Federal regulations regarding the acquisition and installation of this equipment.
- All network cabling for the telephones, gateways, and UC^X systems will use standard IP network cables (either CAT5e, CAT 6 or equivalent), if applicable.
- Does not include any fax connections, "hot line" connection, any additional POTS lines, any changes to the existing data network or equipment, nor any firewall changes which maybe required.

6.1. Travel

Upon project commencement a mutually agreed upon installation support plan will be created that will specify on-site and remote activities and their timing. The pricing presented in this document provides for the specified travel as per the installation plan. Any additional trip(s) requested, the Customer may be billed additional fees to cover the costs.

6.2. Business Hours

Technical support for service impacting issues will be provided during regular business hours (9 to 5) during weekdays. Unless otherwise stated, all regular support services outlined in this statement of work will be performed during normal business hours (9:00 to 17:00) local time. If the Customer requires regular support work to be performed outside of normal business hours, it will be done by purchasing an incremental service level. Additional 7x7x5 (Premium Support) and 24x7x365 (Premium Plus Support) support is available for a nominal incremental fee.

6.3. Resources

All resources and activities related to this proposal will be scheduled when a valid signature and purchase order have been received for this offer. Installation support lead times are dependent upon resource availability and may vary. EvergreenTel resources will be allocated and scheduled based on the then current availability. EvergreenTel reserves the right to manage EvergreenTel installation support resources and sub contractors.

6.4. Electronic Materials

EvergreenTel may provide certain project materials in electronic format (via e-mail attachment). These materials include but are not limited to, product & service documents, installation support details, and notices of work completion.

7.0 Approvals

This document requires the following approvals:

Approved By: Devin Swanberg MPA

Village Administrator

Village of Osceola

(715) 294-3498

Email address: administrator@vil.osceola.wi.us

Approval Date _____

Approved By: Rutherford Spraggon

EvergreenTel Ltd., Sales Manager

rutherfords@egtel.ca

Approval Date _____

EvergreenTel is an Authorized Reseller of the UCX technology manufactured by E-MetroTel of Dallas, Texas, USA. EvergreenTel is based in Markham, Ontario and remains a privately held Ontario Corporation with technical resources across North America.

Our mission is to compete head-to-head with any organization that claims they can effectively replace your old Nortel solution seamlessly!

1-(289)-469-5433
www.evergreentel.ca

World Headquarters
3 Beech Street
Ground Floor
Markham, Ontario, L3P 2A1





Memo

To: Admin & Finance Committee

From: Carie Krentz, Village Clerk

CC: Devin Swanberg, Administrator

Date: March 5, 2024

Re: New 2024 Fee Schedule from West Wisconsin Inspection Agency

Ben Campbell, the Village Building Inspector, with West Wisconsin Inspection Agency (WWIA) is increasing his pricing. The Village started contracting with WWIA in 2018 and his prices have not increased since then. If A&F recommends approval the new fees will be added to the proposed Resolution to adopt a Fee Schedule and presented to the Village Board next week.

ATTACHMENTS:

1. 2024 new pricing with WWIA; and
2. Fee comparison sheet.

RECOMMENDATION:

Staff recommends approval of new fee pricing for WWIA to the Village Board.

One and Two Family Dwellings

New: \$600 + \$.20 per square foot of all finished space, unfinished space, attached garages, decks, porches, crawl spaces.

Addition: \$250 + \$.20 per square foot for all areas listed above.

Alterations/Repairs*: \$150 + \$6.00 per \$1,000.00, or fraction thereof, of cost (Building cost per RS Means).

Manufactured/Modular Homes: \$500 + \$.10 per square foot for all areas listed above. HUD - \$300 if no new slab, \$400 if new slab.

Plan review: 10% added to above fees.

State Seal: \$35 or current cost

Commercial Buildings

New: \$600 + \$.25 per square foot of project area

Addition: \$400 + \$.25 per square foot of project area

Apartments, Hospitals, Schools: Add \$200 for each room/unit.

Warehouses and Storage Buildings: Subtract 20%

Alteration: \$250 + \$6.00 per \$1,000.00, or fraction thereof, of cost (Building cost per RS Means) for first \$500,000 and \$3 per \$1,000 over \$500,000.

Plan Review: Fees listed on State of WI form SBD-118

Electrical: 45% added to above fees

Accessory Buildings/ Detached Garages

Over 144 Square Feet: \$125 + \$.10 per square foot. Add \$50 if the building will have electrical, plumbing, or heating.

Plan review: 10% added to above fees.

Decks & Porch Additions

Decks: \$160 **Porches/Covered Decks:** \$300

Signs, Siding, Roofing & Fences

\$75 (Replace or Repair Sign: \$40)

Services (not part of another permit)

Residential Electrical Service or Gas Meter: \$150

Commercial Service: Up to 200 Amp Service \$150.00, \$35 per 100 amps over 200 amps (Minimum \$175)

Individual Commercial Electrical

Commercial Electrical: \$175 + 1%, or fraction thereof, of cost (Electrical cost per RS Means) for first \$500,000 and .5% over \$500,000

Solar

\$30 per KW Min Fee of \$200 and a Max Fee of \$600

Plan Review: \$50

Outdoor Heating Appliance/Fireplace

\$125

Pools	In-Ground: \$180 Above Ground Over 5,000 Gallons: \$100
Miscellaneous	Move or Raze/Footing & Foundation: \$125
Non-Building Structures (Towers, etc)	\$150 + \$6.00 per \$1,000.00, or fraction thereof, of cost
Starting Project Without Permit	Permit fee is doubled
Renewal Fee	Half the original permit fee, maximum \$350.00
Other Inspections Not Listed	\$75 per Inspection
Administrative Fee	20% of inspection cost, maximum \$150

* Minor repairs and alterations costing less than \$2,000 in value which do not change occupancy area, structural strength, fire protection, exits, natural light or ventilation do not require a permit.

Exempted from permits are re-roofing, finishing of interior surfaces, installation of cabinetry, and minor repair as deemed by the Building Inspector. No more than two (2) layers of roofing shall be installed on a roof.

Below is a summary of the fee comparison of former and new. Please feel free to contact me with any questions

New 1 & 2 Family went from \$450 base + \$100 erosion control to \$600. Per square foot stayed the same

Residential Addition went from base \$200 to \$250. Per square foot stayed the same.

Residential Alteration went from base \$50 to \$150. Cost per \$1,000 of value dropped from \$7 to \$6

New and addition commercial went from .20/sqft to .25/sqft, no reduction. Base same

Commercial alteration base went from \$100 to \$250. Cost per \$1,000 of value dropped from \$7 to \$6

Accessory building/Detached Garage went from base \$100 to \$125. Sqft same

Decks went from \$100 + \$10 plan review to \$160

Porches and Covered Decks went from \$100 + \$10 plan review to \$300

Fences and signs went from \$50 to \$75

Services not part of another permit went from \$100 to \$150

Move/Raze \$100 to \$150

Non-Building Structures and Solar were added to schedule

Other inspections not listed went from \$50 to \$75

Commercial electrical had a complex worksheet that needed to be filled out. We took the average cost of electrical fees compared to building and simplified the process

Village of Osceola - Monthly Budget Report
Year to Date for Month Ending
2/29/2024

Account Number	Village of Osceola	2024 Actuals @ 2/29/2024	2024 Budget	Variance (Over)/Under Budget	Percentage
Revenue					
100-00-41110-000-000	Levy for General Fund	0	668,763	(668,763)	0%
100-00-41140-000-000	Mobile Home Taxes	2,261	20,000	(17,739)	11%
100-00-41310-000-000	Taxes from Utility	0	103,070	(103,070)	0%
100-00-41320-000-000	Payment in Lieu of Taxes	3,367	4,721	(1,354)	71%
100-00-41800-000-000	Interest / Penalty on Taxes	0	0	0	0%
100-00-41900-000-000	Other Taxes	0	1,500	(1,500)	0%
	Total Taxes	5,628	798,054	(792,426)	
100-00-42300-000-000	Special Assessment Revenue	0	1,700	(1,700)	1,700
100-00-43410-000-000	WI State Shared Revenue	0	401,675	(401,675)	0%
100-00-43415-000-000	Expenditure Restraint	0	0	0	
100-00-46220-000-000	Fire Insurance Fee	0	12,589	(12,589)	0%
100-00-43430-000-000	Exempt Computer Aid	0	13,503	(13,503)	0%
100-00-43531-000-000	WI State Transportation Aid Revenue	37,796	151,185	(113,389)	25%
100-00-43440-000-000	Personal Property Aid	0	8,571	(8,571)	0%
100-00-43534-000-000	LRIP Grant	0	0	0	0
100-00-43535-000-000	Other Federal Grant - Police	0	250	(250)	250
100-00-43690-000-000	Other State Grant	0	0	0	0
	Intergovernmental Revenues	37,796	587,773	(549,977)	
	Licenses and Permits				
100-00-44100-000-000	Liquor Licenses	0	0	0	
100-00-44200-000-000	All non-liquor licenses	150	4,000	(3,850)	4%
100-00-44400-000-000	Planning and Zoning Fees	0	1,000	(1,000)	0%
100-00-44300-000-000	Building Permits	14,755	65,000	(50,245)	23%
100-00-44405-000-000	Escrow - Engineering Review	0	15,000	(15,000)	0%
100-00-44900-000-000	Cable Franchise Fees	3,363	15,000	(11,637)	22%
100-00-46311-000-000	Street Opening Permits	0	1,250	(1,250)	0%
100-00-46330-000-000	Downtown Parking Permits	0	1,000	(1,000)	0%
	Licenses and Permits	18,268	102,250	(83,982)	
	Fines, Forfeits and Penalties				
100-00-45100-000-000	Court Fines Revenue	3,490	24,200	(20,710)	14%
100-00-45110-000-000	Parking Fines	0	100	(100)	0%
	Fines, Forfeits and Penalties	3,490	24,300	(20,810)	
	Public Charges for Service				
100-00-44102-000-000	Dog Licenses	460	900	(440)	51%
100-00-46211-000-000	Charges for Public Service - Police	50	1,000	(950)	5%
	Other - COPS Grant	0	0	0	
	Minor Revenues	0	0	0	
	Other Revenue	0	0	0	
100-00-46100-000-000	Admin Assess Search	150	1,500	(1,350)	10%
100-00-44401-000-000	Zoning Compliance Letters	0	250	(250)	0%
100-00-47491-000-000	Public Fire Protection	0	239,454	(239,454)	0%
100-00-46850-000-000	RDA Administrative Fee	0	41,000	(41,000)	0%
100-00-46222-000-000	Fire Revenue from Townships	0	193,903	(193,903)	0%
	Public Charges for Service	660	478,007	(477,347)	
		0	0	0	0
	Misc General Revenue				
100-00-48100-000-000	Interest Income	0	3,500	(3,500)	0%
100-00-48309-000-000	Sale of Property				
100-00-48310-000-000	Sale of Assets	8,000	0	8,000	0%
100-00-48440-000-000	Recoveries and Reimbursements	0	0	0	
100-00-48401-000-000	Recoveries and Reimbursements	0	7,500	(7,500)	0%
100-00-48500-000-000	Donations	0	16,000	(16,000)	0%

Village of Osceola - Monthly Budget Report
Year to Date for Month Ending
2/29/2024

Account Number	Village of Osceola	2024 Actuals @ 2/29/2024	2024 Budget	Variance (Over)/Under Budget	Percentage
100-00-48900-000-000	Misc. Revenues	0	2,000	(2,000)	0%
100-00-48990-000-000	Refund Prior Year Expense	0	0	0	0
	Misc. General Revenue	8,000	29,000	(21,000)	
	Other Financing Sources				
100-00-49280-000-000	Transfer In -Room Tax Fund	0	5,000	(5,000)	0%
100-00-49600-000-000	Transfer In - Water Fund	0	146,155	(146,155)	0%
100-00-49620-000-000	Transfer In - Sewer Fund	0	45,820	(45,820)	0%
	Borrow for Maintenance Items				
	Subtotal Other Financing Sources	0	196,975	(196,975)	
	TOTAL REVENUE	73,842	2,216,359	(2,142,517)	3%
	GENERAL FUND EXPENSES -SUMMARY				
	Legislative	5,499	100,965	(95,466)	5%
	Administration	77,908	253,835	(175,927)	31%
	Police	97,961	727,800	(629,839)	13%
	Fire	29,827	204,200	(174,373)	15%
	Street	21,476	251,440	(229,964)	9%
	Street Lights	6,419	44,180	(37,761)	15%
	Storm Water	2,241	16,255	(10,259)	14%
	Street Signs	568	8,010	(7,442)	7%
	Garage and Maintenance	27,255	78,995	(30,421)	35%
	Sanitation	1,792	13,175	(11,383)	14%
	Parks	18,889	132,440	(113,551)	14%
	Economic Development	10,303	15,550	(5,247)	66%
	General Fund Transfers	186,500	179,000	(179,000)	104%
100-00-52210-226-000	Public Fire Protection (Hydrants)*	0	239,454	(239,454)	0%
100-00-52300-000-000	Ambulance*	42,360	42,360	0	100%
100-00-52400-215-000	Building Inspection*	8,772	40,000	(31,228)	22%
100-00-51930-511-000	Insurance *	2,500	5,000	(2,500)	50%
	Insurance Highway*	2,500	0	2,500	
100-00-51510-215-000	Auditor	0	20,000	(20,000)	0%
100-00-51530-215-000	Assessor	2,640	13,200	(10,560)	20%
100-00-51530-390-000	Assessor Manufacturing	0	2,400	(2,400)	0%
	TOTAL GENERAL FUND OPERATING EXPENDITURES	545,411	2,388,259	(2,004,274)	23%
	REVENUE OVER (UNDER) EXPENSES	(471,568)	(171,900)	(138,242)	