

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

Date: Friday, June 2nd, 2023
Time: 9:00 a.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. April 7, 2023
- 4) Discussion and Possible Action re:
 - a.) Window Treatments
 - b.) Fiber Internet - Lakeland
 - c.) Workhorse Updates
 - d.) MSA CIP
 - e.) Cleaning RFP
 - f.) Treasurer Pay Increase
 - g.) Fee Update
 - h.) Budget Update – Audit
- 5) Future Agenda items and Updates
- 6) Adjourn

Carie Krentz
Village Clerk

VILLAGE OF OSCEOLA ADMINISTRATION & FINANCE COMMITTEE PROCEEDINGS
April 7, 2023

The Village of Osceola Administration & Finance Committee met on April 7th, 2023 at Village Hall. Chair Bruce Gilliland called the meeting to order at 9:01 a.m.

Present: Bruce Gilliland, Deb Rose, and Jeromy Buberl

Staff present: Devin Swanberg, Carie Krentz, Tanya Batchelor, Ron Pedrys

Motion by Rose and seconded by Buberl to approve the agenda.

Ayes-3 Nays-0 Motion carried

Motion by Buberl and seconded by Rose to approve the minutes dated March 3, 2023.

Ayes-3 Nays-0 Motion carried

Discussion and Possible Action re:

Fees and Rental

Swanberg has reached out to surrounding communities on their fee & rental schedules. One municipality said their schedules are in their ordinances and to look there. At this time, the Village has no rental fee for community/conference rooms. Buberl stated this is being discussed at the Library Board meeting on who has the responsibilities (booking, collecting, etc.) and if fees should be implemented. When the building opened in 2018, it was determined Library would book rooms due to having more staff. Options discussed regarding the rooms – rooms have their own shared calendar, any department could book rooms, who would collect funds if rental fee were implemented, fees being tied to cleaning (collect deposit vs fixed fee) and creating processes and procedures. MOU with Senior Center on conference rooms after grant timeline expires. Discussion took place on all options available and how to move forward.

Special Event Permit Applications were discussed and currently no fee is charged for this service. A lot of time goes into reviewing each application from 4 department heads to make sure event can take place. Swanberg discussed having a fee for these review of applications. The board wanted some research done, put into a spreadsheet for discussion at the next meeting. The discussion will include what we can and do not want to charge compared to what is currently being done. Changes would go into effect as of January 2024.

Cleaning Contract RFP

Swanberg started a discussion stating current cleaning services as unacceptable. In the time that he has been here, every department has had a complaint regarding current cleaning services. Swanberg will decline the next renewal with ABM and the end date of their services will be 06/30/23. He stated he's received calls from other cleaning companies offering their services and is confident we will get multiple bids if we put out an RFP. Discussion included review of the RFP, making sure we don't have to take lowest bid, or even any bid if none are what is acceptable, both of which are stated in the RFP.

Motion by Rose and seconded by Buberl recommend presenting RFP to full board.

Ayes-3 Nays-0 Motion carried

Police request for Squad sale proceeds

Pedrys sold 2014 K9 squad to Village of Frederic and is looking for approval of sale proceeds. Stated the capital budget previous plan was to rotate a squad every year, but this had not been able to happen. Normally, to sell a squad we had to get it ready (take off decals, all equipment, etc.) but selling it to Frederic was a good deal for both parties. Received \$16,000 for our squad along with a \$1,900 storage container custom built for our 2022 squad.

Other items discussed were maintenance expenses to the other remaining 2 squads (new brakes and rotors and two sets of new tires) and replenish maintenance costs in the amount of \$2,200 for unexpected expenses on these vehicles. Other disbursements being - Referendum flyers in the amount of \$900, firearms ammo in the amount of \$5,100 and part-time officer wages in the amount of \$7,800 – going to need this due to budget removals done in 2022 and the referendum not passing. The firearms ammo would include training Simunitions, which is real life scenario training. By going this route it is a one-time fee but great real scenario training, this would also reduce the amount of ammo purchases which keeps

increasing. Pedrys would be looking for a part-time office that only wants to work part time – to help get more coverage than we are currently staffed.

Motion by Buberl and seconded by Rose recommend squad proceeds to go to board as presented.

Ayes-3 Nays-0 Motion carried

Referendum Update

Swanberg started out with we all saw what happened with the referendum – lost 2 to 1 vote. Wanted to discuss our next steps – need to keep explaining deficiencies and look into all options. Cannot ask for another referendum for at least 2 to 3 years and need to look for other revenue options for the Village. Borrowing – option? Swanberg has asked Todd to provide what he feels Public Works is doing that are considered “extra” services and cutting services that we can’t afford to cover anymore. Pedrys also stated he has been looking into changes in his department. Hasn’t found many but will continue to look into it. Discussion took place to look into services being provided at no charge and if we have staff to cover those services in Public Works and Police Department. Board members do not want to lose good hard-working staff! Concern for mental health of our worker in January. Looking for alternatives for 2024 w/o referendum passing.

Capital Plan – Discussion

Gilliland added these agenda items to get the discussion and planning started for the capital plan and budgeting for 2024. Would like to see the current budget, where is it at? What have we spent? Swanberg has been looking at capital plan to get vehicle in rotation implemented so staff is not driving trucks that are falling apart. Have to take lead time for new vehicle into consideration as well as terms of vehicle cycle – do not want to be running equipment into the ground. 6 to 8 years is not a good turn around. Getting a rotation implemented would be heavy costs upfront but then once in place there would be value in replaced equipment/vehicles. Can’t get new vehicles for a year or so... Costs have continued to increase and has made our capital plan inaccurate. Costs increases will affect 2024 budget process as well... Swanberg and staff will be making a list of what we need and borrow. The board discussed getting this done because it would be beneficial to borrow a larger amount versus multiple times. Need to know borrow measure – or best estimate.

Audit will happen in May 2023 expect completion by end of the month. Work towards six-months of expenditures to budget for next year. Budget planning starts at the end of June early July. Department heads have been getting budget updates monthly to help with planning.

Discussion on options and alternatives to explore such as, storm water, public works charge if help with water/sewer. Wisconsin League of Municipalities a good resource to options.

Future Agenda items and Updates

Buberl said it’s been great and Rose said you will be missed with agreement in room.

Chair Gilliland adjourned the meeting at 10:25 a.m.

Respectfully Submitted by
Carie Krentz, Village Clerk



Memo

To: Admin & Finance Committee

From: Carie Krentz, Village Clerk

CC: Devin Swanberg

Date: May 25, 2023

Re: **Window Treatments – lower level of Admin offices/conference rooms**

ITEM DESCRIPTION:

The Village offices windows on the East side of the building get extreme amounts of sunlight each morning. As well as the two (2) conference rooms on the South facing side of the building in the late afternoon. There have been many discussions on getting window treatments installed in the offices and conference rooms. The original quote was done back in 2018 for the whole building that came in approx.. \$25,000, current quote below:

ATTACHMENTS:

1. Budget Blinds Quote dated 05/12/2023

OPTIONS FOR TREATMENTS:

MUNICIPAL BUILDING - ADMIN. OFFICES					
WINDOW SHADE OPTIONS					
	2018	2021	2023		
<u>ADMIN AREA</u>	<u>ORIGINAL QUOTE</u>	<u>BUDGET BLINDS (5%)</u>	<u>BUDGET BLINDS (10%)</u>	<u>W/O Entry Office</u>	<u>W/O Conference Rooms</u>
Administrator's Office		540.00	995.28	995.28	995.28
		1,540.00			
File Room		540.00	995.28	995.28	995.28
Map Room		390.00	482.56	482.56	482.56
		540.00	995.28	995.28	995.28
Supply Office		540.00	995.28	995.28	995.28
PW Office		540.00	995.28	995.28	995.28
Court of Clerks Office		540.00	995.28	995.28	995.28
Clerks Office		540.00	995.28	995.28	995.28
Entry Office			665.60		
Large Conference Rm			1,653.60	1,653.60	
Small Conference Rm			1,494.48	1,494.48	
TOTALS:		\$ 5,710.00	\$ 11,263.20	\$ 10,597.60	\$ 7,449.52
	Discount:	\$ (2,284.00)	\$ (2,815.80)	\$ (2,649.40)	\$ (1,862.38)
	Add Charges:	\$ 438.00	\$ 570.00	\$ 545.00	\$ 545.00
		\$ 3,864.00	\$ 9,017.40	\$ 8,493.20	\$ 6,132.14

ANALYSIS

The Village receives 30% yearly for administration of Room Tax collections that can be spent anyway it chooses. Below shows how Room Tax funds (funds rounded down to be on safe side) would be used (if committee were to choose the complete quote):

Carryover balance from 2022:	20,000
PW summer help:	-7,000
Window Treatments (full quote)	<u>-9,000</u>
Remaining funds	4,000
Collection 2023 @ year-end	<u>10,000</u>
Balance year-end 2023	14,000

RECOMMENDATION(S):

Village Staff is recommending Admin & Finance Committee review information and give recommendation on window treatments for lower-level offices and/or conference rooms.

From: Alec Mortel <alecm@lakelandteam.com>
Sent: Friday, April 14, 2023 9:43 AM
To: Devin Swanberg
Subject: Fiber Installation Proposal

Devin,

Thanks for taking the time to meet with Mark and I on Wednesday. As discussed, we have put together pricing for our contractor to directional bore up to the building. We have put together a total project cost of \$2,730.75.

This covers directional boring fiber up to the side of the building, the cost of the fiber from end to end, the cost of fiber splicing, electronics installation, network activation, etc. This cost does not include pulling the fiber through the pipe in the building because we talked about either Matt or an electrician/contractor completing this when the pipe was installed. We can, however, complete that work on an hourly basis if needed.

I'll also include our bandwidth costs below. All bandwidth packages feature unlimited data, no throttling, and no additional fees.

250/250mbps: \$199.99/mo. + \$0.75 State USF Assessment/mo.

500/500mbps: \$299.99/mo. + \$0.75 State USF Assessment/mo.

1Gbps/1Gbps: \$599.99/mo. + \$0.75 State USF Assessment/mo.

Thank you for your consideration of this proposal. Please let me know if you need additional information regarding this project proposal, our services, or anything else that may come to mind.

Thank you,

Alec Mortel
Business Development Representative
alecm@lakelandteam.com
Office: 715.825.2171
Direct: 715.825.5110
825 Innovation Ave
P.O. Box 40
Milltown, WI 54858



May 2, 2023

Osceola Discovery Center
310 Chieftain St.
Osceola, WI 54020

Attention: Todd Waters
Phone: 715-417-0973
Email: toddwaters@myosceola.com

RE: 1” EMT conduit from exterior of building to basement IT room

We propose to furnish and install all labor, material and permit fees to perform the following electrical installation at the above location. Electrical work is to be done in accordance with local and national electrical codes governing such.

General Clarifications:

- Per NEI’s interpretation of the work at hand
- Furnish and install 1” EMT conduit from exterior west wall to basement IT room 138C
- Provide link seal to waterproof exterior, below grade, core drill for conduit
- Conduit will be stubbed 5’ outside of building
- Low-voltage cable is to be furnished and installed by others
- Necessary supervision is to be provided by police officers when conduit is being run through the Narco Storage and Evidence Storage area
- All work to be done during normal business hours 7am-3:15pm M-F

Exclusions:

- **Overtime labor has not been included**
- **Low-voltage cabling has not been included**

Total Cost:	\$ 4,437.00
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Thank you for the opportunity to provide this estimate. If you have any questions or need additional information, please call me at 715-483-5952.

Connect with the Best ... Connect with NEI Electric

Regards,

Van Mathson
Project Manager
NEI Electric . 605 Industrial Parkway . St. Croix Falls, WI 54024
715.483.5954 direct . 715.553.3708 . cell
715.483.3854 . office . 715.483.1107. fax
vmathson@neielectric.com . www.neielectric.com



May 26, 2023

PROPOSAL

Prepared for: Village of Osceola
310 Chieftain St.
P.O. Box 217
Osceola, WI 54020

The following is only an estimate and is dependent on the overall involvement of the Village of Osceola staff as it pertains to the restart of Municipal Accounting. On the preceding page we have outlined areas that we see are necessary and needed for a successful re-start of the Municipal Accounting program. What we are showing are estimates of time that it will take to accomplish the intended outcome. The biggest factor will be who is taking the lead on what pieces, while certain steps will need to be done by Workhorse which we have noted, others can be done by you or us depending on what you want.

We also recommend that during this process that we include your auditor for any insight and recommendations that they would have. Any cost additional cost from your auditor on this task would be your (Village of Osceola) responsibility.

Once you have reviewed this and communicate with us on what pieces you would like us to help with, we can put together a plan including timetables on when this would start. Workhorse will report to you weekly on the hours worked so you are aware of the cost as the project progresses. Once the project is completed Workhorse will bill the Village of Osceola for the hours worked.

Billable Hourly Rate: *\$150.00 not to exceed a total cost for this project of \$8,500.00.*

Disclaimer: While Workhorse Software Services, Inc. limits pricing changes for the purchase price of software and annual support fees, the stated pricing is good for 180 days after which a refresh should be requested as prices are subject to change after this period.

Time Estimates:

Accounting:

- We are foreseeing that the largest amount of time/ effort for this project will be the Chart of Accounts. We can provide a base list of accounts that we start new customers with, and which will be added to for the specific needs of Osceola. These additions and edits that would be made so things are set the way Osceola would like can be done by you and/or with our involvement or a mix of both of us working on this. The involvement by Workhorse will obviously have a direct impact on the hours thus cost to you Osceola, so please be aware of that. Please note that some of this will require your involvement regardless as well as the possible involvement of your auditor for a review and other insights you may want them to have.

- **Chart of Account Work & System Setup:**
 - Doing a review of your current Funds we are seeing the following:
 - 56 Funds of which 34 are Active
 - 7 of the 34 we see are used actively
 - Such as: General/Library/Airport/Municipal Court/Water/Sewer and General Capital Fund
 - 9 of the 34 funds currently have zero activity in 2021
 - COA Work Includes: Review and updates with input from Auditor, and final upload into the new accounting module
 - Fund Work:
 - Main funds: General, Water, and Sewer: **8 hours per major fund**
 - Minor of Funds: **1 hour per fund**
 - Example: Library, Airport, Municipal Court, General Capital Fund

- **System Setup: Approximately 9.75 hours**
 - Run through system setup that's traditional with any new start of Municipal Accounting Customer: **1 hour**
 - Vendor Work / Upload: **15 minutes (Needed to be done by Workhorse)**
 - Tie Xref's to new COA listing: **8 hours**
 - Journal Entries for beginning balances: **30 minutes**
 - Note this will require input from your Auditor.

Payroll: Approximately 16 hours

- With a new COA the current options in Payroll may need to be updated with new Pay Categories and Old options will need to be inactivated. This will require Osceola's input on what should be done for this and maybe determined by the new COA Expense Accounts.

Utility Billing: Approximately 8 hours

- Just a placeholder for any unforeseen hours that may be needed.



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www.msa-ps.com

May 30, 2023

Devin Swanberg, Administrator
Village of Osceola
310 Chieftain Street
PO Box 217
Osceola WI 54020

Re: Capital Improvement Planning

Dear Devin:

The Village of Osceola is a growing community with many needs. Planning and prioritizing capital expenditures to meet those needs can be a complex process. Buildings, equipment, vehicles, and infrastructure all compete for funds constrained by levy limits and debt capacity. Rapidly increasing costs continue to put additional pressure on communities. Grants, TIF and subsidized loans all help, but meeting program requirements can be confusing and time consuming. Even after a Capital Improvement Plan has been prepared it needs to be maintained and updated to reflect the ever-changing conditions of the world we live in.

MSA has assisted dozens of cities and villages throughout the Upper Midwest with preparing and maintaining Capital Improvement Plans. The attached list of communities includes some communities we have assisted since 2017. Here are some other reasons to use MSA to assist in Capital Improvement Planning:

- Our **Engineers** complete hundreds of infrastructure projects each year, giving us solid background knowledge for construction cost estimating. Our engineering staff is also proficient at shaping project scopes to meet funding program requirements.
- Our **Community Development Specialists** work extensively with Tax Increment Finance Districts to maximize the benefit to the community. Their review of your CIP can help plan projects for maximum use of TID funds. They are also familiar with municipal financing rules and can help shape and prioritize expenditures in your CIP around your available revenues.
- Our **Funding Specialists** assist communities in obtaining millions of dollars in grants and subsidized loans for infrastructure projects every year. Have you heard of a “funding bundle”? That is what happens when we combine two or more funding programs on a single project to maximize the amount of grant dollars your community can receive. By including planned funding sources and schedules in your Capital Improvement Planning process, we make sure you know when to begin the steps needed for grants and subsidized loans to be available for the scheduled project.

The Village has provided MSA with their current Capital Improvement Plan in pdf format and has asked MSA for a proposal to assist with updating and reformatting the plan to a more “user friendly” document that can provide guidance for Village decision making through the upcoming years. The following pages include our proposed services and fee.

PROJECT DESCRIPTION

The project includes Capital Improvement Planning Assistance. MSA proposes to provide a Capital Improvement Plan report document that will include the following:

Devin Swanberg, Administrator
Osceola WI 54020
May 30, 2023

CAPITAL IMPROVEMENT PLAN REPORT

Section 1: Narrative and Summary

The report will begin with a narrative summary describing the planning process and purpose, an introduction of funding sources/types (general fund, utility funds, grants-in-aid, etc.), and a brief summary of Planned Capital Improvements including general schedule and costs. This summary may be presented in a tabular or other graphical format.

Section 2: Additional Detailed Information in Support of Plan

The report will include detailed information about each improvement as appropriate. We anticipate that for each planned improvement, detailed information will include:

- A description of the improvement, along with details such as a location map, a detailed scope of anticipated projects, anticipated vendor (if known), justification for the improvement, etc.
- An estimated cost of the improvement: MSA will assist with preparing/updating costs for public works projects. The Village will aid in providing information for costs of direct purchases or other non-project improvements
- A proposed source of funds for each Improvement: Utility, Department, Grant, Etc. (multiple sources may be used on any specific improvement)
- The proposed schedule for the capital expenditure
- Summary tables as determined to add value for the community. These may include
 - Projects by funding source
 - Projects by Year
 - Projects by department
 - Schedule for pursuit of grants and loans
 - Other tables as determined to have value

Section 3: Funding Program Information

This section will include, for each recommended funding program, additional details about the program such as funding type (grant or loan), maximum funding amounts and matching fund requirements, and application deadlines and requirements.

MEETINGS

MSA anticipates utilizing the following meetings to facilitate the Capital Improvement Planning Process. We expect that the Village will designate a “workgroup” of staff, appointed, and/or elected officials to contribute to completion of the plan.

- Kickoff meeting with CIP Workgroup
- Mid-plan working meeting with CIP Workgroup
- Draft Plan Review Meeting with CIP Workgroup
- Final Plan Review Meeting and Presentation to Village Board

VILLAGE RESPONSIBILITIES

MSA expects the Village to provide the following information and contributions for the Capital Improvement Plan:

- Provide Existing CIP document
- Identify Improvements in Current CIP that have been completed or should be removed from the plan
- Identify Improvements to be added to CIP
- Assist with Prioritization of Improvements
- Assist with cost information for direct purchases and other “non-project” improvements
- The Village will be responsible for accuracy and completeness of the information provided to MSA

Devin Swanberg, Administrator
Osceola WI 54020
May 30, 2023

PLAN IT SOFTWARE OPTION

As part of MSA's ongoing desire to improve our services to clients, MSA has been working with Plan It Software LLC on several recent Capital Improvement Plans. At no extra charge, if the Village wishes, MSA could arrange for a demonstration of Plan It software to determine if it would help meet the Village's Capital Improvement Needs. Use of Plan It software is not a requirement for the completion of the Capital Improvement Plan Update as described above, rather an option intended to assist the Village with managing Capital Planning in the future. This option has a recurring licensing fee associated with the use of Plan It software.

FEES

MSA proposes a fee of **\$12,500** for this initial Capital Improvement Plan Update effort.

MSA recommends that the Village budget approximately \$2,500 per year for annual updates of their Capital Improvement Plan, but that cost should be evaluated each year depending on the level of effort needed to bring the plan up to date.

Your request for Capital Improvement Planning assistance shows us your strong desire for stewarding your community's resources so that Osceola can continue to thrive. We, too, are passionate about communities, and we look forward to partnering with you on this important planning step.

Sincerely,
MSA Professional Services, Inc.



Teresa Anderson, PE
Team Leader
(715) 304-0308
tkanderson@msa-ps.com



Drew Lindh, EIT
Project Engineer
(715) 304-0310
dlindh@msa-ps.com

PUBLIC WORKS
RECENT CIP PROJECT EXPERIENCE LIST



PROJECT LOCATION	PROJECT DATE
Lake Delton, WI - 2017 General Services	2017
Barron, WI - Capital Improvement Plan	2017
Port Byron, IL - 2019-2024 Capital Improvement & Budget Implementation Plan	2017
Rothschild, WI - 2018-2024 CIP Updates	2017
Arcadis U.S., Inc. - Hilliard, CIP T-84 Cosgray Road Improvements	2017
Sumner, IA - Capital Improvement Planning	2017
Lake Delton, WI - 2018 General Services	2018
Stoughton, WI - GIS Services 2022	2018
Barron, WI - CIP Update Assistance	2018
Forest County Potawatomi Community Stone Lake and Carter - Public Water Supply and Distribution System	2018
Lake Delton, WI - 2019 General Services	2019
Janesville, IA - Capital Improvement Plan	2019
Lexington, MN - CIP Water System	2019
Merrillan, WI - Capital Improvement Plan	2019
Dorchester, WI - Capital Improvement Plan	2019
Cleveland, WI - 2020 CIP	2019
Elroy, WI - 2019 CIP Update	2019
Grafton, WI - WWTF CIP Planning	2019
Lake Delton, WI - 2020 General Services	2020
Urbandale, IA - Stormwater Drainage Study	2020
Suring, WI - Capital Improvement Plan	2020
Arena, WI - CIP Update	2020
Springville, IA - Strategic/CIP	2020
Eleva, WI - 2021 CDBG-PF Application	2021
Lake Delton, WI - 2021 General Services	2021
Auburndale, WI - CIP Update	2021
Riverdale, IA - Belmont Road Urban Renewal Plan	2021
Mosinee, WI - Abbreviated CIP	2021
Brodhead, WI - CIP Planning & User Rate Analysis	2021
Wautoma, WI - 2022-2028 CIP	2021
Reedsburg Utility Commission, WI- CIP Estimates 2022-2025	2021

PROJECT LOCATION	PROJECT DATE
Lake Delton, WI - 2022 General Services	2022
Tigerton, WI - Wastewater Facility Plan	2022
Duluth North Shore Sanitary District, MN - 5-year CIP	2022
Luck, WI - CIP Assistance 2021	2022
Monona, WI - Ph V Sanitary Sewer I/I GIS	2022
Rothschild, WI - 2022-2029 CIP Update	2022
Waupun Municipal Well & Pump, WI - Yard Expansion Project	2022
Carlock, IL - Strategic Plan and CIP	2022
Story City, IA - CIPP Construction Permit	2022
Corydon, IA - Transportation CIP Update	2022
Ripon, WI - GIS Services 2023	2022
Lake Delton, WI - 2023 General Services	2023
Bluffview Sanitary District CIP Development	2023
Eureka, IL - CIP, CMOM and Street Analysis	2023

