

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

Date: Friday, July 7, 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. June 2, 2023
- 4) Discussion and Possible Action re:
 - a.) Fire Department to discuss capital expenditures
 - b.) Audit update
 - c.) Fee update
- 5) Future Agenda items and Updates
- 6) Adjourn

Carie Krentz
Village Clerk

VILLAGE OF OSCEOLA ADMINISTRATION & FINANCE COMMITTEE PROCEEDINGS
June 2, 2023

The Village of Osceola Administration & Finance Committee met on June 2nd, 2023, at Village Hall. Chair Bruce Gilliland called the meeting to order at 9:06 a.m.

Present: Bruce Gilliland, Deb Rose

Absent: Van Burch

Staff present: Devin Swanberg, Tanya Batchelor

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

Ayes-2 Nays-0 Motion carried

Motion by Rose and seconded by Gilliland to approve the minutes dated April 7, 2023.

Ayes-2 Nays-0 Motion carried

Discussion and Possible Action re:

Window Treatments

Krentz received a quote for window treatments in the lower-level offices and two meeting rooms. The quote was \$9,017.40 for all the windows. The funds would be taken from the administration of the room tax funds.

Motion to approve the quote and payment from the room tax admin funds was made by Rose and seconded by Gilliland.

Ayes-2 Nays-0 Motion carried

Fiber Internet – Lakeland

Swanberg received a quote from Lakeland for directional boring fiber up to the side of the village hall building for \$2,730.75. This cost does not include pulling the fiber through the pipe in the building. We have a quote from NEI for that portion of the project for \$4,437, with the total not to exceed \$10,000 to be taken from CIP Funds originally budgeted for a software upgrade. After the fiber is in the building, Swanberg will get quotes for a VIOP phone system and bring them to this committee.

Motion to approve the quote and payment from CIP funds was made by Rose and seconded by Gilliland.

Ayes-2 Nays-0 Motion carried

Workhorse Software Updates

Batchelor received a quote from Workhorse for updating our accounting system and consolidating our chart of accounts for a cost not to exceed \$8,500.

Motion to approve the quote and payment from CIP funds was made by Rose and seconded by Gilliland.

Ayes-2 Nays-0 Motion carried

MSA CIP

Swanberg received a quote from MSA to update our Capital Improvement Plan for \$12,500 for the initial plan and annual updates costing \$2,500. A quote was also received from Baird for the CIP for an initial cost of \$7,500, and annual updates costing \$750. Discussion followed. Swanberg will ask Drew from MSA to come to the board meeting to answer any questions.

Motion was made by Rose to recommend to the Village Board, approval of the MSA contract for completing our CIP, seconded by Gilliland.

Ayes-2 Nays-0 Motion carried

Cleaning RFP

Swanberg previously gave ABM 90-day notice of the intention to bid the cleaning contract for village hall. Quotes were received from ABM for \$23,649 for the next year, the current contract is \$17,000; and from Pro Green Cleaning for \$23,100.

Motion was made by Rose to recommend to the Village Board, approval of a 1-year cleaning contract, with the ability to lock into a 3-year contract from Pro Green Cleaning for \$23,100, seconded by Gilliland.

Ayes-2 Nays-0 Motion carried

Treasurer Pay Increase

Swanberg explained that Tanya Batchelor had been given her six-month review and had exceeded expectations. There was also discussion regarding a wage and compensation study to be put into 2024 CIP.

Motion was made by Rose to recommend board approval of an increase of \$2.40 per hour, seconded by Gilliland.

Ayes-2 Nays-0 Motion carried

Fee Update

Swanberg is working on updating the schedule of fees and looking at comparable communities including room rental fees. There was discussion regarding a possible cleaning deposit and fees for profit versus non-profit entities.

Future Agenda items and Updates

We will discuss the 2022 Audit and have an update on the 2024 budget.

Chair Gilliland adjourned the meeting at 10:43 a.m.

Respectfully Submitted by
Tanya Batchelor, Village Treasurer