

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

Date: Friday, August 4, 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. July 7, 2023
- 4) Discussion and Possible Action re:
 - a. 2023 Police Supervisor
 - b. Approval for early 2024 squad car order
 - c. Permission to hire a part-time civilian evidence technician
 - d. Fire Department – Air Boat
 - e. Fee Schedule update
 - f. Budget Planning update
 - g. Combined Court Ordinance & Fee Schedule
 - h. Website
- 5) Future Agenda items and Updates
- 6) Adjourn

Carie Krentz
Village Clerk

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

The Village of Osceola Administration & Finance Committee met on July 7th, 2023, at Village Hall. Chair Bruce Gilliland called the meeting to order at 9:06 a.m.

Present: Bruce Gilliland, Deb Rose, and Van Burch

Staff present: Devin Swanberg, Tanya Batchelor, Paul Elfstrom, Joey Cutts, and Josh Connors.

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

Ayes-3 Nays-0 Motion carried

Motion by Rose and seconded by Burch to approve the minutes dated June 2, 2023.

Ayes-3 Nays-0 Motion carried

Discussion and Possible Action re:

Fire Department Capital Expenditures

Paul Elfstrom presented a quote for the purchase of an airboat. The cost of the boat and trailer is approximately \$134,000. There is \$40,000 in the capital fund from 2022 that they could use as a down payment to get the boat ordered. Friends of the fire department are willing to pay \$54,000.

134,000 Total cost

-40,000 amt in 2022 Capital Projects

-54,000 from Friends

\$40,000 Balance remaining

Discussion followed regarding funding options for the remaining balance. No action was taken.

The fire hall roof needs to be replaced. A quote from AJ's Construction was received for tearing off the asphalt shingles on the main fire hall and applying a new metal roofing system for \$57,600. Todd Waters is in the process of having the roof replaced on the old bus garage, so Paul will check with him to see what company he is using and get another quote to compare. This can be added to the Capital Improvement Projects list.

Audit Update

Our auditors will be here at 9:00 a.m. on July 12, 2023, to review the 2022 audit and answer any questions.

Fee Update

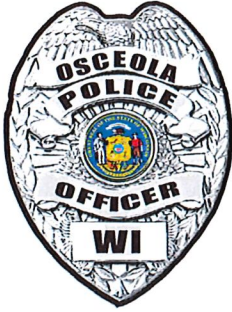
Devin Swanberg will have proposed changes to the fee schedule ready for the next meeting on August 4, 2023. Paul Elfstrom suggested adding a fee to each building permit for a driveway inspection. This would give the department an opportunity to inspect the driveways to make sure fire equipment can fit. Other fire departments do this. There was also discussion regarding charging for car accidents when the fire department responds.

Future Agenda items and Updates

We will have a 2024 budget update at the next meeting.

Chair Gilliland adjourned the meeting at 9:57 a.m.

Respectfully Submitted by
Tanya Batchelor, Village Treasurer



OSCEOLA POLICE DEPARTMENT

310 Chieftain Street – Lower Level

P.O. Box 217

Osceola, WI 54020

Phone: 715-294-3628 Fax: 715-294-2862

Ron Pedrys - Chief of Police

Friday, July 14th, 2023

To: Administration & Finance Committee Members Rose, Burch and Gilliland

Re: OPD Police Supervisor promotion by September 1, 2023

CC: Village Administrator Devin Swanberg

Administration & Finance Committee Members Rose, Burch and Gilliland,

I am requesting that the Osceola Police Department promote a non-union Police Supervisor by September 1, 2023.

There are many reasons for this, as we have discussed in the past. Since the referendum failed, OPD needs to make immediate changes to minimize liability for the Village, secure more police supervision for staff members and set up a command structure that will be effective for operations if the Police Chief is unavailable or unable to work. Additionally, OPD is losing one FT Officer in a few weeks. Officer Lehman will likely be done working patrol shifts by January 1st and I will likely retire in the next 4-8 months. With the failure of the staffing referendum this past spring, OPD must make changes to get their house in order to run as smoothly as possible.

Adding a 2nd Police Supervisor now will provide some time for the person who fills that position to get familiar with that role, receive training and, if promoted from within, retain a loyal and hardworking OPD Officer. Having fewer staff members place more responsibilities and stress on existing staff. These factors could equate to Officer burnout and an even higher employee turnover rate. The addition of a 2nd Police Supervisor would provide departmental continuity, adequate police supervision, departmental stability and minimize issues with operational flow regarding anticipated staffing changes OPD will experience in the coming months.

After looking at comparisons and responsibilities of the OPD Police Supervisor position, the hourly pay rate should be a minimum of \$3.00 p/hour more than top Patrol Officer pay. Top Patrol Officer pay in 2023 is \$34.13 p/hour. The hourly pay rate for the remainder of 2023 (September 1-December 31) for the Police Supervisor would be \$37.13 p/hour. The increase to OPD's 2023 operating budget would be approximately \$2,016. That cost increase could be easily absorbed in our current 2023 budget due to low full-time Officer staffing, no part-time Officer hours used to date and a minimal amount of overtime paid out so far this year.

The financial impact for 2024 and beyond would also be minimal. Anticipating a 3% increase for Officers in 2024, the top hourly patrol pay would be \$35.15 p/hour. The Police Supervisor hourly rate would be \$38.15 p/hour. This OPD Supervisor position would be a non-exempt hourly position where OT pay or comp time could be earned because at least 51% of their job description would still be Patrol Officer functions.

I asked Tanya, the Village Treasurer, to run the numbers. The anticipated financial increase in wages and fringe benefits for the Police Supervisor position, between 2023 to 2024, would be \$8,075. The top patrol Officer annual pay rate and fringe would be \$101,749. The 2024 Police Supervisor annual pay rate and fringe would be \$109,824. That increase could be easily offset by deducting \$8,100 from the anticipated 2024 part-time Officer budget of \$42,696.

I have attached Tanya's document showing the 2024 top Patrol Officer pay data and the 2024 Police Supervisor pay data.

On Wednesday, May 12, 2023, this request, along with the data, was presented to the Police and Fire Committee members. During that meeting, the P&F committee members voted unanimously to approve this request and send it to you, the Administration and Finance Committee. My hope, after your review and our discussion, is that you will send a recommendation to the entire Village Board to approve this request at the August 2023 Village Board meeting.

Thank You.

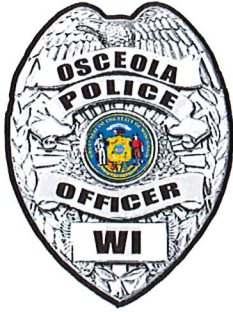
Respectfully submitted,



Ron Pedrys – Police Chief
Village of Osceola

	3% INC	HOURS	WAGE	FRINGE	TOTAL
	35.84	2,184	78,274.56	23,475.00	101,749.56
SUPERVISOR	38.84	2,184	84,826.56	24,998.00	109,824.56

18,075



OSCEOLA POLICE DEPARTMENT

310 Chieftain Street – Lower Level

P.O. Box 217

Osceola, WI 54020

Phone: 715-294-3628 Fax: 715-294-2862

Ron Pedrys - Chief of Police

Friday, July 14th, 2023

To: Administration & Finance Committee Members Rose, Burch and Gilliland

Re: 2024 State Bid Pricing Squad Car Order

CC: Village Administrator Devin Swanberg

Administration & Finance Members Committee Rose, Burch and Gilliland,

I received word back from the state bid dealership we use when ordering our squad cars. I have attached the e-mail from our representative, Chrissy Gensch, as well as the state bid price for 2024. The state bid pricing for a 2024 squad car (squad only, excluding equipment) is \$48,399.

In 2022, the ordering process for 2023 squads opened in May and closed only a few weeks later. This year, the anticipated order deadline for 2024 squads is October or November 2023. With that said, it is highly recommended that squad orders be placed with the sales reps as soon as possible because the number of squads Ford will make fills fast. It is anticipated that Ford will only make squad orders from January 1 to June 2024. According to our sales rep, this timeframe is a shorter production run than normal.

Understanding that the Village budgets do not normally get approved until December, I am requesting early permission to order a squad as soon as possible to ensure we can get one in 2024. The purchase of a squad car for 2024 is on the 2024 CIP as well but only at \$48,000. Updated equipment for this squad, including installation, will cost an additional \$14,799.

Thank You.

A handwritten signature in blue ink that reads "Ronald W. Pedrys".

Ron Pedrys – Police Chief

Village of Osceola

Ron Pedrys

From: Chrissy Gensch <chrissy.gensch@ewaldauto.com>
Sent: Tuesday, July 11, 2023 2:53 PM
To: Ron Pedrys
Subject: 2024 Utility Interceptor
Attachments: Osceola PD '24 Utility.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Chief Pedrys,

Good Afternoon.

I apologize for not getting this to you sooner. We've been swamped with requests. This is spec'd with the same options as the 2022 Ecoboost that you had purchased from us. Ford anticipates opening the order bank in Oct/Nov and production will begin after 1/1/24. I would suggest getting your order placed as soon as possible so we have it in hand when the order bank opens. They will only be building the 2024 model from Jan-June of next year, so it's a shorter production run than normal and spots will fill fast. If you have any questions, or need anything further, please let me know.

Thank you!
Chrissy

Chrissy Gensch

Municipal Sales Manager | Ewald Automotive Group

2570 E. Sumner St.

P.O. Box 270046 (Please use P.O. Box for mail correspondence)

Hartford, WI 53027

Ph: 262-673-9400 | Fax: 262-673-0575

www.ewaldauto.com



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Ewald Automotive Group

Chrissy Gensch | 262-673-9400 | chrissy.gensch@ewaldauto.com

Vehicle: [Fleet] 2023 Ford Police Interceptor Utility (K8A) AWD (Complete)

Quote Worksheet

	MSRP
Base Price	\$47,165.00
Dest Charge	\$1,595.00
Total Options	\$1,855.00
Subtotal	\$50,615.00
Subtotal Pre-Tax Adjustments	\$0.00
Less Customer Discount	(\$2,216.00)
Subtotal Discount	(\$2,216.00)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$48,399.00
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$48,399.00

Comments:

2024 Ford Ecoboost Utility Interceptor to the specifications as detailed. Registration fees are not included. Due to current market, lead time can not be guaranteed.

Utility ordering is scheduled to open in Oct/Nov with production starting in January 2024.

Dealer Signature / Date

Customer Signature / Date

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 19897. Data Updated: Jul 10, 2023 6:37:00 PM PDT.

Administration	Current	Proposed
Fax		0.5
Copies		
	BW .25 per page	
	Color	
Photos on CD DVD	\$3 each	
Public Records		0.25
Insufficient Funds Check		\$40
Police		
False Alarms		
	1st	\$10
	2nd	\$25
	3rd	\$50
	4+	\$100
Finger Printing	\$10 non school, \$0 School	\$10 non school
Paper Service		\$20

Utilites

Storm Sewer	NA	\$9 per quarter
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Licenses

Cigerrate		\$100	\$100
Dog			
Kennel		\$20	\$35 \$3 for every dog over 12
Transient Merchant		\$75	\$100
Short Term Rental (Vrbo, Air BnB)	N/A		\$250
Dances and Dance Halls		\$5	
Incidental Dancing	\$5 plus \$2 for each radio jukemox		
Amusement		\$10	
Side by Side and 4 wheeler permit	N/A		\$20
Mobile Home and Parks	\$2 per space and \$10 fee for assignemtn of License		
Liquor			
Class A Fermented Malt		\$100	
Class B Fermented Malt	\$100 per year \$10 per day (picnic)		
Class A liquor		\$300	
Class B Liquor		\$500	
Operators Lisc 2 years		\$40	
Provisional Lisc		\$15	
Class C Wine		\$100	
Temporary B retailiers Lisc		\$10	

Public Work

Snow Removal Side Walk		Contract Cost+10% billing
Fire Department		
Fire Calls Out side limits	N/A	\$300 per hour
Fire Calls in limits	N/A	\$100 per hour
Driveway Inspection	N/A	\$50
Building and Zoning		
Short Term Rental Inspection	N/A	\$50
Zoning Map		
New One and Two Family Home	\$450 + .20 per sq ft	

Residential Additions	\$200+.20 sq ft	
Residential Alteration	\$50+\$7 per \$1,000	
Comercial and Industrial (New)	\$600+.20 sq/ft on 10k then .10	
Comercial and Industrial (Additions)	\$400+.20 sq/ft on 10k then .10	
Comercial and Industrial (Alterations)	\$100+\$7 per \$1,000	
State Building Permit Seal	\$35 each	
Plan Review	10% of	
Additional Plan Review from changes	\$50 an hour	
Inspections outside Business Hours	\$50 an hour	
Re-inspection	\$100 for re-inspection over two inspection trips	
No Category Inspections	\$50 an hour	
Erosion Control Permit	\$100 for projects disturbing more than 1,000 s.f. of land and all new one and tow family dwellings	
Footing and Foundation	\$100 Flat Fee	
Renewal Fee	Half original fee (min \$50 max \$250)	
Roof over \$2000 value		\$50
Minor Repairs >\$2000 value	No Fee	
Minimum Fees		
Decks		\$100
Fences		\$50
Fireplaces		\$100
Porches and Gazebos		\$100
Pool requiring a permit		\$180
sign		\$50
Satellite TV Antenna		\$0
Sheds Detached Garge, Pole Building 300+Sq Ft	\$100 + \$0.10 per s.f. + \$50 per electrical, plumbing, and HVAC	

Separate Permit Fees

Move or Raze a building		\$100
Remodeling requiring permit	.50 per sq ft	
Minimum Housing Code Inspec.	\$55 per unit; \$40 re-inspection fee	
HVAC Comercial to \$50k value	\$100 +1% of total work	
HVAC Comercial over 50k value	\$500 plus .75% of value over \$500	
HVAC Residential	\$50 a unit	
Electrical Service Feeder Panel	\$50 each	
Electrical New Circuits	\$5 each	
Electrical Circuit Alterations	\$.50 per opening	
Plumbing Equipment Install	\$10 per fixture	
Plumbing Lateral Inspection		\$50
Zoning		
Conditional Use Pmerit	\$100 + publication	
CUP renewal		\$50
Board of Appeals Request		\$50
Variance Request		\$75
Rezoning Request		50%
Site Plan Review	\$100+\$500 escrow	
Annexation	\$250 min plus \$10 per acre	

Rentals

Park Rental	MP \$25, Oakey \$50	MP \$25, Oakey \$50
Village Hall		
Small Room		\$20 an hour
Large Room		\$50 an hour
Street Barricades for event permit	N/A	1-10 \$50 11-20 \$100
Traffic Cones for event permit	N/A	1-10 \$25 11-20 \$50

Permits			
Event Permit	N/A		\$100
Driveway Permit		\$0	\$25
Dumpster Permit			\$50



CATALIS Proposal

Harnessing Technology to Enhance Local Municipalities

Prepared For: Village of Osceola

Prepared By: Jackie Pankau-Daniels

Proposal Valid Until: 2023-09-30

THE LEADING PROVIDER OF SOFTWARE SOLUTIONS FOR GOVERNMENTS
AND CONSTITUENTS ACROSS NORTH AMERICA

About CATALIS

CATALIS is the transformational SaaS and integrated payments partner powering all levels and sizes of government – municipalities, counties, states, provinces and federal agencies. Our deep expertise, proven track record, and thoughtfully configured digital solutions have helped public servants across the U.S. and Canada to deliver at their highest ability on behalf of their communities.



CATALIS solutions are built to support governments of all sizes from villages and towns to rural and small cities. As a customer-driven service provider, our trusted advisors are dedicated to delivering advanced solutions that improve everyday municipal operations. Together, we can help your local government harness the latest technology to connect your local services directly with your community.

THE CATALIS ADVANTAGE

Our client-focused outlook coupled with our comprehensive software suite underlines our promise to work diligently to ensure that you receive exceptional value for your investment. From software development, to installation, training and ongoing support – we strive to understand your issues and be responsive to your needs.

Catalis offers a unique set of solutions that can be tailored to both rural and urban municipalities, highlighted by the following considerations:

Focus On Municipal Governments

We specialize in small-urban and rural-based municipalities.

Smart

Both complicated and repetitive tasks are easily completed.

Safe & Secure

Your municipal information is safe behind a modern security system.

Customized

No matter the size of government, you can get the perfect mix of tools that work best for you.

Trusted Advisors

Catalis provides a unique set of services and capabilities that have contributed to our reputation as municipal trusted advisors.

Flexible

Easily move your information and integrate with other third-party software.

Personal & Timely Support

Installation, training, or ongoing support, you get access to the people that designed your software.

Our knowledgeable staff consists of experts in municipal administration, operations, and technology to connect and simplify municipal information. Our team consistently strives to find technology and innovative solutions to help municipalities address their toughest challenges. This way, we empower municipalities to make data-informed decisions to provide value to their ratepayers.



Catalis solutions currently support 7,000+ local governments from rural to small urban municipalities in 54 states and provinces. As a customer-driven service provider, our trusted advisors are dedicated to delivering advanced solutions that improve everyday municipal operations. To help municipalities harness the latest technology to connect their citizens directly with local government, we go above and beyond to work closely with:

- Senior Administrators
- Public Works Departments
- Accounting and Finance Professionals
- Engineers
- Planning and Development Staff
- Corporate Services and Clerks
- With our solutions, your government can connect and simplify municipal information to deliver value



to your residents. We're here to help you to do more, with less. **In fact, with over 20 years of experience, our Public Works & Engagement solutions currently support 2,100+ municipalities across North America and have processed 9 million+ citizen requests to date.**

Municipal Websites Built For Administrators

Website management has been our area of expertise since 1999. Our municipal Website Management system has been developed specifically for the unique needs of a municipality.

Our website service includes everything you need to design, develop, host, and maintain your online

presence.

 Save 

Mobile Responsive Designs

Advanced Page Editors

Alert Pop-Up Notifications

Advanced User Accounts

Calendars

Online Form Builder

Notice Management

Bulk Messaging

Economic Development Dashboard Powered By Hundreds of Data Sources

CATALIS' Economic Development Platform automates the collection, visualization, and updates of millions of indicators so you can view, benchmark and compare municipalities across the United States and Canada. With budget-friendly solutions for civic dashboards, CATALIS provides governments with software to automate data and assist with investment attraction.

Community Performance Dashboard

CATALIS' Community Performance Dashboard is the best way to inform your citizens through customizable key performance indicators, making it easy to foster transparent communication with

your community.

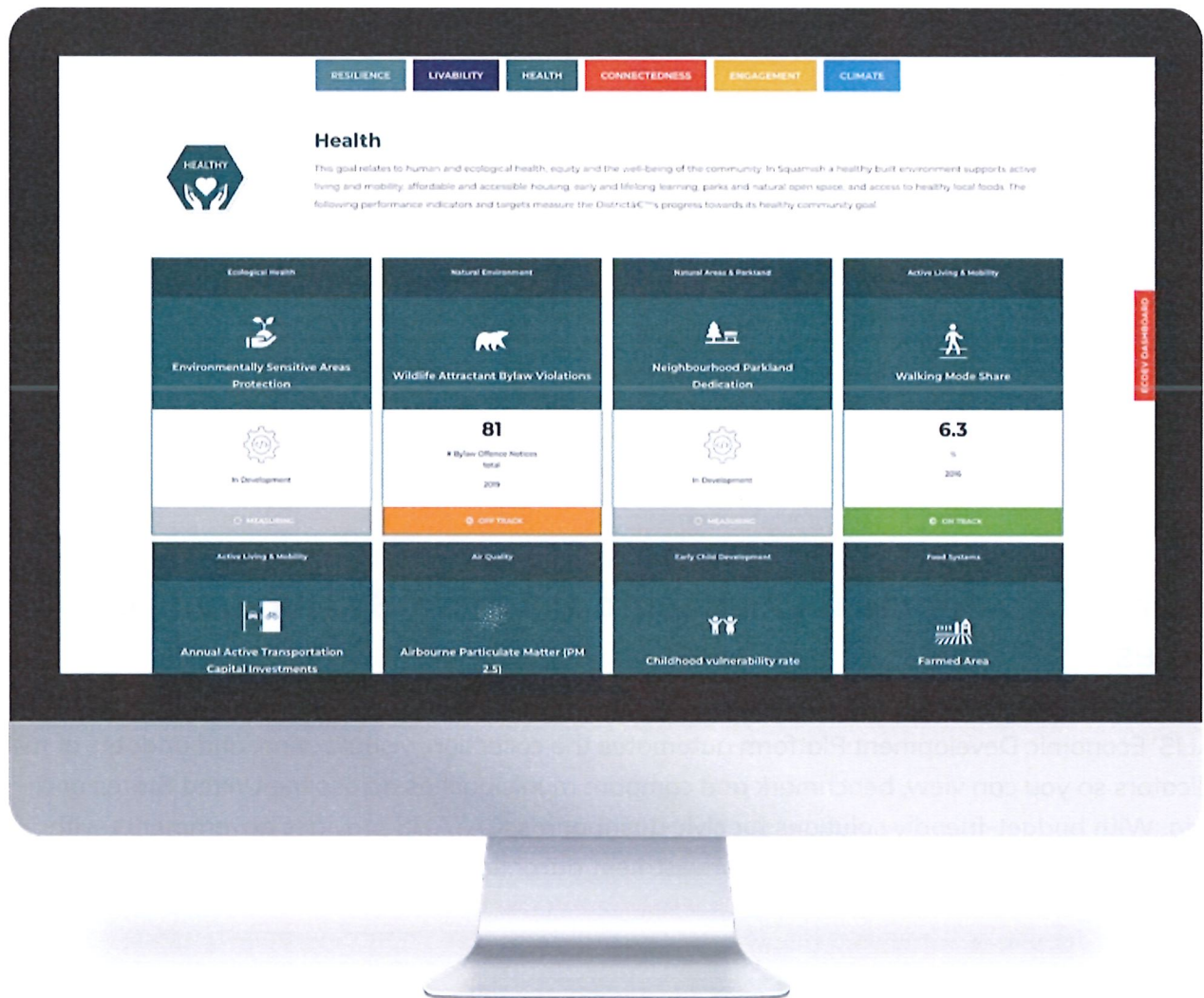
Save

Community Profiles

CATALIS updates your community profile from the most trusted and current data with the simple click of a button. Verify your profile to tell your story and add in custom data to showcase your municipality. CATALIS' visitor base is global and generates real leads from entrepreneurs to large companies.

Website Data Embeds

With only one line of code, CATALIS powers your website with up-to-date data on your municipality. Add even more custom data, let site selectors export raw data, or download charts for your next report.



Connecting Your Community One Message at a Time

Mass Notification incorporates 20 years of municipal experience and has been developed to provide municipal administrators with one central portal to send and manage communication messages to their residents on multiple media platforms.

The Mass Notification app also provides your residents with a communication link to your office for the latest municipal information, including direct feeds from your own municipal website for notices and events.

Live Emergency Alerting

Live feed and connections to Canada's emergency alert system: Alert Ready

Website Integration

Residents can register and manage their accounts directly from your website.

Account Management

Manage resident accounts and create groups for people to communicate easily & openly.

Communication Management

Send out targeted messages to specific contact groups or geospatial regions.

Mobile Access

Send out messages and access your account from a smartphone device.

Audio Voice and Text

Save

Upload recorded messages or type messages to be converted to voice to be sent

Recommendations & Pricing

We can offer 4 separate solutions to meet your needs at varying levels. Please note that Year 1 costs are shown below; each subsequent yearly fee will increase by 6% over the prior year.

Scenarios

Solution 1:	Solution 2:	Recommended	Solution 4:
\$6,000 / year	\$9,000 \$500 OFF \$8,500 / year	\$9,000 \$3,500 OFF \$5,500 / year	\$9,000 \$2,000 OFF \$7,000 / year
Select	Select	Select	Select
Website Management			

Website Management = \$6,000
Economic Development Dashboard = \$2,500

Website Management = \$5,000
Economic Development Dashboard = \$1,500
Mass Notification = \$5,000

Website Management = \$5,000
Economic Development Dashboard = \$2,000
Catalis Payments = \$0

Catalis Payments =
\$0

 Save



Bundled Package

YEARLY
\$11,500

Select

Description

Price

Website Management

\$5,000 / year
~~\$6,000~~ **\$1,000 OFF**

Economic Development Dashboard

\$1,500 / year
~~\$2,500~~ **\$1,000 OFF**

Mass Notification

\$5,000 / year
~~\$6,000~~ **\$1,000 OFF**

Catalis Payments

\$0 / year

In consideration for the provision of the development, hosting, application, customer service, and processing fees related to the Payment System, Customers will pay applicable fees ("Convenience Fees") of 2.99% (or a minimum of \$2.95) per card transaction and a flat fee of \$1.50 per e-check transaction processed via Catalis' Payment System.

All pricing and services below are subject to a signed license agreement based on a 4-year term, with annual renewal thereafter.

Please note that the price displayed in this proposal represents the year-one cost only. Subsequent years will incur an increase of 6% to the annual cost.

Total	\$0
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OUR SOLUTIONS

Our government-focused solutions pair industry expertise with advanced technology to deliver unparalleled benefits. With solutions that enable greater access to data, better citizen service, and more effective technology platforms, we drive agencies beyond the status quo of government processes.

Payments

Tax & CAMA

Courts & Land Records

Public Works & Engagement

Regulatory & Compliance

Contact Us

Website: catalisgov.com

USA: [833-781-8282](tel:833-781-8282)