

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

Date: Friday, September 8, 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. August 4, 2023
- 4) Discussion and Possible Action re:
 - a. Fee Schedule update
 - b. Website Comparison
 - c. Utilities discussion on Street & Storm Water
- 5) Future Agenda items and Updates
- 6) Adjourn

Carie Krentz
Village Clerk

VILLAGE OF OSCEOLA ADMINISTRATION & FINANCE COMMITTEE PROCEEDINGS
August 4, 2023

The Village of Osceola Administration & Finance Committee met on August 4th, 2023, at Village Hall. Chair Bruce Gilliland called the meeting to order at 9:00 a.m.

Present: Bruce Gilliland, Deb Rose, and Van Burch

Staff present: Devin Swanberg, Tanya Batchelor, and Ron Pedrys.

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

Ayes-3 Nays-0 Motion carried

Motion by Rose and seconded by Burch to approve the minutes dated July 7, 2023.

Ayes-3 Nays-0 Motion carried

Discussion and Possible Action re:

2023 Police Supervisor

Ron Pedrys explained that he would like to add a non-union Police supervisor position to start September 1, 2023, and promote Andrew Bach to this position. The reason for this position is to secure more supervision for staff and set up a command structure for operations if the chief is unavailable or unable to work. The Police Department recently lost Officer Gada; Officer Lehman will likely be done by January 1, 2024; and I will likely retire in the next 4-8 months. Hiring this supervisor will help things run as smoothly as possible in the coming months with all these changes. The Police and Fire Commission recommended approval of this request.

Motion by Burch and seconded by Rose to recommend approval to promote Officer Bach to Police Supervisor effective September 1, 2023, at a rate of \$37.13 per hour, \$3 per hour over the top patrol officer pay.

Early 2024 Police Squad Car Order

A squad car is in the capital plan for 2024, but the window for ordering will be open in October or November of this year. Ron requested permission to order the squad early so it can be delivered in 2024.

Motion by Burch and seconded by Rose to recommend approval to order the 2024 squad in 2023.

Civilian Evidence Technician

Ron requested permission to hire a part-time civilian evidence technician. Officers Lehman and Gada were previously taking care of this, but Officer Gada has left, and Officer Lehman is highly allergic to the items that are often collected into evidence. Ron has talked to someone who is already trained and certified and is waiting to hear back from her. Ron will also investigate sending others for training in February.

Motion by Rose and seconded by Burch to recommend hiring a civilian evidence technician.

Fire Department Airboat Purchase

Devin explained the Fire Department requested to purchase an airboat at the last meeting. They are short \$30,000 to cover the cost of the airboat. There was discussion regarding other sources of funding.

Motion by Burch and seconded by Rose to recommend approval of the purchase of the airboat, contingent upon securing the remaining \$30,000 needed to cover the entire cost of the boat.

Fee Schedule Update

Devin gave an update on the fee schedule. There was considerable discussion about specific fees. Devin will investigate ordinance changes needed for specific fees to be implemented. A rough draft of the fee schedule will be presented in September.

Budget Update

Devin explained that we will be meeting with department heads in the next week or two and get a proposed budget together. We should be able to have a meeting with the full board about the budget in October.

Combined Court Ordinance & Updates

Devin is still working on this with St. Croix Falls.

Website

Devin explained that our current website host is increasing their annual fee by almost double. Staff is looking into other options for website hosting.

Future Agenda items and Updates

None

Chair Gilliland adjourned the meeting at 10:07 a.m.

Respectfully Submitted by
Tanya Batchelor, Village Treasurer



Memo

To: Admin & Finance Committee
From: Carie Krentz, Village Clerk
CC: Devin Swanberg, Administrator
Date: September 7, 2023
Re: Website Provider Comparison

ITEM DESCRIPTION:

Last month our current website provider, Catalis, gave a proposal for continued website hosting services which showed an increase of \$2,700.00 per year to continue through them. Currently Village pays \$3,300 per year for website management and the proposed amount is \$6,000. With such a significant increase we got quotes from four other providers and have a breakdown shown in the attached documents.

Compared Proposals and quick breakdown from the following providers:

- The Bitworks – set-up fee of \$7,475, yearly website management of \$494.99 and yearly maintenance & update services of \$172.50. **1st year total of \$8,142.49 and then yearly costs of \$667.49.** This option provides the most flexibility with cost savings to the village each year even with the start-up fee.
- Munibit – no set-up fee (would transfer at no cost), **yearly website management of \$948** which includes hosting, maintenance & update services.
- Townweb – set-up fee of \$995, yearly website management of \$3,300 and yearly \$15 domain management fee. **1st year total of \$4,310 and then yearly costs of \$3,315.**
- Revize – set-up fee of \$9,000, yearly website management of \$2,200, which includes hosting, maintenance, update services. **1st year total of \$9,000 and then year costs of \$2,200.**

Funding for the website will continue to be covered with room tax funds the Village receives.

ATTACHMENTS:

1. Website Hosting Comparisons Breakdown
2. Website Service Costs for next 5 years (if pricing doesn't change)

RECOMMENDATION:

Staff is recommending approval to offer our website management services to The Bitworks as presented.

WEBSITE HOSTING COMPARISONS

	<u>CATALIS</u>	<u>BITWORKS</u>	<u>MUNIBIT</u>	<u>TOWNWEB</u>	<u>REVIZE</u>
Current Provider/costs:	\$ 3,330.00 /year - website mgmt				
Quotes:	6,000.00 /year - website mgmt	494.99 /year host website & WC Cert. 7,475.00 set-up fee 172.50 /year maintenance & updates	948.00 /year - website mgmt	3,300.00 /year - website mgmt 995.00 set-up fee 15.00 /year - domain mgmt	2,200.00 /year - website mgmt 9,000.00 set-up fee

WEBSITE SERVICE FOR NEXT 5 YEARS*

	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>TOTAL COSTS</u>	<u>SAVE/(OVER)</u>
Catalis	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	\$ 36,000.00	\$ (16,020.00)
Bitworks	8,142.49	667.49	667.49	667.49	667.49	667.49	\$ 11,479.94	\$ 8,500.06
MuniBit	948.00	948.00	948.00	948.00	948.00	948.00	\$ 5,688.00	\$ 14,292.00
TownWeb	4,310.00	3,315.00	3,315.00	3,315.00	3,315.00	3,315.00	\$ 20,885.00	\$ (905.00)
Revize	9,000.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	\$ 20,000.00	\$ (20.00)

*If pricing doesn't change.

What Village was paying in 2023	3,330.00	3,330.00	3,330.00	3,330.00	3,330.00	3,330.00	\$ 19,980.00	
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