

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

Date: Friday, October 6, 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. September 8, 2023
- 4) Discussion and Possible Action re:
 - a. Moving meeting time each month
 - b. Budget update
 - c. Hiring two police officers
 - d. Process for hiring new Police Chief
 - e. Horst Foundation Funding
 - f. Vacation time for accruing employees
 - g. RFP for Auditors – process to move forward
- 5) Future Agenda items and Updates
- 6) Adjourn

Carie Krentz
Village Clerk

**VILLAGE OF OSCEOLA ADMINISTRATION & FINANCE COMMITTEE PROCEEDINGS
SEPTEMBER 8, 2023**

The Village of Osceola Administration & Finance Committee met on September 8th, 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 Carie Krentz.

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

Motion by Burch and seconded by Rose to approve the minutes dated August 4, 2023.
Ayes-3 Nays-0 Motion carried

Discussion and Possible Action re:

Fee Schedule Update

Swanberg gave an update on the fee schedule and mentioned that he is checking on any fee increases that may negatively affect our levy. We need to balance the fees with the hours needed for enforcement. Also, we will take all fees out of our ordinances and reference a fee schedule that can be updated annually. There was discussion regarding event permits and staff time involved and other costs that could be covered by fees. Rose suggested possibly doing short educational videos about the miles of streets and sidewalks our public works department takes care of or about our water and sewer utilities to inform the public about exactly what we provide. There was also discussion regarding room rental fees for non-profit versus for-profit entities. A new memorandum of agreement needs to be completed with the Senior Center before the end of the year. Swanberg will continue to work on the fee schedule and bring it back to the next meeting.

Website

Swanberg explained that staff researched options for website hosting since the existing hosting service proposed a significant increase from \$3,300 per year to \$6,000. The following proposals were received:

The Bitworks - \$7,475 set-up, \$494.44 yearly management, plus \$172.50 yearly maintenance & update services. First year total is \$8,142.49, then yearly costs of \$667.49.

Munibit – no set-up fee, yearly website management of \$948 hosting, maintenance & update services

Townweb – set-up fee of \$995, yearly website management of \$3,300 and yearly \$15 domain fee. First year total \$4,310 and then yearly costs of \$3,315.

Revize – set-up fee of \$9,000, yearly website management \$2,200, includes hosting, maintenance, and update services. First year total of \$9,000 then yearly costs of \$2,200.

Staff recommended approval to offer our website management services to The Bitworks as presented, the cost to be covered by room tax funds. Burch moved to recommend to the board to approve the proposal from The Bitworks for the new website, seconded by Rose.

Ayes-3 Nays-0 Motion carried

Utilities Discussion on Street and Storm Water

Swanberg will check with the Department of Revenue to see what effect it would have on our levy if we were to create either of these. Many municipalities have created stormwater utilities. Swanberg is working with Angela Popenhagen and Baird on this process for creating the stormwater utility. Creating a transportation/street utility is more difficult. Swanberg will be meeting with the engineer from Wisconsin Rapids to get more information on how they created a transportation utility. The village board will discuss both the stormwater and transportation utilities at their meeting on Tuesday to give staff further direction.

Future Agenda items and Updates

Rose requested a list of cost sharing items or processes used by our departments, for example sharing our street sweeper with Dresser and them sharing their chipper with us.

Chair Gilliland adjourned the meeting at 10:09 a.m.

Respectfully Submitted by
Tanya Batchelor, Village Treasurer

Village of Osceola - Monthly Budget Report
Year to Date for Month Ending
9/30/2023

Village of Osceola	2023 Actuals @ 9/30/2023	2023 Budget	Variance (Over)/Under Budget	Percentage
Revenue				
Levy for General Fund	634,724	624,031	10,693	102%
Mobile Home Taxes	8,556	35,000	(26,444)	24%
Taxes from Utility	0	135,000	(135,000)	0%
Payment in Lieu of Taxes	3,423	4,000	(578)	86%
Interest / Penalty on Taxes	82	0	82	0%
Other Taxes	0	1,500	(1,500)	0%
Total Taxes	646,784	799,531	(152,747)	
Special Assessment Revenue	0	0	0	0
Police - State Aid in Training	0	1,200	(1,200)	0%
WI State Shared Revenue	78,312	324,297	(245,985)	24%
Expenditure Restraint	0	29,667	(29,667)	0%
Fire Insurance Fee	12,589	9,800	2,789	128%
Exempt Computer Aid	17,241	11,854	5,387	145%
EMS Funding Assistance Program	0	2,100	(2,100)	0%
WI State Transportation Aid Revenue	123,414	164,552	(41,138)	75%
Personal Property Aid	8,422	8,422	0	100%
LRIP Grant	0	0	0	0
Other Federal Grant - Police	0	0	0	0
Other State Grant	0	0	0	0
Other State Grant	3,715	0	3,715	0
Intergovernmental Revenues	243,693	551,892	(308,199)	
Licenses and Permits				
Liquor Licenses	5,901	5,200	701	113%
All non-liquor licenses	3,484	4,000	(516)	87%
Planning and Zoning Fees	550	950	(400)	58%
Building Permits	23,729	75,000	(51,271)	32%
Rental Licensing Fees	0	0	0	0%
Escrow - Engineering Review	19,154	10,000	9,154	192%
Cable Franchise Fees	11,230	20,000	(8,770)	56%
Street Opening Permits	1,053	1,100	(47)	96%
Downtown Parking Permits	800	500	300	160%
Licenses and Permits	65,900	116,750	(50,850)	
Fines, Forfeits and Penalties				
Forfeitures Collected	0	24,000	(24,000)	0%
Court Fines Revenue	303	200	103	151%
Parking Fines	0	100	(100)	0%
Fines, Forfeits and Penalties	303	24,300	(23,997)	
Public Charges for Service				
Dog Licenses	918	50	868	1837%

Village of Osceola - Monthly Budget Report
Year to Date for Month Ending
9/30/2023

Village of Osceola	2023 Actuals @ 9/30/2023	2023 Budget	Variance (Over)/Under Budget	Percentage
Charges for Public Service - Police	873	1,000	(127)	87%
Other - COPS Grant	0	32,500	(32,500)	0%
Minor Revenues	0	2,800	(2,800)	0%
Other Revenue	0	15,000	(15,000)	0%
Admin Assess Search	1,000	3,000	(2,000)	33%
Zoning Compliance Letters	0	500	(500)	0%
Public Fire Protection	0	239,454	(239,454)	0%
RDA Administrative Fee	0	41,000	(41,000)	0%
Fire Revenue from Townships	0	163,284	(163,284)	0%
Public Charges for Service	2,791	498,588	(495,797)	
	0	0	0	0
Misc General Revenue				
Interest Income	0	2,000	(2,000)	0%
CTH M Tower Rent - Alltel	12,258	14,858	(2,600)	83%
Bluff Tower Rent - T-Mobile	10,098	13,200	(3,102)	77%
Bluff Tower Rent- Nextel / Sprint	0	0	0	0%
Bluff Tower Rent - Verizon	15,127	34,696	(19,569)	44%
Bluff Tower Rent- Cingular / ATT	12,600	21,158	(8,558)	60%
CTM Tower Cedar Cliff	2,160	3,240	(1,080)	67%
Sale of Assets	0	0	0	0%
Recoveries and Reimbursements	857	1,500	(643)	57%
Recoveries and Reimbursements	2,962	7,500	(4,538)	39%
Recoveries and Reimbursements	0	0	0	0%
Recoveries and Reimbursements	5,000	0	5,000	0%
Donations	15,000	0	15,000	0%
Misc. Revenues	82	10,000	(9,918)	1%
Refund Prior Year Expense	0	0	0	0
Misc. General Revenue	76,143	108,152	(32,009)	
Other Financing Sources				
Transfer In -Room Tax Fund	0	5,000	(5,000)	0%
Transfer In - Water Fund	0	59,000	(59,000)	0%
Transfer In - Sewer Fund	0	55,000	(55,000)	0%
Fund Balance Applied				
TID Closure Funds				
Subtotal Other Financing Sources	0	119,000	(119,000)	
TOTAL REVENUE	1,035,614	2,218,213	(1,182,599)	47%
GENERAL FUND EXPENSES -SUMMARY				
Legislative	66,477	73,013	(6,536)	91%
Administration	335,545	244,735	90,810	137%

Village of Osceola - Monthly Budget Report
Year to Date for Month Ending
9/30/2023

Village of Osceola	2023 Actuals @ 9/30/2023	2023 Budget	Variance (Over)/Under Budget	Percentage
Police	565,974	837,789	(271,815)	68%
Fire	94,347	172,644	(78,297)	55%
Street	160,406	237,880	(77,474)	67%
Street Lights	19,445	53,872	(34,427)	36%
Storm Water	10,194	15,942	(3,797)	64%
Street Signs	5,997	13,381	(7,384)	45%
Garage and Maintenance	66,050	76,383	(1,873)	86%
Sanitation	9,627	11,262	(1,635)	85%
Parks	76,756	121,488	(44,732)	63%
Economic Development	19,848	18,210	1,638	109%
General Fund Transfers	0	186,500	(186,500)	0%
Public Fire Protection (Hydrants)*	0	239,454	(239,454)	0%
Ambulance*	41,805	41,805	0	100%
Building Inspection*	20,006	40,000	(19,994)	50%
Insurance *	0	2,500	(2,500)	0%
Insurance Highway*	0	2,500	(2,500)	0%
Auditor	19,880	20,000	(120)	99%
Assessor	12,600	11,900	700	106%
Assessor Manufacturing	0	2,200	(2,200)	0%
TOTAL GENERAL FUND OPERATING EXPENDITURES	1,524,956	2,425,958	(890,591)	63%
REVENUE OVER (UNDER) EXPENSES	(489,342)	(207,745)	(292,008)	

REVENUES TO BE COMING

Balance of Shared Revenue will come in November	245,985
PILOT Pmt coming in November	6,406
Remaining Transportation Aids coming in October	41,438
Tfr in Room Tax - Journal Entry made in December	5,000
Tfr in Water Fund - Journal Entry made in December	59,000
Tfr in Sewer Fund - Journal Entry made in December	55,000
Remaining Tower Rent coming before end of year	34,909
TOTAL	447,738



Memo

To: Admin & Finance Committee
From: Tanya Batchelor, Treasurer
Date: 10/6/2023
Re: Item 4d: Vacation Time for Accruing Employees

ITEM DESCRIPTION:

All employees hired after January 1, 2017 follow the same schedule as other employees, but the vacation is accrued each pay period throughout year according to the vacation schedule in the employee handbook. It also states in the handbook that a maximum of 40 hours vacation may be carried over into the next vacation year with approval. For employees hired prior to January 1, 2017, they are given all their vacation on January 1 each year, so this 40-hour maximum makes sense. For the employees who accrue vacation, this 40-hour maximum puts additional limits on this group of employees. If an employee who accrues vacation, carries over 40 hours and then uses it in the first month or so, it will take several months to accrue another 40 hours. Employees who receive all their vacation on January 1, can use it as they wish throughout the year.

RECOMMENDATION:

Staff is recommending a review and possible change to the 40-hour maximum vacation carried over for employees who accrue vacation. Options: 1) Increase the carry-over maximum to 80 hours or whatever the board feels appropriate; 2) After completing 1 year of employment, employees change over to receiving all vacation on January 1 each year; 3) Allow Administrator to approve carry over of additional 40 hours to be used in the first two months of the year for employees who accrue vacation.