

**VILLAGE OF OSCEOLA  
REGULAR BOARD MEETING PROCEEDINGS  
May 14, 2024**

The Village of Osceola met for a Regular meeting on May 14, 2024, at Village Hall. Village President Lutz called the meeting to order at 6:00 pm.

Present: Brad Lutz, Neil Kline, Van Burch, Arvid Maki, Ron Pedrys and Mike Sine

Absent: Marsha Hovey

Staff present: Devin Swanberg, Carie Krentz, Ann Miller, Todd Waters, Andrew Bach, Rick Caruso, Paul Elfstrom and Joey Cutts

Motion by Maki and seconded by Kline to approve the agenda.

Ayes-6                      Nays-0                      Motion carried

Motion by Pedrys and seconded by Burch to approve the consent agenda.

Ayes-6                      Nays-0                      Motion carried

**Public input and ideas (Limit 5 minutes per speaker)**

n/a

**Reports: Staff reports**

Building Inspection: Swanberg stated permits issued were low for April with mainly replacements.

Administration: Swanberg stated we had our auditors on site today and confirmed we will receive sooner than last year. Gave a quick update on other items staff is working on, himself looking at updating ordinances. Also, planning to be out of the office the first two weeks of June.

Police: Bach stated the PD generated 343 calls, 62 incidents and traffic reports with 5 arrests. Officers had 61 traffic stops and issued 33 municipal citations. St. Croix Falls responded 14 times and made 1 arrest under our agreement and reviewed his memo to the board.

Public Works: Waters reviewed his memo to the board and state he is looking into electronic locks for Mill Pond but did not receive any quotes as of the meeting.

Utilities: Caruso reviewed his memo to the board.

Library: Miller reviewed Library Director memo.

Fire: Elfstrom went through runs for the month of April with 8 runs total last month, 4 in Village of Osceola, 3 in Town of Farmington and 1 Mutual Aid Allied Dresser and reviewed his memo. Also stated Airboat is expected 2<sup>nd</sup> week of July.

Chamber of Commerce/Mainstreet: Yager reviewed memo and highlighted two new businesses to downtown, The Burrow and Valley of the Ink'd. As well as winners at the 33<sup>rd</sup> Annual Wisconsin Main Street Awards being Coming Home for Best Business Visual Merchandising (Interior) and Brandon Koehler for 2023 Community Champion.

**Other business – discussion and possible action re:**

**Arbor Day 2024 Proclamation**

Waters stated the Village has been apart of Tree City program for 16 years and as part of this program the Village is required to celebrate Arbor Day and requested approval of the Arbor Day 2024 Proclamation.

Motion by Maki and seconded by Kline to adopt the Arbor Day 2024 Proclamation for May 23, 2024 as presented.

Ayes-6                      Nays-0                      Motion carried

**Mowing RFQs**

Waters posted for mowing RFPs for roughly 8 spaces within the Village on a weekly basis. We received 3 bids by the time of closing on May 3, 2024. Pricing continues to rise and after reviewing all bids is recommending awarding bid to Lakefront Lawn and Dock at \$13,750.

Motion by Burch and seconded by Pedrys to approve Lakefront Lawn & Dock for the mowing contract at \$13,750 as presented.

Ayes-6                      Nays-0                      Motion carried

**Veterans Site**

Waters stated met with Veterans group regarding improvements to the Memorial site, which include electricity, lighting, water and irrigation. Reviewed proposal and informed the group maintenance and utility shed would be required. All the costs would need to be covered by the Memorial group except for the concrete pad which would cost \$700. Not received at the time of meeting is an MOU with Waterworks Irrigation for the maintenance and upkeep of the irrigation system. It was determined to not vote until MOU is received.

**Resolution #24-07 Ratifying Resolution #24-05 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,410,000 General Obligations Promissory Note**

Swanberg stated this resolution is needed to make sure all steps are met and it could not be determined if paper got notification of last months meeting 24 hours before that meeting. This resolution is to confirm the decision to approve Resolution #24-05 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,410,000 General Obligations Promissory Note.

Motion by Lutz and seconded by Maki to adopt Resolution #24-07 ratifying Resolution #24-05 and approve the not to exceed the \$2,410,000 including the maintenance borrow to balance the budget and CIP borrow.

Aye-6                      Nay-0                      Motion carried

**Ordinance #24-02 Amend Chapter 59-15: Salaries & Compensation – Final Read**

This is the final update to Amend Chapter 59-15 to include item A and get the accurate pay for President and Trustees into code, which staff believes happen either at the end of 2015 or in 2016.

Motion by Burch and seconded by Kline to approve Ordinance #24-02 Amend Chapter 59-15: Salaries & Compensations.

Ayes-6                      Nays-0                      Motion carried

**Ordinance #24-03 Amend Chapter 219-13(C) R-3 Multi-Family Residential District**

Swanberg stated this ordinance was voted and recommended to Village Board by the Planning Commission last week. Our ordinance did not clarify how large or small a lot had to be for a building. This ordinance amendment clarifies limiting to 12 units or fewer per 12,000 square feet (minimum size).

Motion by Maki and seconded by Kline to approve Ordinance #24-03 Amend Chapter 219-13(C) R-3 Multi-Family Residential District.

Ayes-6                      Nays-0                      Motion carried

**Procurement Policy**

Swanberg stated the attached Procurement Policy was recommended for approval by the Admin & Finance Committee last week. The Village does not current have one and some federal grants require this with the application. Does not change how we do things just putting a policy in place.

Motion by Burch and seconded by Sine to adopt the Procurement Policy as presented.

Ayes-6                      Nays-0                      Motion carried

**Final Comprehensive Outdoor Recreation Plan (CORP) & Resolution #24-06 Approving the Village of Osceola CORP Plan**

Swanberg stated recommended for approval by the Planning Commission last week as well as staff review ready for approval. Drew Lindh from MSA summarized what the CORP Plan states and is needed for DNR stewardship funding and will be good for the next 5 years. It was stated there is no public hearing needed for a CORP plan, the input came from all the public input from the survey for the Comprehensive Plan, which requires a public hearing and will be held later this summer. This plan helps the Village stay on track with projects that will tie into our CIP (funding).

Motion by Burch and seconded by Kline to approve Resolution #24-06 Approving the Village of Osceola CORP Plan.

Ayes-6                      Nays-0                      Motion carried

**Cascade Falls Stewardship Application**

Lindh wanted to share the Village’s current stewardship application for Phase 1 of Cascade Falls. The two requests are (1) Stewardship/Land & Water Conservation (up to 50% match) in the amount of \$710,347.50 or (2) Recreation Trails Program (up to 80% match) in the amount of \$250,000, with total project costs at \$1,420,695. Went over the cost estimate and highlighted the amount. All the numbers have been inflated and the proposed design (items such as the stairs and overlook) may have to be addressed to reduce the overall project costs. Expecting to know if awarded funding and the amount sometime near September. Discussion on items in current plan presented.

**Discussion & Adoption of CIP Plan & Resolution #24-08 Adopting the Capital Improvement Plan**

Swanberg started out saying is looking for a motion to approve a 2024-2025 CIP Plan and continue to work on year following that. Lindh stated he is working with Caruso on the Utility CIP. The plan shows the projects and estimated funding needed for those projects. Lindh feels the Village needs to create more TIDs for relief on the CIP. Lutz mentioned we have a current TID with a legal issue and need to wait to see what will happen with that one. Discussion regarding other TID options. The CIP is a moving document, if projects need to be swapped that is possible but it is a good road map for staff and board. Swanberg informed the board that Batchelor, Treasurer, will be tracking spending on CIP that has not been done in the past.

Motion by Kline and seconded by Burch to approval of the 2024-2025 CIP Plan as presented.

Ayes-6                      Nays-0                      Motion carried

**Simmon Drive Bids**

Angela Popenhagen from Stantec stated BIDs were opened on May 9, 2024 and we received 6 very competitive bids. Albrightson Excavating was the lowest bid at \$361,662 and has worked with them multiple times and a reputable company. Looking for a motion to approve the bid and begin construction. We have received a 50/50 LRIP grant. There are some engineer costs that need to be added and next meeting total breakdown will be presented to the board and expecting to be under budget.

Motion by Maki and seconded by Pedrys to approve Simmon Drive Bid with Albrightson Excavating for \$361,662 as presented.

Ayes-6                      Nays-0                      Motion carried

**Police Combination with St. Croix Falls**

Swanberg and Bach have had many meetings with St. Croix Falls and it’s at the point where he’s requesting an Ad Hoc Committee be established to go over the specifics to the consolidation process and negotiation terms. Looking for two board members to join himself, Bach and two board members along with West, Administrator and their police Chief Murphy. Trustees Burch & Pedrys volunteered being the Villages two members. Swanberg mentioned that having a combined department would be trying to attract same officers and would save both municipalities funds. Discussion on fund savings and working together to create larger department to find staffing our Village needs.

Motion by Lutz and seconded by Kline to establish Ad Hoc Committee, appointment Bruch and Pedrys, to complete the police department merger as presented.

Ayes-6                      Nays-0                      Motion carried

**Approve 2024/25 Board Commission/Committee appointments and Resident appointments**

Motion by Burch seconded by Maki to approve 2024/25 Board Commission/Committee appointments and resident appointments as presented.

Ayes-6                      Nays-0                      Motion carried

**Skate Park Plan**

Swanberg referred to the information in the packet for the Skate Park Plan and stated that Planning Commission has recommended approval. The park will be built by a private entity, which allows them to choose a vendor of their choice and will need a building permit, that can be waived if so choose. They will continue to fundraise for maintenance work. Discussion on parking which can be determined at a later date. Currently have \$170K and still doing fundraising. The License Agreement is a right to enter and allowing a private entity to construct operations on Village owned property.

Motion by Lutz and seconded by Burch to approve the Skate Park Plan including License Agreement as presented.

Ayes-6                      Nays-0                      Motion carried

**Oakey Park Combination**

Motion by Sine and seconded by Pedrys to merge all Oakey Park parcels into one.

Ayes-6                      Nays-0                      Motion carried

**Friedel – Village Land Agreement**

Swanberg explained a retaining wall at 421 Ladd Lane got built without a permit because land owners were told by their contractor it was not needed. To rectify the situation the following was presented: (1) Building permit penalty, roughly \$500; (2) Survey for property line – to show where they encroached on Village property; (3) Transfer of land ownership; and (4) Compensation to the Village. These recommendations were approved by the Planning Commission. Discussion on all options. There were overlooked items in this situation and overall board felt the above are the Village processes and should be enforced. It is presented tonight due to the transfer of land.

Motion by Burch and seconded by Lutz to recommend staff to proceed as presented.

Ayes-6                      Nays-0                      Motion carried

**August 13<sup>th</sup> meeting date to be moved**

Motion by Kline seconded by Burch to move the August meeting to August 14<sup>th</sup>.

Ayes-6                      Nays-0                      Motion carried

**Future agenda items and updates**

Maki – post office off of main street/alternative drop box

Sine – wanted to make sure staff is getting insurance for special events

Lutz – liquor license request from Braves organization and special meeting, publish notice

President Lutz adjourned the meeting at 8:25 pm.

Respectfully submitted by

Carie Krentz, Village Clerk