

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

Date: Wednesday, July 3, 2024
Time: 4:30 p.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. May 7, 2024
- 4) Discussion and Possible Action re:
 - a. Discuss and vote on Chair for committee
 - b. Write-offs for uncollectable delinquent personal property taxes
 - c. Budget update
- 5) Future Agenda items and Updates
- 6) Adjourn

Carie Krentz
Village Clerk

NOTE: It is possible that members of other governmental bodies of the municipality may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Village Hall at (715) 294-3498.

VILLAGE OF OSCEOLA ADMINISTRATION & FINANCE COMMITTEE PROCEEDINGS
May 9, 2024

The Village of Osceola Administration & Finance Committee met on May 9, 2024, at Village Hall. Meeting called the meeting to order at 4:34 pm.

Present: Van Burch (virtual) and Brad Lutz

Staff present: Devin Swanberg, Tanya Batchelor, Carie Krentz and Andrew Bach

Motion by Burch and seconded by Lutz to have Lutz chair meeting.

Ayes-2 Nays-0 Motion carried

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

Ayes-2 Nays-0 Motion carried

Motion by Burch and seconded by Lutz to approve the minutes dated April 4, 2024.

Ayes-2 Nays-0 Motion carried

Discussion and Possible Action re:

PW 2nd Temporary Summer Position

Swanberg stated Public Works (PW) is looking for a 2nd temporary summer position. Between Room Tax funds and extra in snow removal the 2nd position could be funded. Also, by having two positions hoping for complete coverage for the summer while staff takes vacations.

Motion by Burch and seconded by Lutz to approve 2nd summer position.

Ayes-2 Nays-0 Motion carried

Electronic Locks – no information, was not discussed.

Procurement Policy

Swanberg stated this policy went through Planning Commission last month and they asked for more information be included. This is the result of that request. Does not change our current procedure, just defines and puts into policy. This policy is also needed to provide for grant funding applications, which caused this to be done.

Motion by Lutz and seconded by Burch to recommend to the Board the approval of the Procurement Policy.

Ayes-2 Nays-0 Motion carried

Discussion and Adoption of CIP Plan

Drew Lindh from MSA Professional Services started out that this document needs to be updated. Currently working with Caruso, Utilities, to go over changes he feels are necessary. Discussion on a few items listed, skate park and new squad, it was clarified that the new squad was ordered in 2023 for the 2024 CIP funds. Lindh stated the plan goes over projects, processes, helps clarify, and a 5% inflation. He feels there are to large a projects and feels Village will need to create more TIDs to help with those.

Motion by Lutz and seconded by Burch to recommend to the Board for approval the 2024-2025 CIP Plan.

Ayes-2 Nays-0 Motion carried

Police Combination with St. Croix Falls

Swanberg said finally at a point to get Board members and City members together to work through the specifics of the combination. Looking to create an Ad Hoc Committee with two board member, two city members along with both administrators and police chiefs.

Motion by Burch and seconded by Lutz to recommend to Board to establish Ad Hoc Committee.

Ayes-2 Nays-0 Motion carried

School Resource Officer

Swanberg stated the school approached Village/Police Dept to implement a school resource officer. School covering 75% of salary and Village at 25%. School was only interested in this if able to apply for a JUST Grants COPS Grant which closes on June 1, 2024. Feels with the current state of the department and the short timeline for applying this would not be achievable for this year. Board members agreed and no action was taken.

ARPA funds update

Batchelor gave an update on how the funds were/going to be spent with the ARPA funds. Funds need to be used by 2024 and by using the ARPA funds will free up CIP funds for other projects.

Budget Update

Showing update information, nothing unusual. Auditors will be in the office next Tuesday and expecting to receive complete audit much earlier than last year.

July meeting date

Decided to have meeting on Wednesday, July 3rd at the same time and place.

Future Agenda items and Updates

n/a

Member Lutz adjourned the meeting at 5:14 pm.

Respectfully Submitted by
Carie Krentz, Village Clerk



Memo

To: Administration and Finance Committee
From: Tanya Batchelor, Village Treasurer
CC: Village Board
Date: June 28, 2024
Re: Write Off Delinquent Personal Property Taxes

At the direction of our auditors, we need action to allow the delinquent personal property taxes, listed in the attached spreadsheet, that are deemed uncollectible to be written off.

Recommendation

Recommend to the board to write off the delinquent personal property taxes that have been deemed uncollectible.

WRITE- OFF DELINQUENT PERSONAL PROPERTY TAXES												
		LAST	FIRST					2019 TAX	2020 TAX	2021 TAX	2022 TAX	
	Company Name	NAME	NAME	Address	City	State	Zip Code	Amount	Amount	Amount	Amount	TOTAL
165-05375-0000	Autumn House Inn	Brunno	Ben	305 River Street	Osceola	WI	54020	1,772.11	1,622.60	1,619.02		
165-05374-0000	BPMotorsports	Penders	Bobby	2869 200th Street	Luck	WI	54853	24.65		23.92		
165-05300-0000	Motion Trophies			PO Box 487	Osceola	WI	54020	73.95	71.89	71.74		
165-05319-0000	Mr. Deals	Johnson	Travis	710 Cascade Street	Osceola	WI	54020	36.97	36.56	35.87	22.27	
165-05050-0000	PYs Tavern	Johnson	Scott	PO Box 733	Osceola	WI	54020	147.87	143.80			
165-05088-0000		Anderson	Roger	20995 Valley View La	Shafer	MN	55074		613.56			
								2,055.55	2,488.41	1,750.55	22.27	6,316.78

Village of Osceola - Monthly Budget Report
Year to Date for Month Ending
6/30/2024

Account Number	Village of Osceola	2024 Actuals @ 6/30/2024	2024 Budget	Variance (Over)/Under Budget	Percentage
Revenue					
100-00-41110-000-000	Levy for General Fund	0	668,763	(668,763)	0%
100-00-41140-000-000	Mobile Home Taxes	15,075	20,000	(4,925)	75%
100-00-41310-000-000	Taxes from Utility	0	103,070	(103,070)	0%
100-00-41320-000-000	Payment in Lieu of Taxes	8,087	4,721	3,366	171%
100-00-41800-000-000	Interest / Penalty on Taxes	0	0	0	0%
100-00-41900-000-000	Other Taxes	0	1,500	(1,500)	0%
	Total Taxes	23,162	798,054	(774,892)	
100-00-42300-000-000	Special Assessment Revenue	0	1,700	(1,700)	1,700
100-00-43410-000-000	WI State Shared Revenue	0	401,675	(401,675)	0%
100-00-43415-000-000	Expenditure Restraint	0	0	0	
100-00-46220-000-000	Fire Insurance Fee	0	12,589	(12,589)	0%
100-00-43430-000-000	Exempt Computer Aid	0	13,503	(13,503)	0%
100-00-43531-000-000	WI State Transportation Aid Revenue	75,592	151,185	(75,593)	50%
100-00-43440-000-000	Personal Property Aid	8,571	8,571	0	100%
100-00-43534-000-000	LRIP Grant	0	0	0	0
100-00-43535-000-000	Other Federal Grant - Police	0	250	(250)	250
100-00-43690-000-000	Other State Grant	0	0	0	0
	Intergovernmental Revenues	84,164	587,773	(503,609)	
	Licenses and Permits				
100-00-44100-000-000	Liquor Licenses	0	0	0	
100-00-44200-000-000	All non-liquor licenses	2,369	4,000	(1,631)	59%
100-00-44400-000-000	Planning and Zoning Fees	190	1,000	(810)	19%
100-00-44300-000-000	Building Permits	37,030	65,000	(27,970)	57%
100-00-44405-000-000	Escrow - Engineering Review	0	15,000	(15,000)	0%
100-00-44900-000-000	Cable Franchise Fees	6,581	15,000	(8,419)	44%
100-00-46311-000-000	Street Opening Permits	1,400	1,250	150	112%
100-00-46330-000-000	Downtown Parking Permits	51	1,000	(949)	5%
	Licenses and Permits	47,622	102,250	(54,628)	
	Fines, Forfeits and Penalties				
100-00-45100-000-000	Court Fines Revenue	10,330	24,200	(13,870)	43%
100-00-45110-000-000	Parking Fines	0	100	(100)	0%
	Fines, Forfeits and Penalties	10,330	24,300	(13,970)	
	Public Charges for Service				
100-00-44102-000-000	Dog Licenses	703	900	(197)	78%
100-00-46211-000-000	Charges for Public Service - Police	396	1,000	(604)	40%
	Other - COPS Grant	0	0	0	
	Minor Revenues	0	0	0	
	Other Revenue	0	0	0	
100-00-46100-000-000	Admin Assess Search	575	1,500	(925)	38%
100-00-44401-000-000	Zoning Compliance Letters	0	250	(250)	0%
100-00-47491-000-000	Public Fire Protection	0	239,454	(239,454)	0%
100-00-46850-000-000	RDA Administrative Fee	0	41,000	(41,000)	0%
100-00-46222-000-000	Fire Revenue from Townships	0	193,903	(193,903)	0%
	Public Charges for Service	1,674	478,007	(476,333)	
		0	0	0	0
	Misc General Revenue				
100-00-48100-000-000	Interest Income	0	3,500	(3,500)	0%
100-00-48309-000-000	Sale of Property				
100-00-48310-000-000	Sale of Assets	8,000	0	8,000	0%
100-00-48440-000-000	Recoveries and Reimbursements	0	0	0	
100-00-48401-000-000	Recoveries and Reimbursements	29	7,500	(7,471)	0%
100-00-48500-000-000	Donations	15,000	16,000	(1,000)	0%

Village of Osceola - Monthly Budget Report
Year to Date for Month Ending
6/30/2024

Account Number	Village of Osceola	2024 Actuals @ 6/30/2024	2024 Budget	Variance (Over)/Under Budget	Percentage
100-00-48900-000-000	Misc. Revenues	0	2,000	(2,000)	0%
100-00-48990-000-000	Refund Prior Year Expense	0	0	0	0
	Misc. General Revenue	23,029	29,000	(5,971)	
	Other Financing Sources				
100-00-49280-000-000	Transfer In -Room Tax Fund	0	5,000	(5,000)	0%
100-00-49600-000-000	Transfer In - Water Fund	0	146,155	(146,155)	0%
100-00-49620-000-000	Transfer In - Sewer Fund	0	45,820	(45,820)	0%
	Borrow for Maintenance Items				
	Subtotal Other Financing Sources	0	196,975	(196,975)	
	TOTAL REVENUE	189,980	2,216,359	(2,026,379)	9%
	GENERAL FUND EXPENSES -SUMMARY				
	Legislative	20,987	116,965	(95,978)	18%
	Administration	225,728	253,835	(28,107)	89%
	Police	259,064	791,465	(532,401)	33%
	Fire	88,602	204,200	(115,598)	43%
	Street	64,276	251,440	(187,164)	26%
	Street Lights	17,993	44,180	(26,732)	41%
	Storm Water	6,722	16,255	(7,122)	41%
	Street Signs	4,319	14,520	(10,201)	30%
	Garage and Maintenance	61,412	78,995	(5,047)	78%
	Sanitation	8,455	9,425	(970)	90%
	Parks	57,434	132,440	(75,007)	43%
	Economic Development	11,450	16,573	(5,123)	69%
	General Fund Transfers	186,500	179,000	(179,000)	104%
100-00-52210-226-000	Public Fire Protection (Hydrants)*	0	239,454	(239,454)	0%
100-00-52300-000-000	Ambulance*	42,360	42,360	0	100%
100-00-52400-215-000	Building Inspection*	32,564	40,000	(7,436)	81%
100-00-51930-511-000	Insurance *	2,500	5,000	(2,500)	50%
	Insurance Highway*	2,500	0	2,500	
100-00-51510-215-000	Auditor	6,588	20,000	(13,413)	33%
100-00-51530-215-000	Assessor	7,920	13,200	(5,280)	60%
100-00-51530-390-000	Assessor Manufacturing	0	2,400	(2,400)	0%
	TOTAL GENERAL FUND OPERATING EXPENDITURES	1,107,373	2,471,707	(1,536,432)	45%
	REVENUE OVER (UNDER) EXPENSES	(917,392)	(255,348)	(489,947)	