

NOTICE
VILLAGE OF OSCEOLA
REGULAR BOARD MEETING

Date: September 10, 2024

Time: 6:00 pm CST

Place: Board Room, Room 205 (310 Chieftain Street)

AGENDA

1. Call to order
2. Approval of the agenda
3. Approval of the Consent Agenda items:
 - a) Approval of the minutes:
 - i. Regular meeting dated August 14, 2024
 - b) Licenses and Permits:
 - i. Temporary Alcohol Beverage License
 - a. Christian Community Homes – September 14, 2024
 - ii. Operator’s Licenses
 - a. Michelle Jorgensen – Lucky Seven
 - b. Lily Metheny – Tippy Canoes
 - c. Jayden Yanez – Lucky Seven
 - d. Trudy Thiel – Christian Community Homes
 - iii. Special Event Permits
 - a. Valley Brew Fest
 - b. Pumpkin Express
 - c) Board, Committee, Commission and Agency Reports:
 - i. Admin & Finance August 8, 2024 (Committee approved September 5, 2024)
 - ii. Airport Commission July 15, 2024 (Commission approved August 19, 2024)
 - iii. Library Board July 11, 2024 (Commission approved August 8, 2024)
 - iv. Planning Commission August 6, 2024 (Commission approved September 3, 2024)
 - d) Approval of vouchers payable
 - e) Budget summary
4. Public input and ideas (Limit 5 minutes per speaker)
5. Reports:
 - a) Staff reports
 - i. Library
 - ii. Fire
 - iii. Police
 - iv. Public Works
 - v. Utilities
 - vi. Building Inspection
 - vii. Administration
 - b) Chamber of Commerce/Mainstreet

6. Other business – discussion and possible action re:
 - a) Additional 2024-2025 Poll Worker Appointments
 - b) New Oakey Park Parking
 - c) Building HVAC System
 - d) Impact Fee and Needs Assessment
 - e) Pinnacle Development Concept
 - f) Remove Interim for the Police Chief
 - g) Post for 2 Police Officer Positions
 - h) Fire Hall Roof
 - i) Skatepark Update
 - j) New Administrator Review Process
7. The Board may consider going into closed session pursuant to Wisconsin Statute §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This pertains to salaries and levels for police officers.
8. The Board will come out of closed session proceedings and may act on items discussed in closed session.
9. Future agenda items and updates
10. Adjourn

The Power of 10 are the 10 most significant assets in the community identified by the Board. They are listed below:

- | | | |
|--------------------|--|---|
| 1. Schools | 5. Falls | 9. Medical Services |
| 2. Airport | 6. Downtown Businesses | 10. Recreational opportunities and the Braves
(tied ranking for number 10) |
| 3. Industrial Park | 7. Personalization/Historic of Downtown Feel | |
| 4. River | 8. Access to major population center | |

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. Meetings may be recorded for public viewing and record retention.

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
REGULAR BOARD MEETING PROCEEDINGS
August 14, 2024

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

Present: Brad Lutz, Van Burch, Arvid Maki, Ron Pedrys, Mike Sine, and Marsha Hovey

Absent: Neil Kline

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

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

Ayes-6 Nays-0 Motion carried

Motion by Sine and seconded by Burch to approve the consent agenda except 3biv, Special Event Permits.

Ayes-6 Nays-0 Motion carried

3biv: Special Events Permits:

Sine has an issue with permits not being complete. No phone numbers included on Fun Run and map area exceeds Village land. Also mentioned insurance, which was provided by both applicants. Krentz stated insurance is not included in packet due to dollar amounts being listed on some and that memo stated both have been received. Discussion took place, the phone numbers for Fun Run are Brad Lutz’s 715-417-2097 and Kelly Kneath is 715-220-5979. Discussion directed staff to push applicants to complete applications fully for approval.

Motion by Maki and seconded by Sine to approve Fun Run with numbers being added and to table Valley Brewfest until September.

Ayes-6 Nays-0 Motion carried

Public input and ideas (Limit 5 minutes per speaker)

n/a

Reports: Staff reports

Utilities: Caruso reviewed his memo to the board.

Library: Miller reviewed Library Director memo.

Fire: Elfstrom went through runs for the month of July with 10 runs total last month, 8 in Village of Osceola and 2 in Town of Farmington and reviewed his memo and stated they need to airplane simulation training.

Police: Bach stated the PD generated 368 calls, 50 incidents and traffic reports with 3 arrests. Officers had 64 traffic stops and issued 30 municipal citations. St. Croix Falls responded 21 times with 1 arrest and reviewed his memo to the board.

Public Works: Waters reviewed his memo to the board.

Building Inspection: Swanberg focused on year-to-date this year compared to last year. Village has seen a larger value this year compared to last year due to 3 large commercial projects. Single family homes are higher this year compared to last year as well. There is an increase in permits which is a good trend, with a 6% increase in equalized value all showing our community is growing.

Administration: Swanberg thanked the election crew for running yesterday’s election. Yellow house demo is moving forward and starting tomorrow. Submitted claim for Cascade Falls to the State. Started meeting with department on budget.

Chamber of Commerce/Mainstreet: Wyatt Yager, Main Street Director, reviewed the memo to the board.

Other business – discussion and possible action re:

County Recycling Program location

Waters state the benefits for all communities of the recycle bins and acknowledges there have been issues with their current location. Recommending bins be moved closer to Hwy 35 within same parking lot to avoid the speed that has been disruptive to the fire department. Board feels Water/Elstrom can work to find the best location.

2024 Road Maintenance CIP – Asphalt Replacement

Swanberg stated two weeks ago we put a request for bids for pavement replacement schedule for 2024 and quotes came back very high due to requesting in the summer. Recommending we move the \$110,000 for this project to 2025 CIP and go back out for bids at the end of this year to be completed next year. Discussion on the which roads this includes and they are 4th Avenue & Hill, a portion of 3rd Avenue, and Gerald & Marvin Street.

Motion by Lutz and seconded by Burch to move CIP-R006 to 2025.

Ayes-6 Nays-0 Motion carried

Discussion and Adoption of Capital Improvement Plan (CIP) per Resolution #24-11

Drew Lindh from MSA Professional Services stated the goal of the CIP is avoid reactive spending, give a plan on projects that should be addressed and when. Lindh went over revision #1 of Plan and the current state. Acknowledges should have been back sooner with summer having flown by. Issue that still needs to be addressed, when a project amount is larger than borrow capacity another financial source needs to be found to make that project work. These larger projects are in plan for informative purposes but need additional financing sources.

Lindh addressed priority levels of projects, which were not in the scope of MSA services for this plan. If hire MSA to work on plan again, that can be incorporated into their services provided. Projects were put where they are due to discussions with staff and department heads. These are definite years for each project they are put there for planning purposes. Swanberg stated with each borrow (every two years) there will be an approval process for project funding. Looking for approval of the CIP plan for a guidance tool moving forward. Discussion on when larger projects become a priority and items in the 2024 plan.

Lindh went over the cost calculator within the plan which shows all departments working together within the budget amount. Was asked why utility was included in plan, firstly because we were able to include their borrow with Village’s to save on loan costs and secondly because when applying for additional funding, for example DNR, they give out points to have this information included in the plan making it a communication tool when applying for other sources of funding. Went on to highlight total budget included in plan with a 5% inflation for planning purposes and creating another TID district would provide relief with plenty of room for growth and opportunities within the Village. Thanked all department heads for their time.

Motion by Burch and seconded by Maki to approve CIP 2025-2029 per Resolution #24-11 as presented.

Ayes-6 Nays-0 Motion carried

Creation of TID #4

Swanberg has developments looking at the south of town and is requesting approval to move forward in creating TID #4. This would require a set of meetings, creation of boundaries and let board know that rules are expected to change in 2025 and is looking to capture current 2024 rules in this creation. This creation will have a 15-year life of the TID and area looking at is south of Kwik Trip around 68th all way above Kage. Also, some of the Administrator’s wages get to be charged for work on the TID as well. Infrastructure that would be done through this TID are water and sewer along with road improvements.

Motion by Burch and seconded by Pedrys to direct staff to create TID #4.

Ayes-6 Nays-0 Motion carried

Taxiway D improvements made by Patrick Brown

Swanberg stated this is simple agreement giving Pat Brown indemnification from creating improvements on Taxiway D within the Airport was built to Village code and paid for by him. Burch expressed his thanks to Pat Brown for paying for the improvements to have more safety for those hangars that use it. Discussion on how this came about, was approved by Airport Commission and received building permit.

Motion by Burch and seconded by Maki to approve agreement with Patrick Brown as presented.

Ayes-6 Nays-0 Motion carried

2024 Budget and 2025 Proposed Ambulance Budget

Swanberg stated they are looking for all communities to approve their budget included in the packet, with a nominal increase of \$30 for the Village.

Motion by Sine and seconded by Hovey to approve 2024 budget and 2025 proposed ambulance budget as presented.
Ayes-6 Nays-0 Motion carried

ATV/UTV ordinance review & discussion

Swanberg stated after review of State Statute, there was no timeframe included to change Village ordinance to match. Currently our ordinance matches what the County has stated in their ordinances. Discussion on why this was being looked at and with no state statute to reference for times to follow, it was decided to keep as is for the time being.

CE Wurzer Ridge Road Development Concept

Swanberg stated that Jason Wurzer with CE Wurzer attended the Planning Commission meeting to present a development concept to for Ridge Road. He pointed out that is a concept design and is looking for recommendation to move forward with a purchase and development agreement before they spend any more money on the development. This would be part of TID #3. This was recommended to move forward by the Planning Commission. Pedrys wants Board to be aware of keeping Village a river town and keep the layout how we want them, Swanberg stated this is zoned R3 back in 2010 and fits into what is expected to be built in that area.

Motion by Sine and seconded by Lutz to enter into purchase and development agreement with CE Wurzer for Ridge Road.
Ayes-6 Nay-0 Motion carried

Mount Hope Cemetery Survey and Discussion

Swanberg this was also presented at Planning Commission last week to purchase a parcel of land that is found in the survey that was just completed. This parcel has to do with left field which falls into the cemetery. The Planning Commission recommend that parcel be purchased by the Village. By purchasing it would alleviate the issue with the cemetery.

Motion by Sine and seconded by Burch to enter into negotiations with Mount Home Cemetery to purchase portion of land.
Ayes-5(Lutz abstained) Nay-0 Motion carried

Motion by Burch and seconded by Hovey to go into closed session proceedings at 7:45 p.m. pursuant to Wisconsin Statute §19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or to conduct other specified public business, for competitive or bargaining reasons. This pertains to purchase and development of parcel #165-00582-0300 as well as purchase of acres from Mount Hope Cemetery Association.

Roll Call Vote: Sine, Burch, Lutz, Pedrys, Maki, Hovey Nays-0 Motion carried.

Back in open session at 8:05 pm

Motion by Hovey and seconded by Sine to move forward with purchase and development agreement with CE Wurzer on parcel #165-00582-0300 as discussed in closed session.
Ayes-6 Nays-0 Motion carried

Motion by Maki and seconded by Pedrys to move to counteroffer with purchase of acres with Mount Home Cemetery Association as discussed in closed session.
Ayes-5(Lutz abstained) Nays-0 Motion carried

Future agenda items and updates

Sine liquor store parking lot update, Simmon Drive revisit contract language to make sure it's being met, procurement procedures.

President Lutz adjourned the meeting at 8:10 pm.

Respectfully submitted by
Carie Krentz, Village Clerk



Memo

To: Village Board
From: Carie Krentz, Village Clerk
Cc: Devin Swanberg, Village Administrator
Date: September 6, 2024
Re: Temporary Liquor Licenses

The Village has accepted the below application for Alcohol License:

- i. Temporary (Picnic) Class B Beer and Wine Licenses for Christian Community Homes, event is Pancake Breakfast Fall Fest to be held on September 14, 2024.

ADDITIONAL INFO

Full application was received late Thursday, September 5, 2024 and due to timeframe and staff on vacation to complete background checks, they were not available for packet. No license will be issued if background checks come back with unexpected information.

RECOMMENDATION

The applicant has completed application requirements and Village staff recommends approval pending background checks.

Temporary Alcohol Beverage License

Municipality
V of Osceola

License(s) Requested	Fees	
	<input checked="" type="checkbox"/> Temporary "Class B" Wine <input checked="" type="checkbox"/> Temporary Class "B" Beer	License Fees
	Background Check	\$ 15
	Total Fees	\$ 25

Sept 14, 2024

Part A: Organization Information

1. Organization Name
Christian Community Home

2. Organization Permanent Address
2650 65th Ave

3. City
Osceola

4. State
WI

5. Zip Code
54020

6. Mailing Address (if different from permanent address)

7. FEIN
800495631

8. Date of Organization/Incorporation
2012

9. State of Organization/Incorporation
Wisconsin

10. Phone
715 294 1100

11. Email
trudy.thiel@cohosceola.org

12. Organization type (check one)

Bona Fide Club Church Fair Association/Agricultural Society Veteran's Organization

Lodge/Society Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.

13. Is this organization required to hold a Wisconsin Seller's permit? Yes No

14. Wisconsin Seller's Permit Number (if applicable)

Part B: Individual Information

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
Thiel	Trudy	Director	715 294 1108
McGehean	Heidi	Administrator	715 294 1119
Anderson	Kari	Director	715 294 1117

Continued →

Part C: Event Information

1. Name of Event (If applicable) <i>Christian Community Home Pancake Breakfast Fall Fest</i>			
2. Dates of Operation <i>September 14, 2024</i>		3. Hours of Operation <i>9A - 12P.</i>	
4. Premises Address <i>2650 65th Ave</i>			
5. City <i>Oscoda</i>		6. State <i>MI</i>	7. Zip Code <i>54020</i>
8. County <i>Polk</i>	9. Governing Municipality <input type="checkbox"/> City <input type="checkbox"/> Town <input checked="" type="checkbox"/> Village of: <i>Oscoda</i>		10. Aldermanic District
11. Organizer of Event (If not the named applicant) <i>Heidi McGeehan</i>		12. Email and/or Phone Number for Organizer of Event <i>715-294-1119</i> <i>heidi.mcgeehan@choscoda.org</i>	
13. Organizer Website		14. Event Website	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <i>We are having a fall fest pancake breakfast open to the public in our front parking lot. All alcohol will be kept in that area.</i>			

Part D: Attestation

Who must sign this application?
• one officer or director of the nonprofit organization

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Thiel</i>		First Name <i>Trudy</i>		M.I. <i>J</i>
Title <i>Director</i>	Email <i>trudy.thiel@choscoda.org</i>		Phone <i>715 294 1108</i>	
Signature <i>Trudy Thiel</i>			Date <i>9/5/24</i>	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

Alcohol Beverage Individual Questionnaire

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) <i>Christian Community Home</i>	
2. Business Trade Name or DBA	
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Nonprofit Organization	

Part B: Individual Information				
1. Last Name <i>Thiel</i>		2. First Name <i>Trudy</i>		3. M.I. <i>J</i>
4. Relationship to Business (Title) <i>Director</i>		5. Email <i>trudy.thiel@cchoscola.org</i>		6. Phone <i>765-294-1108</i>
7. Home Address <i>627 3rd Ave E</i>				
8. City <i>Oscoda</i>		9. State <i>WI</i>	10. Zip Code <i>54020</i>	11. Date of Birth
12. Drivers License/State ID Number			13. Drivers License/State ID State of Issuance <i>Wisconsin</i>	

Part C: Address History							
1. Do you currently reside in Wisconsin? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application?			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Years</td> <td style="width: 50%;">Months</td> </tr> <tr> <td style="text-align: center;"><i>7</i></td> <td></td> </tr> </table>	Years	Months	<i>7</i>	
Years	Months						
<i>7</i>							
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.							
Previous Address 1		City	State Zip Code				
Previous Address 2		City	State Zip Code				
Previous Address 3		City	State Zip Code				
Previous Address 4		City	State Zip Code				
Previous Address 5		City	State Zip Code				
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.							
State	County	State	County				
<i>WI</i>	<i>POK</i>						
State	County	State	County				

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

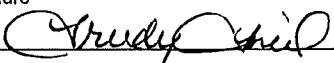
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date 9/5/24
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Alcohol Beverage Individual Questionnaire

Date

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

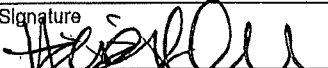
Part A: Business Information	
1. Legal Business Name (Individual name if sole proprietor) Christian Community Homes of Osceola	
2. Business Trade Name or DBA	
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Nonprofit Organization	

Part B: Individual Information			
1. Last Name McGeehan		2. First Name Heidi	
		3. M.I. J	
4. Relationship to Business (Title) Campus Administrator		5. Email heidi.mcgeehan@cchosceola.org	6. Phone 715-274-1119
7. Home Address 442 Lyn Lane			
8. City Somerset		9. State WI	10. Zip Code 54025
		11. Date of Birth - - - - -	
12. Drivers License/State ID Number - - - - -		13. Drivers License/State ID State of Issuance WI	

Part C: Address History					
1. Do you currently reside in Wisconsin? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application?			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Years 19</td> <td style="width: 50%;">Months 6</td> </tr> </table>	Years 19	Months 6
Years 19	Months 6				
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.					
Previous Address 1		City	State Zip Code		
Previous Address 2		City	State Zip Code		
Previous Address 3		City	State Zip Code		
Previous Address 4		City	State Zip Code		
Previous Address 5		City	State Zip Code		
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.					
State	County	State	County		
MN	Washington				
State	County	State	County		
MN	Stearns				

Continued →

Part D: Criminal History		
1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.		
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Part E: Attestation	
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Signature 	Date 9-6-24

Alcohol Beverage Individual Questionnaire

Date

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (Individual name if sole proprietor) <i>Christian Community Homes</i>	
2. Business Trade Name or DBA	
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership
<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation
<input checked="" type="checkbox"/> Nonprofit Organization	

Part B: Individual Information

1. Last Name <i>Anderson</i>		2. First Name <i>Kari</i>		3. M.I. <i>A</i>	
4. Relationship to Business (Title) <i>Director</i>		5. Email <i>Kari.Anderson@ochosceda.org</i>		6. Phone <i>715-294-</i>	
7. Home Address <i>772 218th St.</i>					
8. City <i>Oscoda</i>		9. State <i>WI</i>	10. Zip Code <i>54020</i>		11. Date of Birth <i>11-1-1981</i>
12. Drivers License/State ID Number			13. Drivers License/State ID State of Issuance <i>Wisconsin</i>		

Part C: Address History

1. Do you currently reside in Wisconsin?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application?				Years <i>17</i>	Months
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.					
Previous Address 1		City		State	Zip Code
Previous Address 2		City		State	Zip Code
Previous Address 3		City		State	Zip Code
Previous Address 4		City		State	Zip Code
Previous Address 5		City		State	Zip Code
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.					
State <i>MN</i>	County <i>Douglas</i>	State <i>MN</i>	County <i>Washington</i>	State	County
State <i>MN</i>	County <i>Otter tail</i>	State <i>WI</i>	County <i>Polk</i>	State	County

Continued →

Part D: Criminal History		
1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.		
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Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.		

Part E: Attestation	
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.	
Signature <i>Hari Anderson</i>	Date 9/15/24



Wisconsin Sales and Use Tax Exemption Certificate

Form S-211

Do not send this certificate to the Department of Revenue

Purchaser: Complete this certificate and give it to the seller.

Seller: If this certificate is not fully completed, you must charge sales tax. Keep this certificate as part of your records.

Check One Single Purchase Continuous

Purchaser Information			
Business Name Christian Community Home of Osceola		Type of Business Nonprofit organization <input type="checkbox"/>	
Business Address 2650 65th Avenue	City Osceola	State WI	ZIP Code 54020
Purchaser's Tax ID Number 008-1027114914-02		State of Issue Wisconsin	
If no Tax ID Number, enter one of the following:	FEIN	Driver's License Number/State Issued ID Number	State of Issue
Seller Information			
Name			
Address	City	State	ZIP Code

Reason for Exemption

Resale (Enter purchaser's seller's permit or use tax certificate number) _____

Manufacturing and Biotechnology

- Tangible personal property (TPP) or item under s.77.52(1)(b) that is used exclusively and directly by a manufacturer in manufacturing an article of TPP or items or property under s.77.52(1)(b) or (c) that is destined for sale and that becomes an ingredient or component part of the article of TPP or items or property under s.77.52(1)(b) or (c) destined for sale or is consumed or destroyed or loses its identity in manufacturing the article of TPP or items or property under s.77.52(1)(b) or (c) destined for sale.
- Machines and specific processing equipment and repair parts or replacements thereof, exclusively and directly used by a manufacturer in manufacturing tangible personal property or items or property under s.77.52(1)(b) or (c) and safety attachments for those machines and equipment.
- The repair, service, alteration, fitting, cleaning, painting, coating, towing, inspection, and maintenance of machines and specific processing equipment, that the above purchaser would be authorized to purchase without sales or use tax, at the time the service is performed. Tools used to repair exempt machines are not exempt.
- Fuel and electricity consumed in manufacturing tangible personal property or items or property under s.77.52(1)(b) or (c) in this state.
Percent of fuel exempt: _____ % Percent of electricity exempt: _____ %
- Portion of the amount of fuel converted to steam for purposes of resale. Percent of fuel exempt: _____ %
- Property used exclusively and directly in qualified research, by persons engaged in manufacturing at a building assessed under s. 70.995, by persons engaged primarily in biotechnology in Wisconsin, or a combined group member conducting qualified research for another combined group member that meets these requirements.

Farming (To qualify for this exemption, the purchaser must use item(s) exclusively and directly in the business of farming, including dairy farming, agriculture, horticulture, floriculture, silviculture, beekeeping or custom farming services.)

- Tractors (except lawn and garden tractors), all-terrain vehicles (ATV) and farm machines, including accessories, attachments, and parts, lubricants, nonpowered equipment, and other tangible personal property or items or property under s.77.52(1)(b) or (c) that are used exclusively and directly, or are consumed or lose their identities in the business of farming. This includes services to the property and items above.
- Feed, seeds for planting, plants, fertilizer, soil conditioners, sprays, pesticides, and fungicides.
- Breeding and other livestock, poultry, farm work stock, bees, beehives and bee combs.
- Containers for fruits, vegetables, bee products, grain, hay, and silage (including containers used to transfer merchandise to customers), and plastic bags, sleeves, and sheeting used to store or cover hay and silage. Baling twine and baling wire.
- Animal waste containers or component parts thereof (may only mark certificate as "Single Purchase").
- Animal bedding, drugs for farm livestock or bees, and milk house supplies.

Governmental Units and Other Exempt Entities

Enter CES No., if applicable

- The United States and its unincorporated agencies and instrumentalities.
- Any federally recognized American Indian tribe or band in this state.
- Wisconsin state and local governmental units, including the State of Wisconsin or any agency thereof, Wisconsin counties, cities, villages, or towns, and Wisconsin public schools, school districts, universities, or technical college districts.
- Organizations meeting the requirements of section 501(c)(3) of the Internal Revenue Code. Wisconsin organizations must enter a CES number above.


Other

- Containers and other packaging, packing, and shipping materials, used to transfer merchandise to customers of the purchaser.
 - Trailers and accessories, attachments, parts, supplies, materials, and service for motor trucks, tractors, and trailers which are used exclusively in common or contract carriage under LC, IC, or MC No. (if applicable) _____.
 - Machines and specific processing equipment used exclusively and directly in a fertilizer blending, feed milling, or grain drying operation, including repair parts, replacements, and safety attachments.
 - Building materials acquired solely for and used solely in the construction or repair of holding structures used for weighing and dropping feed or fertilizer ingredients into a mixer or for storage of such grain, if such structures are used in a fertilizer blending, feed milling, or grain drying operation.
 - Tangible personal property purchased by a person who is licensed to operate a commercial radio or television station in Wisconsin, if the property is used exclusively and directly in the origination or integration of various sources of program material for commercial radio or television transmissions that are generally available to the public free of charge without a subscription or service agreement.
 - Fuel and electricity consumed in the origination or integration of various sources of program material for commercial radio or television transmissions that are generally available to the public free of charge without a subscription or service agreement.
Percent of fuel exempt: _____ % Percent of electricity exempt: _____ %
 - Tangible personal property, property, items and goods under s.77.52(1)(b), (c), and (d), or services purchased by a Native American with enrollment # _____, who is enrolled with and resides on the _____ Reservation, where buyer will take possession of such property, items, goods, or services.
 - Tangible personal property and items and property under s.77.52(1)(b) and (c) becoming a component of an industrial or municipal waste treatment facility, including replacement parts, chemicals, and supplies used or consumed in operating the facility. Caution: Do not check the "continuous" box at the top of page 1.
 - Portion of the amount of electricity or natural gas used or consumed in an industrial waste treatment facility.
(Percent of electricity or natural gas exempt _____ %)
 - Electricity, natural gas, fuel oil, propane, coal, steam, corn, and wood (including wood pellets which are 100% wood) used for fuel for residential or farm use.

	% of Electricity Exempt	% of Natural Gas Exempt	% of Fuel Exempt
<input type="checkbox"/> Residential	_____ %	_____ %	_____ %
<input type="checkbox"/> Farm	_____ %	_____ %	_____ %
- Address Delivered: _____
- Percent of printed advertising material solely for out-of-state use. _____ %
 - Catalogs, and the envelopes in which the catalogs are mailed, that are designed to advertise and promote the sale of merchandise or to advertise the services of individual business firms.
 - Computers and servers used primarily to store copies of the product that are sent to a digital printer, a plate-making machine, or a printing press or are used primarily in prepress or postpress activities, by persons whose NAICS code is 323111, 323117, or 323120.
 - Purchases from out-of-state sellers of tangible personal property that are temporarily stored, remain idle, and not used in this state and that are then delivered and used solely outside this state, by persons whose NAICS code is 323111, 323117, or 323120.
 - Other purchases exempted by law. (State items and exemption). _____

I declare that the information provided is complete and accurate to the best of my knowledge, and that the product(s) purchased will be used in the exempt manner indicated. If a product is not used in an exempt manner, I will remit use tax on the purchase price at the time of first taxable use. I understand that failure to remit the use tax may result in a future liability, including tax, interest, and penalty.

CAUTION: Using this certificate to avoid paying sales tax may result in a fine of \$250 for each transaction for which the certificate is used

Signature of Purchaser 	Print or Type Name James Kaczrowski	Title Director of Finance	Date 6-27-2022
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Memo

To: Village Board
From: Carie Krentz, Village Clerk
Cc: Devin Swanberg, Village Administrator
Date: September 5, 2024
Re: Regular Operator Licenses

The Village has accepted applications for a Regular Operator license from the following:

- i. Jayden Yanez;
- ii. Lily Metheny;
- iii. Michelle Jorgenson; and
- iv. Trudy Thiel.

RECOMMENDATION

The applicants i-iii have completed background checks and education requirements for license. Village staff recommends approval with no additional conditions.

Applicant iv submitted application late on Thursday, September 5, 2024 and currently has a license with Town of Black Brook. Due to timeframe and staff on vacation to complete background check, this was not available for packet. Village staff recommends approval pending the background check.



REAL. CHARMING.

APPLICATION FOR OPERATOR'S LICENSE

I, the undersigned, do hereby respectfully make application to the Village Board of the Village of Osceola, Polk County, for an Operator's License as provided by Village Code Section 137.3 and Wisconsin Statutes Section 125.17 for a two year period ending June 30th.

I certify that I am years of age. I am familiar with the laws, ordinances and regulations and I hereby agree if granted said license, to obey all provisions of said laws. I am applying for (check one): Provisional License (\$15) X New License(\$40) X Renewal of a Current License(\$40) Temp License (\$15)

Telephone #: Street Address: 313 Seminole Ave unit A City, State, Zip: Osceola, WI, 54020 Date of Birth: County/State of Birth: WI Driver's License # (Please provide copy) Employer Name & Phone #: Lucky Seven General Store Osceola 715 666-3144

Operators licenses held in last 2 years (list communities) OR: NONE Training course completed in last 2 years (provide documentation): SSC Responsible Training 8/12/2024

Have you previously been denied an operator's permit? YES or NO Have you ever had an operator's permit revoked? YES or NO Have you been issued a provisional permit in the previous 12 months? YES or NO Have you been charged with an offense in last 2 years? YES or NO Have you had an alcohol offense? YES or NO Have you been convicted of a crime? YES or NO

Explain any Yes answers (use back if necessary)

X Jayden Yanez Print Full Name Signature Maiden or Previous Names Used

Application Recv'd by: Jennifer Royle Date School Attended: 8/12/2024 Date Application Recv'd: 8/19/2024 Date Village Board Approval: Operator's Receipt #: Operator License #: Provisional Lic Recpt #: 3214 Provisional License #: 24-14



Certificate Of Completion

Responsible Vendor Training Program

This certificate represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis.

Name : Jayden Yanez

Steven A. Dean, CEO
Steven A. Dean, CEO
www.sellerserverclasses.com

This online responsible alcohol vendor training & assessment program is provided by Seller Server Classes.

Having successfully completed the program, the student will be provided with this course completion certificate for their own records.

Name : Jayden Yanez

Course Name : Seller Server Course
Date Completed : 8/12/2024
Expiration Date : 8/12/2026
Certificate Number : 162734
Provider : EduClasses.org



**GRAB A TAB
SIGN UP ONLINE
GET CERTIFICATE**

Managers...
Post This: Help Your Staff get their Seller Server Certificate

<https://SellerServerClasses.Com/Wisconsin>

<https://SellerServerClasses.Com/Wisconsin>

<https://SellerServerClasses.Com/Wisconsin>

<https://SellerServerClasses.Com/Wisconsin>

<https://SellerServerClasses.Com/Wisconsin>

<https://SellerServerClasses.Com/Wisconsin>

<https://SellerServerClasses.Com/Wisconsin>

<https://SellerServerClasses.Com/Wisconsin>

OSCEOLA POLICE DEPARTMENT

310 CHIEFTAIN STREET

PO BOX 217
OSCEOLA WI 54020

Incident # **24-010525**

Crime / Incident (Primary, Secondary, Tertiary) Operators License Operators License	Beat RESID	Rpt Dist	Type	Background Check		Seq 1
	Attempt	Occurred	Date	Time	Day	
	<input type="checkbox"/>	On or From	08/21/2024	15:30	Wed	
	<input type="checkbox"/>	To	08/21/2024	:	Wed	
	<input type="checkbox"/>	Reported	08/21/2024	15:30	Wed	

Location of Incident **310 CHIEFTAIN ST, OSCEOLA, WI**

Cross Street _____ County _____

Dispo "V" = Victim "RP" = Reporting Party "W" = Witness "S" = Suspect "O" = Other

<input type="radio"/>	Last, First, Middle (Firm if Business) YANEZ, JAYDEN GAGE	Race	Sex	Age	HT	WT	Hair	Eyes	Home Phone
Address 309 SEMINOLE AV #A		DOB	DL Number		State	Work Phone 0			
City, State, Zip Code OSCEOLA WI 54020		SSN	Local ID #	State #	FBI #	Cell Phone 0			

<input type="radio"/>	Last, First, Middle (Firm if Business) LUCKY, SEVEN GENERAL STORES	Race	Sex	Age	HT	WT	Hair	Eyes	Home Phone (715) 666-3144
Address 201 WILLOW LANE RD		DOB	DL Number (EDWARDS OIL INC)		State WI	Work Phone (715)			
City, State, Zip Code OSCEOLA WI 54020		SSN	Local ID #	State #	FBI #	Cell Phone 0			

	Last, First, Middle (Firm if Business)	Race	Sex	Age	HT	WT	Hair	Eyes	Home Phone
Address		DOB	DL Number		State	Work Phone			
City, State, Zip Code		SSN	Local ID #	State #	FBI #	Cell Phone			

	Last, First, Middle (Firm if Business)	Race	Sex	Age	HT	WT	Hair	Eyes	Home Phone
Address		DOB	DL Number		State	Work Phone			
City, State, Zip Code		SSN	Local ID #	State #	FBI #	Cell Phone			

Synopsis **Jayden Yanez applied for an Operator's License for Lucky Seven General Store in Osceola. No Minnesota or Wisconsin criminal histories were found. License recommended by Interim Chief Bach.**

S O L V A B I L I T Y	Continuation Attached <input type="checkbox"/>	Property List Attached <input type="checkbox"/>	Property Damage \$
	UCR 9999	Press Release <input type="checkbox"/>	Domestic Violence Case <input type="checkbox"/>
	Gang Related N	Hate Crime <input type="checkbox"/>	Victim Senior Citizen <input type="checkbox"/>
	Pursuit <input type="checkbox"/>	Force Used <input type="checkbox"/>	Child Abuse <input type="checkbox"/>
		County Code	Disposition CLSD
			Connecting Case #
	Report Complete/Ready for Review <input checked="" type="checkbox"/>		CAD/CFS Event #

Assigned To _____ Date _____

Officer ID Assistant J. Giller J	Reviewed By	Approved	Date
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REAL CHARMING

APPLICATION FOR OPERATOR'S LICENCE

I, the undersigned, do hereby respectfully make application to the Village Board of the Village of Osceola, Polk County, for an Operator's License as provided by Village Code Section 137.3 and Wisconsin Statutes Section 125.17 for a two-year period ending June 30th.

I certify that I am _____ years of age. I am familiar with the laws, ordinances and regulations and I hereby agree if granted said license, to obey all provisions of said laws. I am applying for (check one):

Provisional License (\$15) _____ New License (\$40) Renewal of a Current License (\$40) _____

Telephone #:	
Street Address: 705 Apt. 1 Kent St	
City, State, Zip: OSCEOLA, WI, 54020	
Date of Birth:	County/State of Birth:
Driver's License #: (Please provide copy)	Employer Name & Phone # or Event Working: FIPPY CANOVS 715-294-4777

Operator's licenses held in last 2 years (list communities) OR:	
Training course completed in last 2 years (provide documentation):	see attached

Have you previously been denied an operator's permit?	YES or <input checked="" type="radio"/> NO
Have you ever had an operator's permit revoked?	YES or <input checked="" type="radio"/> NO
Have you been issued a provisional permit in the previous 12 months?	YES or <input checked="" type="radio"/> NO
Have you been charged with an offense in last 2 years?	YES or <input checked="" type="radio"/> NO
Have you had an alcohol offense?	YES or <input checked="" type="radio"/> NO
Have you been convicted of a crime?	YES or <input checked="" type="radio"/> NO

Explain any YES answers (use back if necessary) _____

Lily Matheny
Print Name
[Signature]
Signature

Maiden or Previous Names Used

Application Rec'd by: CMC Date School Attended: 6.23.24
Date Application Rec'd: 8-19-24 Date Village Board Approved: _____
Police Recommendation: OK ASB/jg Operator's Receipt #: _____
Provisional License Receipt #: 3216 43141 Operator License #: _____
Provisional License #: _____

*Only over \$10.00

Serving Alcohol

is proud to present this certificate to

Lily Metheny

for successful completion of the online course

Wisconsin Alcohol Seller/Server Course

PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES.

- * CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- * OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR TO MANAGEMENT
- * RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATION
- * DETERMINE THE PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND REGARD THEM IF THERE IS ANY QUESTION ABOUT THEIR AGE
- * ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

This is a Wisconsin Department of Revenue approved Responsible Beverage Server Training Course in compliance with Sec. 125.17 (6), 134.66 (2m), and 125.04 (5) (a) 5. Wis. Stats.



Verify online at
servingalcohol.com

Verification Code

CW10zwFn5I

Date Issued

Jun 23rd, 2024

VALID FOR 2 YEARS

This is not a Wisconsin operators/bartenders license.

This certificate will be requested to obtain a Wisconsin operators/bartenders license from the Wisconsin city clerk's office in the municipality where you are working.

Find your city clerk's office here: <https://elections.wi.gov/clerks/directory>

Wisconsin Alcohol Seller/Server Course

Name: Lily Metheny

Certification Date: Jun 23rd, 2024

Certificate Code: CW10zwFn5I

Verify Online: servingalcohol.com

125.17(6), 134.66 (2m), 125.04(5)(a)5 Wis. Stats.

SERVING ALCOHOL INC

VALID FOR 2 YEARS

Learn more about this wallet card at <http://servingalcohol.com/wallet-card>

OSCEOLA POLICE DEPARTMENT

310 CHIEFTAIN STREET

PO BOX 217
OSCEOLA WI 54020

Incident # **24-010524**

Beat NA	Rpt Dist	Type Background Check	Seq 1
Crime / Incident (Primary, Secondary, Tertiary) Operators License Operators License		Attempt	Day
		<input type="checkbox"/>	Occurred
		<input type="checkbox"/>	Date
		<input type="checkbox"/>	Time
		<input type="checkbox"/>	Day
		On or From	08/21/2024
		To	08/21/2024
		Reported	08/21/2024
			15:00
			15:00
			Wed
			Wed
			Wed

Location of Incident **310 CHIEFTAIN ST, OSCEOLA, WI**

Cross Street _____ County _____

Dispo "V" = Victim "RP" = Reporting Party "W" = Witness "S" = Suspect "O" = Other

O	Last, First, Middle (Firm if Business) METHENY, LILY DANIELLE	Race	Sex	Age	HT	WT	Hair	Eyes	Home Phone
Address 705 KENT ST #1		DOB	DL Number		State			Work Phone	
City, State, Zip Code OSCEOLA WI 54020		SSN	Local ID #	State #	FBI #		Cell Phone 0		

O	Last, First, Middle (Firm if Business) TIPPY, CANOES PUB AND GRUB	Race	Sex	Age 0	HT	WT	Hair	Eyes	Home Phone (715) 294-4777
Address 1020 N CASCADE (BOX 787) ST		DOB / /	DL Number		State WI			Work Phone 0	
City, State, Zip Code OSCEOLA WI 54020		SSN	Local ID #	State # LIQUOR.LI	FBI #		Cell Phone 0		

	Last, First, Middle (Firm if Business)	Race	Sex	Age	HT	WT	Hair	Eyes	Home Phone
Address		DOB	DL Number		State			Work Phone	
City, State, Zip Code		SSN	Local ID #	State #	FBI #		Cell Phone		

	Last, First, Middle (Firm if Business)	Race	Sex	Age	HT	WT	Hair	Eyes	Home Phone
Address		DOB	DL Number		State			Work Phone	
City, State, Zip Code		SSN	Local ID #	State #	FBI #		Cell Phone		

Synopsis **Lily Metheny applied for an Operator's License for Tippy Canoes. No Wisconsin or Minnesota criminal histories were found. License recommended by Interim Chief Bach.**

S O L V A B I L I T Y	Continuation Attached <input type="checkbox"/>	Property List Attached <input type="checkbox"/>	Property Damage \$
	UCR 9999	Press Release <input type="checkbox"/>	Domestic Violence Case <input type="checkbox"/>
	Gang Related N	Hate Crime <input type="checkbox"/>	Victim Senior Citizen <input type="checkbox"/>
	Pursuit <input type="checkbox"/>	Force Used <input type="checkbox"/>	Child Abuse <input type="checkbox"/>
	County Code		Disposition CLSD
	Connecting Case #		
	Report Complete/Ready for Review <input checked="" type="checkbox"/>		CAD/CFS Event #
	Assigned To _____ Date _____		

Officer ID Assistant J. Giller	J	Reviewed By	Approved	Date
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REAL. CHARMING.

AUG 13 2024

APPLICATION FOR OPERATOR'S LICENSE

I, the undersigned, do hereby respectfully make application to the Village Board of the Village of Osceola, Polk County, for an Operator's License as provided by Village Code Section 137.3 and Wisconsin Statutes Section 125.17 for a two year period ending June 30th.

I certify that I am 20 years of age. I am familiar with the laws, ordinances and regulations and I hereby agree if granted said license, to obey all provisions of said laws. I am applying for (check one):

Provisional License (\$15) [X] New License(\$40) [X] Renewal of a Current License(\$40) Temp License (\$15)

Telephone #: Street Address: 1461 140th Ave City, State, Zip: Balsam Lake WI 54810 Date of Birth: County/State of Birth: Driver's License # (Please provide copy) Employer Name & Phone #: Lucky Seven General Store Osceola 715 666 3144

Operators licenses held in last 2 years (list communities) OR: NONE Training course completed in last 2 years (provide documentation): SSC Responsible Vendor Training

Have you previously been denied an operator's permit? YES or NO (NO) Have you ever had an operator's permit revoked? YES or NO (NO) Have you been issued a provisional permit in the previous 12 months? YES or NO (NO) Have you been charged with an offense in last 2 years? YES or NO (NO) Have you had an alcohol offense? YES or NO (NO) Have you been convicted of a crime? YES or NO (YES)

Explain any Yes answers (use back if necessary) OWI - Drug Paraphenalia

Michelle Leah Jorgensen Print Full Name Michelle Jorgensen Signature Maiden or Previous Names Used

Application Recv'd by: Can Date School Attended: 8-11-24 Date Application Recv'd: 8-13-24 Date Village Board Approval: Operator's Receipt #: Provisional Lic Recpt #: 3206 Operator License #: Provisional License #: 24-13

OSCEOLA POLICE DEPARTMENT

310 CHIEFTAIN STREET

PO BOX 217
OSCEOLA WI 54020

Incident # **24-010508**

Crime / Incident (Primary, Secondary, Tertiary) Operators License Operators License	Beat NA	Rpt Dist	Type Background Check	Seq 1
	Attempt <input type="checkbox"/>	Occurred	Date	Time
	<input type="checkbox"/>	On or From	08/13/2024	13:30
	<input type="checkbox"/>	To	08/13/2024	:
	<input type="checkbox"/>	Reported	08/13/2024	13:30

Location of Incident **310 CHIEFTAIN ST, OSCEOLA, WI**

Cross Street _____ County _____

Dispo "V" = Victim "RP" = Reporting Party "W" = Witness "S" = Suspect "O" = Other

O	Last, First, Middle (Firm if Business) JORGENSEN, MICHELLE LEAH	Race	Sex	Age	HT	WT	Hair	Eyes	Home Phone
Address 1461 140TH AV		DOB	DL Number			State	Work Phone 0		
City, State, Zip Code BALSAM LAKE WI 54810		SSN	Local ID #		State #	FBI #	Cell Phone 0		

O	Last, First, Middle (Firm if Business) LUCKY, SEVEN GENERAL STORES	Race	Sex	Age	HT	WT	Hair	Eyes	Home Phone (715) 666-3144
Address 201 WILLOW LANE RD		DOB	DL Number (EDWARDS OIL INC)			State WI	Work Phone (715)		
City, State, Zip Code OSCEOLA WI 54020		SSN	Local ID #		State #	FBI #	Cell Phone 0		

	Last, First, Middle (Firm if Business)	Race	Sex	Age	HT	WT	Hair	Eyes	Home Phone
Address		DOB	DL Number			State	Work Phone		
City, State, Zip Code		SSN	Local ID #		State #	FBI #	Cell Phone		

	Last, First, Middle (Firm if Business)	Race	Sex	Age	HT	WT	Hair	Eyes	Home Phone
Address		DOB	DL Number			State	Work Phone		
City, State, Zip Code		SSN	Local ID #		State #	FBI #	Cell Phone		

Synopsis **Michelle Jorgensen applied for an Operator's License for Lucky Seven General Store. Jorgensen was convicted of OWI in Wisconsin in 2019. No Minnesota criminal history. License recommended by Interim Chief Bach.**

S O L V A B I L I T Y	Continuation Attached <input type="checkbox"/>	Property List Attached <input type="checkbox"/>	Property Damage \$
	UCR 9999	Press Release <input type="checkbox"/>	Domestic Violence Case <input type="checkbox"/>
	Gang Related N	Hate Crime <input type="checkbox"/>	Victim Senior Citizen <input type="checkbox"/>
	Pursuit <input type="checkbox"/>	Force Used <input type="checkbox"/>	Child Abuse <input type="checkbox"/>
	County Code		Disposition CLSD
	Connecting Case #		
	Report Complete/Ready for Review <input checked="" type="checkbox"/>		CAD/CFS Event #
	Assigned To _____ Date _____		

Officer ID Assistant J. Giller	J	Reviewed By	Approved	Date
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REAL. CHARMING.

APPLICATION FOR OPERATOR'S LICENSE

I, the undersigned, do hereby respectfully make application to the Village Board of the Village of Osceola, Polk County, for an Operator's License as provided by Village Code Section 137.3 and Wisconsin Statutes Section 125.17 for a two-year period ending June 30th.

I certify that I am _____ years of age. I am familiar with the laws, ordinances and regulations and I hereby agree if granted said license, to obey all provisions of said laws. I am applying for (check one):

Provisional License (\$15) _____ New License (\$40) Renewal of a Current License (\$40) _____

Telephone #:	
Street Address: <u>627 3rd Ave E</u>	
City, State, Zip: <u>Osceola WI 54020</u>	
Date of Birth:	County/State of Birth:
Driver's License #: (Please provide copy)	Employer Name & Phone # or Event Working: <u>Christian Community Home.</u>

Operator's licenses held in last 2 years (list communities) OR:	<u>Town of Black Brook</u>
Training course completed in last 2 years (provide documentation):	

Have you previously been denied an operator's permit?	YES or <input checked="" type="radio"/> NO
Have you ever had an operator's permit revoked?	YES or <input checked="" type="radio"/> NO
Have you been issued a provisional permit in the previous 12 months?	YES or <input checked="" type="radio"/> NO
Have you been charged with an offense in last 2 years?	YES or <input checked="" type="radio"/> NO
Have you had an alcohol offense?	YES or <input checked="" type="radio"/> NO
Have you been convicted of a crime?	YES or <input checked="" type="radio"/> NO

Explain any YES answers (use back if necessary) _____

Trudy Thiel
Print Name
Trudy Thiel
Signature

Trudy Swiontek
Maiden or Previous Names Used

Application Rec'd by:	<u>9-5-24</u>	Date School Attended:	_____
Date Application Rec'd:	<u>Call</u>	Date Village Board Approved:	_____
Police Recommendation:	_____	Operator's Receipt #:	_____
Provisional License Receipt #:	_____	Operator License #:	_____
Provisional License #:	_____		

COPY

**Town of Black Brook
Operator's License
License No: 2024 - 19**

NOW THEREFORE, An "operator's License, pursuant to Sections 125.32(2) and 126.68(2) of the Wisconsin Statutes and local ordinances, is hereby issued to said applicant for the period from 07/01/2024 to 6/30/2025.

WHEREAS the local governing body of the Town of Black Brook, County of Polk, Wisconsin, has upon application duly made, granted and authorized the issuance of an "Operator's" License to:

**Trudy J. Thiel
627 3rd Ave. E.
Osceola, WI 54020**

Given under my hand this 25 day of June, 2024.



Janel Belle Isle, Clerk

AND WHEREAS, the said applicant has paid to the Treasure the sum of \$25.00 as required by the Town Ordinance and has complied with all requirements necessary to obtain a license.

**TOWN OF BLACK BROOK
Operator's License
Licenses No: 2024 - 19
License Fee - \$25.00**

WHEREAS, the local governing body of the Town of Black Brook, County of Polk, Wisconsin, has, upon application duly made, granted and authorized the issuance of an "Operator's" License to:

TRUDY J. THIEL

AND WHEREAS, an "Operator's" License, pursuant to Sections 125.32(2) and 126.68(2) of the Wisconsin Statutes, and local ordinances, is hereby issued to said applicant.

For the period from 07/01/2024 to 06/30/2025

Given under my hand and seal this 25 day of June, 2024.



Janel Belle Isle, Clerk



Memo

To: Village Board
 From: Carie Krentz, Village Clerk
 CC: Devin Swanberg, Administrator
 Date: September 6, 2024
 Re: **Special Events Permits**

GENERAL INFORMATION

Applicants

- i. Valley Brew Fest
- ii. Pumpkin Express

Action(s) Requested

Action 1: Applicants are requesting approval of a Special Event Permit.

ANALYSIS

1. Valley Brew Fest:

Agent: Shirley Johnson, Brew Fest Coordinator
Event Date: Saturday, October 5, 2024 from 7:30 am to 7:00 pm
Location: Oakey Park
Recommendation(s): Village departments have reviewed the application; insurance has been provided and recommend approval with the following condition:
Condition(s):

1. Permit holder is responsible for caution tape.
2. Map location has been reviewed and within Village limits.
3. All other requirements as stipulated in the local Village Code or language in the Permit Application.

Note: All conditions are stated within the permit language or already discussed with event leadership.

2. Pumpkin Express:

Agent: Billie Rocarek, Guest Service & Depot Manager
Event Date: Weekend of October 18-20, 2024
Location: Train Depot, Depot Road
Recommendation(s): Village departments have reviewed the application; insurance has been provided and recommend approval with the following condition:
Condition(s):

1. Follow map parking restrictions provided or vehicles may be towed.
2. All other requirements as stipulated in the local Village Code or language in the Permit Application.

Note: All conditions are stated within the permit language or already discussed with event leadership.

RECOMMENDATION

The applications have been reviewed by Village Department heads with conditions listed above; the recommendation is to approve applications.



SPECIAL EVENT PERMIT APPLICATION

1. **EVENT TITLE:** Valley Brew Fest

2. **EVENT DATE:** October 5, 2024

3. **EVENT DESCRIPTION**

Craft beer tasting event serving as a fundraiser for Osceola Parks and trails group.

4. **APPLICANT**

Applicant's Name Shirley Johnson Title Brew Fest Coordinator

Address 724 Maple Leaf Ct. Osceola, WI

Phone 715-497-0670 Evening/cell phone _____

Affiliation Parks and Trails Group member

Are you an authorized applicant for this organization? Yes X No _____

Will this person be present at the event area or areas and in charge of the event at all times? Yes X No _____

5. **EVENT PRINCIPALS**

If applicable, submit a list of principals involved in the proposed special event, including professional organizers, promoters, financial underwriters, commercial sponsors, charitable agencies for whose benefit the event is being produced or advertised, etc. Attach additional pages if necessary.

Name Osceola Parks and Trails Group

Organization/Business/Agency/Affiliation Osceola Chamber Mainstreet

Name _____

Organization/Business/Agency/Affiliation _____

Will this person(s) have authority to cancel or greatly modify event plans?

Yes _____ No X

6. **EVENT COMPONENTS**

- A. Date requested 7/10/24
- B. Requested hours of operation, from 7:30 AM / PM to 7:00 AM / PM
- C. Set up - beginning date and time 10/3/24 5:00PM
Dismantle by - date and time 10/5/24 7:30PM
- D. Anticipated number of participants 750 spectators _____
- E. If there is a fee or donation required as a condition of attendance or participation of this event, please describe the amounts to be collected from various categories of participants or spectators: \$30-40
- F. Rain date, if applicable none

7. **ENTERTAINMENT**

Describe entertainment plans; if there will be music, sound amplification or any other noise impact, please describe, including the intended hours

One band will perform on the event stage for 4 hours.

The applicant hereby acknowledges that it is their responsibility to comply with all applicable copyright laws and obtain all necessary licenses for any music played for this event. Further, the applicant agrees to hold the Village of Osceola harmless and indemnify the Village for any action against the Village arising from failure to comply with all applicable copyright laws. Yes X No _____

8. **FOOD AND BEVERAGES**

- A. Will alcoholic beverages be served? Yes X No _____ (Please note that a separate license is required for sale or serving of alcoholic beverages)

Describe how, where, when and by whom the alcoholic beverages will be served

Small beer tent with certified servers will serve small beer samples with participants.

Describe what method will be used to ensure that alcoholic beverages will be consumed only by persons 21 years of age and older

ID check at the entrance. Wristbands will be worn by attendees to insure 21 age law is followed.

If yes, describe what method will be used to ensure that alcoholic beverages will be restricted to the designated area.

Fencing will enclose the Brew Fest fairgrounds area.

B. Will food and/or non-alcoholic beverages be served? Yes No

If yes, describe sanitation measures, food handling procedures and the nature of the food such as pre-packaged foods, hot dogs, pre-mixed soda, raw meats, fish, vegetables, unpeeled fruit, or peeled and cut fruit

Food truck owners will present certified papers and a permit to serve food.

Describe any plans you have for cooking food in the event area including fuel or electrical source to be used

Each truck has its own setup for serving food.

C. Have you obtained the necessary permit from the Polk County Health Department

Yes No Each vendor will supply these.

9. VENDORS OR CONCESSIONAIRES

A. Describe what vendors or concessionaires you will allow in conjunction with the event, and the purpose of these concessions

The Lions Club

B. Describe how you intend to regulate, monitor, and control the type, number, and quality of vendors/concessionaires whom you may permit to operate in conjunction with the event

Only invited/contracted vendors will be serving food.

10. SECURITY AND SAFETY PROCEDURES

A. Describe your proposed procedures for set-up, operation, internal security, and crowd control

Volunteers/monitors, Police assistance.

- B. If the event is to occur at night, describe how you are going to light the event area in order to increase the safety of participants and spectators coming to and leaving the event

Event hours are 12:00-5:30pm

- C. Describe plans to provide first aid, if needed

A local EMT group is contacted about the event. Two members of our group are EMT's.

- D. Describe the involvement of any vehicles or animals in the event

None

11. SANITATION PLAN

- A. Describe your plan for clean up and material preservation. Include number, type, and location of trash and recycling containers to be provided for the event. Indicate who will be responsible for clean-up activities during and after the event

Trails group receptacles
Village receptacles / Baseball field

- B. Describe the number, type, and location of portable and/or permanent toilets to be provided for the event and the maintenance throughout the event

Portables are rented from Raska Sanitation. Volunteers will monitor the portables.

The banner across
Cascade street would
go up 9/9/24.

12. VILLAGE FACILITIES, SERVICES AND EQUIPMENT

- A. Describe location, timing, and requirements for any proposed street closure.
No street closure needed,
Fairgrounds parking lots will be used.
- B. Describe number and location for all signs to be placed on Village property or road right-of-way. *Note that all signs may be erected 72 hours before an event and must be removed within 48 hours of the event*
Signs on Cascade and Chieftain streets. Banner across Cascade street. Notices in area mailboxes.
- C. Describe Village services and/or equipment requested for this event. This includes, but is not limited to, barricades, cones, signs, tables, and other equipment.
Barricades (3) Bleachers be removed
Cones (6) to make room for
Construction tape food trucks.

Please move the portable bleachers on the east side of the ball park.

13. LOCATION MAP

Please attach a map or plans for your event land design. At minimum, the following items should be included. Please place a check mark (✓) by those included.

- A. If a route is involved, the beginning and finish area with arrows, and the places where buses, autos, or other motorized vehicles need to be considered
- B. Size and location of any tents or structures
- C. Entertainment or stage locations
- D. Alcoholic beverage concession area
- E. Non-alcoholic concession area
- F. Food concession area (cooking, serving, and consumption areas)
- G. General merchandise or concession areas
- H. Portable toilet facilities (indicate number) _____
- I. First aid facilities
- J. Event participant and/or spectator parking areas
- K. Event organizer's command post
- L. Fireworks or pyrotechnics site
- M. Fencing or others for securing event area
- N. Site of electrical wiring to be installed for the event
- O. Trash receptacles (indicate number) _____

14. INSURANCE

You must provide proof of insurance coverage for your. Attach to this application either an insurance policy or a certificate of insurance including the policy number, amount, and the

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Police Chief

7/25/24
Date

Approved: Yes No

Of Police hours (Approximate): _____

Total Labor cost: _____

Comments: _____


Fire Chief

7-25-24
Date

Approved: Yes No

Of Fire hours (Approximate): _____

Total Labor cost: _____

Comments: _____


Public Works Director

7/11/2024
Date

Approved: Yes No

Of Public Works hours (Approximate): 4

Total Labor cost: \$178.00

Comments: DPW will provide 3 barricades, 6 cones.

Permit holder is responsible for caution tape

No date specified for banner. Will await banner delivery & scheduling


Village Administrator

7/20/24
Date

Approved: Yes No

Grand Total Labor cost: _____

Comments: See Todd's Notes

Village Board action: Approved: Yes No Date: _____

FINAL APPROVAL AND SIGN OFF

Signature

Title

Date

OFFICE USE ONLY

Check or use N/A (not applicable) where appropriate

- ____ 1. Final check has been made of application requirements
- ____ 2. Event is approved by Village Board
- ____ 3. All required permits are issued and on file
- ____ 4. Refundable clean up fee has been paid, if applicable
- ____ 5. Insurance Certificate and Hold Harmless Agreement is on file
- ____ 6. Application is complete
- ____ 7. Special conditions are attached

Power to Act, Modify, or Revoke. The Village Administrator, or designees, shall have all powers and authority necessary to enforce the terms and conditions of any Special Event Permit, which may be issued. The Village, through its Village Administrator, may modify or revoke a permit whenever the applicant fails to comply with any provisions of the permit or when it is determined to be in the best interest of the Village. The Village reserves the right to shut down a special event that is in progress if it is deemed a public safety hazard and /or there is a violation of Village ordinances or policy, State Statutes, or the terms of the Applicant's permit

Permit is hereby revoked.

Signature

Title

Date

Time

Reason(s) for revocation: _____



Power

Village of Osceola
310 Chieftain St. Osceola, WI 54020
715 294-3498

SPECIAL EVENT PERMIT APPLICATION

1. **EVENT TITLE:** Pumpkin Express

2. **EVENT DATE:** October 18,19, 20th 2024

3. **EVENT DESCRIPTION**

Ride the pumpkin train and so much more, Board in Osceola, where the historic train takes you on a 25-minute ride to Dresser.
Where you can come make memories, playing games, hayrides, pumpkin patch, food, music and more.

4. **APPLICANT**

Applicant's Name Billie Rocarek Title Guest Service & Depot Manager

Address 114 Depot Road, Osceola

Phone 651-500-1822 Evening/cell phone 651-500-1822/715-501-5169

Affiliation Minnesota Transportation Museum

Are you an authorized applicant for this organization? Yes No

Will this person be present at the event area or areas and in charge of the event at all times? Yes No

5. **EVENT PRINCIPALS**

If applicable, submit a list of principals involved in the proposed special event, including professional organizers, promoters, financial underwriters, commercial sponsors, charitable agencies for whose benefit the event is being produced or advertised, etc. Attach additional pages if necessary.

Name Josh Hoaby, joshuah@trainride.org, 651-263-0470

Organization/Business/Agency/Affiliation MTM Executive Director

Name Wayne Merchant, waynem@trainride.org, 612-799-9494

Organization/Business/Agency/Affiliation MTM Board President

Will this person(s) have authority to cancel or greatly modify event plans?

Yes No

6. EVENT COMPONENTS

- A. Date requested Prior to event-when available
- B. Requested hours of operation, from 9 AM / PM to 5 AM / PM
- C. Set up - beginning date and time N/A
Dismantle by - date and time _____
- D. Anticipated number of participants 4,500 spectators _____
- E. If there is a fee or donation required as a condition of attendance or participation of this event, please describe the amounts to be collected from various categories of participants or spectators: N/A
- F. Rain date, if applicable N/A

7. ENTERTAINMENT

Describe entertainment plans; if there will be music, sound amplification or any other noise impact, please describe, including the intended hours

N/A

The applicant hereby acknowledges that it is their responsibility to comply with all applicable copyright laws and obtain all necessary licenses for any music played for this event. Further, the applicant agrees to hold the Village of Osceola harmless and indemnify the Village for any action against the Village arising from failure to comply with all applicable copyright laws. Yes _____ No _____

8. FOOD AND BEVERAGES

- A. Will alcoholic beverages be served? Yes _____ No X (Please note that a separate license is required for sale or serving of alcoholic beverages)

Describe how, where, when and by whom the alcoholic beverages will be served

Describe what method will be used to ensure that alcoholic beverages will be consumed only by persons 21 years of age and older

If yes, describe what method will be used to ensure that alcoholic beverages will be restricted to the designated area.

B. Will food and/or non-alcoholic beverages be served? Yes _____ No X

If yes, describe sanitation measures, food handling procedures and the nature of the food such as pre-packaged foods, hot dogs, pre-mixed soda, raw meats, fish, vegetables, unpeeled fruit, or peeled and cut fruit

Describe any plans you have for cooking food in the event area including fuel or electrical source to be used

C. Have you obtained the necessary permit from the Polk County Health Department
Yes _____ No _____

9. VENDORS OR CONCESSIONAIRES

A. Describe what vendors or concessionaires you will allow in conjunction with the event, and the purpose of these concessions

N/A

B. Describe how you intend to regulate, monitor, and control the type, number, and quality of vendors/concessionaires whom you may permit to operate in conjunction with the event

N/A

10. SECURITY AND SAFETY PROCEDURES

A. Describe your proposed procedures for set-up, operation, internal security, and crowd control

During the operation of our event, we plan to have parking attendants to help with assisting guests on where to park. We are planning to have a shuttle service, placing numerous no parking signs, and also making a safe walkway for riders so they do not walk down the middle of the road,

- B. If the event is to occur at night, describe how you are going to light the event area in order to increase the safety of participants and spectators coming to and leaving the event

N/A

- C. Describe plans to provide first aid, if needed
We have first aid and also CPR trained staff and volunteers.

- D. Describe the involvement of any vehicles or animals in the event

N/A

11. SANITATION PLAN

- A. Describe your plan for clean up and material preservation. Include number, type, and location of trash and recycling containers to be provided for the event. Indicate who will be responsible for clean-up activities during and after the event

N/A

- B. Describe the number, type, and location of portable and/or permanent toilets to be provided for the event and the maintenance throughout the event

n/a

12. VILLAGE FACILITIES, SERVICES AND EQUIPMENT

A. Describe location, timing, and requirements for any proposed street closure.

None

B. Describe number and location for all signs to be placed on Village property or road right-of-way. *Note that all signs may be erected 72 hours before an event and must be removed within 48 hours of the event*

We would request our banner be placed on main street on 10/07/2024.

C. Describe Village services and/or equipment requested for this event. This includes, but is not limited to, barricades, cones, signs, tables, and other equipment.

We would like to request a crossing guard if that is something that would be available.

13. LOCATION MAP

Please attach a map or plans for your event land design. At minimum, the following items should be included. Please place a check mark (✓) by those included.

- A. If a route is involved, the beginning and finish area with arrows, and the places where buses, autos, or other motorized vehicles need to be considered
- B. Size and location of any tents or structures
- C. Entertainment or stage locations
- D. Alcoholic beverage concession area
- E. Non-alcoholic concession area
- F. Food concession area (cooking, serving, and consumption areas)
- G. General merchandise or concession areas
- H. Portable toilet facilities (indicate number) _____
- I. First aid facilities
- J. Event participant and/or spectator parking areas
- K. Event organizer's command post
- L. Fireworks or pyrotechnics site
- M. Fencing or others for securing event area
- N. Site of electrical wiring to be installed for the event
- O. Trash receptacles (indicate number) _____

14. INSURANCE

You must provide proof of insurance coverage for your. Attach to this application either an insurance policy or a certificate of insurance including the policy number, amount, and the

provision that the Village of Osceola is included as an additional insured. All sponsors of events at which alcoholic beverages are served must supply the Village with a Certificate of Insurance with coverage not less than \$1,000,000 combined single limit per event and naming the Village as an additionally insured party. The applicant shall hold the Village, its employees and agents, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting from the activities for which the permit is granted. The applicant shall also be required to notify the Village in the event there is a modification or termination of any of the terms of the insurance coverage. Such notification shall be provided not less than two weeks prior to the effective date of the modification or termination.

NOTE: The listed sponsor and responsible person will be responsible for the conduct of the group and for the condition of the public area. The permit is subject to all municipal codes in addition to all rules governing street right-of-ways. The applicant agrees that during use of the public area, the sponsor will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin, or handicap. The sponsor agrees to indemnify and save the Village harmless from and against all liabilities, claims, demands, judgments, losses, and all suits of law or in equity, costs, and expenses, including reasonable attorney fees, for injury or death of any person, or damage to any property arising from the holding of such special event. The sponsor will be responsible for the reimbursement of all costs incurred by the Village in the repair of damages to Village property directly arising from during the conduct of the event and any additional costs incurred by the Village that are deemed necessary for the safe conduct of the event

ANY FALSIFICATION OF ANSWERS TO THE PROCEEDING QUESTIONS WILL RESULT IN DENIAL OF THE APPLICATION.

Billie Rocarek 9/6/24
 Signature of Applicant Date

List emergency contact telephone numbers for applicant, event principals, and volunteer coordinator on the day of the event:

<u>NAME</u>	<u>ORGANIZATION</u>	<u>EMERGENCY CONTACT NUMBER</u>
Billie Rocarek	MTM	651-500-1822 / 715-501-5169
Josh Hoaby	MTM	651-263-0470
Wayne Merchant	MTM	612-799-9494
Bob Puelston	MTM	612-867-2214

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[Signature] 09/04/24 Approved: Yes No
Police Chief Date

Of Police hours (Approximate): 0 Total Labor cost: 0

Comments: OPD WILL HAVE AN OFFICER WORKING FROM 10AM - 10PM. THE TIMES OF THE EVENT WERE PROVIDED TO THE OFFICER WHO WILL DIRECT TRAFFIC AS NEEDED + IF AVAILABLE.

[Signature] 9/3/24 Approved: Yes No
Fire Chief Date

Of Fire hours (Approximate): _____ Total Labor cost: _____

Comments: _____

[Signature] 8/28/2021 Approved: Yes No
Public Works Director Date

Of Public Works hours (Approximate): 0 3^{hrs} Total Labor cost: 0 \$143.00

Comments: No services requested. Follow map parking restrictions provided or vehicles may be towed. (Install banner as requested) 9/6/2024 Update

[Signature] 9/6/24 Approved: Yes No
Village Administrator Date

Grand Total Labor cost: _____

Comments: _____

Village Board action: Approved: Yes No Date: _____

FINAL APPROVAL AND SIGN OFF

Signature

Title

Date

OFFICE USE ONLY

Check or use N/A (not applicable) where appropriate

- ____ 1. Final check has been made of application requirements
- ____ 2. Event is approved by Village Board
- ____ 3. All required permits are issued and on file
- ____ 4. Refundable clean up fee has been paid, if applicable
- ____ 5. Insurance Certificate and Hold Harmless Agreement is on file
- ____ 6. Application is complete
- ____ 7. Special conditions are attached

Power to Act, Modify, or Revoke. The Village Administrator, or designees, shall have all powers and authority necessary to enforce the terms and conditions of any Special Event Permit, which may be issued. The Village, through its Village Administrator, may modify or revoke a permit whenever the applicant fails to comply with any provisions of the permit or when it is determined to be in the best interest of the Village. The Village reserves the right to shut down a special event that is in progress if it is deemed a public safety hazard and /or there is a violation of Village ordinances or policy, State Statutes, or the terms of the Applicant's permit

Permit is hereby revoked.

Signature

Title

Date

Time

Reason(s) for revocation: _____



Polk County Recycling Center **Free Event Recycling Bins Available**

Recycling Bins and Bags Available For Use at Any Event

Community Festivals * Wedding Receptions * Graduation
Parties * Family Reunions * Auctions *
Any gathering that generates plastic & aluminum containers

To Reserve:

Call 715-483-1088. Bins and bags can be picked up at Polk County Recycling Center after signing a Lease Agreement and leaving a security deposit. Deposits will be returned when the bins are brought back to Polk County Recycling Center.

Provides Convenient:

- * Bins & Bags
- * Easy Reduce Trash Costs
- * Keeps Plastic Bottles & Aluminum Cans out of Landfills

Using bins:

Place bin next to a trash can.

Replace bag when 2/3 full to help prevent overflow & recyclables from being thrown in with the trash or trash thrown in the recyclables.

Put up signs stating where the recycling bins and the trash bins can be found.



POLK COUNTY RECYCLING CENTER

1302 208TH STREET • ST. CROIX FALLS, WI
715-483-1088

www.co.polk.wi.us/recycling



MINNESOTA
TRANSPORTATION
MUSEUM

193 Pennsylvania Ave E
Saint Paul, MN 55106
(651)-228-0263
www.transportationmuseum.org

Village of Osceola
310 Chieftain Street
Osceola, WI 54020

8/15/2024



Greetings from the Osceola & St. Croix Valley Railway!

The railway began thirty years ago in Osceola, which means the Pumpkin Express has been happening for 27 years. We are grateful to all that have made this journey so long and wonderful. Thank you.

We would like to again ask the Village of Osceola for its support and assistance with our annual Pumpkin Express event this year. We are planning a full event and anticipate 4,000-4,500 guests over the 3-day period of October 18, 19 & 20, 2024. We realize our intensified fall activities, especially during the coming weekends, may place an increased burden on the Village and would like to coordinate to better promote safety and better facilitate our mutual interests.

In previous years, we have requested a permit to display a banner downtown, we kindly request this again this year. A completed special events form is attached to this email.

On behalf of the Osceola & St. Croix Valley Railway and the Minnesota Transportation Museum, thank you for supporting our operation over the last 30 years. We are grateful to be a part of your community and are open to additional ways we can better serve and promote our mutual interests.

Thank you,

A handwritten signature in black ink that reads 'Billie Rocarek'.

Billie Rocarek
Guest Services & Depot Manager
651-500-1822

Untitled Map

Write a description for your map.

- NO PERMITTING
- PEDESTRIAN ACCESS
- PRIVATE
- LANDS/PERMISSION ONLY PARKING

Legend

- bp
- Depot Rd
- Osceola & St. Croix Valley Railway
- Osceola Picnic Bluff
- Osceola Village Garage

Osceola P

Depot Rd

Depot Rd

Depot Rd

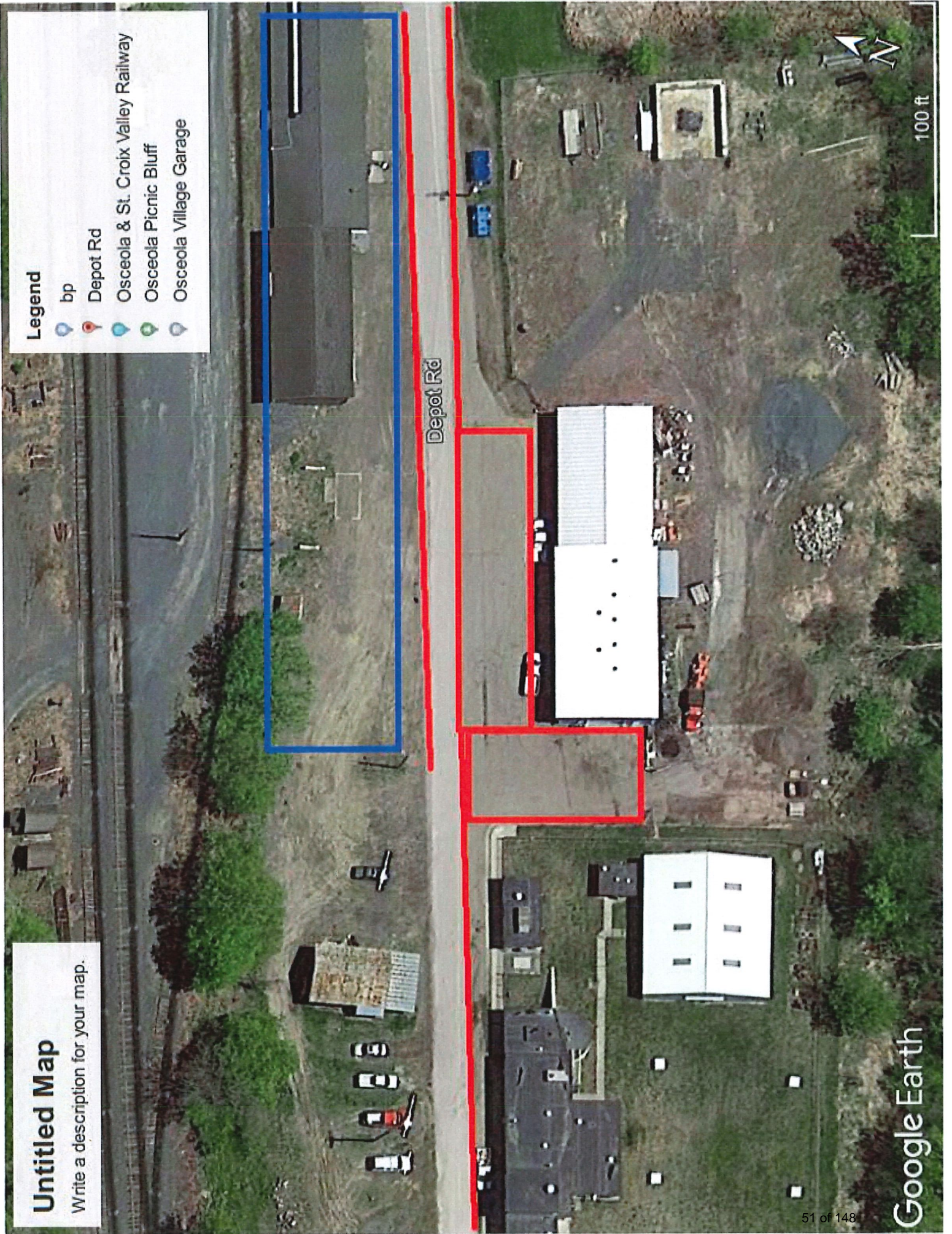


Untitled Map

Write a description for your map.

Legend






- bp
- Depot Rd
- Osceola & St. Croix Valley Railway
- Osceola Picnic Bluff
- Osceola Village Garage

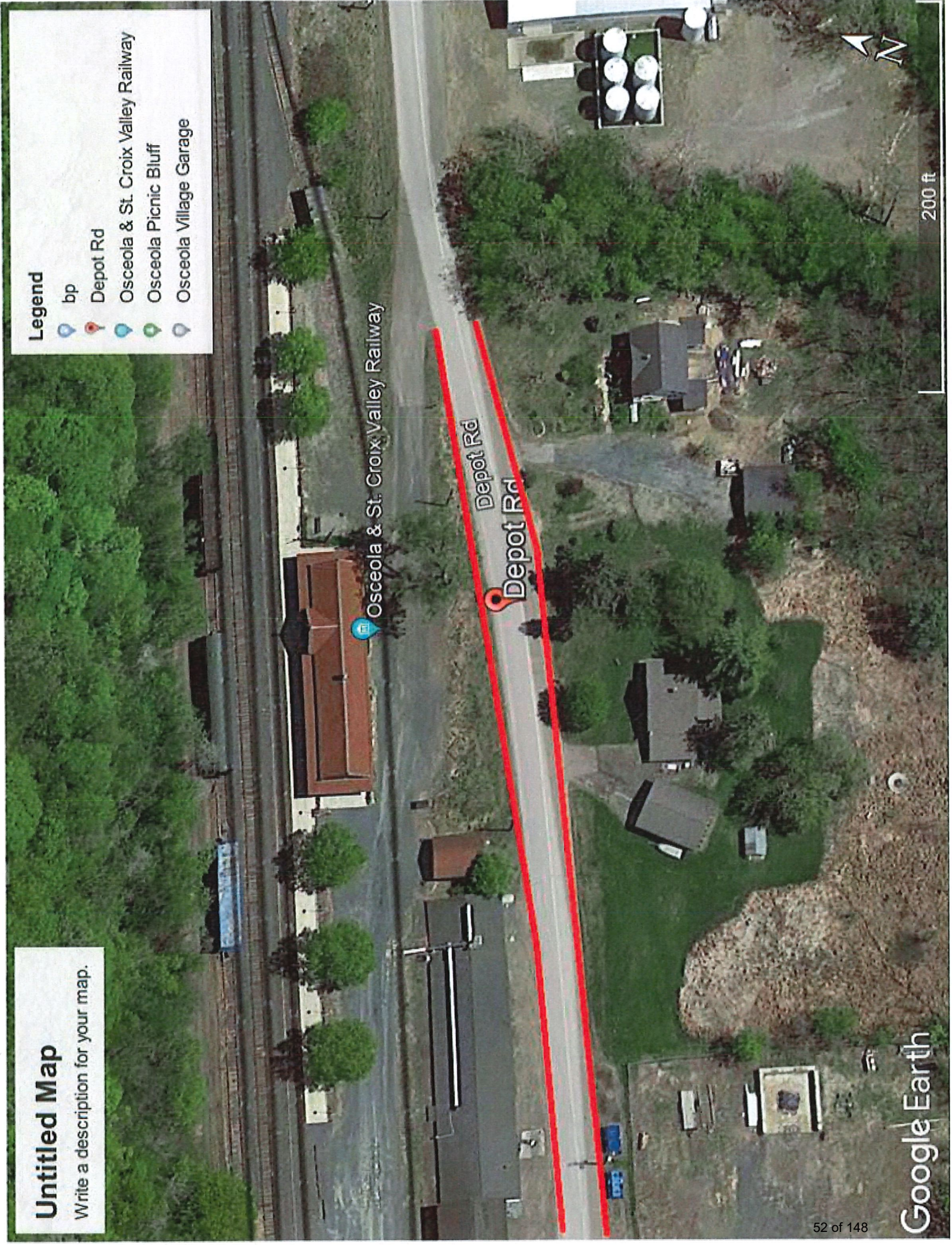


Untitled Map

Write a description for your map.

Legend

-  bp
-  Depot Rd
-  Osceola & St. Croix Valley Railway
-  Osceola Picnic Bluff
-  Osceola Village Garage



VILLAGE OF OSCEOLA ADMINISTRATION & FINANCE COMMITTEE PROCEEDINGS
August 8, 2024

The Village of Osceola Administration & Finance Committee met on August 8, 2024, at Village Hall. Chair Burch called the meeting to order at 7:30 am.

Present: Brad Lutz, Van Burch and Ron Pedrys
Staff present: Devin Swanberg, Carie Krentz, Andrew Bach and Paul Elfstrom

Motion by Lutz and seconded by Pedrys to approve the agenda.
Ayes-3 Nays-0 Motion carried

Motion by Pedrys and seconded by Lutz to approve the minutes dated July 3, 2024.
Ayes-3 Nays-0 Motion carried

Discussion and Possible Action re:
Police Combination with City of St. Croix Falls

Swanberg gave a handout of the summary of the letter from St. Croix Falls received last Friday. Currently at a stall mate in negotiations, waiting to see the State Innovation Grant opportunities that should come out next week and if there is favorable outcomes with grants St. Croix Falls would like to continue negotiations if not, would be done and not move forward.

Burch went through his experience with these negotiations and does not agree with what has been proposed by St. Croix Falls. Pedrys agreed and felt there has not been good faith during these negotiations, there are two different structured departments and feels both work but there should be some compromise on both sides and doesn't feel St. Croix has been willing to do that. The Village has held off on hiring and moving our department forward to show our good faith in these negotiations and feels the department can be built back up to full staff. Bach initially felt it was going well and at this point does not want to shut this door because there are still moving items that may impact the outcome. Swanberg stated we will know more next week.

Yellow House demo update

Swanberg stated Minocqua Grading will here next week to demo the house, which should take 2-3 days. Once done a grand opening will be scheduled for the Skatepark. Current residence plan to empty house on Monday.

Fire Department Roof

Swanberg started with in our 2024 CIP we budgeted \$70K for a new roof for the Fire Department building. Elfstrom received 3 quotes that are coming in around \$100K. Elfstrom stated previously he had two bids that came in lower. He received bids from McCarty Construction at \$96K, Lindus Construction at \$151,375 and Sunrise Remodelers at \$94,574. All these options are with a steel roof. The current roof is currently leaking every time it rains due to no flashing being put in. The increase is mainly due to increase in labor costs to maintain staffing. This is an increase of \$30K from what is listed in 2024 CIP for this item, which is why it is being brought to committee.

Discussion on each bid and what is included in pricing. Elfstrom offered the remaining funds in the departments building maintenance of about \$13K if that was needed. Lutz offered Village to cover half of the overages and Fire Department to raise the other half. This was not an option for Elfstrom. Pedrys asked Elfstrom to get bids with high quality shingles and bring back to next meeting.

Audit update

Swanberg stated we are supposed to see sometime in August; due to auditor dealing with a detached retina for the month of June, has delayed a bit. Expecting to receive the 2023 Audit very shortly.

Budget update

Swanberg and Batchelor are meeting with all department heads next week. Seeing a 3% increase in shared revenue from the State, which is about \$3,300, very small increase. We had a 6% increase in our equalized value unofficially. Expecting to know our levy limit in a week to two weeks still. Reminded members Village had a \$150K deficit last year however that

was down from approximately \$300K the year before that, trending in the right direction. Budget workshops to happen in September and October and wrapping up in November. Looking at creation of TID #4, that will be presented at next weeks agenda. The TIDs will help us do street projects that we may not otherwise be able to accomplish.

Future Agenda items and Updates

n/a

Chair Burch adjourned the meeting at 8:20 am.

Respectfully Submitted by

Carie Krentz, Village Clerk

Osceola Airport Commission Meeting Minutes

Date: July 15, 2024

1. Called to order by Greene at 4:07pm. Members present: Greene, Lee, Melin, and Johnson.

Public: Matt Stewart (SEH), Steve Kennedy, Paul Elfstrom, Devin Swanberg

2. Approval of the Agenda: 1 Greene; 2 Melin (4 I, 0 NA)
3. Approval of the minutes (March 18, 2024): 1 Lee; 2 Melin (4 I, 0 NA)
4. Invoices for payment: None.
5. Airport Financials: General discussion of finances. Village administrator Swanberg was present and able to help with some of the commissions reoccurring financial statement interpretation questions. The group identified some odd categories regularly presented that need to be cleaned up. There was also discussion of possibly finding a more complete way to track reoccurring public works charges to the airport. Swanberg stated he would work on the transaction detail report.

Swanberg Let the Airport commission know that the Village would like to begin Charging the Airport an *administrative fee*- for book keeping and billing. The proposed amount would be **\$10,000.00** per year. The justification is that the library and fire department pay a similar fee. Greene stated he did not like the idea. Stating that the airport historically has not been cash positive, and the additional fee would deplete any temporary Airport surplus much sooner. Lee, Johnson, and Melin Voiced similar comments.

6. Reports:
 - a.- Manager's Report- No significant updates or issues.
7. Other Business:
 - a. Airport Master Plan General Discussion. Matt Stewart from SEH indicated the Master Plan is underway. The first Stakeholder advisory committee meeting has been scheduled for August 12th. Some of the first items to take place in regard to the master planning include a site visit which will assess safety areas, terrain grades etc. There will also be aerial mapping taking place with a "leaf on tree" requirement. This hopefully will be completed before late fall.

- b. Airport Ordinance Revisions: Tabled

- c. Northeast Airport out-building: The outbuilding suffered significant storm damage a couple days after the last Airport meeting. Johnson received a quote from Gregory Contracting of \$54,802.00 to repair the damage. The Insurance company placed a similar value of damage to the building, but after depreciation calculations was only able to offer a cash option of \$31623.00. There would be approximately \$5400.00 additional recoverable depreciation once all repairs are complete. J&S contracting had submitted an estimate of \$21700.00 to remove the outbuilding and return the area to a level site. The group discussed the options. Motion by Lee to remove the outbuilding - Second by Melin (4I, 0 NA) Motion passed.

- d. The Glider Association Lease Agreement: The glider club has arranged their glider storage trailers in an acceptable fashion to meet the needs of fire protection. The Glider lease agreement still needs to be updated.

- e. Budget: Tabled for August Meeting

- 8. Future agenda items and updates
 - a. Greene mentioned the need to draft a liability release for the Improvements made to Taxiway D by Mr. Patrick Brown.

 - b. Adjourn – Meeting adjourned at 5:31pm



Library Board of Trustees
Minutes of Regular Meeting July 11th, 2024

Trustees Present: Taylor Baert, Gail Hanson, Ron Johnson, Michele Merritt, Maureen Rogers, Deb Rose

Trustees Absent: Arvid Maki

Also present: Director Anne Miller, Cheryl Beardslee from FOTL

President Michele Merritt called the meeting to order at 5:30.

Motion to approve the agenda by Gail, seconded by Taylor. Carried unanimously.

Motion to approve the **Minutes for the June regular meeting** by Deb. Seconded by Maureen. Carried unanimously.

Citizens' Comments – Cheryl reported that the Friends of the Library bank account is looking good as a result of the recent strong book sales and the garage sale. They have also had some success recruiting volunteers for the book sales.

Director's Report – Anne reported that June was a busy month with the garage sale of surplus library items, clearing out the off-site storage unit, attending a library symposium, kicking off the Summer Learning Program, adding additional learning events, and hosting school groups.

Monthly Financials – Motion to approve the financial report by Maureen, seconded by Taylor. Carried unanimously.

Audit and Approve Bills – Motion to pay the bills by Ron, seconded by Deb. Carried unanimously.

Volunteer Policy – The board reviewed the policy and the volunteer application form. Motion made by Deb, seconded by Gail, to approve the Volunteer Policy with a couple of very minor changes. Motion carried unanimously.

Gifts and Naming Rights Policy – The library already has a Gifts Policy, but no Naming Rights Policy. These two policies will be rolled into one. Anne drafted the new policy based on one used by the Kenosha Public Library. Katelyn Noack with IFLS also advised Anne about naming rights. The board felt that the new policy looks good, but wanted to make sure that it does not affect past donors in any negative way. Michele will speak with former members of Millpond Learning Foundation to see if promises made to past donors may be affected by the new policy. Anne will also check with IFLS staff on this.



**Library Board of Trustees
Minutes of Regular Meeting July 11th, 2024**

2025 Library Budget – Anne, Michele, and Deb met earlier to start working on the budget for 2025. They presented several budget proposals to the board and will be further fine-tuning the numbers. Anne will be attending a budget webinar put on by IFLS.

Anne shared information on Library Trustee Training Week which will be held from August 19 to August 23. The webinars can be attended individually, or if more than one person is interested in a particular session, we could reserve a room at the library.

Next Meeting – Thursday, August 8, at 5:30 pm. The meeting will be held downstairs in Room 105 due to the large upstairs conference room getting set up for the August 13 election.

President Merritt declared the meeting adjourned at 7:06 pm.

Respectfully submitted by
Ron Johnson, Library Board Secretary

PLAN COMMISSION MEETING PROCEEDINGS

August 6, 2024

The Plan Commission of the Village of Osceola met on August 6, 2024, to hold a regular monthly meeting. Brad Lutz called the meeting to order at 6:00 p.m.

Present: Brad Lutz, Kim O'Connell, Chelsea Kruse, Dennis Tomfohrde, Mike Sine, Rob Bullard and

Absent: Bill Chantelois V

Others present: Devin Swanberg, Tanya Batchelor and several others from public.

Motion to approve the agenda was made by Sine, second by Bullard.

Motion passed 6-0

Motion to approve the minutes of the previous meeting, July 2, 2024, as presented, was made by O'Connell, second by Tomfohrde.

Motion passed 6-0

Presentation of Comprehensive Plan – Emily Herald, MSA

Emily gave a brief review of the Comprehensive Plan.

Public Comment period and Plan Commission Review

O'Connell asked if the Village has extra-territorial agreements in place outside the village 1.5 miles. If not, he suggested looking into that. He also had concerns that no overlay districts are shown. Chapter 9, Land Use still needs heavy review. The future land use map isn't quite right south of town. Compatibility standards listed, he felt do not make sense.

Other Commission members made comments and asked questions.

Tom Killilea of 401 River Street read several comments regarding the Comprehensive Plan.

Sam Schillace of 407 Ridge Road – asked the Planning Commission to consider the mine in Farmington Township.

Holly Walsh of 405 Ridge Road – voiced concerns about high density residential in her area. Apartment buildings are fine, but not 40 units.

Discussion and possible action re:

Ridge Road Concept Development by CE Wurzer

Swanberg explained the proposed development and staff has reviewed and given their recommendations to the developer. Justin Wurzer answered questions about the development. The project includes 6 additional 12 plexes. There is a potential for use of TID funds for the road and infrastructure. Motion by Sine to recommend the Village board enter into discussions with CE Wurzer for a purchase and development agreement for PID#165-00582-0300, seconded by Kruse.

Motion passed 5-0 O'Connell Abstained

Easement off 8th Ave – Shane Twohy

Shane Twohy explained that he owns 892 Maple Drive and has a house on that lot. He also owns the lot behind 892 Maple Drive and has access to it thru an easement on Schilberg Park property. He would like to improve access in anticipation of development. Shane presented an old plat showing an easement for East 8th Avenue that the Village has no intention of building. Other property owners abutting this 8th Street easement have personal items located on village property. Shane has checked into having a gravel

road constructed to his property, which would need to be engineered so it doesn't affect the drainage in that area. The Planning Commission directed Devin to locate the survey pins or property perimeter for the 8th Avenue easement.

Cemetery Survey and Discussion

Ron Jaspersen, President of Mount Hope Cemetery Association, read a letter to the Commission. The recent survey found that .33 acres of cemetery property is being used by the Village and they would like to sell it to us. The surveyor has not set the pins so lines could be adjusted. The survey company will set the pins when we decide the final lines. Discussion followed. Motion by Lutz to recommend Village Board enter negotiations with Mount Hope Cemetery Association to purchase .33 acres the Village is currently using, seconded by Bullard. Motion passed 5-0 Lutz abstained

Future Agenda Items

O'Connell requested to have Impact Fees and needs assessment on the September agenda. These would be effective January 1, 2025.

The meeting was adjourned at 7:47 p.m.

Minutes Respectfully submitted by Tanya Batchelor, Village Treasurer

GENERAL FUND CHECKING

ALL Checks

Posted From: 8/08/2024 From Account:
Thru: 9/06/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
MTA	8/14/2024	MTA-MY TAX ACCOUNT	1,912.91
MTA	8/28/2024	MTA-MY TAX ACCOUNT	1,865.74
66996	8/14/2024	AMAZON CAPITAL SERVICES	303.41
66997	8/14/2024	ANDREW BACH	55.56
66998	8/14/2024	BADGER STATE INC.	951.72
66999	8/14/2024	BAKER & TAYLOR	1,023.68
67000	8/14/2024	BILL'S ACE HARDWARE	409.43
67001	8/14/2024	BOYDS OUTDOOR POWER	122.28
67002	8/14/2024	CAPITAL ONE TRADE CREDIT	652.12
67003	8/14/2024	CARIE KRENTZ	80.40
67004	8/14/2024	CINTAS	433.31
67005	8/14/2024	COMMERCIAL TESTING LAB.	1,392.00
67006	8/14/2024	COMPENSATION CONSULTANTS, LTD	25.00
67007	8/14/2024	CORE & MAIN LP	698.93
67008	8/14/2024	DICK'S FRESH MARKET	26.01
67009	8/14/2024	DIGGERS HOTLINE	46.98
67010	8/14/2024	EMC INS CO - SUBROGATION BILLING	2,000.00
67011	8/14/2024	EMC INSURANCE COMPANIES	12,304.47
67012	8/14/2024	FEDERATED CO-OPS, INC.	56.55
67013	8/14/2024	GUARDIAN PEST SOLUTIONS, INC.	126.50
67014	8/14/2024	HAWKINS INC	18,604.80
67015	8/14/2024	INDIANHEAD GLASS INC	4,600.00
67016	8/14/2024	JENNIFER GILLER	147.64
67017	8/14/2024	JENNIFER L. ROYTEK	30.00
67018	8/14/2024	JOHN DEERE FINANCIAL	207.22
67019	8/14/2024	LAKEFRONT LAWN & DOCK SERVICES	3,075.00
67020	8/14/2024	LAKEHOME PROPERTY MANAGEMENT	5,000.00
67021	8/14/2024	LAKELAND COMMUNICATIONS	249.79
67022	8/14/2024	LE PHILLIPS MEMORIAL LIBRARY	34.95
67023	8/14/2024	MIDWEST ONE - VISA	1,012.56
67024	8/14/2024	MIDWESTONE	10,968.94
67025	8/14/2024	MINNESOTA PETROLEUM SERVICE	378.00
67026	8/14/2024	NATIONWIDE TRUST COMPANY, FSB	50.00

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ALL Checks

Posted From: 8/08/2024 From Account:
 Thru: 9/06/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
67027	8/14/2024	ODP BUSINESS SOLUTIONS	113.15
67028	8/14/2024	PDI TECHNOLOGIES	59.94
67029	8/14/2024	PITNEY BOWES INC.	502.25
67030	8/14/2024	PRO-GREEN CLEANING & JANITORIAL	1,950.00
67031	8/14/2024	RELIANCE ELECTRIC MOTORS	180.00
67032	8/14/2024	RODLI, BESKAR, NEUHAUS, MURRAY, & PLETCHER	100.00
67033	8/14/2024	STATE OF WI - DNR	125.00
67034	8/14/2024	TANNER REBHAN	50.00
67035	8/14/2024	THOMSON REUTERS - WEST	155.59
67036	8/14/2024	TMS ENTERPRISES	125.00
67037	8/14/2024	TRI STATE BOBCAT	9,900.00
67038	8/14/2024	VERIZON	235.76
67039	8/14/2024	WI PROFESSIONAL POLICE ASSOCIATION	133.50
67040	8/14/2024	WI SCTF	54.59
67041	8/14/2024	WI STATE LABORATORY OF HYGIENE	29.00
67042	8/14/2024	WILD RIVERS CONSERVANCY	50.00
67043	8/14/2024	XCEL ENERGY	13,257.22
67044	8/21/2024	AMAZON CAPITAL SERVICES	520.74
67045	8/21/2024	COMMAND CENTRAL	41.15
67046	8/21/2024	MSA PROFESSIONAL SERVICES	6,915.50
67047	8/21/2024	ODP BUSINESS SOLUTIONS	233.80
67048	8/21/2024	OSCEOLA STOP	80.00
67049	8/21/2024	PETTY CASH-LIBRARY	165.39
67050	8/21/2024	PRO-GREEN CLEANING & JANITORIAL	1,950.00
67051	8/21/2024	SCHINDLER ELEVATOR CORPORATION	1,662.71
67052	8/21/2024	TEAMSTERS LOCAL 662	629.00
67053	8/21/2024	UNUM LIFE INSURANCE COMPANY OF AMERICA	567.77
67054	8/28/2024	AFLAC	247.36
67055	8/28/2024	BAKKE NORMAN. S.C.	1,513.00
67056	8/28/2024	BARBARA ARONSON	115.00
67057	8/28/2024	CAROL OTTO	70.00
67058	8/28/2024	CHERYL ANDERSON-HUSTAD	70.00
67059	8/28/2024	DARLENE BLAIR	150.00

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Posted From: 8/08/2024 From Account:
 Thru: 9/06/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
67060	8/28/2024	DEBRA ROSE	170.00
67061	8/28/2024	DELTA DENTAL PLAN OF WISCONSIN	503.12
67062	8/28/2024	EO JOHNSON COMPANY INC	519.55
67063	8/28/2024	JENNIFER L. ROYTEK	30.00
67064	8/28/2024	KYLE WEAVER	80.00
67065	8/28/2024	LINDA COX	80.00
67066	8/28/2024	LORI GETSCHEL	105.00
67067	8/28/2024	MINOCQUA GRADING	24,500.00
67068	8/28/2024	POLK COUNTY CLERK	75.50
67069	8/28/2024	RATWIK, ROSZAK & MALONEY, P.A.	1,797.50
67070	8/28/2024	ROGER ALLRICH	70.00
67071	8/28/2024	SIGN-XPRESS, LLC	286.38
67072	8/28/2024	ST CROIX FALLS	512.80
67073	8/28/2024	STANTEC CONSULTING SERVICES INC	26,703.53
67074	8/28/2024	SUMMIT FIRE PROTECTION	1,024.00
67075	8/28/2024	TANNER REBHAN	50.00
67076	8/28/2024	WI SCTF	54.59
67077	8/28/2024	WILLIAM BLAIR	70.00
67078	9/04/2024	ACTION RADIO & COMMUNICATIONS, INC.	1,993.00
67079	9/04/2024	AMAZON CAPITAL SERVICES	352.29
67080	9/04/2024	AMERICAN TEST CENTER	1,159.00
67081	9/04/2024	APPRAISAL SERVICES	2,640.00
67082	9/04/2024	AUTOMATIC SYSTEMS CO	3,091.60
67083	9/04/2024	CAPITAL ONE TRADE CREDIT	405.41
67084	9/04/2024	CLIFTON LARSON ALLEN LLP	9,660.00
67085	9/04/2024	COMPENSATION CONSULTANTS, LTD	25.00
67086	9/04/2024	CORE & MAIN LP	5,507.24
67087	9/04/2024	CYCLONE FENCE	1,450.00
67088	9/04/2024	DAREL HALL	69.48
67089	9/04/2024	HAWKINS INC	2,292.83
67090	9/04/2024	HD SUPPLY	1,044.19
67091	9/04/2024	KWIK TRIP	2,011.51
67092	9/04/2024	LAKELAND COMMUNICATIONS	762.16

GENERAL FUND CHECKING

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Check Nbr	Check Date	Payee	Amount
67093	9/04/2024	MACQUEEN EQUIPMENT INC.	359.63
67094	9/04/2024	MIDWEST ONE - VISA	2,285.02
67095	9/04/2024	NORTH 40 RESOURCES	688.40
67096	9/04/2024	NORTHWESTERN POWER EQUIPMENT CO., INC.	6,736.00
67097	9/04/2024	RIDGELINE UTILITY CO, LLC	770.00
67098	9/04/2024	SHORT ELLIOTT HENDRICKSON	2,750.00
67099	9/04/2024	THE BITWORKS INC.	5,812.90
67100	9/04/2024	THOMSON REUTERS - WEST	155.59
67101	9/04/2024	WE ENERGIES	366.19
67102	9/04/2024	WEST WISCONSIN INSPECTION AGENCY, LLC	1,965.00
67103	9/04/2024	WI PROFESSIONAL POLICE ASSOCIATION	133.50
EFTPS	8/14/2024	EFTPS	10,675.46
EFTPS	8/28/2024	EFTPS	10,583.95
WRS-ETF	8/28/2024	WRS-EFT	12,934.86
COL LIFE	8/28/2024	COLONIAL LIFE	92.28
V8142401	8/14/2024	BACH, ANDREW	2,442.50
V8142402	8/14/2024	BATCHELOR, TANYA	1,560.72
V8142403	8/14/2024	CARUSO, RICHARD T.	1,912.29
V8142404	8/14/2024	CHAPMAN, HUNTER	368.81
V8142405	8/14/2024	FELDTMOSE, MARIE K.	538.39
V8142406	8/14/2024	GILLER, JENNIFER	1,357.75
V8142407	8/14/2024	HOVERMAN, RICHARD D.	468.95
V8142408	8/14/2024	JACOBS, MICHELLE	867.82
V8142409	8/14/2024	KENNY, RYAN	1,799.93
V8142410	8/14/2024	KRENTZ, CARIE	1,635.52
V8142411	8/14/2024	KRENTZ, DEVON	502.02
V8142412	8/14/2024	LEHMAN, JENNIFER T.	290.90
V8142413	8/14/2024	MALLIN, MICHAEL	1,758.99
V8142414	8/14/2024	MILLER, ANNE	1,571.81
V8142415	8/14/2024	PARO, CORA	437.04
V8142416	8/14/2024	REBHAN, TANNER	1,772.53
V8142417	8/14/2024	ROYTEK, JENNIFER L.	1,361.34
V8142418	8/14/2024	ROYTEK, RYAN	726.11

GENERAL FUND CHECKING

ALL Checks

Posted From: 8/08/2024 From Account:
Thru: 9/06/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
V8142419	8/14/2024	SCHILL, JUSTIN	1,593.10
V8142420	8/14/2024	SWANBERG, DEVIN	2,864.05
V8142421	8/14/2024	TRACY, DAWN	683.39
V8142422	8/14/2024	TRACY, RALPH E.	1,868.33
V8142423	8/14/2024	TREMBLAY, MATTHEW	1,857.03
V8142424	8/14/2024	WATERS, TODD	1,800.22
V8282401	8/28/2024	BACH, ANDREW	2,179.83
V8282402	8/28/2024	BATCHELOR, TANYA	1,699.21
V8282403	8/28/2024	CARUSO, RICHARD T.	2,091.59
V8282404	8/28/2024	CHAPMAN, HUNTER	402.10
V8282405	8/28/2024	FELDTMOSE, MARIE K.	643.07
V8282406	8/28/2024	GILLER, JENNIFER	1,415.75
V8282407	8/28/2024	HOVERMAN, RICHARD D.	522.15
V8282408	8/28/2024	JACOBS, MICHELLE	669.39
V8282409	8/28/2024	KENNY, RYAN	1,604.28
V8282410	8/28/2024	KRENTZ, CARIE	1,700.52
V8282411	8/28/2024	KRENTZ, DEVON	725.39
V8282412	8/28/2024	KRENTZ, KRISTOPHER	616.00
V8282413	8/28/2024	LEHMAN, JENNIFER T.	263.20
V8282414	8/28/2024	MALLIN, MICHAEL	1,728.62
V8282415	8/28/2024	MILLER, ANNE	1,275.85
V8282416	8/28/2024	PARO, CORA	149.61
V8282417	8/28/2024	REBHAN, TANNER	1,813.73
V8282418	8/28/2024	ROYTEK, JENNIFER L.	1,361.34
V8282419	8/28/2024	ROYTEK, RYAN	435.96
V8282420	8/28/2024	SCHILL, JUSTIN	1,662.10
V8282421	8/28/2024	SWANBERG, DEVIN	2,864.05
V8282422	8/28/2024	TRACY, DAWN	751.25
V8282423	8/28/2024	TRACY, RALPH E.	1,937.33
V8282424	8/28/2024	TREMBLAY, MATTHEW	2,001.14
V8282425	8/28/2024	WATERS, TODD	1,976.82
GREAT WEST	8/14/2024	GREAT WEST	660.59
GREAT WEST	8/28/2024	GREAT WEST	660.23

9/06/2024

9:57 AM

Reprint Check Register - Quick Report - ALL

Page: 6
ACCT

GENERAL FUND CHECKING

ALL Checks

Posted From: 8/08/2024 From Account:
Thru: 9/06/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
HEALTHPTNRS	8/12/2024	HEALTH PARTNERS INSURANCE	1,947.21
CENTRALSTATS	8/29/2024	CENTRAL STATES H&W FUND	24,115.00
Grand Total			348,115.63

GENERAL FUND CHECKING

ALL Checks

Posted From: 8/08/2024 From Account:
Thru: 9/06/2024 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	189,650.86
Total Expenditure from Fund # 240 - LIBRARY FUND	20,453.16
Total Expenditure from Fund # 250 - AIRPORT	1,342.33
Total Expenditure from Fund # 275 - OSCEOLA MUNICIPAL COURT	3,309.15
Total Expenditure from Fund # 300 - DEBT SERVICE FUND	10,968.94
Total Expenditure from Fund # 400 - GENERAL CAPITAL FUND	44,065.50
Total Expenditure from Fund # 610 - WATER UTILITY	41,705.78
Total Expenditure from Fund # 620 - SEWER UTILITY	36,619.91
Total Expenditure from all Funds	348,115.63

Village of Osceola - Monthly Budget Report
Year to Date for Month Ending
8/31/2024

Account Number	Village of Osceola	2024 Actuals @ 8/31/2024	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	16,004	20,000	(3,996)	80%
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	24,092	798,054	(773,962)	
100-00-42300-000-000	Special Assessment Revenue	0	1,700	(1,700)	1,700
100-00-43410-000-000	WI State Shared Revenue	60,251	401,675	(341,424)	15%
100-00-43415-000-000	Expenditure Restraint	0	0	0	
100-00-46220-000-000	Fire Insurance Fee	13,866	12,589	1,277	110%
100-00-43430-000-000	Exempt Computer Aid	13,503	13,503	0	100%
100-00-43531-000-000	WI State Transportation Aid Revenue	113,389	151,185	(37,796)	75%
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	3,715	250	3,465	250
100-00-43690-000-000	Other State Grant	0	0	0	0
	Intergovernmental Revenues	213,296	587,773	(374,477)	
	Licenses and Permits				
100-00-44100-000-000	Liquor Licenses	0	0	0	
100-00-44200-000-000	All non-liquor licenses	3,385	4,000	(615)	85%
100-00-44400-000-000	Planning and Zoning Fees	940	1,000	(60)	94%
100-00-44300-000-000	Building Permits	43,244	65,000	(21,756)	67%
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	1,600	1,250	350	128%
100-00-46330-000-000	Downtown Parking Permits	51	1,000	(949)	5%
	Licenses and Permits	55,802	102,250	(46,448)	
	Fines, Forfeits and Penalties				
100-00-45100-000-000	Court Fines Revenue	13,450	24,200	(10,750)	56%
100-00-45110-000-000	Parking Fines	0	100	(100)	0%
	Fines, Forfeits and Penalties	13,450	24,300	(10,850)	
	Public Charges for Service				
100-00-44102-000-000	Dog Licenses	738	900	(162)	82%
100-00-46211-000-000	Charges for Public Service - Police	476	1,000	(524)	48%
	Other - COPS Grant	0	0	0	
	Minor Revenues	0	0	0	
	Other Revenue	0	0	0	
100-00-46100-000-000	Admin Assess Search	800	1,500	(700)	53%
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	96,952	193,903	(96,952)	50%
	Public Charges for Service	98,965	478,007	(379,042)	
		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	324,761			
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	20,909	7,500	13,409	279%
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
8/31/2024

Account Number	Village of Osceola	2024 Actuals @ 8/31/2024	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	368,670	29,000	14,909	
	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	774,274	2,216,359	(1,766,846)	35%
	GENERAL FUND EXPENSES -SUMMARY				
	Legislative	37,935	100,965	(63,030)	38%
	Administration	323,949	253,835	70,114	128%
		353,934	791,465	(437,531)	45%
	Fire	121,019	204,200	(83,181)	59%
	Street	85,316	251,440	(166,125)	34%
	Street Lights	25,470	44,180	(19,668)	58%
	Storm Water	11,455	16,255	(3,835)	70%
	Street Signs	5,523	14,520	(8,997)	38%
	Garage and Maintenance	85,258	78,995	13,549	108%
	Sanitation	10,921	9,425	1,496	116%
	Parks	92,700	132,440	(39,740)	70%
	Economic Development	12,139	16,573	(4,434)	73%
	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*	37,285	40,000	(2,715)	93%
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	10,560	13,200	(2,640)	80%
100-00-51530-390-000	Assessor Manufacturing	0	2,400	(2,400)	0%
	TOTAL GENERAL FUND OPERATING EXPENDITURES	1,453,910	2,455,707	(1,181,004)	59%
	REVENUE OVER (UNDER) EXPENSES	(679,636)	(239,348)	(585,842)	

Memo

To: Wilberg Memorial Library Board of Trustees

From: Anne Miller, Library Director

CC: Village Board of Osceola

Date: September 2024

DIRECTOR/ADMINISTRATION

The library system will be transitioning to a new email system for sending out holds and overdue notices, and I volunteered to be one of the test libraries. I spent several days during the month watching training videos and creating the notices which we started using in September.

MATERIALS CIRCULATION

July 2024, Total Items Circulated: 4438

Public Computer Uses for July 2024: 94

eBook Checkouts for July 2024: 1390

New Patrons in July 2024: 27

COLLECTIONS

The library added 138 new items to our shelves during the month of July.

EVENTS & ACTIVITIES

We wrapped up our Summer Learning Program in August. This summer we had 260 children aged 0-18 registered for our program, and they turned in reading records that totaled 2625 hours of reading. We held a program kick-off event, a total of seven Thursday afternoon events in June and July, a young adult program, and an End of Summer Learning Program Party in August for a grand total of 517 attendees at all the programs.

Storytime met the first two weeks of August, with the last storytime of the month held at the OMC Playdate, and then took a break the last two weeks of the month. Both adult book discussions met in August, and the book bike was out and about visiting both the Evergreen and Millside Apartments and the Farmer's Market. Lunch with a Librarian met twice during August, with the second meeting taking place during Trustee Training Week,

where we watched the training webinar titled “Everything You Want to Know About Book Challenges...and a Bit You Probably Don't” by Tasslyn Magnusson who is a Prescott Public Library Trustee

FACILITIES & STAFF

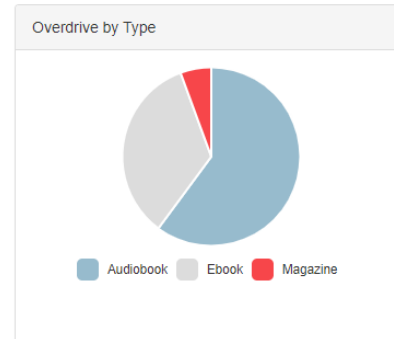
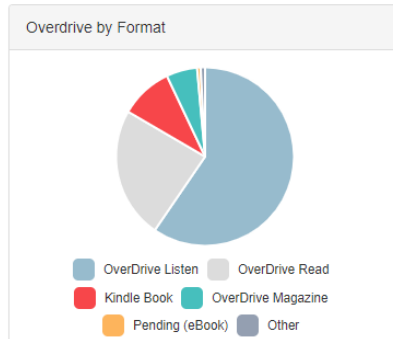
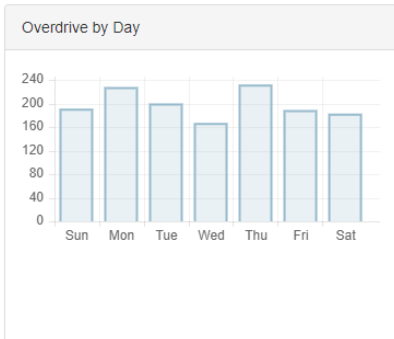
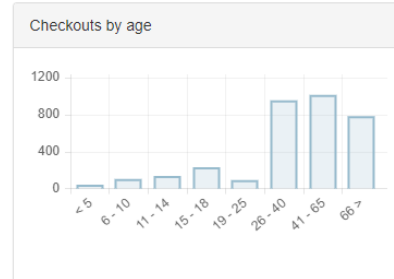
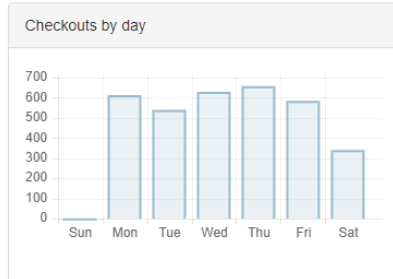
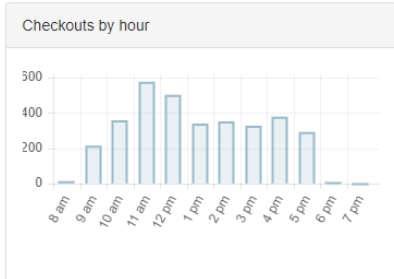
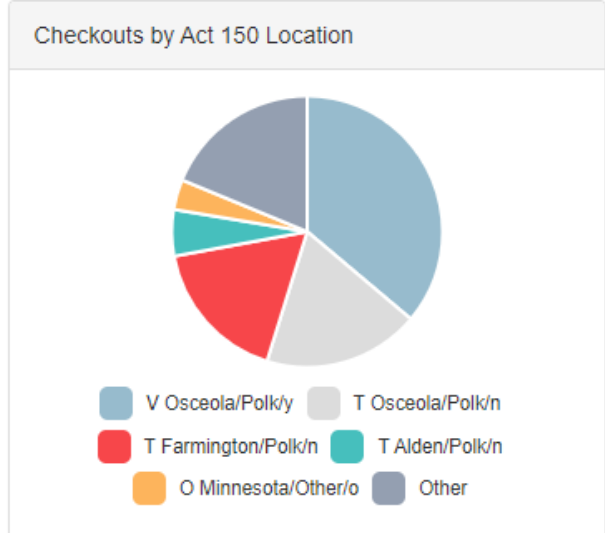
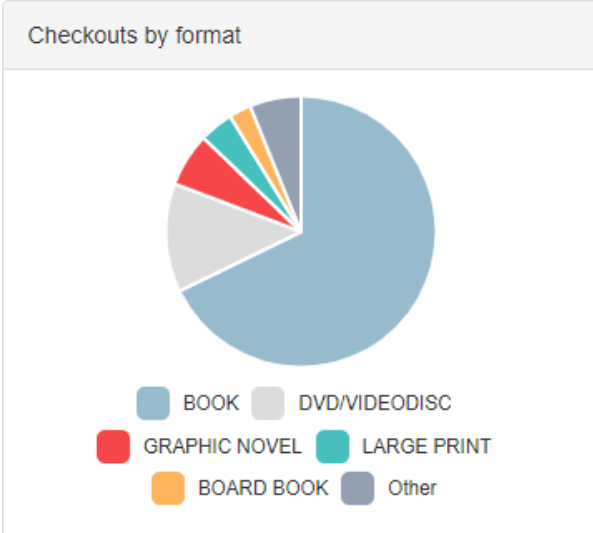
The computer replacement plan began during August replacing two of the public computers, one adult and one teen computer, and three staff computers. Three of the computers that were replaced we then moved to replace the even older self-check computer and the two public catalog computers. We hope to be able to continue a regular schedule of replacing a few computers every year.

UPCOMING EVENTS

- September 16 – Lunch with a Librarian
- September 17 & 24 – Storytime
- September 18 – Book Bike to Millside Apartments
- September 19 – LEGO Club
- September 25 – WMPL Book Discussion
- September 26 – Book Bike to Evergreen Apartments

Osceola Circulation Statistics July 2024

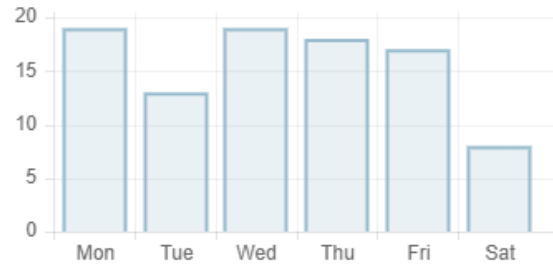




Pharos computer uses by hour



Pharos computer uses by day





OSCEOLA POLICE DEPARTMENT

310 Chieftain Street

P.O. Box 217

Osceola, WI 54020

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

Lt. Andrew Bach – Interim Chief of Police

To: Village President Brad Lutz and Village of Osceola Trustees

CC: Administrator Devin Swanberg; Village Clerk Carie Krentz

From: Lieutenant Andrew Bach

Date: September 5th, 2024

Re: Village Board Police Report for August 2024

In August of 2024 Osceola PD Officers generated **323** calls for service and compiled **57** incident and traffic crash reports. Osceola PD Officers made **2** arrests and **1** criminal referral. Osceola PD Officers initiated **52** traffic stops and issued **43** municipal citations.

The Saint Croix Falls Police Department reported to have generated **16** calls for service in the Village of Osceola under the agreement for service in August 2024.

- Osceola PD participated in several community events including National Night Out at the Trinity Lutheran Church and the End of Summer Playdate at the Osceola Medical Center.
- Osceola PD responded under mutual aid to several traffic crashes outside the Village where speed and distracted driving appeared to be a factor. Two of the crashes involved trailered units where a boat and tractor had become separated from their trailers.
- Osceola PD tested the alarm system at the municipal building including the Police Department, Village Hall and Library and found the system to be operating correctly.
- Osceola PD has seen an uptick with trespassing incidents at the former Osceola Medical Center building. This appears to be following a post on Tik Tok. OPD will continue remain watchful when patrolling this area to prevent more serious issues from occurring.
- Osceola PD completed our annual firearms qualifications for the year at the Osceola Rod & Gun Club.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "Andrew Bach", written over a horizontal line.

Lt. Andrew Bach, Interim Chief of Police



Memo

To: President Lutz and Village Board Members

From: Todd Waters (Public Works Coordinator)

CC: Carie Krentz

Date: September 10, 2024

Re: DPW August Board Update

Streets:

- Over 30 sign posts were repaired and painted.
- Dredging of Mill Pond dam. Roughly 320 cubic yards of debris was removed from the pond.
- 7 miles of ditch mowing throughout the Village of Osceola occurred in August.
- Continued the application of asphalt to rough streets.
- 95% of the Village had been swept by our street sweeper. Wind and rain brought down an abundance of leaves, small sticks and debris which all had to be swept again.
- The departments lift was repaired and went straight to work fixing banners, hanging a banner for the special event, and fixing flags.
- A complete and thorough cleaning of lots and the downtown was completed in August multiple times in preparation for painted streets and large events.

Parks:

- Pesticide spray was applied to adolescent trees and a continued watch for infestation occurred in August.
- Cascade Falls stairs continued to be monitored and light debris removal from the stairs occurs after each rain.
- Building exterior pressure washing and painting occurred in August.
- An excellent path was installed in and around Mill Pond, linking to our public parking lot behind Dick's Fresh Market.

Building Maintenance:

- HVAC system update. RTU has been up and down since June. The unit was reviewed by Badger State June 21, August 1, August 9, and August 14. Problems persisted and the root of the issue was not resolved. Contacted another company who did an abundance of troubleshooting on the unit which resulted in discovering a bad oil pressure sensor. Part is on order and will be installed when it arrives.



Memo

To: President Lutz and Village Board Members
From: Rick Caruso, Utilities Coordinator
CC: Carie Krentz
Date: September 10, 2024
Re: Utility Department September Board Update

Water Utility:

- Water produced in August totaled 6.957 million gallons.
- Annual valve maintenance is underway requiring operators to check, clean, and operate main line valves. In addition, we are working towards an ArcGis app that would assist in tracking valve maintenance in real time, allowing one operator to pick up where another left off, and generate annual reports as required by the DNR.
- Improvements were made to the Bluff Tower fence to increase security by adding additional fencing materials.
- I have been working with Verizon and KLM on tower upgrades for additional antennas on the County Road M tower. Their upgrades include a new welded handrail to support the new antennas and are subject to review by our tower engineers KLM. Currently there is no timeframe proposed for the upgrade.
- Operators oversaw the abandonment of the water and sewer at the 405 4th Ave house. An additional unused corporation tap was encountered and was abandoned at the same time.

Sewer Utility:

- Wastewater treated in August totaled 8.127 million gallons.
- We have been working with one of the businesses in the industrial park regarding allowed waste code found in section 201. The business has been very open with us to ensure that their waste streams are allowed by Village code and have performed sampling, analysis, and process chemical changes to ensure they are in compliance. We will be continuously working with them over the next few months assisting with the rest of their processes.
- We hosted a site visit and tour to SEH engineers working on our facility plan. In my opinion a physical visit to these sites is crucial to an understanding of the current and future challenges of the wastewater facility.
- Operators are continuing to GIS map with a goal of gathering all data points before it snows. Although this is a push, we see so much value in the mapping we have completed, we are determined to see this project to completion.
- A pump failure was found at the River Street lift station and was determined to be caused by a worn pump. Although we were able to get the pump operational again, the pump will be replaced prior to winter.

Municipality Permits Report

8/1/2024 to 8/31/2024

VILLAGE OF OSCEOLA		Total Value	Total Fees	Total Fines
VOS24-54	165-00098-0000	\$4,000.00	\$208.80	
Cortney Fisher				
111 CASCADE ST N		SUMP SYSTEM		
VOS24-55	165-00329-0000	\$96,500.00	\$600.00	
BENCK MECHANICAL INC BENCK MECHANICAL INC, 6904				
1029 OAK RIDGE DR		WALK IN COOLER/FREEZER		
VOS24-56	165-00333-0000	\$26,755.59	\$90.00	
CAPITAL CONSTRUCTION CAPITAL CONSTRUCTION N/A				
913 CASCADE ST N		RE-ROOF		
VOS24-57	165-00425-0000	\$23,000.00	\$125.00	
MINOQUA GRADING				
405 4TH AVE		RAZE		
VOS24-58	165-00382-0000	\$20,494.00	\$90.00	
COVER IT ALL LLC COVER IT ALL LLC 062100748				
715 CASCADE ST N		RE-ROOF		
VOS24-59	165-00589-0000	\$85,000.00	\$480.00	
TOM JOHNSON ROWBOUGH PARTNER				
200 SEMINOLE AVE LOT 16		Mobile Home Lot 16		
VOS24-60	165-00844-0056	\$5,000.00	\$90.00	
CELESTE SPOONER JOHN MAURER				
181 GATEWAY PKWY		SHED		
VOS24-61	165-00685-0000	\$12,244.00	\$273.60	
Aaron Lewicki				
913 MARTYS WAY		WINDOW REPLACEMENT		

Permit Distribution

Alteration=3
 Re-roof=2
 Raze=1
 Move=1
 Shed=1

Totals	Total Permits	8	Total Value	\$272,993.59
Admin	\$305.40	Impact	Plan Review	
Inspection	\$1,652.00	State Permit Seal	House Number	
Fines		Other		
			Total Fees	\$1,957.40

Municipality Permits Report

1/1/2024 to 8/31/2024

VOS24-55	165-00329-0000	\$96,500.00	\$600.00
BENCK MECHANICAL INC BENCK MECHANICAL INC, 6904			
1029 OAK RIDGE DR		WALK IN COOLER/FREEZER	
VOS24-56	165-00333-0000	\$26,755.59	\$90.00
CAPITAL CONSTRUCTION CAPITAL CONSTRUCTION N/A			
913 CASCADE ST N		RE-ROOF	
VOS24-57	165-00425-0000	\$23,000.00	\$125.00
MINOQUA GRADING			
405 4TH AVE		RAZE	
VOS24-58	165-00382-0000	\$20,494.00	\$90.00
COVER IT ALL LLC COVER IT ALL LLC 062100748			
715 CASCADE ST N		RE-ROOF	
VOS24-59	165-00589-0000	\$85,000.00	\$480.00
TOM JOHNSON ROWBOUGH PARTNER			
200 SEMINOLE AVE LOT 16		Mobile Home Lot 16	
VOS24-60	165-00844-0056	\$5,000.00	\$90.00
CELESTE SPOONER JOHN MAURER			
181 GATEWAY PKWY		SHED	
VOS24-61	165-00685-0000	\$12,244.00	\$273.60
Aaron Lewicki			
913 MARTYS WAY		WINDOW REPLACEMENT	

Permit Distribution
 Electrical=7
 Alteration=18
 Acc. Building=2
 HVAC=2
 New Home=6
 New Commercial=3
 Re-roof=7
 Fence=6
 Other=6
 Deck=1
 Siding=2
 Move=2
 Shed=2
 Raze=1

Totals	Total Permits	62	Total Value	\$9,583,118.31
Admin	\$3,659.38	Impact		\$801.82
Inspection	\$31,401.52	State Permit Seal	\$210.00	House Number
Fines		Other		
				Total Fees \$36,072.72

Chamber of Commerce and Main Street Update

Main Street Update

Construction finished on Phase 1 of the Osceola Skatepark. It is incredible to see all of the people discovering and re-engaging with Oakey Park. Having spent 5 hours there over the recent labor day weekend and talking with individuals that were visiting from Andover, MN and Duluth, MN. This new gift to the Village of Osceola is something we should all be proud of. Thank you.

The Secret Closet, located at 205 North Cascade Street, has closed. We want to thank them for being a part of Downtown Osceola.

Health-Esteem/Minniesconnie Homes, previously located at 113 N Cascade St. is moving into the old Secret Closet space.



The Osceola Business Improvement District made a \$1,000 donation to the Grow Osceola group to help them in their Fall beautification efforts in Downtown Osceola.

Travel Wisconsin has started their Fall Marketing Campaign called “Here’s To Being Here” highlighting Fall adventures all across the state of Wisconsin. They have a video series and it encourages visitors to start in the St. Croix Valley and the video features Trollhaugen and the

Wilke Glen and Cascade Falls.

List of articles and features on TravelWisconsin.com featuring Osceola

- 5 Scenic Fall Train Rides in Wisconsin
[-https://www.travelwisconsin.com/article/hidden-gems/article/tours/five-scenic-fall-train-rides-in-wisconsin](https://www.travelwisconsin.com/article/hidden-gems/article/tours/five-scenic-fall-train-rides-in-wisconsin)
- 10 Scenic Waterfalls in Wisconsin -
<https://www.travelwisconsin.com/article/natural-attractions-and-parks/top-ten-scenic-waterfalls-in-wisconsin>
- Here's To Being Here - St. Croix Valley -
<https://www.travelwisconsin.com/heres-to-being-here-travel-series/st-croix-valley>
- Here's to Being Here: Wilke Glen and Cascade Falls 30 second spot -
<https://www.youtube.com/watch?v=wPcOLu2gz9k&t=4s>

Save the date - the Wisconsin Main Street Award Winning Doe-On-The-Go is coming back - November 22 and 23, 2024.

Respectfully submitted,

Wyatt Yager



Memo

To: Village Board
From: Carie Krentz, Village Clerk
CC: Devin Swanberg, Village Administrator
Date: August 22, 2024
Re: Appointment of additional 2024-2025 Poll Workers

ITEM DESCRIPTION:

To best serve the public during the November 5, 2024 Presidential election cycle, Village staff would like to appoint three additional poll workers. I have received interest to from the following individuals to serve in this capacity. The list below have been reviewed and no anomalies are present.

2024-2025 POLL WORKER APPOINTMENTS:

1. Rut Kessel
2. Elaine Fredrickson
3. Frances Kerber

RECOMMENDATION(S):

Staff recommends approval of all appointments.



Memo

To: President Lutz and Village Board Members
 From: Todd Waters, Public Works Coordinator
 CC: Carie Krentz
 Date: September 10, 2024
 Re: **Approve Phase 1 of Oakey Park Parking Lot**

GENERAL INFORMATION

Background

Oakey Park continues to expand with recreational opportunities and large events. With growth and expansion, the Public Works Department is seeking to connect 4th Ave to 6th Ave with a 63-space parking lot. The overall dimension is 310 feet in length and 60 feet wide. This will not only provide additional parking to Oakey Park but will also provide desperately needed parking space within a short, direct connection to our Village Downtown with existing pedestrian access. It will also provide a space in the winter to install snow from Public Works downtown snow removal program.

BID Number	Company	Total
1	J&S General Contracting	\$26,540.00
2	Paragon Excavating	\$21,360.00

First phase will consist of a gravel base prepped and ready for asphalt in 2025. Parks Impact fees accumulated since 2018 are at roughly \$61,000.00 and a portion must be utilized in 2024 as we are now in our 7th year. After presenting potential options for spending these funds to the Public Works Committee, the Committee voted unanimously for this project and also aligns with our Parks Comprehensive Outdoor Recreation Plan.

Action(s) Requested

Action 1: At this time staff is respectfully requesting that the Village Board approve the Parks Impact Fee expenditure for the 1st phase of the construction of this parking lot.

Attachment(s)

1. RFQ Documentation

RECOMMENDATION(S)

Village Staff

Village Staff recommend approval
 Public Works Committee approval



J & S General Contracting

651 State Rd 35
 PO Box 27
 Osceola WI 54020-0027

Office: 715-294-2748 Fax: 715-294-2748
 www.jsgeneralcontracting.com

Estimate

DATE	ESTIMATE #
4/16/2024	11280
Terms	Net 10

Name and Address
Village of Osceola 310 Chieftain St PO Box 217 Osceola WI 54020

PROJECT
2024-4th St Utility & Site Work

DESCRIPTION	QTY	COST	TOTAL
Veteran Memorial Water Service: Excavate and install a 1" tap on existing water main. Install 50 linear feet of 1" copper water line and a curb stop. Dispose of asphalt and unsuitable soils. Deliver, place, and compact approximately 10 tons of structural fill sand and 10 tons of class 5 gravel base. Does NOT include any asphalt replacement.		2,780.00	2,780.00
405 Water & Sewer Abandonment: Excavate and remove lead goose neck from existing water main. Install a stainless steel band clamp over water main. Excavate and cap sewer line at manhole inlet. Remove and dispose of asphalt and unsuitable soils. Deliver, place, and compact approximately 10 tons of structural fill sand and 10 tons of class 5 gravel base. Does NOT include any asphalt replacement.		2,640.00	2,640.00
405 Foundation Removal: Excavate and dispose of house and garage foundation (structures to be removed prior to demolition). Deliver and place approximately 220 tons of structural fill sand and 48 cubic yards of topsoil. Install contractor lawn seed, starter fertilizer, and straw mulch on disturbed area.		7,400.00	7,400.00
62 Car Parking Lot: Excavate and dispose of topsoil from a 305' x 60' parking lot area. Deliver, place, and compact 8" of class 5 base gravel.		26,540.00	26,540.00
		TOTAL	\$39,360.00

If this estimate is acceptable and you would like us to proceed with your project, please e-mail us or call our office at 715-294-2748 so we can add you to our schedule.

Please note that if you plan to pay for this via credit card or debit card, we do charge a 3% convenience fee for use of a credit/debit card.

Finance charges will accrue on unpaid balance at a rate of 18% per annum, 1.5% per month. Minimum charge is \$1.00.

Acceptance of the enclosed estimate is an acceptance of all terms and conditions. SEE TERMS AND CONDITIONS IN ATTACHED DOCUMENT.

Paragon Excavating LLC

2290 240th Ave
Cushing WI 54006

Estimate

Date	Estimate
9/2/2024	1184

Name / Address
Village of Osceola P.O. Box 217 Osceola, WI 54020

Description	Qty	Rate	Total
This estimate is for doing the excavation work for a 250' by 62' parking lot expansion by the skate park. This includes mobilization of equipment needed to perform work. We would start off by pulling stumps from trees that village cuts down and stumps that are already there and haul away. Strip out 11" of material to make room for 8 inches of base and 3 inches of blacktop for the future. This also includes filling in hole where house was. We would export sub-cut material off job site. Import 693 ton of base, place, grade, and compact it.		21,360.00	21,360.00
Sales Tax		5.50%	0.00
Thank you for your business.		Total	\$21,360.00



Memo

To: Village Board
From: Devin Swanberg Village Administrator
CC: Village Board
Date: September 6th, 2024
Re: Impact Fees

The planning commission recommended the approval of the impact fees for 2025 with a maximum payment of \$6000. This is a discussion item for the board meeting as there still needs to be a public hearing before adopting. The following pages are the impact fees as they were presented at the planning commission meeting with a comparison of other municipalities impact fees. No action is requested currently.



VILLAGE OF OSCEOLA, WI

NEEDS ASSESSMENT AND IMPACT FEE UPDATE

August 28, 2024

Prepared for:
Village of Osceola, WI

Prepared by:
Angela Popenhagen P.E., Senior Project
Manager

Project Number:
193810004

The conclusions in the Report titled “Needs Assessment and Impact Fee Update” are Stantec’s professional opinion, as of the time of the Report, and concerning the scope described in the Report. The opinions in the document are based on conditions and information existing at the time the scope of work was conducted and do not take into account any subsequent changes. The Report relates solely to the specific project for which Stantec was retained and the stated purpose for which the Report was prepared. The Report is not to be used or relied on for any variation or extension of the project, or for any other project or purpose, and any unauthorized use or reliance is at the recipient’s own risk.

Stantec has assumed all information received from Village of Osceola, WI (the “Client”) and third parties in the preparation of the Report to be correct. While Stantec has exercised a customary level of judgment or due diligence in the use of such information, Stantec assumes no responsibility for the consequences of any error or omission contained therein.

This Report is intended solely for use by the Client in accordance with Stantec’s contract with the Client. While the Report may be provided by the Client to applicable authorities having jurisdiction and to other third parties in connection with the project, Stantec disclaims any legal duty based upon warranty, reliance or any other theory to any third party, and will not be liable to such third party for any damages or losses of any kind that may result.

Prepared by: _____
Signature

Angela Popenhagen, P.E.

Printed Name

Reviewed by: _____
Signature

Printed Name

Approved by: _____
Signature

Printed Name

Table of Contents

EXECUTIVE SUMMARY	V
1 INTRODUCTION.....	1
1.1 Introduction	1
1.2 Background	2
1.3 Summary	3
2 POPULATION AND PROJECTED GROWTH ANALYSIS	4
2.1 Introduction	4
3 WATER SYSTEM NEEDS ASSESSMENT.....	7
3.1 Inventory of Existing Facilities	7
3.2 Water Impact Fee Calculation	7
4 SEWER SYSTEM NEEDS ASSESSMENT.....	9
4.1 Inventory of Existing Conditions	9
4.2 Sewer Connection Fee Calculation	9
5 LIBRARY NEEDS ASSESSMENT.....	11
5.1 Inventory of Existing Conditions and Identification of Future Needs.....	11
5.2 Library Impact Fee.....	11
6 PUBLIC WORKS NEEDS ASSESSMENT.....	12
6.1 Inventory of Existing Conditions and Identification of Future Needs.....	12
6.2 Public Works Impact Fee.....	12
7 ROADWAY NEEDS ASSESSMENT.....	14
7.1 Inventory of Existing Conditions and Identification of Future Needs.....	14
7.2 Roadway Impact Fee.....	14
8 PARKS AND RECREATION NEEDS ASSESSMENT	17
8.1 Inventory of Existing Conditions and Identification of Future Needs.....	17
8.2 Parks and Recreation Impact Fee.....	18
9 RECOMMENDED FEES AND IMPLEMENTATION.....	19
9.1 Summary	19
9.2 Recommended Impact Fee Schedule	19
9.3 Impact on the Availability of Affordable Housing	20
9.4 Enacting the Impact Fee Ordinance.....	21
9.5 Imposition and Collection of Fees	21
9.6 Managing Impact Fees	22
9.7 Periodic Review	23

LIST OF TABLES

Table 1: Impact Fees - Existing vs. Recommended	v
Table 2: Comparison of Projected vs. Actual Growth	4
Table 3: % Change in Population	5
Table 4: Population & Growth Analysis.....	5
Table 5: Calculation of Water System Impact Fee	7
Table 6: Schedule of Recommended Fees.....	8
Table 7: Calculation of Sanitary System Impact Fee.....	9
Table 8: Schedule of Recommended Fees.....	10
Table 9: Calculation of Road Impact Fee.....	15
Table 10: Roadway Impact Fee	15
Table 11: Commercial / Industrial Road Improvement Impact Fee	16
Table 12: Acreage of All Parks Within the Village.....	17
Table 13: Parks and Recreation Impact Fee	18



Table 14: Recommended Impact Fees.....	19
Table 15: Effect of Impact Fee on Affordable Housing.....	20

LIST OF FIGURES

Figure 1: Village of Osceola Population Trends.....	5
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LIST OF APPENDICES

Appendix A: Roadway Expansion Costs.....	24
Appendix B: Commercial / Industrial Land Use Traffic Impact	25



Executive Summary

The Village of Osceola is currently operating under impact fees calculated in March of 2006. Since this time, there have been amendments and clarifications to the Wisconsin impact fee laws and updated population projections. The Village hired Stevens Engineers (now Stantec) to update the needs assessment and impact fee to comply with current law and current population and growth projections. This data was used to calculate the maximum amount for impact fee rates for the Village. The Village Board, at their discretion, may adopt a lower amount than calculated.

In the state of Wisconsin, impact fees can be used for the following public facilities:

- Highways, as defined in s. 340.01 (22),
- Facilities for collecting and treating sewage,
- Facilities for collecting and treating storm and surface waters,
- Facilities for pumping, storing, and distributing water,
- Parks, Playground and land for athletic fields
- Solid waste and recycling facilities,
- Fire protection facilities,
- Law enforcement facilities
- Emergency medical facilities, and
- Libraries.

This report updates the impact fees to satisfy the requirements of Wisconsin State Statute §66.0617. The calculations properly allocate the capital costs for the facilities between existing development and new development and used as the basis for the recommended impact fees.

Table 1: Impact Fees - Existing vs. Recommended

	Current Impact Fee	Recommended Updated Impact Fee
Water Impact Fee	\$420	\$579
Sanitary Sewer Impact Fee	\$1150	\$2,857
Library Impact Fee**	\$185	\$51
Village Hall**	\$135	No longer allowed
Police Station**	\$120	-
Fire Station**	\$50	-
Community Center**	\$55	No longer allowed
Public Works Impact Fee**	\$50	\$483
Roadway Impact Fee	-	\$3,035
Parks and Recreation Impact Fee	\$440	\$87
TOTAL	\$2,605	\$7,092

*** Note: Library, Village Hall, Police Station, Fire Station, Community Center, and Public Works were all combined in the previous impact fee schedule as “Municipal Buildings”. Total impact fee for Municipal Buildings was \$595. This “Municipal Buildings” category is no longer allowed under Wisconsin State Statute and only allows for the categories shown in the table unless noted with “No longer allowed”.*



1 Introduction

1.1 Introduction

Impact fees are financial contributions imposed by communities to pay for capital improvements within the community, which are necessary to serve or accommodate new development. State law requires that impact fees must bear a rational relationship to the need for new, expanded or improved public facilities. This means that impact fees should not be charged to new development if that development is not likely to create a demand for a specific type of facility for which an impact fee is imposed. For example, most communities that charge an impact fee for libraries do not impose them on non-residential development. It also means that the amount of the impact fee should be based on a reasonable estimate of the demand that a new development will create for public facilities. For services that serve both residential and non-residential properties, such as water and sewer service, this requires finding a reasonable basis for determining the amount of capital costs of facilities are required for residential versus non-residential development.

State law also dictates that impact fees cannot exceed the proportionate share of the capital costs required to serve new development as compared to existing development. Each facility must be analyzed to determine the share of the facility that is needed to provide the established service level to the existing development versus the excess facility space that is available to serve new development. The same service level should be applied to both existing and new development when determining if there is a portion of facilities that are needed to provide the desired service level to existing development.

The Needs Assessment and associated impact fees must meet the following criteria:

- Maintain a rational relationship to the need for new, expanded or improved public facilities that are required to serve land development.
- Cannot exceed the proportionate share of the capital costs that are required to serve land development, as compared to existing uses of land within the municipality.
- Be based upon actual capital costs or reasonable estimates of capital costs for new, expanded or improved public facilities.
- Be reduced to compensate for other capital costs imposed by the municipality with respect to land development to provide or pay for public facilities, including special assessments, special charges, land dedications or fees in lieu of land dedications under Ch. 236 or any other items of value.
- Be reduced to compensate for monies received from the federal or state government specifically to provide or pay for the public facilities for which the impact fees are imposed.
- Cannot include amounts necessary to address existing deficiencies in public facilities.
- Be payable by the developer or the property owner to the municipality in full upon issuance of a building permit by the municipality.
- May be held for 8 years after they are collected, or in the case of impact fees that are collected for capital costs related to lift stations or sewage treatment, 10 years from the time collected plus 3 years longer if the municipality finds due to extenuating circumstances or hardship a longer time to hold the impact fees is needed.



Needs Assessment and Impact Fee Update

Introduction

In the state of Wisconsin, impact fees can be used for the following public facilities:

- Highways, as defined in s. 340.01 (22),
- Facilities for collecting and treating sewage,
- Facilities for collecting and treating storm and surface waters,
- Facilities for pumping, storing, and distributing water,
- Parks, playgrounds and land for athletic fields,
- Solid waste and recycling facilities,
- Fire protection facilities,
- Law enforcement facilities,
- Emergency medical facilities, and
- Libraries.

1.2 Background

The Village of Osceola is expecting population growth and commercial and industrial development in the future. The existing Needs Assessment was last updated in March 2006. This was around the time where the regional area was seeing a significant housing boom and anticipating very large growth percentages. Not anticipated was the recession in 2007-2009 when development seemed to stop. Therefore, many of the growth projections and assumptions did not come to fruition. As a result, the Village's need to recoup cost for newly constructed well and wastewater treatment plant was not fulfilled by the calculated impact fees. Also, with the continuing expansion of the economy, additional facilities will be needed to meet the anticipated demands of future development.

The Village has retained Stantec to update the Public Facilities Needs Assessment and Impact Fees. The study included evaluating of all possible impact fees, determining fair and equitable ways to calculate sewer and water usages, and update to reflect new population values.

This report updates the impact fees to satisfy the requirements of Wisconsin State Statute §66.0617. The calculations properly allocate the capital costs for the facilities between existing development and new development and used as the basis for the recommended impact fees.

Presently, the Town uses the general tax base or general obligation bonds and impact fees to help pay for infrastructure improvements. As the cost of providing services and infrastructure continues to increase along with the pressure to control property taxes, impact fees provide an equitable means for both existing and new development to pay for portions of public infrastructure projects. Wisconsin Statutes 66.0617 with revisions from 2005 Wisconsin Act 477, 2005 Wisconsin Act 203, 2007 Wisconsin Act 44, 2007 Wisconsin Act 96, 2009 Wisconsin Acts 180 and 2017 Wisconsin Acts 243 allows local governments to charge impact fees for public improvements. These fees can be used to recover costs to construct, expand, or improve public facilities necessary to accommodate land development and to maintain current levels of service within the Village.



1.3 Summary

Wisconsin impact fee law contains specific requirements for the process of adopting or amending an impact fee ordinance, for determining the amount that can be charged for an impact fee, and for managing and spending impact fee revenues. Impact fees may only be used to fund capital costs of public facilities, which are defined as the cost to construct, expand or improve public facilities. Eligible costs may include land, legal, planning, engineering and design costs. The amounts calculated in this report are the maximum amounts that may be charged for impact fees. The Village Board, at their discretion, may adopt a lower amount than calculated.

Impact fees may not be used for operation and maintenance costs or to correct existing deficiencies in the public facilities for which they are imposed. Existing deficiencies may include:

- Facilities or portions of facilities that need to be replaced due to age or obsolescence.
- Improvements made to existing facilities to meet state or federal requirements or utilize improved technology.
- Facilities or portions of facilities that result in an improved design standard, or the difference between the future design standard, as it would apply to current population, and the actual existing facility.

The impact fee will be based on Equivalent Residential Unit (ERU). Thus, the fee relates to the “*impact*” each user has on the public infrastructure system.



2 Population and Projected Growth Analysis

2.1 Introduction

An important element of determining appropriate impact fees is projecting the amount of future development that will occur in the village during the selected planning period. These projections are important for planning for the facilities needed to serve new development as well as calculating the proportionate cost of facilities per unit of development.

The planning period for the previous study was 20 years, from 2005-2025. The projected growth rate of 4.92% per year from the previous impact fee report was not realized, partially due to the unforeseen recession in 2007-2009. The table below includes data and projections from the original impact fee study compared to actual population figures and growth rates.

Table 2: Comparison of Projected vs. Actual Growth

2005 Population – from original report	2,589
2005 Households – based on 2.38 persons/household	1088
2010 Projections	
2010 Population – based on original 4.92% annual growth	3,292
2010 Population - Actual	2,568
2010 households – based on original report 2.38 persons/household	1,383
2010 households – Actual (2.25 people/household)	1,142
2020 Projections	
2020 Population – based on original 4.92% annual growth	5,321
2020 Population - Actual	2,765
2020 households – based on original report 2.38 persons/household	2,236
2020 households – Actual (2.18 people/household)	1,238
Annual Growth Rates	
Projected annual growth rate, 2005 – 2025	4.92%
Actual annual growth rate, 2010 – 2020	0.28%
Actual % change in population from 2010 – 2020	5.1%

Growth rate was determined by analyzing the data from the previous table to determine actual growth from 2005-2020 and comparing with historic trends shown below. The effect of picking an inaccurate growth rate results in slight overestimation at the 2010 population, but projects nearly double the population and households than occurred in 2020. The people/household figure also decreased from 2.25 in 2010 to 2.18 in 2020 and is projected to continue decreasing through 2040. A figure of 2.18 people/household will be used in this assessment to average the household size over the study period.



**Needs Assessment and Impact Fee Update
Population and Projected Growth Analysis**

Overall growth trend of the village was analyzed to help determine an appropriate projected growth rate. Past population trends and future population projections were analyzed to determine an appropriate population growth. Table 3 and Figure 1 display the % change in population for the Village of Osceola and total population.

Table 3: % Change in Population

1950 - 1960*	1960 - 1970*	1970 - 1980	1980 - 1990	1990 - 2000	2000 - 2010	2010 - 2020	2020 - 2030 **	2030 - 2040 **
35%	22%	37%	31%	17%	6%	5%	13%	2%

* Data from original impact fee report.

** Projected population numbers from WI Demographic Services Center.

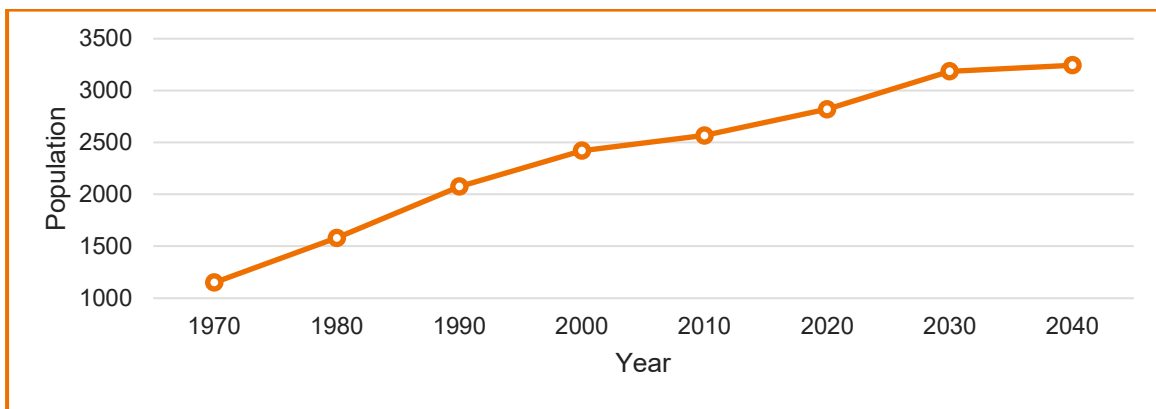


Figure 1: Village of Osceola Population Trends

Overall trends show increased growth rates prior to 1990, with downward trend in the growth rate from 1990 – present. 2030 and 2040 population numbers are projections, so the increased growth from 2010-2020 to 2020-2030 is likely non-representative for the ultimate trend. Anticipating a 5% growth going forward will provide a conservative growth estimated based on past data trends and future projections.

Table 4 displays the projected growth during the planning period for this study, 2020-2040, using a 5% growth over the entire planning period, and a household size of 2.18 people/household:

Table 4: Population & Growth Analysis

2020 Population	2,765
2020 Households – at 2.18 people/household	1,268
2040 Projected Additional	
2040 projected additional population	138
2040 projected additional households	63
2040 Projected TOTAL	
2040 Projected TOTAL Population	2,903
2040 Projected Households	1,332



Needs Assessment and Impact Fee Update Population and Projected Growth Analysis

Besides the existing 245 acres of land currently used for industrial/commercial purposes, the Village has the following land committed to future development:

- Osceola Business Park: 11 acres
- Airport Business Park: 52 acres
- Gateway: 10 acres
- Osceola Heights: 51 acres
- **TOTAL: 124 acres**

Commercial/industrial development includes non-profit institutional uses that are similar to commercial and other non-residential development, such as churches, schools, and government buildings. Existing and future industrial/commercial land will be converted to Equivalent Residential Units (ERU's) in each impact fee analysis to determine utility demand based on land type.



3 Water System Needs Assessment

3.1 Inventory of Existing Facilities

The water supply for the Village of Osceola is/was provided by three wells:

Well #2 has been abandoned.

Well #3 is located south of on CTH M at Cottage Drive. The well was drilled in 1986, is 600-feet deep, and a 6-inch casing diameter with a 75-hp motor. Actual pumping capacity of this well is 550 gallons per minute.

Well #4 was constructed to accommodate future growth of the Village. It is located south of Seminole Street near the eastern village limits and was drilled in 2005. The well is 600 ft deep, 10-in casing diameter with a 250 hp motor. Capacity of this pump is 1500 gallons per minute.

3.2 Water Impact Fee Calculation

The original impact fees report attributed the entire well #4 construction to future growth. However, due to a report dated 7/1/2019, 45% of the cost of well #4 was to serve existing customers and 55% was needed for future growth. Total cost of the well was \$871,193, so the cost associated with future growth is \$479,156.

Cost of well and pumphouse due to future growth:	\$479,156
\$\$ Collected by impact fees to date:	<u>(\$83,128)</u>
Cost remaining to be collected by impact fees:	\$396,028

Impact fees are calculated based on ERU (Equivalent Residential Units) for new users. On average, the average water use per equivalent residential unit is 300 gallons per day (GPD). That is 1 ERU for the water system. Commercial/Industrial property uses approximately 1,500 GPD per acre. Assuming 124 acres of industrial and commercial development at 1,500 GPD per acre, equates to 620 ERU's. See Table 5 for summary ERU and calculation of impact fee:

Table 5: Calculation of Water System Impact Fee

Industrial/Commercial ERU	620
Additional households 2020-2040	63
Total additional users (ERU)	683
Total Cost/Total Additional Users per ERU	\$579.84



**Needs Assessment and Impact Fee Update
Water System Needs Assessment**

One ERU is considered to be a user with a single meter of either 5/8" or 3/4", with equivalent meter size ratios applied to meters larger than 3/4". Table 6 breaks down the costs per meter size:

Table 6: Schedule of Recommended Fees

Meter Size	Ratio	Water Impact Fee
5/8" and 3/4"	1	\$579
1"	2.5	\$1,447
1 1/4"	3.75	\$2,171
1 1/2"	5	\$2,895
2"	8	\$4,632
3"	15	\$8,685
4"	25	\$14,475
6"	50	\$28,950
8" or larger	80	\$46,320

The revised impact fee for the water system is recommended to be \$579 per Residential ERU based on meter size. The total impact fee will be based on the sum of all meters per building.



4 Sewer System Needs Assessment

4.1 Inventory of Existing Conditions

The Village of Osceola owns and operates a wastewater treatment plant with a service area that encompasses both the Villages of Osceola and Dresser. The Village of Osceola constructed a new wastewater treatment plant in 2006 to accommodate future loadings. Future loadings were determined using population growth estimates for design year 2025, and a consensus from both Dresser and Osceola officials.

4.2 Sewer Connection Fee Calculation

Based on costs listed in the original study, the total construction cost of the Wastewater treatment plant is \$6,122,000. Because the Village of Dresser shares approximately 30% of the cost of the treatment plant, 30% of the total cost has been deducted for calculation of impact fees.

Cost of wastewater treatment plant:	\$6,122,000
Deduct Village of Dresser Share (30%):	(\$1,836,600)
Deduct \$\$\$ collected by impact fees to date:	<u>(\$210,298)</u>
Treatment plant cost remaining:	\$4,075,102

On average, a household uses 300 GPD per unit, which is 1 ERU of sanitary sewer usage. Commercial/Industrial property uses approximately 1,000 GPD per acre of land.

At the time of design, the treatment plant utilized 214,000 GPD for existing users. That equals 713 ERU. Osceola has collected an additional 223 ERU since plant construction, leaving an additional 490 ERU capacity for the additional growth for a total system capacity of 1,426 ERU. As a check, the additional demand based on future growth was calculated below to determine the system can adequately provide for future growth. Impact fee calculation is based on treatment plant cost / total system capacity.

See Table 6 for ERU calculation for confirmation of system capacity for additional growth and calculation of impact fee:

Table 7: Calculation of Sanitary System Impact Fee

Industrial/Commercial ERU	413
Additional households 2020- 2040	63
Total users (ERU)	476
Treatment Plant Cost / Total System ERU (1,426)	\$2,857.71



**Needs Assessment and Impact Fee Update
Sewer System Needs Assessment**

One ERU is considered to be a user with a single meter of either 5/8" or 3/4", with equivalent meter size ratios applied to meters larger than 3/4". Table 6 breaks down the costs per meter size:

Table 8: Schedule of Recommended Fees

Meter Size	Ratio	Sewer Impact Fee
5/8" and 3/4"	1	\$2,857
1"	2.5	\$7,142
1 1/4"	3.75	\$10,713
1 1/2"	5	\$14,285
2"	8	\$22,856
3"	15	\$42,855
4"	25	\$71,425
6"	50	\$142,850
8" or larger	80	\$228,560

The revised impact fee for the sanitary sewer system is recommended to be \$2,857 per Residential ERU based on meter size. The total impact fee will be based on the sum of all meters per building.



5 Library Needs Assessment

5.1 Inventory of Existing Conditions and Identification of Future Needs

The Village recently completed construction of a new public library in 2018. The new public library currently has 11,000 people in the service area and 5,000 cardholders. The new public library is 14,138 SF and meets the existing needs of the facility while providing for future growth.

5.2 Library Impact Fee

With the construction of the new building, the cost of the library will be divided by TOTAL PEOPLE IN THE SERVICE AREA divided by projected household size since the facility meets existing and future needs of the community. Commercial/industrial facilities will not be used in the calculation since they do not contribute to the use of the library.

Cost of Library:	\$3,997,765
Donations/Payments:	(\$3,067,981)
CDBG Award:	(\$428,749)
Library Sale Adjustment:	(\$200,000)
Deduct \$\$\$ collected by impact fees to date**:	<u>(\$41,865)</u>
Library cost remaining:	\$259,128
Total service area (people):	11,000
Projected household size:	2.18
Total households in the service area:	5,046
Total cost/household:	\$51.35

The revised library impact fee cost is recommended at \$51 per residential ERU.

***Note that the library cost was included in the original needs assessment category “municipal buildings”. The library comprised 31% of the total “municipal buildings” impact fee, so the total collected to date was calculated for the library portion using that percentage.*



6 Public Works Needs Assessment

6.1 Inventory of Existing Conditions and Identification of Future Needs

The existing public works building is located adjacent to the wastewater treatment plant. The Village has outgrown that facility. Equipment is parked outside and there is no room to perform equipment maintenance or house public works staff. Therefore, an expansion to the public works facility is being proposed in the unused space at the west end of the new fire station. Improvements needed to transform that space into usable space for public works is estimated at \$1.3 million.

6.2 Public Works Impact Fee

The new building along with the existing space will meet existing and future needs of the community; therefore, the cost will be divided by total future ERU since the proposed facility meets existing and future needs of the community as a whole. Furthermore, demand will be split between residential and commercial based on acreage, as public works (road maintenance, plowing, etc) is needed regardless of land usage on the streets.

Commercial acreage includes a total of 369 acres (current and future development acreage). To convert commercial/industrial to residential equivalent, the land will be calculated as if it were residential housing. The zoning for a single family residential requires a minimum 12,000 sf lot size which equals 3.63 residential units per acre. 369 acres would be equivalent to 1,339 residential units. 2040 projected households is 1,332. Therefore, calculating the percentage of residential (1,332) versus commercial/industrial (1,339) gives 50% of the demand will be due to residential properties, and the remaining 50% to commercial/industrial properties.

Cost of the public works building:	\$1,300,000
Deduct \$\$\$ collected by impact fees to date**:	(\$11,314)
Total Public works building cost remaining:	\$1,288,686

RESIDENTIAL

Residential share of the building:	\$644,343
2040 projected households:	1,332
Total cost/household:	\$483.74

COMMERCIAL

Commercial/Industrial share of the building:	\$644,343
Total commercial/industrial acreage:	369
Total cost/acre:	\$1,746.19



**Needs Assessment and Impact Fee Update
Public Works Needs Assessment**

The revised impact fee for the public works facility is \$483 per residential unit and \$1,746 per commercial acre.

***Note that the public works building was included in the original needs assessment category “municipal buildings”. Public Works comprised 8% of the total “municipal buildings” impact fee, so the total collected to date was calculated for the public works portion using that percentage.*



7 Roadway Needs Assessment

7.1 Inventory of Existing Conditions and Identification of Future Needs

A transportation plan is incorporated into the Village of Osceola's Comprehensive Plan. It shows all existing roads and their proposed functional classifications. The functional classification of a roadway is based on the standard guidelines of the Wisconsin Department of Transportation's Facilities Development Manual (FDM).

The proposed roads included in the impact fees are currently classified as local roadways; however, with proposed development in the vicinity of these roadway, we anticipate the need to increase the classification to a minor collector roadway. Minor collectors provide connection between neighborhoods and the county and state highway system. To safely accommodate the projected increased traffic and provide a reasonable level of service, the roadways must be expanded from local road standards to minor collector standards. The proposed roads are listed below; however, please note that this list of roadways is not meant to be exclusive. Development may occur along other roadways within the Village which may require the improvement of those roadways to accommodate new development. Any impact fees ultimately approved by ordinance passed by the Village Board based on this Needs Assessment shall therefore also apply to development along any such unlisted roadways. The proposed roads are:

- 3rd Avenue and River Street from STH 35 to 4th Avenue
- 68th Avenue from STH 35 to 258th Street

Based on current traffic volumes, existing local roads are adequate to support the current traffic levels. However, additional traffic generated by expected growth will affect the level of service and traffic patterns of these roadways. Therefore, improvements to these roadways will be necessary to adequately serve the increase in traffic caused by new development. The improvements include the increase of roadway width from the Village of Osceola standard roadway of 32-feet from backs of curbs for urban or 24-feet with 3-foot shoulders for rural to Wisconsin Department of Transportation's FDM guidelines per classification and traffic count, and additions of bypass and turn lanes, if needed.

7.2 Roadway Impact Fee

Roadway impact fees will be applied to residential and commercial/industrial properties because the proposed roads to be upgraded serve these land uses. The amount to charge for impact fees is based on the percentage of trips generated for each land use. Impact fees for residential development are imposed on each new residential unit, or residential equivalent unit (REU) based on a typical trip generation rate for single family homes. If more dense housing – duplexes, townhomes, apartments, etc. – is anticipated or proposed, associated typical trip generation rates for each of those uses are assigned. Impact fees for commercial/industrial development, including non-profit uses such as churches, schools, and government buildings, are also based on trips generated with two adjustments. Fees are based on the trips generated by the development, adjusted first for pass-by or share trips, and then weighted according to their



**Needs Assessment and Impact Fee Update
Roadway Needs Assessment**

anticipated location within the Village. The weighting factor reduces the trip impact to 5% of the estimated trips generated.

Cost estimates have been prepared to expand roads from current road width to minor collector roadway standards. The cost estimates are based on recent bids for roadway reconstruction projects in western Wisconsin. The cost estimate for 3rd Avenue has been adjusted to account for the proportional amount of the 2024-2025 LRIP MSID grant. The impact fee for roads is calculated by first dividing the expanded roadway improvement cost by a percentage of trips attributed to residential uses and a percentage attributed to commercial/industrial uses.

Table 9: Calculation of Road Impact Fee

Land Use Type	Average Trips per Day*	2020-2040 Additional Projections		
		Quantity	Trips per Day	% of Total
Residential – Single Fam	9.57/unit	63 New Units	603	49.4%
Commercial/Industrial	4.98/acre	124 Acres	617	50.6%
TOTAL			1,220	100.0%

* Based on ITE Trip Generation Manual and trip generation rates for residential, commercial, and industrial land uses. The commercial/industrial trip rates are adjusted for pass-by or shared trips and weighted for location within the Village to 5% of the calculated trips. The calculated trips for C/I uses per ITE rates are 12,349 trips but are reduced to 617 weighted trips in the table above, considering the 5% location factor. Percentages are rounded.

The total cost eligible to be recovered through impact fees is \$387,166. The table above identifies the proportionate share of costs that can be imposed on residential impact fees is about 49.4%. The tables below calculate the impact fee for new residential development and commercial development within the village. The dollar amount to be divided among all future C/I development was weighted using the 5% location factor to arrive at about 50.6% of roadway costs to be allocated to this future C/I development. Within that amount, each new use will be assessed on a per trip basis, using each new use’s share of the actual 12,349 trips calculated.

Table 10: Roadway Impact Fee

Total Estimated Expansion Cost	\$387,166
Percentage of Cost for residential land use	49.4%
Subtotal	\$191,260
2020-2040 Additional Residential Units	63
Impact Fee per REU	\$3,035.87
(Percentages are rounded)	



**Needs Assessment and Impact Fee Update
Roadway Needs Assessment**

Table 11: Commercial / Industrial Road Improvement Impact Fee

Total Estimated Expansion Cost	\$387,166
Percentage of Cost for com./industrial land	50.6%
Subtotal	\$195,906
Projected Commercial/Industrial Acres	124
Projected Commercial/Industrial Trips	12,349
Impact Fee per C/I Trip	\$15.86
(Percentages are rounded)	

Roadway impact fees for some typical uses are under these formulas are as follows:

- Light Industrial/Storage, 10,000 square feet: \$786
- Retail Use, 10,000 square feet: \$4,919
- Office, 10,000 square feet: \$1,544
- Gas Station/Convenience Store, 8 gas pumps: \$16,367
- Restaurant, 6,5000 square feet: \$9,829

The impact fee for Roadways is recommended to be \$3,035 per Residential ERU.



8 Parks and Recreation Needs Assessment

8.1 Inventory of Existing Conditions and Identification of Future Needs

Currently, the Village of Osceola has numerous existing parks and recreation facilities, as identified in the Village of Osceola Outdoor Recreation as approved by the Village Board on September 9, 2014. Table 7 shows the acreage of all parks within the Village based on the Outdoor Recreation plan:

Table 12: Acreage of All Parks Within the Village

Park	Size (ac)
Third Avenue Triangle Park	0.52
10th Avenue Triangle Park	0.005
Smith Park	2.61
Gateway Meadows	3.11
Ladd Memorial Park	0.63
Eric Park	0.75
Oakey Park	12.32
Millpond Park	2.55
Gristmill Park	0.27
Geiger Brewery Park	1
Schillberg Park	92
Cascade Falls, Wilke Glen	4.1
Osceola Eagle Bluff	17.54
Pheasant Run Parks	3.99
Total Acreage	141.4

This parkland listed does not include acreages at the school campuses, soccer fields, or nearby state/federal facilities.

The number and total acreage of parks within the Village of Osceola exceed the National Recreation and Park Association (NRPA) guidelines for number of parks per 1,000 population, and park acreage per 1,000 population for both current and projected population numbers. The Outdoor Parks and Recreation identifies several future expansion opportunities to the park system, but none are appropriate for impact fee assessment.

The Village did identify some proposed improvements attributed to new Village growth including:

- Schillberg Park Playground
- Gateway Park Development & Construction
- Park Signage and Wayfinding
- Smith Park Development & Construction



8.2 Parks and Recreation Impact Fee

Impact fee assessment for Parks and Recreation is determined using Total Households. Commercial/Industrial ERU's are not calculated, as those properties do not use Parklands.

Table 13: Parks and Recreation Impact Fee

Total Estimated Cost	\$185,000
Less Impact Fee Balance to-date	(\$67,944.96)
Total additional cost	\$117,055
2040 Projected Households	
	1,332
Impact Fee per ERU	\$87.88

The revised impact fee for Parks and Recreation is recommended to be \$87 per Residential ERU.



9 Recommended Fees and Implementation

9.1 Summary

The purpose of this study was to analyze and update the impact fees for the Village of Osceola by reviewing the previous Needs assessment document created March 2006. The same general methodology was utilized in the new study as the previous study, while figures and numbers were updated to reflect actual growth and usage. The report fulfills the public facilities needs assessment procedural requirement under Wisconsin Statutes §66.0617.

In order to determine the appropriate amount of the fees, the following analysis was performed:

- The previous Needs assessment document from March 2006 was reviewed.
- Facility inventory displayed in the previous document was verified and updated.
- Usage forecasts were updated regarding future demands in the Village.
- Costs of recommended projects were allocated to the proportionate share of facilities that are needed to serve new development during the planning period. ERU was used as a basis of comparing users for consistency with the previous Needs Assessment.
- Fees were calculated based on the analysis in the previous steps.

9.2 Recommended Impact Fee Schedule

Based on the analyses described above, this study recommends that the Village revise its impact fee ordinance and impose impact fees for facilities as shown in the table below. These amounts recommend the maximum amount that the Village could impose, based on the application of Wisconsin Statutes 66.0617. The Village may choose to impose lesser amounts as a matter of policy.

Single-Family residential users will be charged based on the numbers in the table below. Water and Sanitary Sewer will be based on the sum of all meter sizes based on Table 6 and Table 8 in this report.

Table 14: Recommended Impact Fees

	Equiv. Residential Unit (ERU)	Commercial / Industrial
Water Impact Fee	\$579	\$579/ERU/meter size
Sanitary Sewer Impact Fee	\$2,857	\$2,857/ERU
Library Impact Fee	\$51	N/A
Public Works Impact Fee	\$483	\$1,746/acre
Roadway Impact Fee	\$3,035	\$15.86/trip
Parks and Recreation Impact Fee	\$87	N/A



9.3 Impact on the Availability of Affordable Housing

One of the requirements of Wisconsin Statute §66.0617 is to estimate the cumulative effect of all proposed and existing impact fees on the availability of affordable housing within the municipality. Although the fees are similar to the fees from the previous needs assessment, they may have an effect on affordability to those in the low-income brackets. The Village may wish to reduce or waive the impact fees for those units that can prove low-income benefit.

Per Table 9, the total impact fee for each REU is \$7,092. The following table outlines the effect of this fee on affordable housing based on a mortgage for a median home value in Osceola of \$270,000 and a median household income of \$45,691, assuming the entire cost of the fees is added to the home price. For a 30-year mortgage at 6% interest rate, adding the impact fee results in roughly 1.1 percent increase of household income that goes towards housing – from 54.3% of median household income to 55.4% of median household income. For lower cost housing and lower income households, the fees would be a proportionally larger share of the home price and the household income. See calculations in the following table.

Table 15: Effect of Impact Fee on Affordable Housing

Median House Value	\$270,000	
Median Household Income	\$45,691	
Annual Cost of Housing:		
Annual Mortgage Payment	\$19,615.21	30 years @ 6%
Estimated Property Taxes	\$3,186.00	
Estimated Insurance	\$2,000.00	
Total Payment	\$24,801.21	
Impact Fee Added to Mortgage		
Impact Fee Added to Mortgage	\$7,092	
Median Housing Value + Impact Fee	\$277,092	
Annual Mortgage Payment w/Impact Fee	\$20,130.43	30 years @ 6%
Total Payment incl taxes and insurance (T/I)	\$25,316.43	
Mortgage Payment as % of Income		
Mortgage Payment as % of Income	54.3%	
Mortgage Payment + impact fee as % of income	55.4%	
Increase in % of income for housing	1.1%	



9.4 Enacting the Impact Fee Ordinance

Prior to amending a local ordinance to update impact fees on new development, a municipality must comply with the following procedural requirements:

1. Prepare a needs assessment for the public facilities for which it is anticipated that impact fees may be imposed. The public facilities needs assessment shall include the following:
 - a. An inventory of existing public facilities, including identification of any existing deficiencies in those public facilities, for which it is anticipated that an impact fee may be imposed.
 - b. An identification of new, improved or expanded public facilities that will be required because of new development, or the identification of excess capacity in existing public facilities that are used by new development. This shall be based upon an explicit level of service and standards.
 - c. A detailed estimate of the capital costs of providing or constructing the new, improved or expanded public facilities, including an estimate of the cumulative effect of all proposed and existing impact fees on the availability of affordable housing within the municipality.
2. Hold a public hearing prior to enacting or amending an ordinance to impose impact fees. The public facilities needs assessment must be available for public review for at least 20 days before the date of the hearing.

In order to implement the recommendations contained in this report and amend the impact fees for public facilities in the Village of Osceola, the following remaining steps must be taken:

- Present the findings of this report to the Village Board.
- Revise the existing impact fee ordinance to include the recommended changes to the impact fees.
- Publish a Class 1 notice in the Village newspaper prior to the public hearing as required under Wisconsin Statutes §66.0617(3). The needs assessment must be available for public inspection and copying at least 20 days prior to the public hearing as required under Wisconsin Statutes §66.0617(4)(b).
- Conduct a public hearing prior to amending the impact fee ordinance.
- After the public hearing, the Village Board may adopt the amended impact fee ordinance as recommended or adopt it with additional amendments.

9.5 Imposition and Collection of Fees

Impact fees may be imposed on persons developing land, where development is defined as the creation of additional residential dwelling units or nonresidential uses that create the need for new, expanded or improved public facilities. In other words, development can mean the construction of a new residential or nonresidential building, or the expansion or remodeling of an existing residential or nonresidential building that results in a use that requires a higher demand for public services than the previous use.



Needs Assessment and Impact Fee Update Recommended Fees and Implementation

The impact fees collected must be reduced to compensate for other capital costs imposed by the municipality to provide or pay for public facilities due to new land development. For example, if a developer is required to contribute land, facilities, or other items of value to provide a facility that a municipality would otherwise fund with impact fees, then the impact fee charged to the developer must be reduced proportionately.

9.6 Managing Impact Fees

Impact fees must be placed into segregated accounts, meaning each type of fee has its own account. The impact fees and any interest earned on the account balance must be expended only for the facilities for which the fees have been imposed. Impact fees may be used to pay directly for project costs or may be used to pay for the debt service on bonds issued to finance a capital project.

In order to ensure that impact fees are not used to pay for more than the proportionate share of capital costs for facilities needed to serve new development, the public facilities needs assessment should be referenced when determining the amount of impact fee revenues to apply to facility funding. If a project is modified from what is detailed in the needs assessment, it may be necessary to review and update the needs assessment and impact fee ordinance.

Impact fees that are collected but are not used within a reasonable period of time after collection must be refunded to the property owner at the time of refund for which the impact fee was imposed. The current time limits are as follows:

1. Impact fees collected prior the adoption of this revised impact fees report must be spent in the timeline imposed under the original impact fee report.
2. Impact fees must be spent within 8 years of collection.

Once the Village adopts an ordinance amending the impact fees, the time limits for expending fees collected after the effective date of the amendment would be governed by that date.

It is recommended that the Village continue to take the following steps to ensure that impact fees are expended within the statutory time limits and that fees are properly applied to the projects shown in the public facilities needs assessment:

- Maintain a spreadsheet or other list of the amounts collected, showing the date paid, tax key, property owner, number of units, fee per unit, and total amount paid for each type of fee.
- Maintain a spreadsheet showing the projects funded through impact fees, by type of fee. At a minimum, it should show the year of the project, a brief description, total cost (including construction and legal, engineering, etc), the amount cash financed from impact fees, the amount borrowed, a debt service schedule and the share of debt service to be paid from impact fees. Ideally, this spreadsheet would also be linked to a sheet showing the balance of impact fee funds by account, showing payments made from each impact fee fund for cash financing and debt service payments.



9.7 Periodic Review

It is further recommended that the Village increase the amount of the fees each year by an inflationary factor to make the fees more inter-generationally equitable, in that the amount of the fee paid by any new development is approximately equal to the amount paid in any other year, adjusted for inflation. The impact fees calculated in this report were based on numerous assumptions and forecasts in future development and service levels provided by the Village. The exact specifications of public facilities' design and costs may vary from the estimates developed through the analysis of this report. Therefore, it is recommended that the impact fees be reviewed on a consistent basis to adjust for changes in inflation, development trends or major changes in project plans, ideally on a schedule of every three to five years.



APPENDIX A - ROADWAY EXPANSION COSTS

3RD AVENUE AND RIVER STREET STH 35 to 4th Street Minor Collector Roadway 575 L.F.

Item	Unit	Quantity	Unit Price	Total Price
Common Excavation	CY	256	\$15.00	\$3,833
8" Aggregate Base - Extra 8'	TN	259	\$15.00	\$3,879
3.5" Asphaltic Surface - Extra 8'	TN	118	\$90.00	\$10,646
1/2" Asphaltic Surface over 36'	TN	76	\$90.00	\$6,844
Storm culvert extension	LF	24	\$100.00	\$2,400
Subtotal				\$27,603
15% Contingency				\$4,140
10% Engineering and Admin				\$3,174
TOTAL ESTIMATED COST				\$34,917
*2024-2025 LRIP MSID grant: \$400,000 based on total length of 1,848 LF				
Proportionate Amount: 575 LF/1,848 LF = 0.31 x \$400,000 = \$124,000 x 22% extra width (8'/36')				-\$27,280
			TOTAL	\$7,637

68TH AVENUE STH 35 to 258th Street Minor Collector Roadway 4,400 L.F.

Item	Unit	Quantity	Unit Price	Total Price
Common Excavation	CY	3178	\$15.00	\$47,667
8" Aggregate Base - Extra 13'	TN	3216	\$15.00	\$48,239
3.5" Asphaltic Surface - Extra 13'	TN	1471	\$90.00	\$132,382
1/2" Asphaltic Surface over 39'	TN	630	\$90.00	\$56,735
Storm culvert extension	LF	150	\$100.00	\$15,000
Subtotal				\$300,023
15% Contingency				\$45,003
10% Engineering and Admin				\$34,503
TOTAL ESTIMATED COST				\$379,529

TOTAL EXPANSION COST OF ROADWAYS	\$387,166
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APPENDIX B: COMMERCIAL / INDUSTRIAL LAND USE TRAFFIC IMPACT

Based on currently zoned commercial and industrial property in the Village of Osceola, it is anticipated that there will be 124 acres of commercial and industrial development. The breakdown is assumed as follows:

Industrial:

63 acres – General Light Industrial

Commercial:

35 acres – commercial retail

26 acres – general office uses

These assumed land uses are for estimating purposes only. Impact fees will be based on a formula tied to the traffic generation of each use and future development projects will be assessed based on their actual use and trip generation.

Background – Market Demand

Development of land for commercial and industrial uses is closely tied to the accessibility of businesses to the markets they serve. Because the existing transportation system serving the Village of Osceola consists mostly of rural two-lane highways, access to sizable markets is limited. Therefore, commercial and industrial development within the Village of Osceola has been mostly related to serving the needs of the local population. Furthermore, because Osceola's household base is relatively small (under 1,300), the types of businesses that can be supported tend to be small as well.

The presence of mostly small businesses supported by the local population support the pass-by theory. Trips are adjusted to account for pass-by trips, where a trip going to a given destination passes by another use and turns in. Many commercial uses will have a pass-by factor, reducing their trip numbers compared to the raw ITE rates.

The roadway impact fees will be based on the proportion of traffic that can be assigned to various land uses. The accepted basis for estimating traffic is the Institute of Transportation Engineers (ITE) Trip Generation Manual, which assigns trip generation rates to various types of land use.

Background – Traffic Impact

The size and construction of roadways is closely related to the amount of traffic on them. The roadway impact fees will be based on the proportion of traffic that can be assigned to various land uses. The accepted basis for estimating traffic is the Institute of Transportation Engineers (ITE) Trip Generation Manual, which assigns trip generation rates to various types of land use. We have used ITE figures in the analysis on the attached spreadsheet, with further adjustment to account for pass-by trips, where a trip going to a given destination passes by another use and turns in. Many commercial uses will have a pass-by factor, reducing their trip numbers compared to the

raw ITE rates.

In addition to the pass-by factor, a weighting factor was also applied to the trip numbers. This weighting factor is based the proximity of the available land to residential and other existing commercial and industrial properties.

Traffic Impact / Trips Calculation

Land Use	Units	Acres	Anticipated Sq. Ft.	Trip Rate*	Pass-by Trip Factor	Adjusted Trip Rate	Adjusted Trips (rounded to the nearest whole number)
Industrial	Varies	63	548,856	4.96	1.00	4.96	2,722
Specialty Retail	Varies	25	107,500	44.32	0.70	31.02	3,334
General Office	Varies	26	169,000	9.74	1.00	9.74	1,646
Gas/convenience**	Pump	5	Varies	322.50	0.40	129.00	1,548
Restaurant, high turnover		5	32,500	112.18	0.85	95.35	3,099
Single Family Resid.***	63			9.57	1.00	9.57	603

* Trip rate for Specialty Retail, General Office and restaurant per 1,000 sq. ft.

Assumptions: Specialty Retail – 4,300 sf per acre
 General Office – 6,500 sf per acre
 Restaurant – 6,500 sf per acre

**Trip rate for Gas/convenience per gas pump.

*** Trip rate for Single Family Residence per unit.

Weighting Factor (assumed reduction in impact of C-I trips on roadway projects)

	Trips	Weighting Factor	Weighted Trips	Percent of Wtd. Trips
C-I trips	12,349	5%	617	50.6%
Resid. trips	603	100%	603	49.4%
Total			1,220	

LOCAL COMPARISONS

Municipality	IMPACT FEE TYPE								TOTAL
	Water	Sewer	Library	Public Works building	Roads	Parks	Police	Fire/EMS	
St. Croix Falls	\$220.00	\$1,110.00	\$640.00						\$1,970.00
Somerset	\$1,082.00		\$468.00		\$150.00		\$142.00	\$57.00	\$1,899.00
New Richmond	\$1,312.00	\$960.00	\$1,694.00		\$1,431.00	\$681.00	\$221.00		\$6,299.00
Baldwin	\$1,200.00				\$1,200.00	\$1,000.00			\$3,400.00
River Falls	\$2,454.00	\$1,724.00	\$352.00			\$577.00		\$345.00	\$5,452.00
Osceola-proposed	\$579.00	\$2,857.00	\$51.00	\$483.00	\$3,035.00	\$87.00			\$7,092.00
Osceola-PC recommendation	\$490.00	\$2,417.00	\$43.00	\$409.00	\$2,568.00	\$74.00			\$6,001.00



Memo

To: Planning Commission
From: Devin Swanberg Village Administrator
CC: Village Board
Date: August 30th, 2024
Re: Pinnacle Development

Overview

Pinnacle, in collaboration with Cedar Corp as the engineering firm, is proposing a new residential development south of the Village of Osceola. The development is designed to offer a diverse range of housing options to meet the needs of various demographics in the community. This memo outlines the key aspects of the proposed development, which will be subject to a petition for annexation should it receive positive feedback from the Planning Commission and Village Board.

Development Details

The proposed development will be structured as an open-build community with guidelines established through a Planned Unit Development (PUD). The key components of the development are as follows:

- **Single-Family Homes:**
 - **Number of Lots:** 61
 - **Lot Width:** 60 feet
 - **Description:** These lots are intended for traditional single-family homes, providing ample space for families and individuals looking for a suburban lifestyle.
- **Twin Homes:**
 - **Number of Lots:** 42
 - **Lot Width:** 80 feet
 - **Description:** Twin homes will cater to those seeking a semi-detached living arrangement, offering the benefits of a single-family home with a slightly smaller footprint and shared wall.
- **Villa-Style Homes:**
 - **Number of Lots:** 34

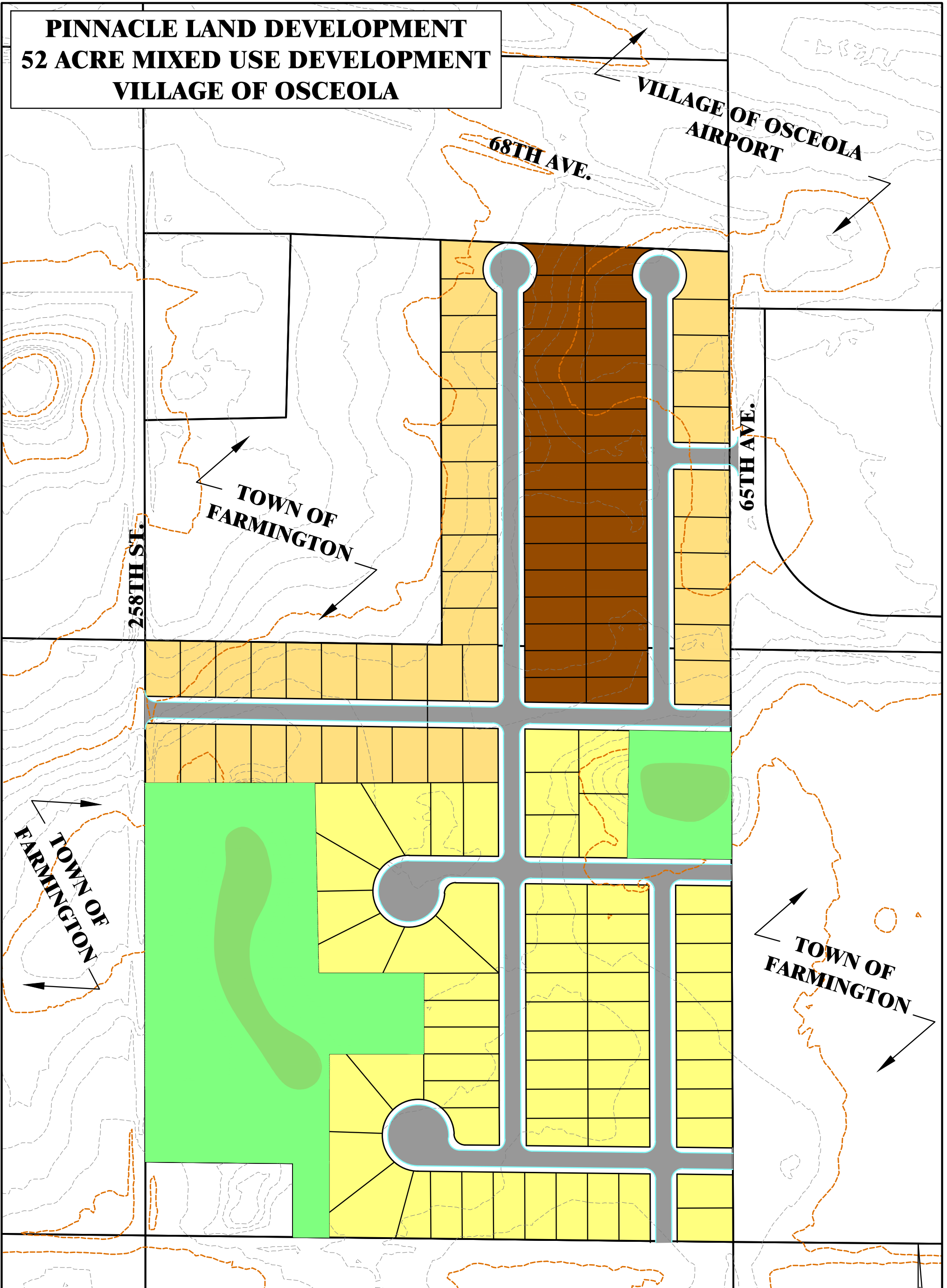
- **Lot Width:** 55 feet
- **Description:** Villa-style homes are designed for those looking for lower-maintenance living, often appealing to empty nesters or retirees. These homes will provide a comfortable and manageable living space with the convenience of smaller lots.

Next Steps

If the Planning Commission and Village Board respond positively to this concept, Pinnacle will proceed with the formal petition for annexation. The annexation would bring the development area under the jurisdiction of the Village of Osceola, allowing for the necessary zoning and infrastructure planning to move forward.

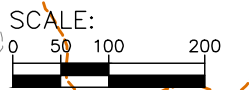
We are eager to receive your feedback and are prepared to make any necessary adjustments to align with the Village's vision for growth and development.

**PINNACLE LAND DEVELOPMENT
52 ACRE MIXED USE DEVELOPMENT
VILLAGE OF OSCEOLA**

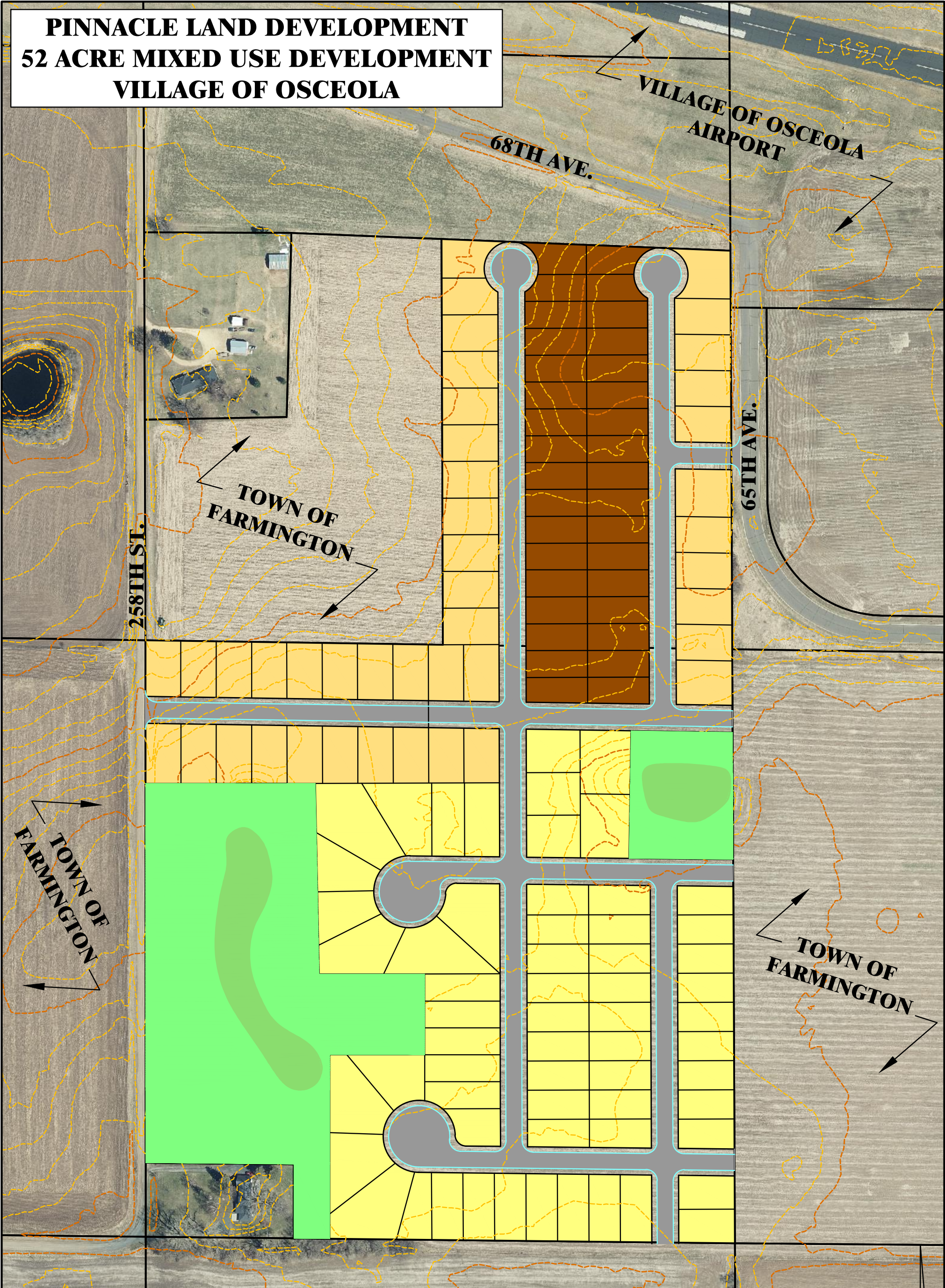


LEGEND

-  - 61 LOTS - SINGLE FAMILY RESIDENTIAL - 60' WIDTH (TYP)
-  - 42 LOTS/84 UNITS - TWIN HOME RESIDENTIAL - 80' WIDTH (TYP)
-  - 34 LOTS - VILLA HOME RESIDENTIAL - 55' WIDTH (TYP)
-  - WETLANDS
-  - STORM WATER/PARKLAND

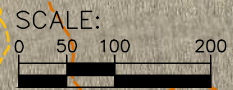


**PINNACLE LAND DEVELOPMENT
52 ACRE MIXED USE DEVELOPMENT
VILLAGE OF OSCEOLA**



LEGEND

- 61 LOTS - SINGLE FAMILY RESIDENTIAL - 60' WIDTH (TYP)
- 42 LOTS/84 UNITS - TWIN HOME RESIDENTIAL - 80' WIDTH (TYP)
- 34 LOTS - VILLA HOME RESIDENTIAL - 55' WIDTH (TYP)
- WETLANDS
- STORM WATER/PARKLAND





Memo

To: Admin and Finance
From: Devin Swanberg Village Administrator
CC: Village Board
Date: September 6th, 2024
Re: Police Chief

Andrew Bach has served as Interim Chief since former Police Chief Ron Pedrys retired in December 2023. During this time, Andrew has excelled in the role, demonstrating that he is the best candidate for the position of Chief. Given his outstanding performance and long-standing leadership within the department and the community, I believe we should not reopen the recruitment for a Police Chief. I recommend that we remove the interim title from Andrew Bach and begin contract negotiations to appoint him as the new Chief of the Osceola Police Department.

Recommendation: Admin and Finance board recommend we enter into negotiations to make Interim Chief Andrew Bach the Police Chief.



Memo

To: Admin and Finance
From: Devin Swanberg Village Administrator
CC: Village Board
Date: September 6th, 2024
Re: Police Staffing

Since the combination of police departments has stalled and reached an impasse, we need to restore our police department to full operational capacity. To provide 24-hour coverage, we need to hire two additional officers. Staff recommends hiring two new officers and accepting lateral transfers. We also propose entering into negotiations with the union to modify the current contract.

Recommendation: Admin and Finance recommended hiring two officers. This allows the department to get back to 5 FTE.

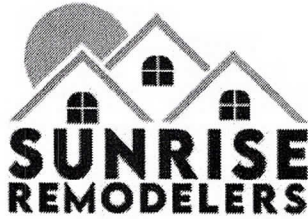


Memo

To: Admin and Finance
From: Devin Swanberg Village Administrator
CC: Village Board
Date: September 6th, 2024
Re: Fire Hall Roof

The capital improvement plan for 2024 allocated \$70,000 for a new roof for the fire hall, which is currently experiencing a leak issue. At the last admin finance meeting, it was recommended that they obtain quotes for a shingle roof instead of a metal roof. Paul solicited three quotes for this project, but only one (Sunrise Remolders) of them included the flashing necessary to fix the leak. The other companies declined to add it to their scope of work. The company that did include the flashing was the lowest bidder. Although their bid exceeded the \$70,000 budget, the Fire Department can cover the additional cost using the building and maintenance line item in their operating and maintenance budget.

Recommendation: Admin and Finance recommends approval as presented



Sunrise Remodelers
735 Snelling Avenue N
St. Paul MN 55104
MN LIC# CR051518
WI LIC# DC-042200484
Quality Service Since 1995
Phone: (651) 762-9295

Company Representative
Steve Schubert
steve@sunriseremodelers.com

Estimate Roof Replacement (Shingle Section Only)

08/26/2024

Paul Elfstrom-Fire Hall
Osceloa Fire Department
657 Wisconsin 35
Osceola, WI 54020
(715) 557-0300

Job: Paul Elfstrom-Fire Hall

Roofing Section

Material

GAF Timberline Armorshield II

GAF Seal-A-Ridge ArmorShield (25')

GAF ProStart Starter Shingle Strip (120')

Starter shingles, like GAF ProStart Starter Shingle, are crucial for your roofing system. Here's why you need them:

Enhanced Protection: They add an extra layer of protection to vulnerable roof edges, guarding against wind uplift and water infiltration that can cause damage and leaks.

Improved Wind Resistance: Properly securing the first row of shingles with starter shingles boosts the overall wind resistance of your roof, preventing shingle blow-offs even in strong winds.

Starter shingles provide added protection, improve wind resistance, create a seamless appearance, and save installation time. They are vital for a durable, attractive roof that safeguards your home for years to come.

GAF Tiger Paw Underlayment (10 sq)

GAF Tiger Paw Underlayment is a game-changer for your roof's protection. It offers two standout features that you'll appreciate. Firstly, it acts as a powerful barrier against moisture. This means it prevents water from seeping into your roof deck, eliminating the risk of leaks, rot, and other water-related damage. So, you can trust that your roof will stay dry and intact, ensuring the longevity of your entire roofing system.

Secondly, Tiger Paw Underlayment is designed to be incredibly durable. It's built to withstand harsh weather conditions, sharp objects, and potential impacts. With its high-quality construction, it acts as an extra layer of defense, protecting your roof from damage caused by things like falling branches or heavy rain. This durability gives you peace of mind, knowing that your roof is well-equipped to handle whatever nature throws its way.

By investing in GAF Tiger Paw Underlayment, you're making a smart choice for the long-term health and resilience of your roof. It's a solid investment that ensures your roof remains strong, secure, and protected against moisture-related issues and external threats.

GAF StormGuard Ice & Water Shield (2 SQ)

GAF Cobra Snow Country Advanced Ridge Vent - 12" (4')

GAF Cobra Snow Country Advanced Ridge Vent is a must-have for your roofing system. Here's why:

Efficient Ventilation: The advanced design of Cobra Snow Country allows for optimal ventilation in your attic. It promotes the proper airflow, removing excess heat and moisture that can lead to damage, such as mold growth and deteriorating roof components. With improved ventilation, you can enjoy a healthier and more energy-efficient home.

Snow and Weather Protection: Cobra Snow Country is specifically designed to withstand harsh winter conditions. Its unique snow filter helps prevent snow and debris from infiltrating your attic space, keeping it clean and free from potential issues associated with snow accumulation, such as insulation damage or ice dams.

GAF Cobra Snow Country Advanced Ridge Vent ensures efficient ventilation and offers snow and weather protection, making it an essential component for a well-ventilated and resilient roofing system.

Tri-Built Aluminum Base Flashing - 4N1 - Brown

Tri Built BIB-12 Internally Braced Turbine Vent - 12"

- ALSO WITH GAF CERTIFIED. COMES WITH SO YR WARRANTY

Aluminum Drip Edge - T Style (12')
Tri-Built Galvanized Steel Base Pipe Flashing - 4N1
Base Pipe Flashing - 4 in 1

Galvanized Steel Flat Step Flashing - 8"x8" (50 PC/BD)

Step flashing is a crucial component used in roofing to provide protection against water intrusion at the intersections between a roof and vertical structures, such as walls, chimneys, or dormers.

Tear off and replace up to 6/12 pitch

Install Hip/Ridge Cap

Install Starter

Install Drip Edge/Gutter Apron

Cut In/Install Ridge Vent

Turbine Vent Install

Other - Dumpster- Large- Approx 5-7 tons of debris

PRICE FOR RE-SHINGLE ONLY

\$35,359.41

Layover Decking - OPTION

- Install 7/16" OSB sheathing over existing roof decking

7/16"x4'x8' OSB

Layover Existing Decking - FOR FUTURE STEEL ROOF

\$17,530.87

Siding Section

Roof to Wall

- Remove existing wall panels as needed to install proper roof to wall flashing as needed.
- Install new washer head screws

\$17,916.67

Roofing Section


Grand Sequoia

- This option #2 total over and beyond option#1 total-----\$12,575.00

\$0.00

TOTAL

\$70,806.95

Starting at \$726/month with  ACORN FINANCE · APPLY

By Customer's signature, Customer acknowledges and agrees that they understand and accept this scope of work.

This agreement is binding when signed by you. Exception would be a solicited sale please see Notice of Cancellation.

ADDITIONAL TERMS AND CONDITIONS

1. MECHANIC'S LIEN NOTICE. As required by Minnesota law we are providing the following notice: (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions; and (b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount for our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

2. Changes. Any modifications to the Work require a written Change Order signed by Contractor and Customer. Changes may result in extra charges. Customer shall sign any Change Order for additional work required by an engineer or building inspector. All changes to this Agreement must be in writing signed by both Contractor and at least one Customer.

3. Performance. Contractor shall begin the Work within 90 days of signing this Agreement or as soon thereafter as practicable. The Work shall be substantially completed in a timely fashion consistent with the time required to perform the Work in a good and workmanlike manner pursuant to the performance guidelines provided prior to entering into this Agreement, barring unforeseen delays such as weather, availability of workers and material, or other events beyond Contractor's control.
4. Warranty and Workmanship. Other than warranties that may be required by law, CONTRACTOR HEREBY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. Contract does not warrant against damage caused by unusual weather conditions, ice dams, snow loads, strong winds (50+ MPH), hail and damage caused by ice/snow removal, and any other cause unrelated to Contractor's work. Contractor further disclaims all Agreement claims, negligence claims, and all other claims for which you have not provided Contractor with written or actual notice within six months from the date of discovery of the problem.
5. Cooperation. Customer agrees to cooperate with Contractor to complete the Work hereunder and make all reasonable accommodations necessary. If any additional or unforeseen work is required after the Work has begun, Customer agrees to sign a Change Order covering that work and to be responsible for payment of the costs for the same.
6. Customer's Obligations. Customer agrees to provide Contractor, at no cost, clear access (including removal of ice and snow) to work areas for workers, vehicles, delivery and storage of materials and rubbish, and to hold Contractor harmless from damage that may arise therefrom. Customer agrees to indemnify and hold Contractor harmless from any damage or injury caused by any construction debris that remains on the property. Customer shall provide Contractor with electricity, water, and other utilities at no cost. Customer shall identify underground utilities, if applicable. Contractor shall not be expected to keep gates or doors closed or locked and Customer agrees to indemnify and hold Contractor harmless from claims arising therefrom. Excess construction material remains the property of Contractor. Customer agrees to remove and protect any personal property in or near the work area and agrees to indemnify and hold Contractor harmless from all claims for damage that may occur to such property. Customer shall not direct Contractor's working forces, provide materials or labor, or hire subcontractors without Contractor's written authorization. Extra trips caused by Customer will result in a \$200.00 per trip charge.
7. Existing Conditions. This Agreement is based solely on Customer's representations and Contractor's observations at the time of this Agreement. Customer assumes all liability and responsibility for pre-existing or concealed conditions. Contractor may suspend Work if pre-existing or unknown conditions require additional work until Contractor and Customer reach agreement thereon. Existing out of square and plumb conditions may require similar conditions in the new work. Contractor does not assume responsibility for pre-existing building code, zoning, other violations, or other inadequate conditions currently existing on the property. Some improvements may vary from the Agreement as to color, brand, grade, and actual dimensions. Customer grants Contractor the right to make variations, substitutions, or changes required by governmental regulations or other changes that do not materially affect design and quality. Contractor does not warrant or represent that its work will prevent or eliminate ice accumulation or ice dams and the Customer agrees that Contractor is not responsible for the same.
8. Hazardous Material. Customer assumes complete liability and responsibility for all hazardous conditions including, asbestos, mold, lead, or other hazardous or harmful materials that may exist at or within the property. All such conditions shall be considered to pre-date Contractor's work, and Contractor may stop work until the problem is removed. Customer agrees to indemnify and hold Contractor harmless from mold, fungus, or biological material claims and damages as set forth on the accompanying Mold Notice and Waiver.
9. Insurance. Contractor maintains insurance policies covering its general liability and workers' compensation obligations as required by law.
10. Cancellation. If Customer cancels this Agreement before Contractor starts the Work, then Contractor shall be entitled to, as liquidated damages and not as a penalty, its actual costs incurred, including any restocking charges, plus 20% of the Agreement price. If Customer cancels this Agreement without legal right to do so after Contractor starts the Work, then Contractor shall be entitled to, as liquidated damages and not as a penalty, the entire Agreement price.
11. Payment. Contractor will not start the Work until it receives the initial down payment, plus any additional amounts Contractor may require. Final payment is due upon substantial completion of the Work. All invoices are payable within 30 days. Failure to make timely payment will result in charges added to the overdue amount at the lesser of 18% per annum (1.5% per month) or the maximum charge allowed by law. Customer agrees to pay all collection costs, including court, legal, and attorneys' fees incurred in the collection of past due amounts and/or protection of Contractor's interest in collecting payment.
12. Miscellaneous. If any provision of this Agreement is found unenforceable, the availability and enforceability of all remaining provisions shall remain in full effect. Customer acknowledges and agrees that any dispute arising under or relating to this Agreement shall be subject to the exclusive jurisdiction of the Hennepin County District Court, State of Minnesota. The headings herein are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.
13. Advertising. Customer authorizes contractor to place its advertising yard sign on Customer's property. Customer grants Contractor unlimited license to record images of the Work in any form and to reproduce those images for advertising and promotional use.

Company Authorized Signature

Date

Customer Signature

Date

Customer Signature

Date

Asphalt Roofing Scope of Work - Class 4 (Impact Resistant)

Lindus To:

- Remove all the existing shingles (1 layer) and dispose of in an onsite dumpster
- Detach & Reset Existing LeafGuard Gutters & Downspout to prevent damage during roofing process
- Repair rotten wood as needed on a time and materials basis (\$150/hour per man plus materials)
- Install GAF Storm Guard ice and water protection to all eaves 6' minimum, rakes 3' minimum, ALL perforations, and roughly 6" up the sidewall behind flashing/siding
- Install New sidewall flashing per manufacturer specifications
- New GAF Tiger Paw synthetic underlayment will be installed on the entire area of the roof including where the ice & water is applied
- Install new roof edge to the perimeter of the entire roof - Color TBD
- Starter shingles will be used both at the eaves and the rakes for superior wind protection.
- Replace all waste vent pipe jacks, vents and flashing where needed
- Install GAF Ridge Vent for superior ventilation
 - Install NEW 12" Turbines (3 Total)
- Install GAF Lifetime Impact Resistance Shingles in color choice of the homeowner - Color TBD
 - Option 1: Grand Sequoia Designer
 - Option 2: ArmorShield II
- Thoroughly cleanup jobsite at project completion
- Provide "Master Elite" GAF Golden Pledge Non-Prorated warranty
 - 50 years Labor & Materials -
- Provide Lindus Construction Lifetime Workmanship warranty

ICE DAMS. ROOFING WILL NOT ELIMINATE OR HELP ELIMINATE ICE FORMATION OR ICICLES AT YOUR EAVES. Lindus makes no representation regarding the elimination or prevention of ice formation with the installation of new roofing.

Project Total(s)

Option 1: Grand Sequoia Designer Shingle (Impact Resistance) - \$64,579

Option 2: ArmorShield II (Impact Resistance) - \$48,999

RE-SHINGLE ONLY

* DOES NOT INCLUDE RE-DECK FOR FUTURE STEEL

* NO ALLOWANCE TO CORRECT EXISTING STEEL WALL FLASHINGS + SCREW GASKETS.



Bear Roofing & Exteriors Inc.
 3521 Commerce Blvd.
 White Bear Lake, MN 55110
 Phone: 651-407-1987
 Fax: 651-407-1552

Company Representative
 Robert Schintz
 Phone: (651) 407-1987
 bob@bearexterior.com

ROOF ESTIMATE

08/27/2024

* NO OPTION FOR W/COVER DECKING FOR FUTURE STEEL
 * NO REPAIRS TO BLDG COMMON W/AC TO STOP LEAKS

Jeff Stanton
 657 Wisconsin 35
 Osceola, WI 54020
 (715) 294-0165

Job: Customer-2025913: Jeff Stanton

A-ROOFING ASPHALT Section

- Protect siding, bushes, and yard with plywood and tarps as much as possible
- Remove all roofing material and accessories down to the roof decking
- Rotten or damaged dimensional lumber, if needed, is replaced at an additional cost of \$4.50 a lineal ft. If Plywood / OSB is needed, to meet building code and shingle installation requirements, will be billed at an additional cost of \$40 / sheet, plus delivery charge, plus current market material cost.
- Installation of Total Protection Roofing System Includes the following:
 - Installation of Owens Corning DURATION FLEX (Class 4) architectural shingle, installed per manufacture's specifications
 - Color Driftwood
- Additional layers of roofing, unknown at time of estimate, will be removed at an additional cost of \$20 per square.
- Ice and Water Shield - a layer of waterproofing installed to meet or exceed local building codes
- Synthetic Underlayment - Moisture barrier used in areas of the roof not covered by ice and water shield.
- Starter Strip - A starter shingle that is installed on the first row on the eaves of the roof
- Hip an Ridge Shingle - specialty shingle installed where two roof slopes come together
- Ridge Exhaust Venting - Rolled venting installed along the peaks of the roof to vent the attic space of your home
- Attic Exhaust Vents - 3 Turbine vents on main roof and ridge vent the lower roof
- Bathroom Exhaust Vent(s) - Installed
- Kitchen Exhaust Vent(s) - Installed
- Pipe Jack Flashing Boot(s) - Installed
- Drip Edge - Installed on the rakes and/or eaves where needed.
- Step and Dormer Flashing - Areas of the roof where shingles meet the wall, that need to be reflashed to meet code and installation requirements, will be billed out at a rate of \$65 / hour + materials in addition to the quoted price
- Complete clean up, including magnet rolling the yard and driveway
- Price includes all material, labor, and disposal charges. Permit fees will be added to final invoice for accuracy.
- Any work needed, outside of the original scope of work, will be billed out at a rate of \$85.00 per hour plus materials

RE-SHINGLE ONLY

TOTAL	\$37,800.00
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-Quoted Price - includes a 2% discount for cash or check payments made within 15 days of invoice date. Discount will be removed if payment is not received within 15 days of invoice.

-Financing - is available for qualifying customers. A 6% service fee will be added to the quoted price.

-Credit Card Payment is accepted for payment. A 3.5% service charge will be added to the quote price.

-We Propose Herby to furnish materials and labor- complete in accordance with specifications provided in this contract, for the sum stated or per insurance quote plus supplements

-All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Specified work and quoted price subject to change upon discovery of hidden defects. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers' Compensation insurance. Products and materials may be substituted for equivalent products due to availability

-This proposal may be withdrawn with in 15 days

-The following supplied documents are part of this agreement and hereby accepted: Additional Terms of Contract, Performance Guidelines, Notice of Cancellation Insurance Denial, Notice of Cancellation Solicitation, Covering Deductibles, Formaldehyde Notice, Mold Notice, Minnesota Statutory Warranty, Renovate Right Brochure (Homes built before 1978) ,

In the event this Agreement was procured through a home solicitation sale as defined by Minnesota Statutes Section 325G.06, you may rescind your agreement as set forth in the accompanying Notice of Cancellation. You, the buyer, may cancel this purchase at any time prior to midnight of the 3rd. business day after the date of this purchase. See attached Notice of Cancellation form for an explanation of this right. In all other circumstances, this agreement is binding when signed by you and us.

.....

Company Authorized Signature

Date

Customer Signature

Date

Customer Signature

Date

MEMO

To: Osceola Village Board

From: Neil Kline, Village Trustee

Date: September 6, 2024

Re: Establishing an Annual Administrator Performance Evaluation Process

One of the primary functions of the Village Board is the hiring and evaluation of the Village Administrator. Currently, we do not have a predictable, established process to conduct annual evaluations of the Village Administrator. The materials connected with this memo are intended to establish such a process.

Suggested Decisions:

1. The Village Board discuss and adopt Document 1 — Draft Administrator Performance Review Form and its instructions and processes;
2. The Board delay tying the Administrator's 2025 compensation to this specific performance review cycle while it is piloted in this first year.

Discussion of Draft Administrator Performance Review Form

In advance of this meeting, Village President Lutz connected me with PAA, the firm that conducted our most recent Administrator search, to see if they had off-the-shelf resources we could consider using in our process. I expressed my interest in a goals-based approach, and Darrell Hofland from PAA shared Document 2 — Village of Grafton Individual Annual Performance Appraisal Form. During our email communication, Darrell indicated that a goals-based approach has been used for many years in many Wisconsin communities.

Document 1 — Draft Administrator Performance Review Form is a modification of the Grafton example. Under the Grafton example, performance measurement was connected only to the numerical ranking process seen on pages 2 and 3 of Document 2, and the goals were relegated to serve only as guide posts for personal action plans and development.

In Document 1 (the draft form for Osceola), I retained many of the performance criteria from Grafton, and added a stronger role for goals by including them in the point calculations. In my view, this allows for the goals to be given more weight in the process, and provides the Board and Administrator the opportunity to clarify or specify performance objectives which may not be covered in the ranking table.

Connecting Performance and Compensation

The draft proposal includes a timeline for the evaluation cycle, which was developed to ensure that the full-year performance evaluation was aligned with the annual Village budget process. This is because I believe performance should be connected to compensation. In my view, this is a widely accepted practice in the private sector, and it creates an incentive structure that aligns the Administrator's performance with tangible impacts.

We should not, in my view, connect compensation to performance in this first year as we pilot the process, but I believe it is important that we retain the option to do so down the road — an option I would like to see us exercise sooner rather than later.

Document 1 - DRAFT

Village of Osceola
Administrator Performance Review Form

Administrator Name: _____

Evaluator Name: _____

Evaluation Calendar Year: _____ Evaluation Date: _____

Instructions

This document establishes an annual and collaborative review process for the Village Administrator.

Goals

Goals provide an opportunity for the Board and Administrator to clarify or specify particular performance or development objectives within each category if the Board or Administrator feel that a particular aspect of performance or development is not reflected in the ranking table. Written goals are not required, nor are there any constraints on their number. Scoring for goals mirrors the scoring system in the ranking table (1 - 5, with 1 as poor performance and 5 as exceptional).

Connection to Compensation

The final Red Box score in the Score Aggregation Table is the number that impacts Administrator compensation decisions by the Board.

Timeline and Process

November: Proposal and initial discussion of goals (if any) by Administrator and Board in closed session. Board members and the Administrator should come to this meeting prepared to suggest language for goals they feel should be included in the annual performance review process.

December: Adoption of final goals (if any) in closed session. The Board should consider input from the Administrator, though the Board alone has the final decision on what goals, if any, are formally adopted.

June: Mid-year performance review. Administrator self-scores in writing using the enclosed forms, responding to all scoring tables and any goals, and this material is submitted to the Board in connection with the distribution of materials for the June Board Meeting. The Board then enters a closed session with the Administrator to discuss performance relative to the goals. This meeting is a check-in, where the Administrator can provide information on how performance is going relative to the goals and the Board can provide informal feedback.

October: Full-year performance review. In advance of the October Board Meeting, Board Members and the Administrator complete the full evaluation form, which they then bring with them to the meeting. During a closed session, and in discussion with the Administrator, the Board deliberates and decides on the Administrator's performance on each performance criteria and any attendant goals for each criteria. The final scores agreed upon by the full Board are put into the Score Aggregation Table, producing a final, percentage-based overall performance score in the Red Box.

The full-board scores, along with the individual Board member evaluation forms, are then put into the Administrator's permanent staff file.

Role Delineation

The Village Clerk is responsible for ensuring the steps proscribed in this process are held at the correct Village Board Meeting. The Village Administrator is responsible for distributing materials in connection with this process in a timely manner to the Full Board, and for maintaining the completed review documents in their permanent file.

Document 1 - DRAFT

Criteria 1: Job Knowledge

SCORE	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	Relies on others constantly. Requires assistance and frequent repetitive instruction. Does not understand aspects of the job.	Understands some aspects of the work, but is often unable to complete assignments. May need learning opportunities and improvement because of newness on the job.	Understands how to perform nearly all aspects of the job. Able to work on unstructured assignments.	Thorough knowledge of most phases of the work. Very knowledgeable of most aspects of related work and other related departments' work.	Broad, exceptional knowledge and skill. Understands why job functions are performed and the inter-relationships with other jobs. Keeps abreast of trends, developments, and/or new concepts that may improve job function.

Goal 1:

Score

Goal 2:

Score

Goal 3:

Score

Individual Goal Review Comments



Overall Review Comments:

Document 1 - DRAFT

Criteria 2: Relationship with peers, supervisors, and elected officials

SCORE	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	Indifferent about the work, department and/or the Village. Often complains, causes friction, behaves negatively toward others. Resents change or new ideas and concepts.	Does not consistently display a positive outlook with regard to the work, department and/or the Village. May display emotions sufficient to disrupt others. Lacks appropriate tact or seems uncaring.	Is positive in attitude and demeanor. Is even-tempered and tolerates difficult situations without hindering work performance. Has understanding and respect for department and Village initiatives. Willingly assists others when asked.	Accepts responsibility and accountability for work assignments and problems that arise. Supports department and Village initiatives. Relates very well with elected officials, co-workers and management. Can be relied upon to take initiative in support of others and helps when needed.	Outstanding rapport with others. Shows great concern for the work and the success of the department and the Village. Demonstrates true consideration of others' opinions and contributions. Routinely volunteers or is assigned to special committees or teams

Goal 1:

Score

Goal 2:

Score

Goal 3:

Score

Overall Review Comments:

Individual Goal Review Comments



Document 1 - DRAFT

Criteria 3: Decision making/judgement

SCORE	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	Does not demonstrate ability or desire to evaluate situations and make decisions. Will not take responsibility for actions and depends nearly exclusively on others to solve problems. Does not realize consequences of actions.	Has difficulty with identifying issues. Needs improvement in gathering facts, comparing alternatives and providing solutions for those issues that have been identified. Shows poor judgment and requires close supervision. May be too new to offer effective decisions or evaluate alternatives.	Demonstrates the ability to recognize problems, gather information, evaluate alternatives and propose appropriate solutions. Able to make decisions and actions of a routine nature that are correct.	Has ability to make difficult decisions and demonstrates well-thought-out solutions to problems in a timely manner. Understands consequences of actions. Can be relied upon to make good decisions consistently.	Makes prompt, effective decisions with limited information. Takes responsibility for decisions, recognizes emerging problems, and promptly evaluates alternatives with consideration for short- and long-term consequences.

Goal 1:

Score

Goal 2:

Score

Goal 3:

Score

Overall Review Comments:

Individual Goal Review Comments



Document 1 - DRAFT

Criteria 4: Quality of work/attendance

SCORE	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	<p>Work is of very poor quality, sloppy, and inconsistent. Leaves routine tasks incomplete or does not follow up on issues. Requires substantial supervision and direction. Frequent tardiness or absence from work. Poor attendance record which impacts work quality.</p>	<p>Does not consistently produce work to meet expectations. Occasionally is careless about producing quality work product. Makes recurrent errors.</p>	<p>Produces work of good quality. Meets standards and expectations for the job. Is accurate, thorough, and work is complete. Can be relied upon to complete assigned responsibilities in a timely manner. Requires only routine supervision or direction. Occasionally has absence or tardiness. Respects the leave policies and uses time off appropriately.</p>	<p>Work is of high quality. Rarely makes errors. Exceeds normal requirements for the job. Dependable and steady in completing assignments. Works with minimal supervision. Can be relied upon to check the work of others. Manages excused absences.</p>	<p>Work far exceeds standards for the job. Superior ability to be accurate, neat and thorough. Recognizes the broader implications of a project; goes beyond what is expected. Is relied upon to complete work with little or no direction. Rarely has an attendance or tardiness issue. Manages excused absences.</p>

Goal 1:

Score

Goal 2:

Score

Goal 3:

Score

Overall Review Comments:

Individual Goal Review Comments



Document 1 - DRAFT

Criteria 5: Initiative

SCORE	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	Relies far too much on the help of others in finding answers and solutions to problems. Is not an active participant in group work. Avoids taking on new tasks or projects.	Needs a better understanding of the importance of discovering answers and solutions independently. Only occasionally works independently.	Effectively uses resources before seeking the help of others. Provides ideas on own responsibilities as well as others'. Works well independently, when necessary.	Welcomes the opportunity to learn new concepts and strategies within area of expertise. Knows when to seek answers and solutions independently before asking for help.	Seeks out opportunities to grow and develop professional skills and knowledge. Often provides creative ideas and innovative actions to create efficiencies. Works with minimal or no supervision.

Goal 1:

Score

Goal 2:

Score

Goal 3:

Score

Individual Goal Review Comments

Overall Review Comments:

Document 1 - DRAFT

Criteria 6: Adaptability/Flexibility

SCORE	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	Uncooperative and unwilling to assist when faced with new responsibilities, work practices or changes to the work environment.	Slow to adapt to change. Reacts grudgingly to new ideas or concepts.	Usually adapts to new ideas, responsibilities and changing conditions to meet requirements.	Ability to adapt to changing circumstances and handle stress. Is open-minded. Listens to suggestions and is willing to admit mistakes.	Willing to adapt to change and to promote change where needed. Remains calm and is able to function under pressurized or frustrating circumstances. Can be involved in many projects simultaneously.

Goal 1:

Score

Goal 2:

Score

Goal 3:

Score

Overall Review Comments:

Individual Goal Review Comments



Document 1 - DRAFT

Criteria 7: Communication Skills

SCORE	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	Does not communicate clearly. Has difficulty articulating thoughts. Poor listener. Unacceptable responses to public and/or peers.	Lacks consistency in clearly and concisely conveying information. May have difficulty in formulating message. Written work is poor. May be too new to the position to be able to clearly convey job related information.	Ability to clearly and concisely convey ideas and information most of the time. Written products are neat, understandable, and follow applicable guidelines.	Communication skills are well established. Ability and experience shows consistently through solid communication efforts.	Exceptional communicator. Displays writing confidence and enthusiasm. Is articulate and convincing in oral and/or written work. Careful listener. Provides appropriate and concise responses to public and/or peers

Goal 1:

Score

Goal 2:

Score

Goal 3:

Score

Overall Review Comments:

Individual Goal Review Comments



Document 1 - DRAFT

Criteria 8: Customer Service

SCORE	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	Demonstrates little or no interest in assisting customers to determine their needs. Frequently abrupt or even rude.	Provides assistance only upon request. Inconsistent in efforts to satisfy customer needs. Indifferent at times.	Shows interest in helping customers. Can be relied upon to provide satisfactory service and please customers. Is courteous and helpful to both internal and external customers.	Makes every effort to solve basic problems and address needs. Very professional and polished when dealing with customers.	Consistently makes a sincere effort to successfully satisfy the customer needs. Is relied upon to assist customers and resolve the most difficult problems. Demonstrates service leadership.

Goal 1:

Score

Goal 2:

Score

Goal 3:

Score

Individual Goal Review Comments



Overall Review Comments:

Document 1 - DRAFT

Score Aggregation

Criteria	Goal Score	Numeric Score	Total Score (goal + # score)	# of Goals	Max Goal Score (# of goals x 5)	Total Possible Score (Max goal score + 5)	Total Score/ Total Possible Score
1: Job Knowledge							
2: Relationship w/ Peers etc.							
3: Decision making/ judgement							
4: Quality of Work/ Attendance							
5: Initiative							
6: Adaptability/ Flexibility							
7: Communication Skills							
8: Customer Service							
Totals							

Scoring Ranges and Definitions

Red Box Score of 91% - 100%: Exceptional *(This individual excels in all aspects of the work.)* Employee is consistently exceptional in nearly all phases of the work. Creative and innovative problem solver. Shows superior judgment and self-motivation. Rarely misses a stated goal. Unlikely to be able to perform the function better. Superiority in performance should be clearly evident to peers.

Red Box Score of 81% - 90%: Exceeds Expectations *(This individual exceeds many performance expectations.)* Employee often exceeds expectations for the work. Uses initiative to solve complex or unique problems in their functional area. Thoroughly understands the work and produces favorable results. Effectively copes with unexpected situations and heavy workloads. This individual is an effective self-starter who sees opportunities and pursues them.

Red Box Score of 71% - 80%: Successful *(This individual meets performance expectations and standards for the work.)* Performance is consistently at levels which should be expected from well-qualified, experienced and properly motivated employees. Employees performing at this level are considered to be meeting the expectations of the work and its responsibilities. This individual normally performs under limited supervision. Performance at this level is typical in well-managed organizations.

Red Box Score of 51% - 70%: Needs Improvement *(Performance expectations are not consistently met.)* Performance is below the minimum requirements for the position. The employee may meet some of the job criteria but results are below expectations. (For example, problems may be caused by a lack of judgment or inconsistent follow-through.) Needs coaching to avoid problems and improve performance. Performance improvement opportunities exist and targets for improvement should be

Document 1 - DRAFT

established. ~ OR ~ Because of inexperience, newness to the position or an extended learning curve, employee has not yet met the expectations for the work. This is not a reflection on the individual's ability or potential to perform, but an indication that there is more to learn to meet the performance expectations on this job before the next performance appraisal.

Red Box Score of 50% or below: Unacceptable (*Expectations of performance are not being met.*) Performance is clearly below acceptable levels. Work is occasionally performed adequately, but lacks consistency and requires constant direction and supervision. Employee deals poorly with situations that are fairly routine. Retention of employee is dependent upon immediate improvement of performance. A Work Performance Improvement Plan should be implemented. Either a formal probation or disciplinary action may also be considered.

Individual Annual Performance Appraisal Form

Employee Name:	_____	Evaluated By:	_____
Job Title:	_____	Appraisal Date:	_____
Division/Section:	_____	Evaluation Period:	From: _____
Date of Hire:	_____		To: _____

APPRAISAL INSTRUCTIONS (Please read carefully before beginning appraisal.)

This appraisal provides an opportunity to discuss individual work efforts and results with a primary focus to improve performance. Instructions for the individual sections of the appraisal form are listed below. The employee and the supervisor shall discuss the final employee ratings. A review of the previous year’s action plan shall be conducted and an action plan for the upcoming year must be established as well.

Section I – EMPLOYEE APPRAISAL

Job performance criteria are evaluated in this section in relation to the employee’s job description. Please use the characterizations under each rating level as an example of performance for that particular level. The Supervisor is to complete an independent evaluation of the employee’s performance. Once the appraisal is complete, the Supervisor and Employee are to have a discussion to review the performance ratings assigned by the Supervisor. The Supervisor has discretion/flexibility to adjust scores based upon input from the Employee. Scoring adjustments must be accompanied by specific examples/justification to support the scoring change. Any performance scores above or below a “3” must have supporting information provided in the comments section.

Section II – FINAL PERFORMANCE RATING

A final performance rating is determined utilizing the scores established in Section I. Consideration must be given to written comments as well since they are meant to support the reasoning behind scores that are awarded with specific examples.

Section III – REVIEW OF PREVIOUS YEAR’S ACTION PLAN (GOALS)

The employee and the supervisor shall review Action Plan in the previous year. In some instances (i.e., new employees, first time reviews) there may not be a previous year’s action plan for review. Goals set forth on this form are strictly for personal/professional development and are not scored as an individual performance criterion. However, goal accomplishment or lack of follow through can be considered as a part of the appraisal scoring for an employee’s “Quality of Work” and/or “Initiative” criteria in Section I.

Section IV – UPCOMING YEAR’S ACTION PLAN (GOALS)

The employee and the supervisor mutually establish a set of goals for the upcoming year. These goals may be something that can be achieved within a year or may be established as a long-term goal that can be carried over into another year. Long term goals should establish a pre-determined completion date not to exceed 24-months. Goals set forth on this form are strictly for personal/professional development and are not scored.

Section V – COMMENTS

Include a summary of performance related comments on strengths, weaknesses, areas for development, exceptional accomplishments, specific problems, etc. Any performance scores above or below a “3” must have supporting information provided in the comments section. Please be specific.

Section VI – SIGNATURES

The appropriate sign-off must be provided at the completion of each step of the evaluation process.

I. EMPLOYEE APPRAISAL

Instructions: Select only the applicable criteria for each employee and check the rating box.

A. GENERAL JOB PERFORMANCE REVIEW CRITERIA

1. Job Knowledge (do not score this criterion for an employee who has been with the Village less than 90 days)

SCORE	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	Relies on others constantly. Requires assistance and frequent repetitive instruction. Does not understand aspects of the job.	Understands some aspects of the work, but is often unable to complete assignments. May need learning opportunities and improvement because of newness on the job.	Understands how to perform nearly all aspects of the job. Able to work on unstructured assignments.	Thorough knowledge of most phases of the work. Very knowledgeable of most aspects of related work and other related departments' work.	Broad, exceptional knowledge and skill. Understands why job functions are performed and the inter-relationships with other jobs. Keeps abreast of trends, developments, and/or new concepts that may improve job function.

2. Relationship with Peers/Supervisor(s)/Elected Officials

SCORE	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	Indifferent about the work, department and/or the Village. Often complains, causes friction, behaves negatively toward others. Resents change or new ideas and concepts.	Does not consistently display a positive outlook with regard to the work, department and/or the Village. May display emotions sufficient to disrupt others. Lacks appropriate tact or seems uncaring.	Is positive in attitude and demeanor. Is even-tempered and tolerates difficult situations without hindering work performance. Has understanding and respect for department and Village initiatives. Willingly assists others when asked.	Accepts responsibility and accountability for work assignments and problems that arise. Supports department and Village initiatives. Relates very well with elected officials, co-workers and management. Can be relied upon to take initiative in support of others and helps when needed.	Outstanding rapport with others. Shows great concern for the work and the success of the department and the Village. Demonstrates true consideration of others' opinions and contributions. Routinely volunteers or is assigned to special committees or teams

3. Decision Making/Judgment

SCORE	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	Does not demonstrate ability or desire to evaluate situations and make decisions. Will not take responsibility for actions and depends nearly exclusively on others to solve problems. Does not realize consequences of actions.	Has difficulty with identifying issues. Needs improvement in gathering facts, comparing alternatives and providing solutions for those issues that have been identified. Shows poor judgment and requires close supervision. May be too new to offer effective decisions or evaluate alternatives.	Demonstrates the ability to recognize problems, gather information, evaluate alternatives and propose appropriate solutions. Able to make decisions and actions of a routine nature that are correct.	Has ability to make difficult decisions and demonstrates well-thought-out solutions to problems in a timely manner. Understands consequences of actions. Can be relied upon to make good decisions consistently.	Makes prompt, effective decisions with limited information. Takes responsibility for decisions, recognizes emerging problems, and promptly evaluates alternatives with consideration for short- and long-term consequences.

4. Quality of Work/Attendance

SCORE	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	Work is of very poor quality, sloppy, and inconsistent. Leaves routine tasks incomplete or does not follow up on issues. Requires substantial supervision and direction. Frequent tardiness or absence from work. Poor attendance record which impacts work quality.	Does not consistently produce work to meet expectations. Occasionally is careless about producing quality work product. Makes recurrent errors.	Produces work of good quality. Meets standards and expectations for the job. Is accurate, thorough, and work is complete. Can be relied upon to complete assigned responsibilities in a timely manner. Requires only routine supervision or direction. Occasionally has absence or tardiness. Respects the leave policies and uses time off appropriately.	Work is of high quality. Rarely makes errors. Exceeds normal requirements for the job. Dependable and steady in completing assignments. Works with minimal supervision. Can be relied upon to check the work of others. Manages excused absences.	Work far exceeds standards for the job. Superior ability to be accurate, neat and thorough. Recognizes the broader implications of a project; goes beyond what is expected. Is relied upon to complete work with little or no direction. Rarely has an attendance or tardiness issue. Manages excused absences.

5. Quantity of Work/Time-Management

SCORE	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	Frequently fails to meet work volume requirements. Requires constant help to complete assignments. or avoids work responsibilities. Regularly does not make good use of work time.	Occasionally meets volume goals. Does not always make good use of work time. Not normally dependable to complete assignments on time.	Work volume meets expectations, given deadlines, and unexpected volume shifts. Manages work time effectively. Has regular consistent attendance	Occasionally surpasses volume goals. Effort to complete work timely is very good. May ask for additional work when initial goal is met.	Completes assignments at a rate far above standards for the job. Never misses deadlines. Sometimes is ahead of schedule.

6. Initiative

SCORE	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	Relies far too much on the help of others in finding answers and solutions to problems. Is not an active participant in group work. Avoids taking on new tasks or projects.	Needs a better understanding of the importance of discovering answers and solutions independently. Only occasionally works independently.	Effectively uses resources before seeking the help of others. Provides ideas on own responsibilities as well as others'. Works well independently, when necessary.	Welcomes the opportunity to learn new concepts and strategies within area of expertise. Knows when to seek answers and solutions independently before asking for help.	Seeks out opportunities to grow and develop professional skills and knowledge. Often provides creative ideas and innovative actions to create efficiencies. Works with minimal or no supervision.

7. Adaptability/Flexibility

SCORE	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	Uncooperative and unwilling to assist when faced with new responsibilities, work practices or changes to the work environment.	Slow to adapt to change. Reacts grudgingly to new ideas or concepts.	Usually adapts to new ideas, responsibilities and changing conditions to meet requirements.	Ability to adapt to changing circumstances and handle stress. Is open-minded. Listens to suggestions and is willing to admit mistakes.	Willing to adapt to change and to promote change where needed. Remains calm and is able to function under pressurized or frustrating circumstances. Can be involved in many projects simultaneously.

8. Communication Skills

SCORE	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	Does not communicate clearly. Has difficulty articulating thoughts. Poor listener. Unacceptable responses to public and/or peers.	Lacks consistency in clearly and concisely conveying information. May have difficulty in formulating message. Written work is poor. May be too new to the position to be able to clearly convey job related information.	Ability to clearly and concisely convey ideas and information most of the time. Written products are neat, understandable, and follow applicable guidelines.	Communication skills are well established. Ability and experience shows consistently through solid communication efforts.	Exceptional communicator. Displays writing confidence and enthusiasm. Is articulate and convincing in oral and/or written work. Careful listener. Provides appropriate and concise responses to public and/or peers

9. Customer Service

SCORE	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	Demonstrates little or no interest in assisting customers to determine their needs. Frequently abrupt or even rude.	Provides assistance only upon request. Inconsistent in efforts to satisfy customer needs. Indifferent at times.	Shows interest in helping customers. Can be relied upon to provide satisfactory service and please customers. Is courteous and helpful to both internal and external customers.	Makes every effort to solve basic problems and address needs. Very professional and polished when dealing with customers.	Consistently makes a sincere effort to successfully satisfy the customer needs. Is relied upon to assist customers and resolve the most difficult problems. Demonstrates service leadership.

10. Safety

SCORE	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	Careless and unobservant of work environment and safe work rules. Demonstrates little or no interest in reporting safety related concerns.	Needs to be reminded of safe work habits. Does not appear to care about safety precautions.	Observes all safety rules satisfactorily and understands the importance of sound safety practices.	Very attentive to safe practices and procedures. Above average concern for others' welfare. Reports and/or takes care of unsafe conditions promptly.	Meticulous in attention to a safe environment and safe practices. Recommends ways to make area and performance of duties safer. Proactively reports potential safety hazards or unsafe work settings or procedures.

Employee's Job Performance Criteria	Number of Items Scored: _____ Maximum 10
Total Points for Part I	Total Score _____ Maximum 50

II. PERFORMANCE RATING

Performance Rating Scoring Ranges and Definitions: The following definitions describe the five rating levels. Scores shall be rounded to two (2) decimal points. They are meant as a guide to help distinguish each particular rating level.

Score of 4.85 – 5.00: Exceptional *(This individual excels in all aspects of the work.)*

Employee is consistently exceptional in nearly all phases of the work. Creative and innovative problem solver. Shows superior judgment and self-motivation. Rarely misses a stated goal. Unlikely to be able to perform the function better. Superiority in performance should be clearly evident to peers.

Score of 4.50 – 4.84: Exceeds Expectations *(This individual exceeds many performance expectations.)*

Employee often exceeds expectations for the work. Uses initiative to solve complex or unique problems in their functional area. Thoroughly understands the work and produces favorable results. Effectively copes with unexpected situations and heavy workloads. This individual is an effective self-starter who sees opportunities and pursues them.

Score of 3.00 – 4.49: Successful *(This individual meets performance expectations and standards for the work.)*

Performance is consistently at levels which should be expected from well-qualified, experienced and properly motivated employees. Employees performing at this level are considered to be meeting the expectations of the work and its responsibilities. This individual normally performs under limited supervision. Performance at this level is typical in well-managed organizations.

Score of 2.50 – 2.99: Needs Improvement *(Performance expectations are not consistently met.)*

Performance is below the minimum requirements for the position. The employee may meet some of the job criteria but results are below expectations. (For example, problems may be caused by a lack of judgment or inconsistent follow-through.) Needs coaching to avoid problems and improve performance. Performance improvement opportunities exist and targets for improvement should be established. ~ OR ~ Because of inexperience, newness to the position or an extended learning curve, employee has not yet met the expectations for the work. This is not a reflection on the individual’s ability or potential to perform, but an indication that there is more to learn to meet the performance expectations on this job before the next performance appraisal.

Score of 2.49 or below: Unacceptable *(Expectations of performance are not being met.)*

Performance is clearly below acceptable levels. Work is occasionally performed adequately, but lacks consistency and requires constant direction and supervision. Employee deals poorly with situations that are fairly routine. Retention of employee is dependent upon immediate improvement of performance. A Work Performance Improvement Plan should be implemented. Either a formal probation or disciplinary action may also be considered.

Final Performance Rating Calculation:

<p style="text-align: center;"><u>Instructions:</u></p> <p style="text-align: center;"><i>Add all the individual ratings together and divide by the total number of applicable criteria used in the evaluation.</i></p> <p style="text-align: center; color: green;">Example Calculation:</p> <p style="text-align: center;">35 total points / 10 criteria = 3.50 performance rating</p>	<p>Total Points Awarded for Applicable Criteria</p> <p>(Max of 50)</p>	<p>Divided By</p> <p>/</p>	<p>Total # of Criteria</p> <p>(Max of 10)</p>	<p>Performance Rating</p>
		/		_____

III. REVIEW OF PREVIOUS YEAR'S ACTION PLAN (Insert goals from last year's plan)

Instructions: To be completed only if the employee had an Action Plan in the previous year.

Goal A.

Progress Comments:

Goal B.

Progress Comments:

Goal C.

Progress Comments:

IV. FY20____ (year) ACTION PLAN

Instructions: Supervisor and Employee to complete a mutually agreed upon Action Plan for the upcoming year.

Goal A.

Comments:

Goal B.

Comments:

Goal C.

Comments:

III. COMMENTS:

Instructions: Employee and/or Reviewer may provide comments regarding the appraisal.

Any criteria scored above/below 3 must be noted here with information/examples supporting the criteria score.

Employee:

Reviewer:

IV. EVALUATION APPROVALS AND SIGNATURES

Employee Signature / Date: _____

Reviewer Signature / Date: _____

Department Head Signature / Date: _____

Village Administrator Signature / Date: _____

For Administrative Use Only:

- Final Evaluation Score applied to the Performance Merit Adjustment Calculation Table in the Compensation Plan _____
- Based upon the above performance appraisal results, the named employee is eligible for a cost-of-living wage adjustment of ____ %.
- Based upon the above performance appraisal results, the named employee is eligible for a merit adjustment of an additional ____ %.
- Based upon the above performance appraisal results, the named employee shall complete a Performance Improvement Plan _____

Adjustments are to be added to employee's base rate / paid as a lump sum in accord with the salary structure and pay grade procedures.