

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

Date: October 3, 2024  
Time: 4:30 p.m.  
Place: Village Hall-310 Chieftain St-Room 105

**AGENDA**

- 1) Call to Order
- 2) Approval of the Agenda
- 3) Approval of the minutes dated
  - a. September 5, 2024
- 4) Discussion and Possible Action re:
  - a. Sweeper – CIP Public Works
  - b. Fire Contract – Town of Farmington
  - c. Pay off Line of Credit – Midwest One Bank
  - d. Budget Update
- 5) Future Agenda Items and Updates
- 6) Adjourn

Carie Krentz  
Village Clerk

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

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

**VILLAGE OF OSCEOLA ADMINISTRATION & FINANCE COMMITTEE PROCEEDINGS**  
**September 5, 2024**

The Village of Osceola Administration & Finance Committee met on September 5, 2024, at Village Hall. Member Lutz called the meeting to order at 4:32 pm.

Present: Brad Lutz and Ron Pedrys

Absent: Van Burch

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

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

Ayes-2                      Nays-0                      Motion carried

Motion by Pedrys and seconded by Lutz to approve the minutes dated August 8, 2024.

Ayes-2                      Nays-0                      Motion carried

**Discussion and Possible Action re:**

**Remove Interim title from Chief of Police**

Swanberg does not see the combination with St. Croix Falls moving forward and is requesting to remove interim from the Police Chiefs title and have Andrew Bach be Chief of Police. He feels Bach has come into the position for need but has taken on all the responsibilities and is more than capable of continuing in this role. Short discussion was had by committee and agreed with Bach's performance.

Motion by Lutz and seconded by Pedrys to remove interim title and enter into negotiations for wages.

Ayes-2                      Nays-0                      Motion carried

**Post for 2 Police Officer positions**

Swanberg stated due to hiring freeze when entering into the combination negotiation that has fallen through he is looking to begin posting for the 2 police officer positions the department needs.

Motion by Pedrys and seconded by Lutz to post for 2 police officer positions.

Ayes-2                      Nays-0                      Motion carried

**Fire Department Roof**

Swanberg referred to 3 quotes in packet. The only quote that addressed the leak in the roof was from Sunrise Remodelers that came in at \$70,807. Elfstrom has agree to provide the \$807 portion that is over the CIP approved amount from the Departments building maintenance budget. Looking for approval of Sunrise Remodelers quote at \$70,807.

Motion by Pedrys and seconded by Lutz to recommend to the Board for approval of Fire Department new roof with Sunrise Remodelers as presented.

Ayes-2                      Nays-0                      Motion carried

**Budget update**

Nothing discussed.

Motion by Lutz and seconded by Pedrys to go into closed session proceedings 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.

Roll Call Vote: Ayes- Lutz and Pedrys                      Nays-0                      Motion carried

Motion by Lutz and seconded by Pedrys to recommend to the board to offer wage discussed in closed session.

Ayes-2                      Nays-0                      Motion carried

Motion by Pedrys and seconded by Lutz to move forward with purchase and development agreement with CE Wurzer on parcel #165-00582-0300 as discussed in closed session.

Ayes-2

Nays-0

Motion carried

**Future Agenda items and Updates**

Pedrys – skatepark questions – would like added to Board agenda.

Chair Burch adjourned the meeting at 5:03 pm.

Respectfully Submitted by

Carie Krentz, Village Clerk



# Memo

To: Administration and Finance Committee  
From: Tanya Batchelor, Village Treasurer  
CC: Devin Swanberg, Administrator  
Date: October 1, 2024  
Re: Pay Off Line of Credit Midwest One Bank

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The Village has a Line of Credit with Midwest One Bank that was originally taken out on 11/29/2019. In 2023, interest only payments were made. Beginning in 2024, monthly principal payments of \$10,000 have been paid in addition to interest. To date, we have paid \$50,000 in principal and \$9,594.10 in interest. The remaining balance is \$119,685.90 and it is set to mature on 12/20/2024.

We have the funds available at this time and could save just under \$3,000 in interest for 2024. We would like to renew the Line of Credit in case it is needed in the future. It's another tool we could use to balance the 2025 budget if necessary.

### **Recommendation**

Staff recommends paying off the Line of Credit with Midwest One Bank at this time and renew it in December.

**Village of Osceola - Monthly Budget Report**  
**Year to Date for Month Ending**  
**9/30/2024**

Account Number	Village of Osceola	2024 Actuals @ 9/30/2024	2024 Budget	Variance (Over)/Under Budget	Percentage
<b>Revenue</b>					
100-00-41110-000-000	Levy for General Fund	0	668,763	(668,763)	0%
100-00-41140-000-000	Mobile Home Taxes	16,934	20,000	(3,066)	85%
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%
100-00-41810-000-000	Interest / Penalty on Taxes	0	100	(100)	0%
100-00-41900-000-000	Other Taxes	0	1,500	(1,500)	0%
	<b>Total Taxes</b>	<b>25,022</b>	<b>798,154</b>	<b>(773,132)</b>	
100-00-42300-000-000	<b>Special Assessment Revenue</b>	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
	<b>Intergovernmental Revenues</b>	<b>213,296</b>	<b>587,773</b>	<b>(374,477)</b>	
	Licenses and Permits				
100-00-44110-000-000	Liquor Licenses	6,135	6,000	135	
100-00-44200-000-000	All non-liquor licenses	3,555	4,000	(445)	89%
100-00-44400-000-000	Planning and Zoning Fees	940	1,000	(60)	94%
100-00-44300-000-000	Building Permits	45,667	65,000	(19,333)	70%
100-00-44405-000-000	Escrow - Engineering Review	0	15,000	(15,000)	0%
100-00-44900-000-000	Cable Franchise Fees	9,863	15,000	(5,137)	66%
100-00-46311-000-000	Street Opening Permits	1,800	1,250	550	144%
100-00-46330-000-000	Downtown Parking Permits	451	1,000	(549)	45%
	<b>Licenses and Permits</b>	<b>68,413</b>	<b>108,250</b>	<b>(39,837)</b>	
	Fines, Forfeits and Penalties				
100-00-45100-000-000	Court Fines Revenue	15,264	24,200	(8,936)	63%
100-00-45110-000-000	Parking Fines	0	100	(100)	0%
	<b>Fines, Forfeits and Penalties</b>	<b>15,264</b>	<b>24,300</b>	<b>(9,036)</b>	
	<b>Special Assessments</b>				
100-00-42300-000-000	Special Assessment Revenue	0	1,700	(1,700)	0%
	<b>Public Charges for Service</b>				
100-00-44102-000-000	Dog Licenses	758	900	(142)	84%
100-00-46211-000-000	Charges for Public Service - Police	566	1,000	(434)	57%
	Other - COPS Grant	0	0	0	
100-00-46100-000-000	Admin Assess Search	925	1,500	(575)	62%
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%
	<b>Public Charges for Service</b>	<b>99,200</b>	<b>478,007</b>	<b>(378,807)</b>	

**Village of Osceola - Monthly Budget Report**  
**Year to Date for Month Ending**  
**9/30/2024**

Account Number	Village of Osceola	2024 Actuals @ 9/30/2024	2024 Budget	Variance (Over)/Under Budget	Percentage
	<b>Misc General Revenue</b>				
100-00-48100-000-000	Interest Income	0	3,500	(3,500)	0%
100-00-48309-000-000	Sale of Property	324,761	50,000		
100-00-48310-000-000	Sale of Assets	8,000	0	8,000	0%
100-00-48400-000-000	Recoveries and Reimbursements	7,568	1,500	6,068	
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%
100-00-48501-000-000	Donations - Police	0			
100-00-48502-000-000	Donations - Fire	69,609			
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
	<b>Misc. General Revenue</b>	<b>445,847</b>	<b>80,500</b>	<b>20,977</b>	
	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	123,041	(123,041)	0%
100-00-49620-000-000	Transfer In - Sewer Fund	0	0	0	0%
	Borrow for Maintenance Items		165,655		
100-00-49610-000-000	Transfer in - Water Admin Fees	0	68,255		
100-00-49620-000-000	Transfer in - Sewer Admin Fees	0	45,820		
	<b>Subtotal Other Financing Sources</b>	<b>0</b>	<b>407,771</b>	<b>(128,041)</b>	
	<b>TOTAL REVENUE</b>	<b>867,041</b>	<b>2,486,455</b>	<b>(1,684,054)</b>	<b>35%</b>
	<b>GENERAL FUND EXPENSES - SUMMARY</b>				
	Legislative	45,814	116,965	(71,151)	39%
	Administration	352,674	253,835	98,839	139%
	Police	397,052	791,465	(394,413)	50%
	Fire	130,275	204,200	(73,925)	64%
	Street	92,779	254,740	(161,961)	36%
	Street Lights	27,832	57,980	(17,462)	48%
	Storm Water	14,264	16,855	(1,828)	85%
	Street Signs	5,676	14,520	(8,844)	39%
	Garage and Maintenance	90,717	78,995	17,118	115%
	Sanitation	13,281	13,575	(294)	98%
	Parks	104,624	132,590	(27,966)	79%
	Economic Development	15,651	16,573	(922)	94%
	General Fund Transfers	0	186,500	186,500	0%
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*	39,250	40,000	(750)	98%
100-00-51930-511-000	Insurance *	2,500	5,000	(2,500)	50%
100-00-51510-215-000	Auditor	9,685	20,000	(10,315)	48%
100-00-51530-215-000	Assessor	13,200	13,200	0	100%
100-00-51530-390-000	Assessor Manufacturing	0	2,400	(2,400)	0%
	<b>TOTAL GENERAL FUND OPERATING EXPENDITURES</b>	<b>1,397,634</b>	<b>2,501,207</b>	<b>(711,729)</b>	<b>56%</b>
	<b>REVENUE OVER (UNDER) EXPENSES</b>	<b>(530,593)</b>	<b>(14,752)</b>	<b>(972,325)</b>	