

VILLAGE OF OSCEOLA  
REGULAR BOARD MEETING PROCEEDINGS  
October 8, 2024

The Village of Osceola met for a Regular meeting on October 8, 2024, at Village Hall. Village President Lutz called the meeting to order at 6:00 pm.

Present: Brad Lutz, Arvid Maki, Ron Pedrys, Mike Sine, Marsha Hovey, Van Burch and Neil Kline  
Staff present: Devin Swanberg, Carie Krentz, Ann Miller, Todd Waters, Andrew Bach, Paul Elfstrom and Joey Cutts

Motion by Maki and seconded by Pedrys to approve the agenda.  
Ayes-7                      Nays-0                      Motion carried

Motion by Pedrys and seconded by Hovey to approve the consent agenda.  
Ayes-7                      Nays-0                      Motion carried

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

**Reports: Staff reports**

Fire: Elfstrom stated runs for the month of September were 13 runs total, 6 in Village of Osceola and 7 in Town of Farmington and reviewed his memo.

Police: Bach stated the PD generated 315 calls, 41 incidents and traffic reports with 1 arrest and 1 criminal referral. Officers had 56 traffic stops and issued 24 municipal citations. St. Croix Falls responded 9 times and September 30<sup>th</sup> was last day of contract. Proceeded to review his memo to the board. Reminder Coffee with a Cop begins again in October.

Public Works: Waters reviewed his memo to the board.

Utilities: Swanberg reviewed Caruso’s memo to the board.

Library: Miller reviewed Library Director memo.

Building Inspection: Swanberg stated 3 new home last month for a YTD of 9 new home permits compared to 4 this time last year. Last year we were at \$3.8M and to-date we are at \$10.6M for total value of new construction.

Administration: Swanberg working on new fire contract with East Farmington, working with a few developers on both commercial and residential projects. Staff is currently in the Budget process and waiting to see the 2023 Audit and getting for the November 5<sup>th</sup> election and mentioned in-person early voting begins on Tuesday, October 22<sup>nd</sup> and goes through Friday, November 1<sup>st</sup>.

Chamber of Commerce/Mainstreet: Wyatt Yager reviewed memo to the board.

**Public Hearing – Needs Assessment and Impact Fees Update**

President Lutz opened the public hearing at 6:26 pm. No one spoke on the topic and Lutz motioned to close public hearing, seconded by Sine.  
Ayes-7                      Nays-0                      Motion Carried

Swanberg reference his memo along with Caruso’s memo to recommend maximum allowable Impact Fees. If the maximum is approved the ordinance approval will wait until November’s meeting to make sure it’s presented in completion for approval. This recommendation is based on our specific community’s needs, not compared to other communities. Discussions on the full increase and fees for PW building. PW building falls under Highways, as defined by State Statue 340.01(22) which covers where all equipment/maintenance vehicles are being kept. Fees will take effect as of January 1, 2025.

Motion by Pedrys and seconded by Burch to direct staff to create ordinance based on the Needs Assessment and Impact Fee Update dated August 28, 2024 for the amount of \$7,092.  
Ayes-5                      Nays-2 (Sine & Kline)                      Motion carried

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

**MSA Professional Services – MSA Project Update**

Swanberg stated last month the Village was awarded with DNR Stewardship Grant which is a match grant up to \$710K for the Cascade Falls project next summer. MSA is the firm used for conceptual plan, phase plan and grant application. At this time we only have \$400K set aside in our CIP for this project next year. Swanberg is actively looking for additional funding sources to reach the match amount. Currently the estimated total project costs exceeds what we have budgeted.

Drew Lindh with MSA, reviewed the conceptual design plan for Cascade Falls Park. The Plan is almost complete, waiting for some costs to come back and finalizing Phase 3 due to waiting for Fire Department feedback. Highlighted the first phase of project. Discussion on the conceptual design and total costs, areas to reduce total costs. The project needs to be closed by June of 2027 unless request an extension. Swanberg stated that from discussions looking to make Cascade Falls Park a prime park for our Village. He is working with Horst Foundation and National Parks Service for ideas for funding. National Park Service is interested in Phase 3 of park. Lindh continued to review Phase 2 and Phase 3. Next step is move forward with Phase 1 design services. More discussion on funding, Swanberg stated we haven't even seen or signed the grant agreement meaning still in the early stages.

Lindh updated Board that Village did not receive FEMA grant funds for a new fire vehicle and feels we should go back out for 2024 FEMA funding.

**MSA Professional Services – Design Services for Cascade Falls Phase 1**

Lindh agreement in front of board today because looking at completion date of next year, October 2025. To meet that date Lindh would need to move forward with a survey and begin process for timeline of construction and completion. Phases listed on agreement are the same as phases on conceptual design – these phases are all within actual design of Phase 1. Phase 1 is the design and permits and subconsultants to save costs. Phase 2 is going out for bids, Phase 3 construction services and Phase 4 grant administration. Discussion on costs and timeline. Swanberg is recommending approving design service agreement with MSA tonight to begin moving forward on project.

Motion by Sine and seconded by Maki to approve agreement with MSA Professional Services for Cascade Falls Phase 1 as presented. Ayes-7          Nays-0          Motion carried

**Approval of Lot Survey – Parcel #165-00844-0135 & #165-00844-0230, Gateway Meadows**

Swanberg looking for approval of the survey requested by attorney.

Motion by Lutz and seconded by Sine to approve Lot Survey for Parcels #165-00844-0135 & #165-00844-0230 as presented. Ayes-7          Nays-0          Motion carried

**New Process for Administrator Review**

Kline stated after last meeting looking for clarification for process and form for process to review performance of the administrator. Discussion on 360 review, to include department heads, board and administrator as well as closed session in November. It was decided that members should reach out to department heads for their input, use form in packet and have closed session will happen without administrator and then will include administrator in November.

Motion by Hovey and seconded by Pedrys to go into closed session proceedings at 7:40 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 conducting other specific public business, whenever competitive or bargaining reasons. This pertains to 2<sup>nd</sup> Avenue parking lot.

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

Back in open session at 8:13 pm.

**Future agenda items and updates**

Burch – review ordinance to reference to village property for selling adjacent property.

President Lutz adjourned the meeting at 8:15 pm.

Respectfully submitted by  
Carie Krentz, Village Clerk