

**VILLAGE OF OSCEOLA  
REGULAR BOARD MEETING PROCEEDINGS  
November 12, 2024**

The Village of Osceola met for a Regular meeting on November 12, 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, Tanya Batchelor, Ann Miller, Todd Waters, Andrew Bach, Paul Elfstrom and Joey Cutts

Motion by Maki and seconded by Hovey to approve the agenda.  
Ayes-6                      Nays-0                      Motion carried

Motion by Pedrys and seconded by Burch to approve the consent agenda.  
Ayes-6                      Nays-0                      Motion carried

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

Aaron Rother at 406 Delmar Avenue spoke about fixing the broken sign at Cascade Falls entrance. Ask about why the Pledge of Allegiance isn't said to begin each meeting.

**Reports: Staff reports**

Police: Bach stated the PD generated 334 calls, 59 incidents and traffic reports with 4 arrests. Officers had 30 traffic stops and issued 37 municipal citations. Proceeded to review his memo to the board.

Public Works: Waters reviewed his memo to the board and information on the new sweeper.

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

Neil Kline arrived @ 6:12 pm

Library: Miller reviewed Library Director memo.

Fire: Elfstrom stated runs for the month of October were 13 runs total, 8 in Village of Osceola and 5 in Town of Farmington and reviewed his memo.

Building Inspection: Swanberg stated 3 new homes making it a total of 12 for the year. Showing we are growing.

Administration: Swanberg talked about (1) the Court case that was dismissed in court (2) finished audit and being presented tonight (3) hard work by staff and crew on Election Day (4) attending League of WI Municipalities (5) updates on potential developments.

Chamber of Commerce/Mainstreet: There was no update.

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

**2023 Audit Review – Clifton Larson Allen**

Brock Geyen, with Clifton Larson Allen, handed out a summary sheet and presented the 2023 Financial Statement Audit. Began with what CLA offers, auditor's report, dealt with prior year reports from previous auditors, management letter and in future will work with Batchelor on some training to reconcile accounts. Went into General Fund, which ended with an increase of \$251,883 and showing a 11.6% of unassigned fund balance. Policy says 30% and improving each year to get to that number. Quickly reviewed special revenue funds, debt service funds, capital project funds and enterprise funds, running on a profit and current on rates for water & sewer. Reviewed long-term obligations and showed that number decreasing each year and ending at 58.1%, overall in good shape.

Lutz stated back in 2018 that percentage was at like 93% percent so have been improving each year since being in that situation. Swanberg stated that in better shape due to not taking from our fund balance.

**MSA Professional Services – MSA Project Update**

Drew Lindh from MSA, this update is communication tool that MSA uses. Since presenting conceptual design at last meeting has had communication with Fire Department and Todd Waters to get their approval on plan. Waiting on a response from Swanberg on any more work needed by MSA. Swanberg asked for a couple of board members, along with Lindh, Waters, and Wyatt Yager for a kick-off design meeting to go over members suggestions. Lindh updated the board regarding existing trail, which is permitted by WI DOT and will remain after bridge construction.

Then proceeded with phase 1 budget scenario, highlighting 50% of grant can be advance, covering a large portion to begin, project needs \$250K of additional funding and reviewed options to consider. Discussion on these options and design changes.

**MSA – Update and Adopt the Comprehensive Plan per Ordinance #24-06**

Swanberg stated Planning Commission voted 5-1 to approve the Comprehensive Plan. It was stated that the issue from the nay vote was no agreements with neighboring communities and issues with Chapter 9 of plan. Lindh stated MSA does not take a traditional approach to preparing comp plans which allows the plan to amended and not to lengthy people won't read it.

Motion by Burch and seconded by Maki to adopt Ordinance #24-06 an Ordinance to update and adopt the Comprehensive Plan of the Village of Osceola as presented.

Ayes-7                      Nays-0                      Motion carried

**MSA – Contract for AFG Re-Application**

Lindh with MSA, stated FEMA has opened their 2024 AFG Application and presenting their contract to re-apply. First attempt was unsuccessful but has received valuable feedback to reapply. Looking at options, one being to apply for two trucks versus one. Lutz asked for feedback received. Lindh stated didn't make it past initial first step and feels because we looked for a new vehicle instead of a replacement vehicle. Discussion on what will be done differently this time in the application, highlights: narrative, financial needs and replacement. Major need is the department has an aging fleet, at least 36 years old.

Motion by Kline and seconded by Sine to approve contract with MSA to move forward with AFG Re-Application as presented.

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

**Simmon Drive Change Order #1 & Albrightson Pay Application**

Angela Popenhagen with Stantec, attended virtually, explained the change order #1 need due to a culvert on a residential driveway, town side, in poor condition with too steep slopes to make work, which then needed to be reworked and replaced. The amount of that order was \$2,889.26. Swanberg stated Village is the payee of project and offered to reach out to the Town. Discussion on where located, who pays and how approved. Batchelor stated the Town could special assess amount to property owner. Popenhagen stated that Stantec authorized contractor to move forward, if had to stop for approval that would have delayed project for at least a month. Stated that the grant will cover 50% of order, if paid with total project costs. Village should pay the bill, due to grant requirements and seek restitution from the Town.

Popenhagen went over pay application on project, that had slight overruns. Stantec check the numbers and confirmed overruns, which is a 2.3% increase and members felt that was a good number. Discussion on the numbers.

Motion by Hovey and seconded by Sine to accept the change order #1 and directed staff to seek the amount from the Town of Osceola with a special assessment.

Ayes-7                      Nays-0                      Motion carried

Motion by Lutz and seconded by Sine to approve the pay application as presented.

Ayes-7                      Nays-0                      Motion carried

**New Sweeper – CIP Public Works**

Waters reviewed opportunity to purchase 2016 Ravo sweeper, the substantial cost savings and the need for this sweeper. Discussion on the procurement policy and cost savings of this unit. Admin and Finance recommend approval to the board to purchase due to the cost savings and need for a new sweeper. Swanberg and Waters feel that Village should capitalize on the opportunity and did all the research to make sure it would work for the Village. The procurement policy should be reviewed and make sure all departments can move forward on opportunities such as this.

Motion by Hovey and seconded by Pedrys to approve purchase of 2016 Ravo sweeper as presented.

Ayes-6                      Nays-1 (Sine)                      Motion carried

**2024 1-Ton with Plow – Public Works**

Waters stated the 2019 F350 is at its 5-year replacement date and looking to sell and use the 2024-CIP-R-029 item to for total funds of \$70K to move forward to find a 1-ton truck with snow plow. Looking for approve to move forward to be ready when find a truck to purchase.

Motion by Lutz and seconded by Burch to approve sale of 2019 Ford F350 and approve capital expenditure of 1-Ton truck with snowplow as presented. Ayes-6 Nays-1 Motion carried

**Adopt Ordinance #24-05 to amend Chapter 134 Impact Fees and approve Resolution #24-15 to update Fee Schedule with new Impact Fees**

Popenhagen stated is the ordinance, written by attorney, to increase impact fees as originally presented in previous months. Krentz stated that the ordinance does not state fees, since we took them out of Village Code earlier this year, so there is a Resolution to approve the increase on the Village Fee Schedule to go along with the ordinance.

Motion by Maki and seconded by Sine to adopt Ordinance #24-05 to amend Chapter 134 Impact Fees and approve Resolution #24-15 to update Fee Schedule with new Impact Fees as presented. Ayes-7 Nays-0 Motion carried

**Fire contract with Town of Farmington**

Swanberg stated the last time contract with Town of Farmington for fire services was 1997. It was based upon a .75% of mill rate and since 2021 their amount has increased 100%. This year we agree to keep it the same as last year’s amount of \$193K while we look at a new contract. After negotiations, the agreed upon amount would be \$140,000 with a 1% annual increase. Looking to accept that amount and move forward with a new contract.

Motion by Burch and seconded by Maki to approve new fire contract with Town of Farmington as presented.

Discussion on the 1% increase. Swanberg stated it would be renewed every year if no discussion was needed. The percentage can be addressed next year.

Roll Call Vote: Ayes-Pedrys, Lutz, Burch, Klein Nays-Hovey, Maki, Sine Motion carried

**Approval of the Fire Chief Job Description**

Swanberg stated he was unable to find a job description and the Fire Chief position is up again. Fire Department made some edits and final is before the board tonight. With approval we will posting for applications.

Motion by Sine and seconded by Hovey to approve Fire Chief Job Description as presented. Ayes-7 Nays-0 Motion carried

**2025 Budget Update**

Batchelor stated before the board is the final proposed budget for 2025 with one change after discussion tonight. With the approval of \$140K for fire contract with Town of Farmington the budget currently shows \$150K. Meaning the final proposed deficit being \$98,495 it would be \$108,495 and would easily be covered by General Fund if needed. Depending on situations the number can easily go up or down and is based on the past two years for budgeting purposes. Public Hearing of the proposed 2025 budget will be on Wednesday, December 4<sup>th</sup> at 6:00 pm.

Motion by Klein and seconded by Sine to go into closed session proceedings at 7:59 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.

And continue in 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 review of administrator.

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

Back in open session at 9:26 pm.

**Future agenda items and updates**

n/a

President Lutz adjourned the meeting at 9:28 pm.

Respectfully submitted by  
Carie Krentz, Village Clerk