

**NOTICE**  
**VILLAGE OF OSCEOLA**  
**REGULAR BOARD MEETING**

Date: February 11, 2025

Time: 6:00 pm CST

Place: Village Hall, 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 January 14, 2025
  - b) Licenses and Permits:
    - i. Operator's License
      - a. Ciara Halstead – Dick's Fresh Market
  - c) Board, Committee, Commission and Agency Reports:
    - i. Ambulance Board      October 16, 2024      (Committee approved January 15, 2025)
    - ii. Historic Preservation      November 26, 2024      (Committee approved January 22, 2025)
    - iii. Library Board      December 12, 2024      (Commission approved January 9, 2025)
    - iv. Planning Commission      December 3, 2024      (Commission approved February 4, 2025)
    - v. Room Tax Commission      October 1, 2024      (Committee approved January 27, 2025)
  - 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 – none for January
    - vii. Administration
  - b) Chamber of Commerce/Mainstreet – no report this month
6. Other business – discussion and possible action re:
  - a) Albrightson Excavating final payment request – Simmon Drive
  - b) Line of Credit renewal and 2 authorized signers
7. Future agenda items and updates
8. Adjourn

**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  
January 14, 2025

The Village of Osceola met for a Regular meeting on January 14, 2025, at Village Hall. Village President Lutz called the meeting to order at 6:00 pm.

Present: Brad Lutz, Ron Pedrys, Mike Sine, Van Burch, Neil Kline and Marsha Hovey

Absent: Arvid Maki

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

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

Ayes-5                      Nays-0                      Motion carried

Motion by Sine and seconded by Pedrys to approve the consent agenda.

Ayes-5                      Nays-0                      Motion carried

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

n/a

**Reports: Staff reports**

Utilities: Swanberg highlighted utilities memo.

Library: Miller reviewed Library Director memo.

Neil Kline arrived at 6:06 pm.

Fire: Elfstrom stated runs for the month of December were 14 runs total, 8 in Village of Osceola, 4 in Town of Farmington, 1 Mutual Aid Dresser and 1 Mutual Aid Alden and reviewed his memo.

Police: Bach stated the PD generated 299 calls, 52 incidents and traffic reports with 4 arrests and 3 criminal referrals. Officers had 43 traffic stops and issued 16 municipal citations. Proceeded to review his memo to the board. Coffee with a cop will only be one time this month on January 24<sup>th</sup>.

Public Works: Waters reviewed his memo to the board. Discussion on snow removal by businesses.

Building Inspection: Swanberg compared 2024 to 2023 permits issued.

Administration: Swanberg reviewed his memo to the board.

Chamber of Commerce/Mainstreet: Yager reviewed his memo to the board. Transition from a chamber to Explore Osceola with three focuses (1) Economic Development, (2) Tourism, and (3) Mainstreet.

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

**MSA Professional Services**

Projects Update

Drew Lindh started with AFG Grant being submitted on December 12, 2024 for an amount of \$551,250 with Village contributing \$26,250 with federal match of \$525,000 for the Osceola Fire Department. Then went into an update on the Cascade Falls Phase 1. Had a kick off meeting on November 20<sup>th</sup> with following items/decisions discussed (1) decisions will be made through Administrator and Public Works Director, (2) adding water service – board discussed and decided against adding, (3) adding paved walkway by 2<sup>nd</sup> Avenue – board discussed and it was determined not on parcel of grant and this would not be moved forward on at this time, (4) went over preliminary design – discussion on the changes made.

Motion by Lutz and seconded by Kline to approve preliminary plan to move forward.

Ayes-6                      Nays-0                      Motion carried

CVT Proposal

Lindh got two companies that submitted proposals to conduct core samples at Gristmill Park and recommending Chosen Valley Testing.

Motion by Burch and seconded by Pedrys to approve proposal with Chosen Valley Testing for Geotechnical services as presented. Ayes-6 Nays-0 Motion carried

### **Engineering Services**

Swanberg stated last month board heard from four engineering companies and was asked to give his and staff's recommendation. That was to move forward with SEH as the Village's primary engineering company with MSA as a close second. This recommendation came from SEH's extensive expertise, established relationships with Village staff and their ability to handle complex and diverse projects. Discussion on if picking one company is needed and overall consensus was building a working relationship with a company is useful. Staff is still able to use other engineering firms if a project requires.

Motion by Lutz and seconded by Burch to approve Village engineering services with SEH as primary and MSA as secondary as presented. Ayes-5 Nays-1 (Sine) Motion carried

### **Resolution #25-01 Affirmation of Paul Elfstrom as Fire Chief**

Swanberg stated the Police and Fire Committee interviewed three candidates and recommended Paul Elfstrom to remain as Fire Chief. He will be sworn in at Clerks office by the end of this week. Looking for approval of Resolution #25-01 to affirm Paul Elfstrom as Fire Chief.

Motion by Sine and seconded by Burch to approve Resolution #25-01 to affirm Paul Elfstrom as Fire Chief as presented. Ayes-6 Nays-0 Motion carried

### **Procurement Policy**

Sine feels if we are going to write a policy we need to follow it and if it isn't working it needs to be changed. Feels current policy may not have been around long enough and would like to see us follow it. Some confusion between ordinance and policy, which was discussed and stated the Procurement is a policy and NOT an ordinance. More discussion on policy being followed. Administrator and staff feel this policy offers significant improvements in efficiency, accountability and transparency while maintaining compliance with state statutes. This will allow the Village to operate more effectively. Looking for approval of the new procurement policy.

Motion by Hovey and seconded by Sine to approve updated Procurement Policy as presented. Ayes-6 Nays-0 Motion carried

### **Verizon Lease**

Swanberg stated Caruso has been working on this renewal since last March, with the help of SEH to get the best lease for the Village. This has also been reviewed by the Village Attorney, Paul Mahler. This is a much better lease than the previous one, giving the Village protection on maintenance, lease price, and has strengthens Village's position by securing consistent annual rent increases, procedures for antenna equipment and protects the Village from financial liability. Discussion on requiring Verizon to improve service in the downtown area, which is not covered by lease. Swanberg stated he is working to get another antenna located in the downtown area for that reason. This lease was approved by Admin & Finance Committee at their January meeting. Looking for approval of lease.

Motion by Hovey and seconded by Pedrys to approve amended Verizon Lease as presented. Aye-6 Nays-0 Motion carried

### **Future agenda items and updates**

Burch wondering what was happening with cemetery – Swanberg received counter-offer however so far apart the issues stuck at this time.

Lutz stated only two candidates for the three openings so if anyone knows anyone interested they can submit as a write-in up to the Friday before election on April 1<sup>st</sup>.

President Lutz adjourned the meeting at 7:25 pm.

Respectfully submitted by  
Carie Krentz, Village Clerk



# Memo

To: Village Board  
From: Carie Krentz  
Date: February 6, 2025  
Re: Regular Operator License

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

- i. Ciara Halstead – Dick’s Fresh Market

## **RECOMMENDATION**

The applicant has completed background checks and education requirements for license. Village staff recommends approval with no additional conditions.



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) \_\_\_

Form with fields: Telephone #, Street Address: 558 N. 5th St., City, State, Zip: New Richmond WI 54017, Date of Birth, County/State of Birth, Driver's License #, Employer Name & Phone # or Event Working: Dick's Fresh Market 715-294-2158

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

Table with 2 columns: Question and YES or NO. Questions include: Have you previously been denied an operator's permit?, Have you ever had an operator's permit revoked?, Have you been issued a provisional permit in the previous 12 months?, Have you been charged with an offense in last 2 years?, Have you had an alcohol offense?, Have you been convicted of a crime?

Explain any YES answers (use back if necessary) \_\_\_\_\_

Ciana Halstead
Print Name
Signature

Ciana Booher
Maiden or Previous Names Used

Application Rec'd by: Ciana
Date Application Rec'd: 2-6-24
Police Recommendation: OK A-JB/jg
Provisional License Receipt #:
Provisional License #:

Date School Attended: 1-29-25
Date Village Board Approved:
Operator's Receipt #: 3555
Operator License #:

# Serving Alcohol

is proud to present this certificate to

**Ciara Halstead**

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 RECORD 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](http://servingalcohol.com)

Verification Code  
oOLs8zMtEh

Date Issued  
Jan 29th, 2025

**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: Ciara Halstead**

**Certification Date: Jan 29th, 2025**

**Certificate Code: oOLs8zMtEh**

**Verify Online: [servingalcohol.com](http://servingalcohol.com)**

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

**SERVING ALCOHOL INC**

**VALID FOR 2 YEARS**

# OSCEOLA POLICE DEPARTMENT

## 310 CHIEFTAIN STREET

PO BOX 217  
OSCEOLA WI 54020

Incident # **25-010064**

Beat <b>NA</b>	Rpt Dist	Type <b>Background Check</b>	Seq <b>1</b>
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Crime / Incident (Primary, Secondary, Tertiary) <b>Operators License Operators License</b>	Attempt	Occurred	Date	Time	Day
	<input type="checkbox"/>	On or From	<b>02/06/2025</b>	<b>09:00</b>	<b>Thu</b>
	<input type="checkbox"/>	To	<b>02/06/2025</b>	<b>:</b>	<b>Thu</b>
	<input type="checkbox"/>	Reported	<b>02/06/2025</b>	<b>09:00</b>	<b>Thu</b>

Location of Incident <b>310 Chieftain St, Osceola, WI</b>	Latitude / Longitude	County
Cross Street		

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

<b>O</b>	Last, First, Middle (Firm if Business) <b>HALSTEAD, CIARA LYNNE</b>	Race	Sex	Age	HT	WT	Hair	Eyes	Home Phone
Address <b>558 N 5TH ST</b>		DOB	DL Number		State	Work Phone <b>()</b>			
City, State, Zip Code <b>NEW RICHMOND WI 54017</b>		SSN	Local ID #		State #	FBI #	Cell Phone <b>()</b>		

<b>O</b>	Last, First, Middle (Firm if Business) <b>DICKS, FRESH MARKET</b>	Race	Sex <b>O</b>	Age <b>0</b>	HT	WT	Hair	Eyes	Home Phone <b>(715) 294-2158</b>
Address <b>112 CHIEFTAIN ST</b>		DOB <b>/ /</b>	DL Number		State <b>WI</b>	Work Phone <b>()</b>			
City, State, Zip Code <b>OSCEOLA WI 54020</b>		SSN	Local ID #		State #	FBI #	Cell Phone <b>()</b>		

	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 **Ciara Halstead applied for an Operator's License for Dick's Fresh Market. Halstead was convicted in Wisconsin of Negligent Driving - Causing Injury in 2002. No Minnesota criminal history. License recommended by 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 <b>9999</b>	Press Release <input type="checkbox"/>	Domestic Violence Case <input type="checkbox"/>
	Gang Related <b>N</b>	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 <b>CLSD</b>
	Connecting Case #		
	Report Complete/Ready for Review <input checked="" type="checkbox"/>	CAD/CFS Event #	

Assigned To \_\_\_\_\_ Date \_\_\_\_\_

Officer ID <b>Assistant J. Giller</b> <b>J</b>	Reviewed By	Approved	Date
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Osceola Area Ambulance Service  
Board Meeting 10/16/24 minutes  
Held @ OAAS Hall

Called to order by Helen Johnson @ 6:00pm

Present – Margaret Bader, Dan Burch, Van Burch, Robyn Foster, Darrin Frandsen, Nikki Froehlich, Helen Johnson, Dale Lindh, Steve Swanson

Visitor from the Village of Dresser: Mark Kuhl

Absent –Jim Connors

Motion to accept agenda.

Dan Burch

2nd Van Burch

All in favor – motion carried

Motion to approve 8/14/24 meeting minutes.

Darrin Frandsen

2nd Dale Lindh

All in favor – motion carried

Introduction of new OAAS Board member – Steve Swanson Town of Farmington

Discussion on increased run charges for mileage and no transport treatment.

Motion –

o To increase loaded run charges for mileage from \$18 to \$25 per mile

o To increase no transport with non-treatment from \$0 to \$100

o To increase no transport with minimum treatment from \$0 to \$200

Van Burch

2nd Dale Lindh

All in favor – motion carried

Robyn Foster will write and send out letter of authorization to billing company

Discussion / update – Irrigation water usage

June 15 th – Sept 15 th 2023 water usage was 8,990 cubic feet costing approximately \$300

June 15 th – Sept 15 th 2024 water usage was 7,510 cubic feet costing approximately \$245

OAA Board previously approved paying for the lawn sprinkler water usage for the Veterans Memorial next door.

Van Burch will discuss with the Village of Osceola about having Village of Osceola pay for the water usage for the memorial.



Directors Report –

o YTD Runs = 337.

o Municipal assessment letters were sent out on August 21st.

o Polaris employee fundraiser with matching corporate fund generated approximately \$2,200.00. Money will be given to 501(c)(3). Robyn requested money be used for EMT boots for employees and a couple of coats for new employees.

Motion to approve - Director's Report

Dan Burch

2nd Van Burch

All in favor – motion carried

Financial reports – July and August 2024 Financials

Discussion was held about reasons for current income shortage and larger dollar number of aging billings over 120 days.

Robyn will contact the billing company to get a better understanding of what is currently happening.

Motion to approve July / August 2024 Financials

Dale Lindh

2nd Darrin Frandsen

All in favor – motion carried

Next Board Meeting – Wednesday January 15, 2025, at 6 pm.

Agenda items for next meeting –

o Verify if billings are being done in a timely manner.

o September, October, November, December 2024 financials

o Irrigation Water usage

Motion to adjourn 6:56pm

Margaret Bader

2nd Dan Burch

All in favor – motion carried

Please note: these minutes have not been approved

Meeting notes taken by Dale Lindh / Margaret Bader

[OAAS October 2024 Board Minutes](#)

[OAAS Board Agenda January 15, 2025](#)

VILLAGE OF OSCEOLA  
HISTORIC PRESERVATION COMMISSION PROCEEDINGS  
November 26, 2024

The Historic Preservation Commission of the Village of Osceola met in person on November 26, 2024. Chair Burch called the meeting to order at 4:30 p.m.

Present: Dan Lorenz, Perry Rice, Van Burch and Allana Clymer  
Absent: Jerry Viebrock  
Others Present: Devin Swanberg, Carie Krentz and Wyatt Yager

**Approval of Agenda**

Motion by Rice and second by Lorenz to approve agenda.

(Vote: Yes-3, No-0, Motion Carried)

**Approval of Minutes**

Motion by Lorenz and second by Rice to approve September 24, 2024 meeting minutes.

(Vote: Yes-3, No-0, Motion Carried)

**General Business**

**Review and Discuss Chapter 4 of WI Historic Preservation Commission (HPC) Training**

Clymer arrives at 4:32 pm.

Rice highlights Chapter 4 Starting a Preservation Commission, which we have. Our Commission is an advisory board but Village Board has final approval with an appeal process if necessary. Currently the commission has no budget and if we would like that, should work on before budgeting time to request funds for training, printing, office supplies. Talked about basic training, create booklet for new commission members, guidelines for developments within the historic district and a funds for an architect as a member. Wrapped up with working with students from area colleges. Swanberg stated this chapter shows areas HPC can improve and work towards. An area to discuss would be what is a sign, structure, colors acceptable and for what.

**Discuss and review Public Art Ordinance**

Members all agreed ordinance in packet was a good first start but felt that it need to be expanded. Beginning with Section 2, Public Art – a clearer description for applicants and the commission for reviewing what is public art. Section 2, Heritage of the Community, not all members agreed traditions – not all traditions are a good thing. Villages heritage would be lumbering, milling, early days of airport, etc. Swanberg stated that ordinances are not specific on purpose and discussion on definitions within ordinance. To change or update an ordinance takes multiple meetings and time. Section 3 – need to create an application and state that in the ordinance. The application should have more defined criteria for applicant and for the review of the application. Swanberg stated staff will check current ordinance and mirror that for the one. Discussion on detailed description of artwork and medium and Swanberg feels less is more. Rice reviewed the remaining ordinance and discussion on Section 6, exemptions.

Yager stated the Village has been a Mainstreet for 27 years and has access to multiple resources, such as mural tool kit, templates, artist release forms and maintenance forms, and will share resources with commission. Also stated there are multiple businesses in the historic district that have expressed interest in putting up a mural.

**Future agenda items and updates**

Yager will provide items for members to use when creating Public Art Ordinance.

Read Chapter 5 before next meeting.

Swanberg will work on ordinance in packet with information discussed.

Chair Burch adjourned the meeting at 5:29 p.m.

Respectfully submitted by  
Carie A. Krentz, Village Clerk



**Library Board of Trustees**  
**Minutes of Regular Meeting December 12th, 2024**

**Trustees Present:** Gail Hanson, Ron Johnson, Arvid Maki, Michele Merritt, Maureen Rogers, Deb Rose

**Trustees Absent:** Taylor Baert

**Also present:** Director Anne Miller, Cheryl Beardslee

President Michele Merritt called the meeting to order at 5:31 pm.

Motion to approve the agenda by Arvid, seconded by Maureen. Carried unanimously.

Motion to approve the **Minutes for the November regular meeting** by Gail, seconded by Arvid. Carried unanimously.

**Citizens' Comments** – The Friends of the Library will be helping to pay for the new window blinds. The December book sale was quite successful. \$50 was collected in the donation jar alone.

**Director's Report** – The usual year-end preparations have been taking place. Anne has been looking at how best to spend our funds for the remainder of the year. Michelle Jacobs, head of Youth Services, and Anne have been selecting titles for 100 Classic Picture Books and 100 Classic Chapter Books sections with the goal of drawing special attention to children's books that are timeless and will be read by many generations. Cora Paro, the library's current Circulation Manager, will be leaving us in December. She has served in several positions over the past few years. She has been a real asset to the library, and her institutional knowledge will be difficult to replace.

**Monthly Financials** – Motion to approve the financial report by Ron, seconded by Deb. Carried unanimously.

**Audit and Approve Bills** – Motion to pay the bills by Arvid, seconded by Maureen. Carried unanimously.

**Pre-Approval of Specified Bills for 2025** – Some items the library is billed for have invoice due dates that are prior to the next board meeting date and may need to be paid prior to the board meeting. Examples include water, electricity, Internet, and building maintenance services. Motion by Deb, seconded by Arvid, to accept the list of pre-approved bills for 2025 that was provided by Anne. Motion carried.

**Blinds for Library Windows** – The blinds are still on backorder. Jason with Budget Blinds will let Anne know if he hears anything about a projected shipping date.



**Library Board of Trustees  
Minutes of Regular Meeting December 12th, 2024**

**Review and Update Patron and Circulation Policy** – The board reviewed the policy and some minor changes suggested by Anne. Motion by Maureen, seconded by Gail, to approve the updated Patron and Circulation Policy. Motion carried.

**Finalize Budget** – Anne attended the December 4 Village Board meeting where the library budget was approved. Motion by Arvid, seconded by Deb, to approve the finalized budget. Carried unanimously.

**2025 Library Holiday Closures** – Motion by Arvid, seconded by Maureen, to approve the following 2025 dates for holiday closure: January 1, February 17, April 19, May 26, July 4-5, September 1, November 27-29, December 24-27, December 31. Carried unanimously.

**Director Days Off in December 2024** – Anne asked to have the following days off: Monday, December 23 and Thursday, December 26. Motion by Deb, seconded by Ron, to approve the days off for Anne. Carried unanimously.

**Next Meeting** – Thursday, January 9 at 5:30 pm.

President Michele Merritt declared the meeting adjourned at 6:19 pm.

Respectfully submitted by  
Ron Johnson, Library Board Secretary

## **PLAN COMMISSION MEETING PROCEEDINGS**

### **December 3, 2024**

The Plan Commission of the Village of Osceola met on December 3, 2024, to hold a regular monthly meeting. Rob Bullard called the meeting to order at 6:00 p.m.

Present: Rob Bullard, Kim O'Connell, Chelsea Kruse, Dennis Tomfohrde, Bill Chantelois V, and Mike Sine

Absent: Brad Lutz

Others present: Devin Swanberg and Tanya Batchelor

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

Motion passed 6-0

Motion to approve the minutes of the previous meetings, November 6, 2024, was made by Tomfohrde, second by Chantelois.

Motion passed 6-0

#### **Public Input and Ideas**

None

Brad Lutz came to the meeting and resumed his role as chair at 6:02 p.m.

#### **Discussion and possible action re:**

##### **Discussion on Village Code Chapter 219: Zoning, §219-13 Residential Districts.**

Swanberg explained now that the comprehensive plan is finished, we need to look at the existing ordinance to see if any changes are necessary. Swanberg would like the commission to consider smaller minimal lot sizes in hopes of getting more development. If the Plan Commission likes the idea, we can move forward with a public input session for this and explore these avenues. There was considerable discussion regarding smaller lot sizes and the need to have streets the proper width, not like in Gateway. The Plan Commission asked Swanberg to look at other communities in the area to see what their minimum lot sizes are.

The other discussion item was secondary structures. We currently only allow 400 square foot. Other municipalities have allowed not to exceed 900 square foot mother-in-law suite, or detached garage. This could be a way to help with affordable housing. Swanberg will get more information on this and bring back to the commission for further discussion.

##### **Future Agenda Items**

In January or February there will be a concept for Tronrud and possibly the Twohy driveway application. Next week is a meeting regarding the environmental assessment for the 243 bridge at the high school.

The meeting was adjourned at 6:55 p.m.

Minutes Respectfully submitted by Tanya Batchelor, Village Treasurer

**VILLAGE OF OSCEOLA ROOM TAX COMMISSION PROCEEDINGS**  
**October 1, 2024**

The Village of Osceola Room Tax Commission met on October 1, 2024 at Village Hall. Chair Williams called the meeting to order at 4:01 p.m.

Present: Andrew Carlson, Josiah Williams, Roxanne Patterson, and Jessica Robinson

Absent: Mike Malik

Others present: Carie Krentz and Jane Maki

Motion by Robinson and seconded by Carlson to approve the agenda.

Ayes-4                      Nays-0      Motion carried

Motion by Carlson and seconded by Robinson to approve the minutes of the June 11, 2024 meeting.

Ayes-4                      Nays-0      Motion carried

**Discussion and possible action re:**

**Request for room tax grant funding from Mainstreet Retail Group for funding of Doe on the Go 2024 Event.**

Maki presented the request from Mainstreet Retail Group for marketing Doe on the Go 2024 Event. This is the largest event held each year and can sustain businesses through the slow periods of the year. 34 businesses participate, each providing \$25 gift card, \$10 gift card, \$50 gift baskets and in store drawings & snacks, with a grand prize of \$850. This is two day event and grant request is for promotion of event. They will let all area chambers aware as well as Polk County tourism. Last year started several posts/Ads on where to stay, since it's a two-day event. 2023 saw an increase in visitors by 118% 0-49 miles and 256% from 50+ miles.

Discussion on where numbers are coming from and breakdown of funds requested.

Motion by Patterson and seconded by Carlson to approve the requested room tax grant funding from Mainstreet Retail Group for \$3,660 as presented.

Ayes-4                      Nays-0      Motion carried

**Future agenda items and updates**

n/a

Commission Chair Carlson adjourned the meeting at 4:20 p.m.

Respectively submitted by,

Carie Krentz  
Village Clerk

## GENERAL FUND CHECKING

## ALL Checks

Posted From: 1/10/2025 From Account:  
Thru: 2/06/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
MTA	1/15/2025	MTA-MY TAX ACCOUNT	2,049.79
MTA	1/29/2025	MTA-MY TAX ACCOUNT	1,966.33
PSN	1/03/2025	PSN - Payment Services Network	-69.90
67621	1/28/2025	POLK COUNTY ECONOMIC DEVELOPMENT CORP	-2,765.00
67633	1/10/2025	NORTHWOOD TECHNICAL COLLEGE	12,596.96
67634	1/10/2025	OSCEOLA SCHOOL DISTRICT	303,184.71
67635	1/10/2025	POLK COUNTY TREASURER	142,618.39
67636	1/15/2025	AMAZON CAPITAL SERVICES	740.83
67637	1/15/2025	ANDREW PETERSEN	169.04
67638	1/15/2025	ARDEN SPECIALTY, LLC	23.27
67639	1/15/2025	BAKER & TAYLOR	209.54
67640	1/15/2025	BILL'S ACE HARDWARE	5.76
67641	1/15/2025	CAPITAL ONE TRADE CREDIT	56.10
67642	1/15/2025	CHADER LEASING CORP.	5,060.00
67643	1/15/2025	CINTAS	714.69
67644	1/15/2025	DICK'S FRESH MARKET	465.00
67645	1/15/2025	DIGGERS HOTLINE	15.66
67646	1/15/2025	EMC INSURANCE COMPANIES	55.00
67647	1/15/2025	ENERGENECS, INC.	520.00
67648	1/15/2025	HALI-BRITE INC.	473.49
67649	1/15/2025	HD SUPPLY	1,105.62
67650	1/15/2025	HOME DEPOT CREDIT SERVICES	457.97
67651	1/15/2025	J & S GENERAL CONTRACTING	3,375.75
67652	1/15/2025	JENNIFER L. ROYTEK	213.00
67653	1/15/2025	JUSTIN SCHILL	1,000.00
67654	1/15/2025	KLM ENGINEERING, INC.	2,600.00
67655	1/15/2025	LEXIPOL, LLC	3,812.60
67656	1/15/2025	LUDVIGSON LAW OFFICE	660.00
67657	1/15/2025	MATTHEW TREMBLAY	183.00
67658	1/15/2025	MIDWEST ONE - VISA	283.46
67659	1/15/2025	MIDWEST ONE - VISA	4,418.33
67660	1/15/2025	MIDWEST ONE - VISA	2,670.80
67661	1/15/2025	MIKE MALLIN	1,000.00



## GENERAL FUND CHECKING

## ALL Checks

Posted From: 1/10/2025 From Account:  
Thru: 2/06/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
67662	1/15/2025	NATIONWIDE TRUST COMPANY, FSB	50.00
67663	1/15/2025	NORTHERN LAKE SERVICE, INC.	357.20
67664	1/15/2025	OSCEOLA TOWING & REPAIR	140.00
67665	1/15/2025	RODLI, BESKAR, NEUHAUS, MURRAY, & PLETCHER	25.00
67666	1/15/2025	SECURIAN FINANCIAL GROUP, INC.	356.39
67667	1/15/2025	SHORT ELLIOTT HENDRICKSON	1,548.71
67668	1/15/2025	SPECTRUM INSURANCE GROUP	18,052.25
67669	1/15/2025	STANTEC CONSULTING SERVICES INC	7,361.90
67670	1/15/2025	STEFAN SYLVANDER	169.04
67671	1/15/2025	STERICYCLE, INC.	163.98
67672	1/15/2025	STREICHER'S	510.95
67673	1/15/2025	SUMMIT FIRE PROTECTION	813.00
67674	1/15/2025	TANNER REBHAN	233.00
67675	1/15/2025	THE OSCEOLA SUN	767.52
67676	1/15/2025	TIMOTHY JUNGERS & MONICA LARSON	3,119.11
67677	1/15/2025	TODD WATERS	1,000.00
67678	1/15/2025	UNUM LIFE INSURANCE COMPANY OF AMERICA	344.97
67679	1/15/2025	VFIS/GLATFELTER SPECIALTY BENEFITS	7,940.00
67680	1/15/2025	WENDY RIDER	169.04
67681	1/15/2025	WI SCTF	54.59
67682	1/15/2025	XCEL ENERGY	12,465.38
67683	1/22/2025	AFLAC	247.36
67684	1/22/2025	ASSOCIATED TRUST COMPANY	475.00
67685	1/22/2025	DAREL HALL	64.48
67686	1/22/2025	DAVE'S SERVICE CENTER	8,825.00
67687	1/22/2025	EO JOHNSON COMPANY INC	538.39
67688	1/22/2025	ODP BUSINESS SOLUTIONS	304.94
67689	1/22/2025	PITNEY BOWES INC.	558.99
67690	1/22/2025	RATWIK, ROSZAK & MALONEY, P.A.	6,670.50
67691	1/22/2025	TEAMSTERS LOCAL 662	629.00
67692	1/29/2025	AMERICAN PAGEANTS, INC	6,000.00
67693	1/29/2025	BAKKE NORMAN. S.C.	4,671.61
67694	1/29/2025	BAYCOM, INC.	3,760.00

## GENERAL FUND CHECKING

## ALL Checks

Posted From: 1/10/2025 From Account:  
Thru: 2/06/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
67695	1/29/2025	COMFORT BY DESIGN, INC.	2,306.14
67696	1/29/2025	DANIEL & HOLLY JOHNSON	169.04
67697	1/29/2025	DAWN TRACY	25.13
67698	1/29/2025	EO JOHNSON COMPANY INC	538.39
67699	1/29/2025	JENNIFER L. ROYTEK	30.00
67700	1/29/2025	MICHAEL DAHL	20.41
67701	1/29/2025	MSA PROFESSIONAL SERVICES	20,950.00
67702	1/29/2025	ODP BUSINESS SOLUTIONS	106.40
67703	1/29/2025	PDI TECHNOLOGIES	61.74
67704	1/29/2025	RIVERWOOD CANOE	2,750.00
67705	1/29/2025	RIVISTAS, LLC	1,075.22
67706	1/29/2025	TANNER REBHAN	50.00
67707	1/29/2025	TODD WATERS	316.47
67708	1/29/2025	WE ENERGIES	5,474.19
67709	1/29/2025	WI SCTF	54.59
67710	2/05/2025	AMAZON CAPITAL SERVICES	996.08
67711	2/05/2025	ANDERSON TECHNOLOGIES	49.38
67712	2/05/2025	ANDREW BACH	250.00
67713	2/05/2025	AT&T MOBILITY	773.06
67714	2/05/2025	BOYDS OUTDOOR POWER	26.50
67715	2/05/2025	BRIGHTSPEED	949.80
67716	2/05/2025	CAPITAL ONE TRADE CREDIT	929.67
67717	2/05/2025	COMMERCIAL TESTING LAB.	1,209.00
67718	2/05/2025	CULLIGAN OF RICE LAKE	31.00
67719	2/05/2025	DELTA DENTAL PLAN OF WISCONSIN	528.28
67720	2/05/2025	DIAMONDBACK AIRBOATS	454.05
67721	2/05/2025	EVERGREENTEL	107.80
67722	2/05/2025	GREAT LAKES TV SEAL INC.	21,804.92
67723	2/05/2025	GREG STOCKER HEATING	2,236.00
67724	2/05/2025	GUARDIAN PEST SOLUTIONS, INC.	130.00
67725	2/05/2025	HD SUPPLY	94.87
67726	2/05/2025	J & S GENERAL CONTRACTING	1,836.46
67727	2/05/2025	KWIK TRIP	1,844.14

## GENERAL FUND CHECKING

## ALL Checks

Posted From: 1/10/2025 From Account:  
Thru: 2/06/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
67728	2/05/2025	LAKEFRONT LAWN & DOCK SERVICES	900.00
67729	2/05/2025	MACQUEEN EQUIPMENT INC.	477.00
67730	2/05/2025	MOTOROLA SOLUTIONS	16,266.36
67731	2/05/2025	O'REILLY AUTOMOTIVE STORES INC.	279.35
67732	2/05/2025	ODP BUSINESS SOLUTIONS	61.26
67733	2/05/2025	OSCEOLA MAINSTREET PROGRAM	6,334.90
67734	2/05/2025	OSCEOLA MEDICAL CENTER	145.00
67735	2/05/2025	SHORT ELLIOTT HENDRICKSON	8,250.00
67736	2/05/2025	SIGN-XPRESS, LLC	55.00
67737	2/05/2025	STANTEC CONSULTING SERVICES INC	476.50
67738	2/05/2025	THOMSON REUTERS - WEST	155.59
67739	2/05/2025	WEST CENTRAL BIOSOLIDS COMMISSION	16,758.62
67740	2/05/2025	WISCONSIN DEPARTMENT OF JUSTICE	924.00
67741	2/05/2025	WISCONSIN STATE LABORATORY OF HYGIENE	29.00
EFTPS	1/15/2025	EFTPS	11,298.72
EFTPS	1/29/2025	EFTPS	10,984.30
COL LIFE	1/29/2025	COLONIAL LIFE	92.28
V1152501	1/15/2025	BACH, ANDREW	2,777.52
V1152502	1/15/2025	BATCHELOR, TANYA	1,532.25
V1152503	1/15/2025	CARUSO, RICHARD T.	1,894.61
V1152504	1/15/2025	CHAPMAN, HUNTER	382.79
V1152505	1/15/2025	FELDTMOSE, MARIE K.	786.76
V1152506	1/15/2025	GILLER, JENNIFER	1,420.56
V1152507	1/15/2025	HOVERMAN, RICHARD D.	593.41
V1152508	1/15/2025	JACOBS, MICHELLE	861.09
V1152509	1/15/2025	KENNY, RYAN	2,249.62
V1152510	1/15/2025	KRENTZ, CARIE	1,707.66
V1152511	1/15/2025	LEHMAN, JENNIFER T.	296.72
V1152512	1/15/2025	MALLIN, MICHAEL	2,106.21
V1152513	1/15/2025	MILLER, ANNE	1,632.92
V1152514	1/15/2025	REBHAN, TANNER	1,903.32
V1152515	1/15/2025	ROYTEK, JENNIFER L.	1,421.46
V1152516	1/15/2025	SCHILL, JUSTIN	1,673.62

## GENERAL FUND CHECKING

## ALL Checks

Posted From: 1/10/2025 From Account:  
Thru: 2/06/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
V1152517	1/15/2025	SWANBERG, DEVIN	2,996.34
V1152518	1/15/2025	TRACY, DAWN	630.11
V1152519	1/15/2025	TRACY, RALPH E.	1,943.27
V1152520	1/15/2025	TREMBLAY, MATTHEW	2,002.65
V1152521	1/15/2025	WATERS, TODD	1,882.44
V1292501	1/29/2025	BACH, ANDREW	2,514.85
V1292502	1/29/2025	BATCHELOR, TANYA	1,491.52
V1292503	1/29/2025	CARUSO, RICHARD T.	1,973.61
V1292504	1/29/2025	CHAPMAN, HUNTER	491.49
V1292505	1/29/2025	FELDTMOSE, MARIE K.	688.66
V1292506	1/29/2025	GILLER, JENNIFER	1,478.56
V1292507	1/29/2025	HOVERMAN, RICHARD D.	641.38
V1292508	1/29/2025	JACOBS, MICHELLE	998.69
V1292509	1/29/2025	KENNY, RYAN	1,886.55
V1292510	1/29/2025	KRENTZ, CARIE	1,772.66
V1292511	1/29/2025	KRENTZ, KRISTOPHER	616.00
V1292512	1/29/2025	LEHMAN, JENNIFER T.	162.49
V1292513	1/29/2025	MALLIN, MICHAEL	1,802.07
V1292514	1/29/2025	MILLER, ANNE	1,336.96
V1292515	1/29/2025	REBHAN, TANNER	1,956.93
V1292516	1/29/2025	ROYTEK, JENNIFER L.	1,421.46
V1292517	1/29/2025	SCHILL, JUSTIN	1,742.60
V1292518	1/29/2025	SWANBERG, DEVIN	2,996.34
V1292519	1/29/2025	TRACY, DAWN	850.08
V1292520	1/29/2025	TRACY, RALPH E.	2,012.25
V1292521	1/29/2025	TREMBLAY, MATTHEW	2,078.88
V1292522	1/29/2025	WATERS, TODD	2,064.15
WRS- ETF	1/31/2025	WRS-EFT	27,555.73
GREAT WEST	1/15/2025	GREAT WEST	1,024.34
GREAT WEST	1/29/2025	GREAT WEST	1,013.36
STMT010625	1/14/2025	BP	94.07
CENTRALSTATE	1/22/2025	CENTRAL STATES H&W FUND	20,256.00
HEALTH PTNRS	1/15/2025	HEALTH PARTNERS INSURANCE	2,169.32

2/06/2025

8:28 AM

Reprint Check Register - Quick Report - ALL

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ACCT

GENERAL FUND CHECKING

ALL Checks

Posted From: 1/10/2025

From Account:

Thru: 2/06/2025

Thru Account:

Check Nbr	Check Date	Payee	Amount
<b>Grand Total</b>			<b>837,710.43</b>

GENERAL FUND CHECKING

ALL Checks

Posted From: 1/10/2025 From Account:  
Thru: 2/06/2025 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	196,148.61
Total Expenditure from Fund # 240 - LIBRARY FUND	18,801.01
Total Expenditure from Fund # 250 - AIRPORT	5,217.44
Total Expenditure from Fund # 265 - BUSINESS IMPROVEMENT DISTRICT	7,234.90
Total Expenditure from Fund # 275 - OSCEOLA MUNICIPAL COURT	2,091.84
Total Expenditure from Fund # 280 - ROOM TAX	8,750.00
Total Expenditure from Fund # 300 - DEBT SERVICE FUND	475.00
Total Expenditure from Fund # 400 - GENERAL CAPITAL FUND	59,321.43
Total Expenditure from Fund # 460 - TIF #4 FUND	476.50
Total Expenditure from Fund # 610 - WATER UTILITY	19,767.49
Total Expenditure from Fund # 620 - SEWER UTILITY	61,026.15
Total Expenditure from Fund # 850 - TAX AGENCY FUND	458,400.06
Total Expenditure from all Funds	837,710.43

**Village of Osceola - Monthly Budget Report**  
**Year to Date for Month Ending**  
**1/31/2025**

Account Number	Village of Osceola	2025 Actuals @ 1/31/2025	2025 Budget	Variance (Over)/Under Budget	Percentage
<b>Revenue</b>					
100-00-41110-000-000	Levy for General Fund	0	620,348	(620,348)	0%
100-00-41140-000-000	Mobile Home Taxes	1,860	20,000	(18,140)	9%
100-00-41310-000-000	Taxes from Utility	0	100,000	(100,000)	0%
100-00-41320-000-000	Payment in Lieu of Taxes	1,014	8,000	(6,986)	13%
100-00-41810-000-000	Interest / Penalty on Taxes	0	100	(100)	0%
100-00-41900-000-000	Other Taxes	0	0	0	
	<b>Total Taxes</b>	<b>2,873</b>	<b>748,448</b>	<b>(745,575)</b>	
		0	0		0
100-00-43410-000-000	WI State Shared Revenue	0	410,890	(410,890)	0%
100-00-43415-000-000	Expenditure Restraint	0	0	0	
100-00-43416-000-000	Video Service Provider Aid		3,715	(3,715)	
100-00-46220-000-000	Fire Insurance Fee	0	13,866	(13,866)	0%
100-00-43430-000-000	Exempt Computer Aid	0	13,503	(13,503)	0%
100-00-43531-000-000	WI State Transportation Aid Revenue	38,040	152,294	(114,254)	25%
100-00-43440-000-000	Personal Property Aid	0	56,336	(56,336)	0%
100-00-43534-000-000	LRIP Grant	0	0	0	0
100-00-43535-000-000	Other Federal Grant - Police	0	250	(250)	
100-00-43690-000-000	Other State Grant	0	0	0	0
	<b>Intergovernmental Revenues</b>	<b>38,040</b>	<b>650,854</b>	<b>(612,814)</b>	
	Licenses and Permits				
100-00-44110-000-000	Liquor Licenses	10	6,000	(5,990)	
100-00-44200-000-000	All non-liquor licenses	65	4,000	(3,935)	2%
100-00-44400-000-000	Planning and Zoning Fees	0	1,000	(1,000)	0%
100-00-44300-000-000	Building Permits	0	65,000	(65,000)	0%
100-00-44405-000-000	Escrow - Engineering Review	0	15,000	(15,000)	0%
100-00-44900-000-000	Cable Franchise Fees	0	15,000	(15,000)	0%
100-00-46311-000-000	Street Opening Permits	100	2,000	(1,900)	5%
100-00-46330-000-000	Downtown Parking Permits	200	1,000	(800)	20%
	<b>Licenses and Permits</b>	<b>375</b>	<b>109,000</b>	<b>(108,625)</b>	
	Fines, Forfeits and Penalties				
100-00-45100-000-000	Court Fines Revenue	1,106	26,000	(24,894)	4%
100-00-45110-000-000	Parking Fines	0	100	(100)	0%
	<b>Fines, Forfeits and Penalties</b>	<b>1,106</b>	<b>26,100</b>	<b>(24,994)</b>	
<b>Special Assessments</b>					
100-00-42300-000-000	Special Assessment Revenue	0	100	(100)	0%
<b>Public Charges for Service</b>					
100-00-44102-000-000	Dog Licenses	295	900	(605)	33%
100-00-46211-000-000	Charges for Public Service - Police	50	1,000	(950)	5%
	Other - COPS Grant	0	0	0	
100-00-46100-000-000	Admin Assess Search	175	1,500	(1,325)	12%
100-00-44401-000-000	Zoning Compliance Letters	0	100	(100)	0%
100-00-47491-000-000	Public Fire Protection	0	239,454	(239,454)	0%
100-00-46850-000-000	RDA Administrative Fee	0	41,000	(41,000)	0%
100-00-46222-000-000	Fire Revenue from Townships	0	140,000	(140,000)	0%
	<b>Public Charges for Service</b>	<b>520</b>	<b>423,954</b>	<b>(423,434)</b>	

**Village of Osceola - Monthly Budget Report**  
**Year to Date for Month Ending**  
**1/31/2025**

Account Number	Village of Osceola	2025 Actuals @ 1/31/2025	2025 Budget	Variance (Over)/Under Budget	Percentage
<b>Misc General Revenue</b>					
100-00-48100-000-000	Interest Income	5,763	80,000	(74,237)	7%
100-00-48309-000-000	Sale of Property	0	350,000		
100-00-48310-000-000	Sale of Assets	0	0	0	0%
100-00-48400-000-000	Recoveries and Reimbursements	44	0	44	
100-00-48401-000-000	Recoveries and Reimbursements	1,253	0	1,253	
100-00-48500-000-000	Donations	0	15,000	(15,000)	0%
100-00-48501-000-000	Donations - Police	0			
100-00-48502-000-000	Donations - Fire	0			
100-00-48900-000-000	Misc. Revenues	1	0	1	
100-00-48990-000-000	Refund Prior Year Expense	0	0	0	0
	<b>Misc. General Revenue</b>	<b>7,062</b>	<b>445,000</b>	<b>(87,938)</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	0	0	
100-00-49620-000-000	Transfer In - Sewer Fund	0	0	0	0%
	Fund Balance Applied		108,495		
	<b>Subtotal Other Financing Sources</b>	<b>0</b>	<b>113,495</b>	<b>(5,000)</b>	
	<b>TOTAL REVENUE</b>	<b>49,976</b>	<b>2,516,951</b>	<b>(2,008,480)</b>	<b>2%</b>
<b>GENERAL FUND EXPENSES - SUMMARY</b>					
	Legislative	0	97,138	(97,138)	0%
	Administration	25,327	226,117	(200,790)	11%
	Police	40,866	785,820	(744,954)	5%
	Fire	13,664	208,724	(193,860)	7%
	Street	11,255	244,020	(232,765)	5%
	Street Lights	2,414	41,000	(36,206)	6%
	Storm Water	421	17,549	(12,527)	2%
	Street Signs	348	11,098	(10,751)	3%
	Garage and Maintenance	12,884	128,225	(78,076)	10%
	Sanitation	406	19,062	(18,656)	2%
	Parks	4,789	149,855	(145,066)	3%
	Economic Development	2,765	21,575	(18,810)	13%
	General Fund Transfers	0	202,500	(202,500)	0%
100-00-55700-000-000	Animal Control	0	600	0	
100-00-52210-226-000	Public Fire Protection (Hydrants)*	0	239,454	(239,454)	0%
100-00-52300-000-000	Ambulance*	42,390	42,390	0	100%
100-00-52400-215-000	Building Inspection*	0	40,000	(40,000)	0%
100-00-51930-511-000	Insurance *	2,500	4,225	(1,725)	59%
100-00-51510-215-000	Auditor	0	22,000	(22,000)	0%
100-00-51530-215-000	Assessor	2,720	13,200	(10,480)	21%
100-00-51530-390-000	Assessor Manufacturing	0	2,400	(2,400)	0%
	<b>TOTAL GENERAL FUND OPERATING EXPENDITURES</b>	<b>162,749</b>	<b>2,516,952</b>	<b>(2,308,156)</b>	<b>6%</b>
	<b>REVENUE OVER (UNDER) EXPENSES</b>	<b>(112,773)</b>	<b>(1)</b>	<b>299,676</b>	



# Memo

**To:** Wilberg Memorial Library Board of Trustees

**From:** Anne Miller, Library Director

**CC:** Village Board of Osceola

**Date:** February 2025

## **DIRECTOR/ADMINISTRATION**

In mid-January I participated in the Wild Wisconsin Web Conference, a free online two-day conference for librarians across the state. A variety of interesting and useful topics were presented, ranging from human resources, library service, rural library partnerships, and library work as peace work. At the end of the month, I attended the annual report help day where IFLS Director John Thompson went through the annual report line by line and answered all the questions we had about the report.

## **MATERIALS CIRCULATION**

January 2024, Total Items Circulated: 4228

Public Computer Uses for January 2024: 92

eBook Checkouts for January 2024: 1557

New Patrons in January 2024: 30

## **COLLECTIONS**

In January we added 164 items to our shelves. Michelle Jacobs and I completed our 100 Juvenile Chapter books list and have pulled from our shelves items that are on the list and then began ordering those books that we did not own.

## **EVENTS & ACTIVITIES**

Regular programs that the library hosted in January included Storytime, LEGO Club, Get Lit Book Club, WMPL Book Discussion, and Lunch with a Librarian. Chess Club debuted at the end of the month, and we are hoping to see it become a regular program for players of all ages and abilities. I took items for checkout to both the Millside and Evergreen Apartments. The 3<sup>rd</sup> Annual WMPL Jigsaw Puzzle contest was a success, with the winning team completing the puzzle in 1 hour 26 minutes. January also was the beginning of our annual Adult Winter Reading Program where people aged 18+ are encouraged to

read, watch, and participate. When they read a book, watch a movie, or participate in a library event or program they are eligible to fill out an entry for the grand prize drawings which will be held at the end of March.

**FACILITIES & STAFF**

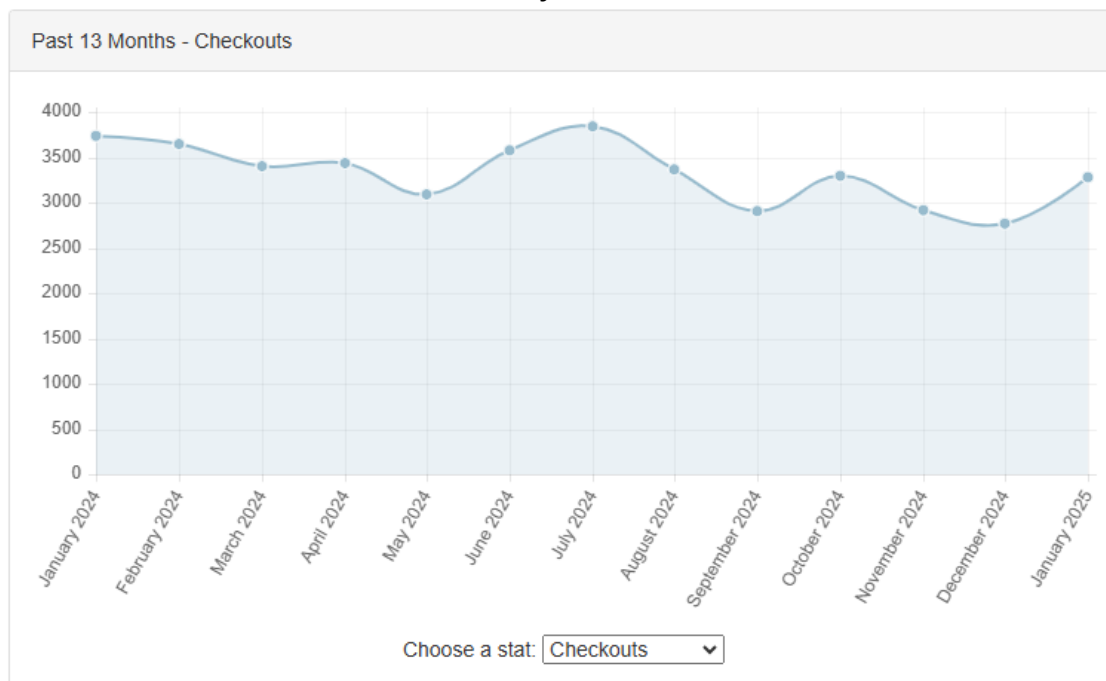
We replaced four computers in January as part of our computer replacement plan. I wanted to make sure we replaced the computers as soon as possible in case there were major increases in computer prices as we went further into the year.

The library will be closed on Tuesday, February 18 for an all staff training day. This will give the staff an opportunity for in-depth training on a variety of topics that will allow us to better serve our community.

**UPCOMING EVENTS**

- February 13 & 27 - Chess Club
- February 17 – Lunch with a Librarian
- February 20 - LEGO Club & A Cultural Conversation
- February 25 - Storytime
- February 26 – WMPL Book Discussion

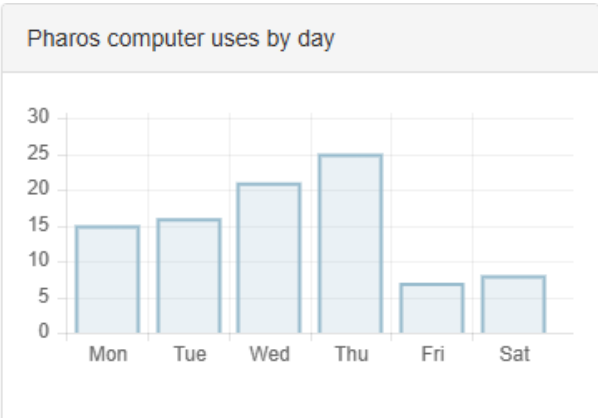
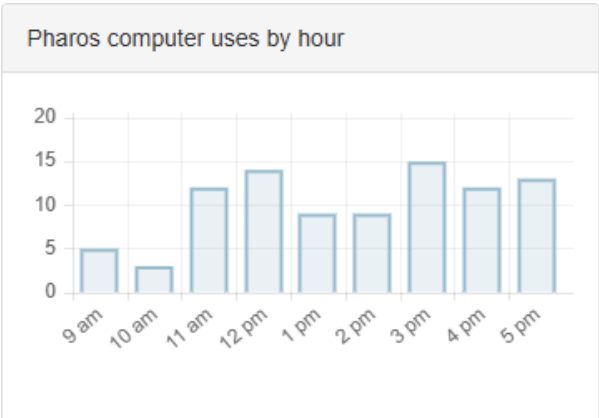
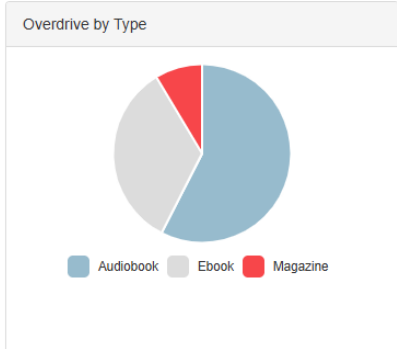
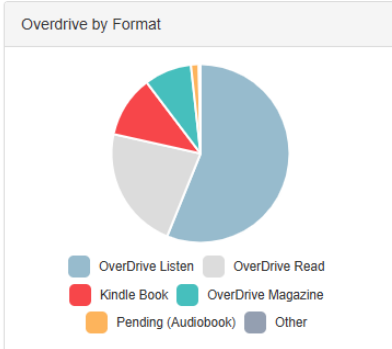
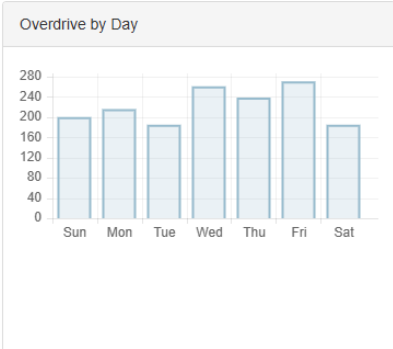
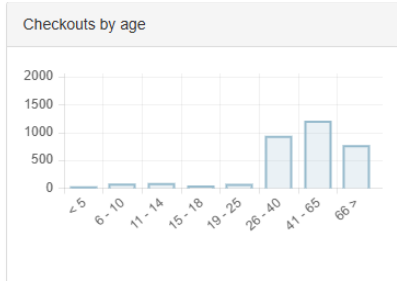
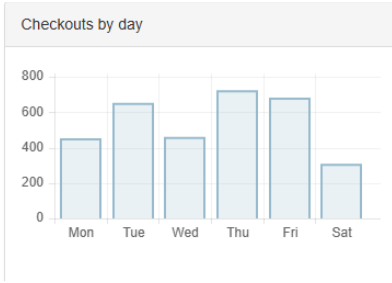
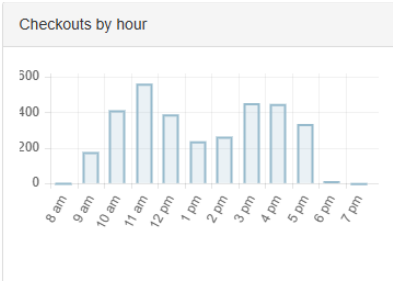
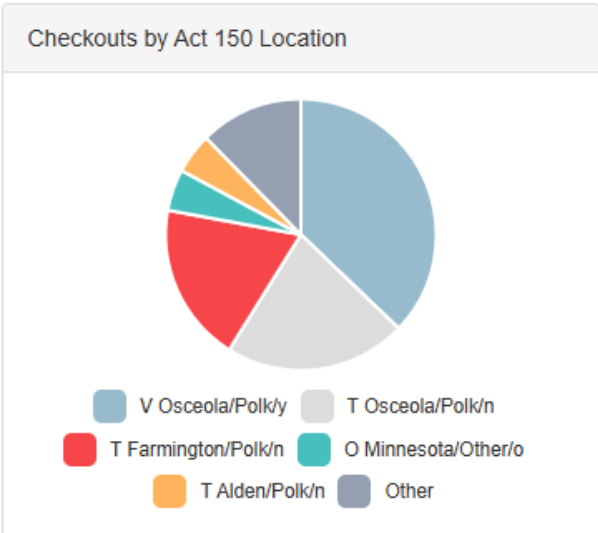
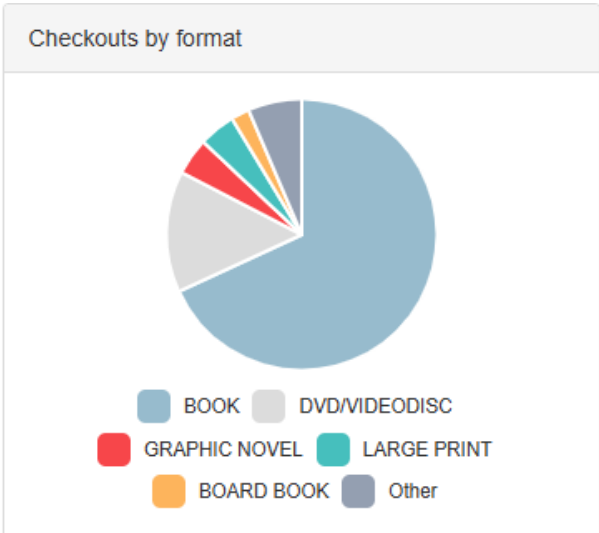
**Osceola Circulation Statistics January 2024**





# WILBERG MEMORIAL

PUBLIC LIBRARY of OSCEOLA





## OSCEOLA FIRE AND RESCUE

Station - 657 HWY 35  
PO Box 217  
Osceola, WI 54020  
Emergency: 911  
Non-Emergency (715) 294-3440

To: President Lutz and Village Board Members  
From: Osceola Fire & Rescue  
CC: Carie Krentz  
Date: February 11, 2025  
Re: **Fire & Rescue Monthly Report**

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### RUNS

- 14 - Runs total
  - 11 – Village of Osceola
  - 1 – Town of Farmington
  - 1 – Mutual Aid Allied Dresser
  - 1 – Mutual Aid Shafer, MN
  - Run breakdown
    - 2 – Structure Fire
    - 1 – Electrical Fire
    - 1 – Controlled Burn
    - 7 – Medical/Lift Assist
    - 2 – Alarm
    - 1 - MVA

### UPDATES IN BOLD

- **Training/meeting for January consisted of Exposure Control and HIPAA. We also got airboat out onto ice and snow some.**
- **Upcoming meeting/training for February and March will be officer elections, HazMat Ops, and DNR will be in to do wildland fire response training.**
- **Preparations in process for 12<sup>th</sup> annual Firefighters Ball on February 8th.**
- **Tender 1489 is getting dump chute and valve assembly repairs done due to corrosion.**



# OSCEOLA POLICE DEPARTMENT

310 Chieftain Street

P.O. Box 217

Osceola, WI 54020

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

Andrew Bach – Chief of Police

To: Village President Brad Lutz and Village of Osceola Trustees

CC: Administrator Devin Swanberg; Village Clerk Carie Krentz

From: Police Chief Andrew Bach

Date: February 5<sup>th</sup>, 2025

Re: Village Board Police Report for January 2025

In January of 2025 Osceola PD Officers generated **307** calls for service and compiled **55** incident and traffic crash reports. Osceola PD Officers made **1** arrest and **1** criminal referral. Osceola PD Officers initiated **20** traffic stops and issued **26** municipal citations.

- The Osceola Police Department participated in training with the Osceola Area Ambulance where all our officers renewed their basic life support (BLS) certifications.
- Chief Bach attended the 2025 New Chiefs training conference hosted by the Wisconsin Department of Justice.
- The Osceola Police Department was awarded a grant from the Wisconsin Department of Transportation and received a new preliminary breath test (PBT) unit as well as updated dry gas calibration equipment.
- Your officers responded to a traffic crash in the downtown area which resulted in the arrest of a suspect for operating while intoxicated 5<sup>th</sup> offense.
- Your officers investigated a theft by contractor incident involving a loss of over \$12,500.00. Following a thorough investigation, a criminal referral was sent to the Polk County District Attorney for consideration of charges.
- We are currently investigating the recent graffiti damage located under the train bridge and believe that the incident took place between Midnight and 8:00am on February 3<sup>rd</sup>. We are encouraging anyone who may have information about this incident to contact our office.
- *Coffee with a Cop* will be held at Caribou Coffee on February 21<sup>st</sup> & 28<sup>th</sup> from 8:30am to 10:00am.

Respectfully Submitted,

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

Chief Andrew Bach



# Memo

**To:** President Lutz and Village Board Members

**From:** Todd Waters (Public Works Coordinator)

**CC:** Carie Krentz

**Date:** February 11, 2025

**Re:** DPW January Board Update

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#### Streets:

- Street light bulb and photocell replacement to Gateway Meadows and the downtown area occurred in January. The replacement maintenance program will continue into February.
- A handful of snow events and melting allowed the department to get the streets clean and catch basins exposed.
- Sign repair and replacement occurred in January.
- Tree trimming in right-of-way's continued and the maintenance will continue through the winter.
- Continuation of work and follow-up to capital maintenance projects and the planning for 2025.

#### Parks:

- Public Works continues to maintain the skate rink and warming shack, building up the ice on the rink nearly daily.
- Work continues on the picnic park space on the bluff. Removing, cutting and stacking downed trees that are accessible on the nearly 40-acre site will continue until we are able to move to the 80-acre Schilberg site.
- Staff continue to monitor daily all sites. Any parks with heated spaces are reviewed and building maintenance conducted.

#### Building Maintenance:

- The furnace inducer assembly failed in the Public Works department but staff fortunately arrived in time before any damage had occurred. Quick thinking by staff saved thousands of dollars in damage as they installed portable heaters and then went to work on the primary furnace and got it temporarily functioning. We are still awaiting pricing on replacement parts or the potential of a new furnace having to be installed.



# Memo

To: President Lutz and Village Board Members  
From: Rick Caruso, Utilities Coordinator  
CC: Carie Krentz  
Date: February 11, 2025  
Re: Utility Department February Board Update

---

## Water Utility:

- Water produced in January totaled 5.178 million gallons.
- With frost levels reaching three feet in early January, winter water has been turned on to homes with service lines that are subject to freezing due to shallow bury depths. Operators provide notices to these customers and assist them where necessary or requested. This loss is tracked and deducted from the homeowner's bill per the PSC.
- The daylight drain at Well 4 has received a new heat tape. The shallow drain for the well bleed water is subject to freezing and a heat tape is used to keep the drain open.
- The chlorine injector at Well 3 was replaced and the system repaired by operators.

## Sewer Utility:

- Wastewater treated in January totaled 8.211 million gallons.
- After receiving an estimate for replacement of the RAS pump totaling \$17,000, we have authorized repairs to the existing impeller saving approximately \$15,000. Reliance Electric is also looking into our request to add an epoxy wear layer to the impeller to use as a sacrificial coating to extend the life of the impeller.
- Operators are replacing the pneumatic cylinders on the UV disinfection system due to wear. A set of cylinders were rebuilt previously by operators, however upon rebuilding them they were found to be worn beyond their useful life. The rebuilt cylinders are still functioning, however the other set related to a separate bank will be replaced.
- The building sewer system has been upgraded at the WWTP after the old cast iron pipes eventually corroded away and broke. We are unable to determine the age of the cast iron pipes, but we believe they are original to the building erected in the 1950s.

To: Mr. Devin Swanberg  
 Village of Osceola

From: Jason Raverty  
 Stantec

Project/File: 193810003  
 Date: February 3, 2025

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**Reference: Simmon Drive – Final Pay Application**

Attached please find the Final Pay Application documents for the Simmon Drive Reconstruction Project. These documents include a final pay application and a retainage reduction application.

The original contract amount as bid by the contractor was \$ 361,662. Changes to the contract amount include Change Order No. 1 (previously approved by the Village Board) for culvert modifications. In addition, some quantities increased as a result of restoration for grading for culvert modifications and expanded grading limits to correct ditch slopes to maintain positive drainage. The final construction cost is \$377,087.71 which is \$15,425.71 or 4.3% over the original bid amount.

Stantec provided a memo to the Board on May 31, 2024 summarizing the anticipated project costs using the tables shown below. The tables have been revised to reflect the final construction cost and the local share amount for the Town of Osceola.

Construction Bid (Albrightson Excavating)	\$361,662
<del>Construction Contingency (10%)</del> <b>Actual Increase – 4.3%</b>	<del>\$36,166</del> <b>\$15,425.71</b>
Engineering Design & Bidding Services (Stantec)	\$35,700
Limited Construction Observation & Administration (Stantec)	\$3,600
<b>Total Project Cost</b>	<del>\$437,128</del> <b>\$416,387.71</b>

	Local Cost Split	Total Project	LRIP Grant (50% up to \$296,587.50)	Local Share (50%)
Total Project Cost		\$437,128 <b>\$416,387.71</b>	\$218,564 <b>\$208,193.86</b>	\$218,564 <b>\$208,193.85</b>
Village of Osceola	<del>67.24%</del> <b>69.05%</b>			\$146,962.43 <b>\$143,765.99</b>
Town of Osceola	<del>32.76%</del> <b>30.95%</b>			\$71,601.57 <b>\$64,427.86</b>

We have reviewed the Final Pay Application and recommend final payment to Albrightson Excavating in the amount of \$22,556.47.

Feel free to contact me if you have questions related to this application.



February 3, 2025  
Mr. Devin Swanberg  
Page 2 of 2

Reference: **Simmon Drive – Final Pay Application**

Sincerely,

**Stantec Consulting Services Inc.**

A handwritten signature in black ink that reads "Jason R. Ravy". The signature is written in a cursive style and is positioned above a thin red horizontal line.

**Jason Ravy, PE**  
Project Manager  
Phone: (651) 294-4596  
Jason.ravy@stantec.com

Attachment: Attachment

**AIA Type Document**  
**Application and Certification for Payment**

**TO (OWNER):** Village of Osceola  
 310 Chieftain St.  
 PO Box 217  
 Osceola, WI 54020-0217

**PROJECT:** Simmon Drive - Osceola  
 75th Ave to Airport Rd  
 Osceola, WI 54020

**APPLICATION NO:** 24029.F  
**PERIOD TO:** 11/26/2024

**DISTRIBUTION TO:**  
 \_ OWNER  
 \_ ARCHITECT  
 \_ CONTRACTOR

**FROM (CONTRACTOR):** Albrightson Excavating, Inc.  
 PO Box 181  
 345 Southside Drive  
 Woodville, WI 54028

**VIA (ARCHITECT):** Stantec Consulting Services, Inc.  
 733 Marquette Avenue  
 Suite 1000  
 Minneapolis, MN 55402

**ARCHITECT'S PROJECT NO:** 193810003

**CONTRACT FOR:** Simmon Drive Reconstruction

**CONTRACT DATE:** 5/14/2024

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

<b>1. ORIGINAL CONTRACT SUM</b> .....	\$	361,662.00
<b>2. Net Change by Change Orders</b> .....	\$	2,889.26
<b>3. CONTRACT SUM TO DATE</b> (Line 1 + 2) .....	\$	364,551.26
<b>4. TOTAL COMPLETED AND STORED TO DATE</b> .....	\$	377,087.71
<b>5. RETAINAGE:</b>		
a. <u>4.96</u> % of Completed Work	\$	18,709.93
b. <u>0.00</u> % of Stored Material	\$	0.00
Total retainage (Line 5a + 5b) .....	\$	18,709.93
<b>6. TOTAL EARNED LESS RETAINAGE</b> .....	\$	358,377.78
(Line 4 less Line 5 Total)		
<b>7. LESS PREVIOUS CERTIFICATES FOR PAYMENT</b> (Line 6 from prior Certificate) .....	\$	354,531.24
<b>8. CURRENT PAYMENT DUE</b> .....	\$	3,846.54
<b>9. BALANCE TO FINISH, INCLUDING RETAINAGE</b> (Line 3 less Line 6)	\$	6,173.48

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	2,889.26	0.00
Total approved this Month	0.00	0.00
<b>TOTALS</b>	2,889.26	0.00
<b>NET CHANGES by Change Order</b>	2,889.26	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

**CONTRACTOR:** Albrightson Excavating, Inc.  
 PO Box 181 345 Southside Drive  
 Woodville, WI 54028

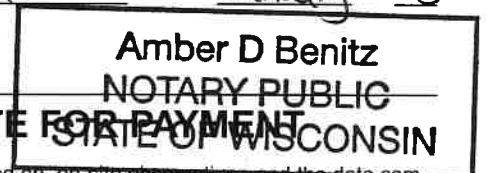
By: Rachel Brorson / PC Date: 1-16-25

State of: WI

County of: St. Croix

Subscribed and Sworn to before me this 16 Day of January 2025

Notary Public: Amber D Benitz  
 My Commission Expires: 2/26/28



**ARCHITECT'S CERTIFICATE FOR PAYMENT**  
 STATE OF WISCONSIN

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** ..... \$ 3,846.54

*(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)*

**ARCHITECT:** Jon R. Raf Date: 2/3/2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**AIA Type Document  
Application and Certification for Payment**

**TO (OWNER):** Village of Osceola  
310 Chieftain St.  
PO Box 217  
Osceola, WI 54020-0217

**PROJECT:** Simmon Drive - Osceola  
75th Ave to Airport Rd  
Osceola, WI 54020

**APPLICATION NO:** 24029.F  
**PERIOD TO:** 11/26/2024

**DISTRIBUTION**  
TO:  
- OWNER  
- ARCHITECT  
- CONTRACTOR

**FROM (CONTRACTOR):** Albrightson Excavating, Inc.  
PO Box 181  
345 Southside Drive  
Woodville, WI 54028

**VIA (ARCHITECT):** Stantec Consulting Services, Inc.  
733 Marquette Avenue  
Suite 1000  
Minneapolis, MN 55402

**ARCHITECT'S**  
**PROJECT NO:** 193810003

**CONTRACT FOR:** Simmon Drive Reconstruction

**CONTRACT DATE:** 5/14/2024

ITEM	DESCRIPTION	PLAN QTY	UNIT	UNIT PRICE	SCHEDULED VALUE	PREV COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMP QTY/% TO DATE	COMPLETED AND STORED	%	BALANCE
01	Mobilization	1.000	LS	\$6,200.00	\$6,200.00	1.0000	\$6,200.00	.0000	\$0.00	\$0.00	1.0000	\$6,200.00	100.00	\$0.00
02	Traffic Control	1.000	LS	\$2,500.00	\$2,500.00	1.0000	\$2,500.00	.0000	\$0.00	\$0.00	1.0000	\$2,500.00	100.00	\$0.00
03	Silt Fence	5,100.000	LF	\$2.35	\$11,985.00	5,100.0000	\$11,985.00	.0000	\$0.00	\$0.00	5,100.0000	\$11,985.00	100.00	\$0.00
04	Erosion Control Mat Urban Class 1 Type B	3,800.000	SY	\$2.05	\$7,790.00	7,500.0000	\$15,375.00	74.0000	\$151.70	\$0.00	7,574.0000	\$15,525.70	199.32	\$-7,736.70
05	Removing Curb & Cutter	40.000	LF	\$10.00	\$400.00	44.0000	\$440.00	.0000	\$0.00	\$0.00	44.0000	\$440.00	110.00	\$-40.00
06	Excavation Common	200.000	CY	\$23.00	\$4,600.00	200.0000	\$4,600.00	.0000	\$0.00	\$0.00	200.0000	\$4,600.00	100.00	\$0.00
07	Excavation Below Subgrade	440.000	CY	\$6.25	\$2,750.00	261.0000	\$1,631.25	.0000	\$0.00	\$0.00	261.0000	\$1,631.25	59.32	\$1,118.75
08	Borrow	1,000.000	CY	\$23.00	\$23,000.00	909.0000	\$20,907.00	.0000	\$0.00	\$0.00	909.0000	\$20,907.00	90.90	\$2,093.00
09	Salvaged Topsoil	3,800.000	SY	\$1.25	\$4,750.00	7,500.0000	\$9,375.00	74.0000	\$92.50	\$0.00	7,574.0000	\$9,467.50	199.32	\$-4,717.50
10	Geogrid Type SR	1,900.000	SY	\$1.00	\$1,900.00	.0000	\$0.00	.0000	\$0.00	\$0.00	.0000	\$0.00	.00	\$1,900.00
11	Base Aggregate Dense - 1 1/4 Inch	610.000	TON	\$18.00	\$10,980.00	671.4200	\$12,085.56	.0000	\$0.00	\$0.00	671.4200	\$12,085.56	110.07	\$-1,105.56
12	Base Aggregate Dense - 3/4 Inch	250.000	TON	\$40.00	\$10,000.00	250.0000	\$10,000.00	68.9200	\$2,756.80	\$0.00	318.9200	\$12,756.80	127.57	\$-2,756.80
13	Breaker Run	440.000	CY	\$18.00	\$7,920.00	.0000	\$0.00	.0000	\$0.00	\$0.00	.0000	\$0.00	.00	\$7,920.00
14	Pulverized and Relay	7,650.000	SY	\$2.20	\$16,830.00	7,650.0000	\$16,830.00	.0000	\$0.00	\$0.00	7,650.0000	\$16,830.00	100.00	\$0.00
15	Tack Coat	500.000	GAL	\$4.00	\$2,000.00	400.0000	\$1,600.00	.0000	\$0.00	\$0.00	400.0000	\$1,600.00	80.00	\$400.00
16	HMA Pavement 3 MT 58-28 S	1,000.000	TON	\$112.00	\$112,000.00	1,334.0500	\$149,413.60	.0000	\$0.00	\$0.00	1,334.0500	\$149,413.60	133.41	\$-37,413.60
17	HMA Pavement 4 MT 58-28 S	1,300.000	TON	\$91.50	\$118,950.00	909.3600	\$83,206.44	.0000	\$0.00	\$0.00	909.3600	\$83,206.44	69.95	\$35,743.56
18	Concrete Curb & Gutter	10.000	LF	\$150.00	\$1,500.00	6.0000	\$900.00	6.0000	\$900.00	\$0.00	12.0000	\$1,800.00	120.00	\$-300.00
19	Marking Line Paint, 4-Inch, Yellow	5,120.000	LF	\$0.60	\$3,072.00	5,316.0000	\$3,189.60	.0000	\$0.00	\$0.00	5,316.0000	\$3,189.60	103.83	\$-117.60
20	Marking Line Paint, 4-Inch, White	5,350.000	LF	\$0.60	\$3,210.00	5,310.0000	\$3,186.00	.0000	\$0.00	\$0.00	5,310.0000	\$3,186.00	99.25	\$24.00
21	Seed & Fertilizer	3,800.000	SY	\$2.00	\$7,600.00	7,500.0000	\$15,000.00	74.0000	\$148.00	\$0.00	7,574.0000	\$15,148.00	199.32	\$-7,548.00
22	Adjusting Manhole Covers	3.000	EA	\$575.00	\$1,725.00	3.0000	\$1,725.00	.0000	\$0.00	\$0.00	3.0000	\$1,725.00	100.00	\$0.00

Change Order

**AIA Type Document  
Application and Certification for Payment**

**TO (OWNER):** Village of Osceola  
310 Chieftain St.  
PO Box 217  
Osceola, WI 54020-0217

**PROJECT:** Simmon Drive - Osceola  
75th Ave to Airport Rd  
Osceola, WI 54020

**APPLICATION NO:** 24029.F  
**PERIOD TO:** 11/26/2024

**DISTRIBUTION TO:**  
\_ OWNER  
\_ ARCHITECT  
\_ CONTRACTOR

**FROM (CONTRACTOR):** Albrightson Excavating, Inc.  
PO Box 181  
345 Southside Drive  
Woodville, WI 54028

**VIA (ARCHITECT):** Stantec Consulting Services, Inc.  
733 Marquette Avenue  
Suite 1000  
Minneapolis, MN 55402

**ARCHITECT'S PROJECT NO:** 193810003

**CONTRACT FOR:** Simmon Drive Reconstruction

**CONTRACT DATE:** 5/14/2024

ITEM	DESCRIPTION	PLAN QTY	UNIT	UNIT PRICE	SCHEDULED VALUE	PREV COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMP QTY/% TO DATE	COMPLETED AND STORED	%	BALANCE
8001	CO#1 - Culvert	1.000	LS	\$2,889.26	\$2,889.26	1.0000	\$2,889.26	.0000	\$0.00	\$0.00	1.0000	\$2,889.26	100.00	\$0.00
<b>REPORT TOTALS</b>					\$364,551.26		\$373,038.71		\$4,049.00			\$377,087.71		
										\$0.00			\$-12,536.45	

**AIA Type Document**  
**Application and Certification for Payment**

**TO (OWNER):** Village of Osceola  
310 Chieftain St.  
PO Box 217  
Osceola, WI 54020-0217

**PROJECT:** Simmon Drive - Osceola  
75th Ave to Airport Rd  
Osceola, WI 54020

**APPLICATION NO:** 24029.R  
**PERIOD TO:** 11/29/2024

**DISTRIBUTION TO:**  
\_ OWNER  
\_ ARCHITECT  
\_ CONTRACTOR

**FROM (CONTRACTOR):** Albrightson Excavating, Inc.  
PO Box 181  
345 Southside Drive  
Woodville, WI 54028

**VIA (ARCHITECT):** Stantec Consulting Services, Inc.  
733 Marquette Avenue  
Suite 1000  
Minneapolis, MN 55402

**ARCHITECT'S PROJECT NO:** 193810003

**CONTRACT FOR:** Simmon Drive Reconstruction

**CONTRACT DATE:** 5/14/2024

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

<b>1. ORIGINAL CONTRACT SUM</b> .....	\$	<u>361,662.00</u>
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<b>3. CONTRACT SUM TO DATE</b> (Line 1 + 2) .....	\$	<u>364,551.26</u>
<b>4. TOTAL COMPLETED AND STORED TO DATE</b> .....	\$	<u>377,087.71</u>
<b>5. RETAINAGE:</b>		
a. <u>0.00</u> % of Completed Work	\$	<u>0.00</u>
b. <u>0.00</u> % of Stored Material	\$	<u>0.00</u>
Total retainage (Line 5a + 5b) .....	\$	<u>0.00</u>
<b>6. TOTAL EARNED LESS RETAINAGE</b> .....	\$	<u>377,087.71</u>
(Line 4 less Line 5 Total)		
<b>7. LESS PREVIOUS CERTIFICATES FOR PAYMENT</b> (Line 6 from prior Certificate) .....	\$	<u>358,377.78</u>
<b>8. CURRENT PAYMENT DUE</b> .....	\$	<u>18,709.93</u>
<b>9. BALANCE TO FINISH, INCLUDING RETAINAGE</b> (Line 3 less Line 6)	\$	<u>-12,536.45</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	2,889.26	0.00
<b>TOTALS</b>	<b>2,889.26</b>	<b>0.00</b>
<b>NET CHANGES</b> by Change Order	<b>2,889.26</b>	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

**CONTRACTOR:** Albrightson Excavating, Inc.  
PO Box 181 345 Southside Drive  
Woodville, WI 54028

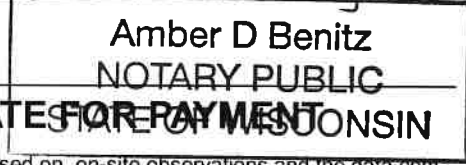
By: Rachel Brorson / PC Date: 1-16-25

State of: WI

County of: St. Croix

Subscribed and Sworn to before me this 16 Day of January 20 25

Notary Public: Amber D Benitz  
My Commission Expires: 2/26/28



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** ..... \$ 18,709.93

*(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)*

**ARCHITECT:** Jim R. Roof Date: 2/3/2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**AIA Type Document  
Application and Certification for Payment**

**TO (OWNER):** Village of Osceola  
310 Chieftain St.  
PO Box 217  
Osceola, WI 54020-0217

**PROJECT:** Simmon Drive - Osceola  
75th Ave to Airport Rd  
Osceola, WI 54020

**APPLICATION NO:** 24029.R  
**PERIOD TO:** 11/29/2024

**DISTRIBUTION**  
**TO:**  
\_ OWNER  
\_ ARCHITECT  
\_ CONTRACTOR

**FROM (CONTRACTOR):** Albrightson Excavating, Inc.  
PO Box 181  
345 Southside Drive  
Woodville, WI 54028

**VIA (ARCHITECT):** Stantec Consulting Services, Inc.  
733 Marquette Avenue  
Suite 1000  
Minneapolis, MN 55402

**ARCHITECT'S**  
**PROJECT NO:** 193810003

**CONTRACT FOR:** Simmon Drive Reconstruction

**CONTRACT DATE:** 5/14/2024

ITEM	DESCRIPTION	PLAN QTY	UNIT	UNIT PRICE	SCHEDULED VALUE	PREV COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMP QTY/% TO DATE	COMPLETED AND STORED	%	BALANCE
01	Mobilization	1.000	LS	\$6,200.00	\$6,200.00	1.0000	\$6,200.00	.0000	\$0.00	\$0.00	1.0000	\$6,200.00	100.00	\$0.00
02	Traffic Control	1.000	LS	\$2,500.00	\$2,500.00	1.0000	\$2,500.00	.0000	\$0.00	\$0.00	1.0000	\$2,500.00	100.00	\$0.00
03	Silt Fence	5,100.000	LF	\$2.35	\$11,985.00	5,100.0000	\$11,985.00	.0000	\$0.00	\$0.00	5,100.0000	\$11,985.00	100.00	\$0.00
04	Erosion Control Mat Urban Class 1 Type B	3,800.000	SY	\$2.05	\$7,790.00	7,574.0000	\$15,526.70	.0000	\$0.00	\$0.00	7,574.0000	\$15,526.70	199.32	-\$7,736.70
05	Removing Curb & Cutter	40.000	LF	\$10.00	\$400.00	44.0000	\$440.00	.0000	\$0.00	\$0.00	44.0000	\$440.00	110.00	-\$40.00
06	Excavation Common	200.000	CY	\$23.00	\$4,600.00	200.0000	\$4,600.00	.0000	\$0.00	\$0.00	200.0000	\$4,600.00	100.00	\$0.00
07	Excavation Below Subgrade	440.000	CY	\$6.25	\$2,750.00	261.0000	\$1,631.25	.0000	\$0.00	\$0.00	261.0000	\$1,631.25	59.32	\$1,118.75
08	Borrow	1,000.000	CY	\$23.00	\$23,000.00	909.0000	\$20,907.00	.0000	\$0.00	\$0.00	909.0000	\$20,907.00	90.90	\$2,093.00
09	Salvaged Topsoil	3,800.000	SY	\$1.25	\$4,750.00	7,574.0000	\$9,467.50	.0000	\$0.00	\$0.00	7,574.0000	\$9,467.50	199.32	-\$4,717.50
10	Geogrid Type SR	1,900.000	SY	\$1.00	\$1,900.00	.0000	\$0.00	.0000	\$0.00	\$0.00	.0000	\$0.00	.00	\$1,900.00
11	Base Aggregate Dense - 1 1/4 Inch	610.000	TON	\$18.00	\$10,980.00	671.4200	\$12,085.56	.0000	\$0.00	\$0.00	671.4200	\$12,085.56	110.07	-\$1,105.56
12	Base Aggregate Dense - 3/4 Inch	250.000	TON	\$40.00	\$10,000.00	318.9200	\$12,756.80	.0000	\$0.00	\$0.00	318.9200	\$12,756.80	127.57	-\$2,756.80
13	Breaker Run	440.000	CY	\$18.00	\$7,920.00	.0000	\$0.00	.0000	\$0.00	\$0.00	.0000	\$0.00	.00	\$7,920.00
14	Pulverized and Relay	7,650.000	SY	\$2.20	\$16,830.00	7,650.0000	\$16,830.00	.0000	\$0.00	\$0.00	7,650.0000	\$16,830.00	100.00	\$0.00
15	Tack Coat	500.000	GAL	\$4.00	\$2,000.00	400.0000	\$1,600.00	.0000	\$0.00	\$0.00	400.0000	\$1,600.00	80.00	\$400.00
16	HMA Pavement 3 MT 58-28 S	1,000.000	TON	\$112.00	\$112,000.00	1,334.0500	\$149,413.60	.0000	\$0.00	\$0.00	1,334.0500	\$149,413.60	133.41	-\$37,413.60
17	HMA Pavement 4 MT 58-28 S	1,300.000	TON	\$91.50	\$118,950.00	909.3600	\$83,206.44	.0000	\$0.00	\$0.00	909.3600	\$83,206.44	69.95	\$35,743.56
18	Concrete Curb & Gutter	10.000	LF	\$150.00	\$1,500.00	12.0000	\$1,800.00	.0000	\$0.00	\$0.00	12.0000	\$1,800.00	120.00	-\$300.00
19	Marking Line Paint, 4-Inch, Yellow	5,120.000	LF	\$0.60	\$3,072.00	5,316.0000	\$3,189.60	.0000	\$0.00	\$0.00	5,316.0000	\$3,189.60	103.83	-\$117.60
20	Marking Line Paint, 4-Inch, White	5,350.000	LF	\$0.60	\$3,210.00	5,310.0000	\$3,186.00	.0000	\$0.00	\$0.00	5,310.0000	\$3,186.00	99.25	\$24.00
21	Seed & Fertilizer	3,800.000	SY	\$2.00	\$7,600.00	7,574.0000	\$15,148.00	.0000	\$0.00	\$0.00	7,574.0000	\$15,148.00	199.32	-\$7,548.00
22	Adjusting Manhole Covers	3.000	EA	\$575.00	\$1,725.00	3.0000	\$1,725.00	.0000	\$0.00	\$0.00	3.0000	\$1,725.00	100.00	\$0.00

Change Order

**AIA Type Document  
Application and Certification for Payment**

**TO (OWNER):** Village of Osceola  
310 Chieftain St.  
PO Box 217  
Osceola, WI 54020-0217

**PROJECT:** Simmon Drive - Osceola  
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**ARCHITECT'S PROJECT NO:** 193810003

**CONTRACT FOR:** Simmon Drive Reconstruction

**CONTRACT DATE:** 5/14/2024

ITEM	DESCRIPTION	PLAN QTY	UNIT	UNIT PRICE	SCHEDULED VALUE	PREV COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMP QTY/% TO DATE	COMPLETED AND STORED	%	BALANCE
8001	CO#1 - Culvert	1.000	LS	\$2,889.26	\$2,889.26	1.0000	\$2,889.26	.0000	\$0.00	\$0.00	1.0000	\$2,889.26	100.00	\$0.00
<b>REPORT TOTALS</b>					\$364,551.26		\$377,087.71		\$0.00			\$377,087.71		
										\$0.00			\$-12,536.45	



# Memo

To: Village Board  
From: Devin Swanberg Administrator  
CC: Files  
Date: 2/6/2025  
**Re: Item 6b: Annual renewal of Village of Line of Credit**

## **ITEM DESCRIPTION:**

In November 2019, the Village authorized staff to create a line of credit available through MidwestOne Bank. The Line of credit was designed to float additional funding as necessary in order to fund gaps in revenue versus expenses. This 12 month agreement is now up for annual renewal.

## **SERVICE RATES:**

**Line of Credit:** Not to exceed \$700,000  
**Term:** 12 Month  
**Fees:** None

## **ANALYSIS:**

In 2019, the Village was forced to draw the full balance of the LOC in order to meet all 2019 obligations. Staff has paid the line of credit off and still would like this as an emergency option for funding.

Staff is seeking approval to renew the line of credit in order to provide a financial back-up in the unlikely event that emergency funding is required.

## **RECOMMENDATION(S):**

1. Admin & Finance Committee recommend approval (12/2024)
2. Administrator recommends approval of item 6b