

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

Date: March 6, 2025
Time: 4:30 p.m.
Place: Village Hall-310 Chieftain St-Room 105

AGENDA

- 1) Call to Order
- 2) Approval of the Agenda
- 3) Approval of the minutes dated
 - a. January 9, 2025
- 4) Discussion and Possible Action re:
 - a. Public Works shop furnace
 - b. School Resource Officer position
 - c. Budget Update
- 5) Future Agenda Items and Updates
- 6) Adjourn

Carie Krentz
Village Clerk

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

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

VILLAGE OF OSCEOLA ADMINISTRATION & FINANCE COMMITTEE PROCEEDINGS

The Village of Osceola Administration & Finance Committee met on January 9, 2025, at Village Hall. Chair Burch called the meeting to order at 5:03 pm.

Present: Van Burch and Ron Pedrys

Absent: Brad Lutz

Staff present: Devin Swanberg, Carie Krentz, Tanya Batchelor, Andrew Bach, Rick Caruso and Neil Kline

Burch stated change in order of agenda with swapping procurement policy and Verizon leases. Motion by Pedrys and seconded by Burch to approve the agenda with the correction.

Ayes-2 Nays-0 Motion carried

Motion by Pedrys and seconded by Burch to approve the minutes dated December 5, 2024.

Ayes-2 Nays-0 Motion carried

Discussion and Possible Action re:

Verizon Lease

Caruso stated has been going back and forth with Verizon for some time now to get a more favorable lease for the Village. Verizon is looking to replace antenna's to tower on 248th Street and replace existing handrail to support new antennas. With the original lease coming due in July of 2025 they wanted a new lease in place before they move forward. Caruso highlighted current lease rates and final rates of new lease, reviewed maintenance structure and access to premises. The new lease has gone through many changes and has been reviewed and accepted by SEH and Village attorney and overall, is much more favorable to the Village than previous lease. Looking for recommendation to Board for approval of final lease with Verizon.

Motion by Pedrys and seconded by Burch to recommend approval to the Board to accept final lease agreement with Verizon as presented.

Ayes-2 Nays-0 Motion carried

School Resource Officer

Bach stated school as reached out to Village and County to fill this position. School feels it needs to position, do not have definite approval at this time but are expecting to received at their next board meeting. Swanberg went through our departments current needs, this could be one of the open positions. Does not see a downside to this position and is a benefit to our community. Feels we should entertain this offer. Bach stated this is the very early stages, school board needs to approve still and if interested we would have to negotiate the terms of this position. Discussion on terms, hiring as new position, all costs including school paying portion of a squad, very common in MOUs but included in MOU in packet, for this position.

Motion by Burch and seconded by Pedrys to proceed with process to work with the school district for a school resource officer as presented.

Ayes-2 Nays-0 Motion carried

Procurement Policy

Swanberg stated in packet are the proposed changes to the procurement policy. This new policy will allow staff to move forward with emergency equipment, budgeted equipment, specialized equipment such as a street sweeper and everyday items needed for water and sewer to run efficiently. With this policy we would still follow state bidding process when required. This policy gives department heads and administrator more control with reaction in day to day business.

Motion by Pedrys and seconded by Burch to recommend the updated procurement policy to the Board for approval as presented.

Ayes-2 Nays-0 Motion carried

Budget update

Batchelor stated not all final entries have been made, showed what those would be and numbers look good for 2024.

Future Agenda items and Updates

n/a

Chair Burch adjourned the meeting at 5:31 pm.

Respectfully Submitted by

Carie Krentz, Village Clerk



Memo

To: Admin and Finance Committee
From: Todd Waters, Public Works Coordinator
CC: Carie Krentz
Date: March 6, 2025
Re: **Public Works Furnace Repair or Replacement**

GENERAL INFORMATION

Background

The Public Works Facility is in need of a repair or replacement of its heating system at this time. The 17-year-old current unit is currently heating one side of the shop and is in need of repair. Public Works staff has attempted since mid-January to have something completed by HVAC companies. Staff reached out to 3 separate companies to retrieve quotes to have the furnace repaired, a quote to replace current unit, and a quote to heat the shop in its entirety. Anderson Heating did not respond, Scandia Heating provided only a quote to repair existing furnace and Furnace Doctor provided an a la carte option depending on the direction we wanted to move forward with.

Action(s) Requested

Action 1: At this time Village of Osceola staff respectfully request Admin and Finance to approve 2 new 200,000 BTU units installed by Furnace Doctor, one for each side of the facility to heat everything appropriately for the amount of \$12,665.00.

Attachment(s)

Furnace Doctor
Scandia Heating

RECOMMENDATION(S)

Village Staff recommends approval as presented.

FURNACE DOCTOR

EQUIPMENT QUOTATION

Thursday, February 20th, 2025

Village of Osceola
 310 Chieftain Street
 Osceola, WI 54020
 Attention: Todd Waters
 Re: Reznor unit heater

Below please find the scope of work to provide repairs to the existing unit heater.

1	Inducer motor assembly \$ 1,089.00 Plus labor, and in-bound freight	- Reznor Model UDXC 300 \$ 3,430.00 - Reznor Model UDXC 225 \$ 2,970.00 - Reznor Model UDXC 200 \$ 2,655.00
1	Switch out the current unit heater with either Of the above new unit options, includes Labor, Material, equipment/ man lift, in-bound freight	Gas line rework, venting rework, electrical Test and verify operation \$ 2,210.00
1	Additional heater installation for the other side Includes labor, material, equipment/ man lift In-bound freight, gas line, electrical outlet	Venting material and roof penetration, sealed Low voltage wire and new thermostat \$ 6,020.00
1	<i>Deduction for doing the switch out and additional</i>	<i>Heater option at same time, save \$ 875.00</i>

Quote includes all necessary material and labor to install the above.

All material is guaranteed to be as specified. The above work is to be performed in accordance with the submitted drawings and specifications. Also, to be completed with respect and professionalism for the sum of:

Dollars \$.00

Any alterations or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge, over and the above amount. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance upon above work and materials.	Submitted by: <i>Michael D. Rixmann</i> Michael D. Rixmann Quote is Valid for 15 Days PAYMENT TERMS: 50% DOWN, REMAINING BALANCE DUE UPON COMPLETION OF THE CONTRACTED WORK AS ABOVE WITH FURNACE DOCTOR
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SIGN AND DATE FOR THE ACCEPTANCE OF THE PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date: _____ Signature: _____

Address: 398 State Road 35 Osceola, WI 54020 Phone: 715-294-2899

Carie Krentz

From: jr@scandiaheating.com
Sent: Thursday, February 27, 2025 8:07 AM
To: Todd Waters
Subject: proposal
Attachments: IMG_0001.jpg

New IDF would be \$1900.00 installed

JR West
President
Scandia Heating & Air Conditioning, Inc
651-433-5167



Scandia

Heating & Air Conditioning, Inc.

P.O. Box 7 Scandia, MN 55073
(651) 433-5167 Fax (651) 433-5116

HVAC SERVICE ORDER INVOICE

49831

BILL TO _____

TECHNICIAN: <i>JK</i>		DATE: <i>2/25/05</i>
MAKE	MODEL	SERIAL #

NAME: <i>TS Smith</i>	
STREET: <i>21790 Olinda Lane</i>	
CITY: <i>Scandia</i>	AUTHORIZED BY
PHONE (HOME): <i>608 797 4750</i>	PHONE (WORK)
WORK TO BE PERFORMED	
<input type="checkbox"/> SERVICE <input type="checkbox"/> MAINTENANCE AGREEMENT <input type="checkbox"/> INSTALLATION <input type="checkbox"/> WARRANTY	

ENVIRONMENTAL CHECK LIST		FILTER LIST		<input type="checkbox"/> WASHABLE <input type="checkbox"/> DISPOSABLE	
RECOVERED	_____ lbs. R	_____ x _____	_____ x _____	_____ x _____	_____ x _____
NEW	_____ lbs. R	_____ x _____	_____ x _____	_____ x _____	_____ x _____
QTY	PART NUMBER	PART DESCRIPTION			

WORK PERFORMED

move & Replaced Duct for Remodel

\$450^w

RECOMMENDATIONS

REPAIR CODE	REPAIR DESCRIPTION	REPAIR AMOUNT

LIMITED WARRANTY - All materials, parts and equipment are warrantied by the manufacturer's or supplier's written warranty only. All labor performed by the above named company is warrantied for 30 days or as otherwise indicated in writing. The above named company makes no other warranties, express or implied, and its agents or technicians are not authorized to make any such warranties on behalf of above named company.

Payment is due on receipt of service unless prior arrangements are made. Accounts over 30 days will be charged a \$5.00 statement fee. Balances over \$400.00 will be charged a 1.5% interest fee.

I have authority to order the work outlined above which has been satisfactorily completed. I agree that Seller retains title to equipment/materials furnished until final payment is made. If payment is not made as agreed, Seller can remove said equipment/materials at Seller's expense. Any damage resulting from said removal shall not be the responsibility of Seller.

CUSTOMER SIGNATURE _____ DATE _____

SERVICE CALL

SUBTOTAL _____

TAX _____

TOTAL _____

7 of 14

Thank You

VISA MC CASH CHECK

CHECK NO. _____

CARD NO. _____

EXP _____ CARD CODE _____

Osceola Police Department School Resource Officer Job Description

Responsibilities:

Osceola PD officers perform all essential tasks of a police officer with a focus on professionalism and building a relationship with the community. Officers enforce both municipal ordinances of the Village of Osceola and the laws of the State of Wisconsin. This position is for a School Resource Officer for the Osceola School District who will be employed by the Village of Osceola and act under the direction and supervision of the Chief of Police.

The School Resource Officer (SRO) will primarily work within the Osceola School District during the school calendar year within the Elementary, Intermediate, Middle, and High Schools and will be responsible for promoting a safe, secure, and supportive environment throughout the schools.

In addition to the duties of a regular police officer the duties of the SRO will include:

- Foster positive relationships between students and law enforcement and be a readily available resource to both students and faculty in law enforcement topics.
- Protect the schools against external threats to the safety of the students, prevent unauthorized access to school property, and secure the school against a natural disaster or other violence.
- Perform the duties of a regular police officer pertaining to school resource matters to include responding to calls, investigating criminal and municipal code offenses that occur on school grounds while the SRO is on duty or during school hours and taking enforcement action as necessary.
- Make regular patrols throughout the schools as requested and available and monitor vehicle and pedestrian traffic throughout the school zones during times of heavy traffic during school hours or while on duty.
- Assist patrol officers and other agencies with follow-up investigations that originate on student-occupied property or involve a student.
- Patrol and monitor various school functions outside of regular school hours as requested and when available.

- Develop and provide educational presentations and discussions regarding law enforcement functions for students, parents, faculty, and administrators as requested and when available.
- Assist the school faculty and administrators in establishing policies that contribute to the safety of school staff and students.
- Participate in preventative or informational conferences with students and parents, as requested and appropriate.
- Assist the school corporation's school safety specialist with the development and implementation of a school safety plan that will address security and protection.
- Participate in the development of programs designed to identify, assess, and provide assistance to troubled youth.
- Assist patrol officers with law enforcement duties outside of the school district as needed during emergency situations.
- Compile reports documenting activity and incidents and submit them to the Chief of Police on a regular basis.

Memorandum of Understanding

Public-School Resource Officer Program

Between Village of Osceola and School District of Osceola

This agreement entered into this _____ day of _____, 2025, by and between the Village of Osceola, a Wisconsin municipal corporation, 310 Chieftain St Osceola, Wisconsin, herein referred to as "Village," and the School District of Osceola, 331 Middle School Drive, Osceola, Wisconsin, herein referred to as "School District."

1. **Purpose:** The purpose of this Agreement is to implement a joint proactive program between the Village and the School District, which promotes and enhances safe and healthful educational environments and facilitates the general health, welfare, and safety of the community. This agreement is enacted pursuant to Section 66.0301 of the Wisconsin State Statutes.
2. **Goals:** The philosophy, objectives, supervisory responsibilities, and specific officer duties are contained in the job description for the Police School Resource Officer, hereafter "SRO," which is attached hereto and is incorporated as if full set forth verbatim. The SRO program is founded on the concepts of crime prevention, student education, and student and staff safety.
3. **Term:** The initial term of this Agreement shall commence August 18, 2025, upon execution of this agreement by both parties and will remain in effect through June 4, 2026.
4. **Renewal:** This agreement shall automatically renew for one year on July 1, 2026 and each consecutive year thereafter, unless either party shall provide written notice of its election not to renew or renegotiate this agreement of the other party on or before July 1 immediately preceding the start of the school year affected.
5. **Cost sharing:**
 - a. The School District agrees to pay 190 days of the salary and benefits of the SRO assigned by the Chief of Police to the school district. The Village will pay the other additional days of the salary and benefits starting August 18, 2025. The Village will invoice the School District monthly for their portions of the salary and benefits for the SRO.
 - b. The Village will reserve \$3,000 for equipment, maintenance of vehicle and/or materials needed for educational purposes. The School District will reserve \$3,000 to share cost of equipment, maintenance of vehicle and/or materials needed for educational purposes.
 - c. The School District will provide office space with furniture in the school district for the SRO.
 - d. Training costs will be the financial responsibility of the Village unless the training is requested or required by the School District.
6. **Personnel:**
 - a. The Chief of Police shall assign an officer to the school district for the school calendar year.

- b. The officer shall be selected with and agreed upon by the School District. The SRO shall at all times be an employee of the Village under the direction of the Chief of Police.
 - c. The School District can in writing request removal of the assigned SRO for unsatisfactory performance. The officer may be reassigned by the Chief of Police.
 - d. The Chief of Police has the express authority to reassign the SRO at any time during the contract period and will communicate with school administration prior to making such a decision.
 - e. No part, provision or whole of this Agreement shall in any manner, nor shall it be construed in any manner as to delete, diminish, alter, amend or defeat any right, power, authority, responsibility or obligation vested or conferred by the Common Council of the Village, Sections 62.09(1)(a), 62.09(7)(b), 62.09(7)(c), 62.09(13) Wis. Stats., or otherwise by the law.
7. **Performance:** A designated School District representative shall assist the Chief of Police or his/her designee with a yearly performance evaluation prior to the end of the school year. The School District shall report any issues or concerns immediately to the Chief of Police or their designee.
8. **Work Days:**
- a. **Regular Schedule:** The SRO shall work the regular days of the school schedule to include the days that school staff are required to report to school. The Chief of Police or their designee will work with the School District on a mutually agreeable schedule for the SRO. The SRO's normal work hours are from 7:40am-3:40pm Monday-Friday.
 - b. **Paid Time Off (PTO)/Compensatory Time Off {Comp}:** The Chief of Police or their designee shall make the best efforts to schedule the SRO's PTO or Comp time off when school is not in session. However, the School District understands that the PTO, comp and work hours must be scheduled in conjunction with Police Department needs and is further subject to the Collective Bargaining Agreement in place between the Village and Osceola Professional Police Association.
 - c. **Absences:** The SRO shall notify both the applicable school principal and the Police Department supervisor for each day the officer is not available for duty due to illness or otherwise. If the officer is absent for more than five school days for a reason other than PTO, comp, training or sick days, the School District shall be credited for the time the officer was absent.
 - d. **Overtime:** The School District may request an officer present at extracurricular activities in excess of the normal school day to provide security and safety to students, staff, and citizens attending events. The SRO can flex time worked to accommodate school functions; however, the school district agrees to reimburse the Village for school-directed overtime worked during the school year for extracurricular activities such as sporting events, prom, homecoming, and other school-related functions. However, the Chief of Police has the authority to assign any available officer to such activities in addition to the SRO or if the SRO is unavailable. Any overtime associated with the investigation of an ordinance or criminal violation shall be the responsibility of the Village.

- e. **Schools Not In Session:** When school is not in session, the SRO's schedule will be at the discretion of the Chief of Police. The SRO can utilize paid time off or compensatory time off when school is not in session during the regular school year. The SRO is expected to attend the Professional Learning Days (PLD).

- 9. **Activity Reports:** The SRO shall record daily activities on forms provided by the Village and School District and shall submit copies of such forms to the Chief of Police and School District as directed/required. The reports shall document the time spent educating students and staff.

- 10. **Dress Code:** The SRO shall wear business casual civilian attire in compliance with the Osceola Police Department Policy. The Chief of Police may designate the SRO to wear a police department uniform of the day for special events. The Dress Code must be approved by the Chief of Police and the School District.

- 11. **SRO Responsibilities:** The SRO shall be responsible for enforcing Village ordinances and Wisconsin State Statutes on School District property. The SRO job responsibilities will be further described in the SRO job description attached to this agreement.

Osceola School District Superintendent
Date:

Osceola Police Chief
Date:

Village of Osceola - Monthly Budget Report
Year to Date for Month Ending
2/28/2025

Account Number	Village of Osceola	2025 Actuals @ 2/28/2025	2025 Budget	Variance (Over)/Under Budget	Percentage
Revenue					
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	
	Total Taxes	2,873	748,448	(745,575)	
		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
	Intergovernmental Revenues	38,040	650,854	(612,814)	
	Licenses and Permits				
100-00-44110-000-000	Liquor Licenses	10	6,000	(5,990)	
100-00-44200-000-000	All non-liquor licenses	200	4,000	(3,800)	5%
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	440	2,000	(1,560)	22%
100-00-46330-000-000	Downtown Parking Permits	200	1,000	(800)	20%
	Licenses and Permits	850	109,000	(108,150)	
	Fines, Forfeits and Penalties				
100-00-45100-000-000	Court Fines Revenue	3,476	26,000	(22,524)	13%
100-00-45110-000-000	Parking Fines	0	100	(100)	0%
	Fines, Forfeits and Penalties	3,476	26,100	(22,624)	
Special Assessments					
100-00-42300-000-000	Special Assessment Revenue	0	100	(100)	0%
	Public Charges for Service				
100-00-44102-000-000	Dog Licenses	395	900	(505)	44%
100-00-46211-000-000	Charges for Public Service - Police	70	1,000	(930)	7%
	Other - COPS Grant	0	0	0	
100-00-46100-000-000	Admin Assess Search	200	1,500	(1,300)	13%
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	96,952	140,000	(43,049)	69%
	Public Charges for Service	97,617	423,954	(326,338)	

Village of Osceola - Monthly Budget Report
Year to Date for Month Ending
2/28/2025

Account Number	Village of Osceola	2025 Actuals @ 2/28/2025	2025 Budget	Variance (Over)/Under Budget	Percentage
	Misc General Revenue				
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	3,115	0	3,115	
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
	Misc. General Revenue	8,923	445,000	(86,077)	
	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		
	Subtotal Other Financing Sources	0	113,495	(5,000)	
	TOTAL REVENUE	151,779	2,516,951	(1,906,677)	6%
	GENERAL FUND EXPENSES -SUMMARY				
	Legislative	2,018	97,138	(95,120)	2%
	Administration	53,454	226,117	(172,663)	24%
	Police	81,573	785,820	(704,247)	10%
	Fire	21,984	208,724	(185,540)	11%
	Street	24,873	244,020	(219,147)	10%
	Street Lights	5,554	41,000	(33,620)	14%
	Storm Water	910	17,549	(12,199)	5%
	Street Signs	755	11,098	(10,343)	7%
	Garage and Maintenance	22,952	128,225	(70,467)	18%
	Sanitation	978	19,062	(18,084)	5%
	Parks	10,810	149,855	(139,045)	7%
	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	3,885	22,000	(18,115)	18%
100-00-51530-215-000	Assessor	5,440	13,200	(7,760)	41%
100-00-51530-390-000	Assessor Manufacturing	0	2,400	(2,400)	0%
	TOTAL GENERAL FUND OPERATING EXPENDITURES	282,841	2,516,952	(2,191,239)	11%
	REVENUE OVER (UNDER) EXPENSES	(131,062)	(1)	284,563	