

**TOWN OF OSCEOLA
TOWN BOARD OF SUPERVISORS
REGULAR BOARD MEETING
Monday, May 2, 2022 – 6:30 P.M.
Town Hall - 516 East Avenue North, Dresser WI
Agenda Can Change Up to 24 Hours Prior to Meeting**

MEETING AGENDA

1. Call Meeting to Order
2. Verification of Meeting Posting
3. Pledge of Allegiance
4. Roll Call
5. Presentation and Approval of Bills
6. Acceptance of Proposed Agenda
7. Approval of Minutes of Previous Meetings: 4/11/2022, 4/20/2022 *1-9*
8. Public Comment
9. Public Works Report *10-11*
10. Treasurer's Report
11. Clerk's Report *12*
12. Old Business
 - a) Consider Dwight Lake Boat Landing Improvements
 - b) Consider Town Website Updates *13-14*
13. New Business
 - a) Consider 2021 Financial Audit
 - b) Consider Local Roads Improvement Plan(LRIP) Grant and Road Bids *15-19*
 - c) Consider Board Assignments to:
 - i. Plan Commission
 - ii. Board Committees (Personnel, Finance, Public Works, Media & Technology)
 - iii. Community Boards: Osceola Ambulance and Allied Emergency Fire
 - iv. Broader Work Efforts:
 1. Consider Records Retention Plan
 2. Consider Ordinances Review
 3. Consider Emergency Operations Plan
 - d) Consider Plan Commission Membership Applicants and New Chair Appointment
 - e) Consider QuickBooks Subscription/Payroll
 - f) Consider Ordinance Chapter 3, 3.07 Public Records Updates and Procedures *20-31*
 - g) Consider Scheduling of June Postponement Meeting for July Open Book and Board of Review *32-33*
14. Chairman's Report
15. Supervisors' Reports
 - Jon Cronick
 - Bernie Desmarais: Supervisor and Plan Commission Update, including 4/26/22 minutes *34-35*
 - Jo Everson
 - Debbie Thompson
16. Request for Future Meeting Agenda Items
17. Next Plan Commission Meeting – May 24, 2022
18. Next Town Board Meeting – June 6, 2022
19. Community Meetings Board Members Attend:
 - Osceola Area Ambulance Service Board Meeting: Wed., May 11, 6 p.m.
20. Adjournment

Notice is hereby given that a quorum of the Town of Osceola Plan Commission may be present at this meeting of the Town Board of Supervisors scheduled as noted above to gather information about a subject over which they have recommendation-making responsibility. The Plan Commission will take no formal action at this meeting.

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 the Clerk's office at (715)755-3060.

AFFIDAVIT OF POSTING: I hereby certify that this notice has been posted at the Dresser Post Office, the Town Hall, the First Community National Bank, and the Town Web Site.
/s/ Denise Skjerven, Clerk

TOWN OF OSCEOLA
BOARD OF SUPERVISORS MEETING
Monday, April 11, 2022 — 6:30 p.m.

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, March 7, 2022, at 6:30 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

CALL TO ORDER: Chair Lindh called the regular meeting to order at 6:30 p.m.

VERIFICATION OF MEETING POSTING: Clerk Skjerven confirmed that the notice was posted at the Town Hall, Dresser Post Office, the First Community National Bank, the Town Web Site, and the Town Facebook page.

PLEDGE: Lindh led the Pledge of Allegiance to the United States Flag.

PRESENT: Chair Lindh, Supervisors Everson and Gustafson.

ABSENT: Supervisor Cronick.

PUBLIC ATTENDEES: Clerk Skjerven, Treasurer Carlson, Public Works Supervisor Raddatz, Debbie Thompson, Jim Brundage, Jim Berg, Gae and Tom Magnafici, Bernie Desmarais, Warren Johnson, Tyler Dye, Madee Stener, Ed Everson, Sandy Ball, Jeremy and Teresa Utke, Mark Skjerven, Cindy Thorman, and Nealy Corcoran from the Osceola Sun.

CHECK PRESENTATION AND APPROVAL OF BILLS

A packet of check detail was provided at the meeting by Treasurer Carlson.

MOTION BY EVERSON/GUSTAFSON TO APPROVE THE TREASURER'S LIST OF CHECKS AND AUTOMATED PAYMENTS AS PRESENTED TOTALLING \$123,592.45 AND NUMBERS 18055 THROUGH 18143 AND ACH PAYMENTS AS PRESENTED. MOTION CARRIED.

ACCEPTANCE OF PROPOSED AGENDA

MOTION BY EVERSON/GUSTAFSON TO AMEND THE AGENDA TO MOVE THE FIRST ITEM UNDER NEW BUSINESS CONSIDER APPOINTING A TOWN BOARD SUPERVISOR TO FILL THE VACANT POSITION TO BE THE FIRST ITEM FOR CONSIDERATION UNDER OLD BUSINESS, AND TO APPROVE AS AMENDED THE APRIL 11, 2022 AGENDA. MOTION CARRIED.

MEETING MINUTES

MOTION BY EVERSON/LINDH TO APPROVE THE 3/7/2022 TOWN BOARD MEETING MINUTES AND THE 3/24/2022 SPECIAL TOWN BOARD MEETING MINUTES AS PRESENTED. MOTION CARRIED.

PUBLIC COMMENT

Jim Brundage mentioned he has now worked at two Town elections as a poll worker and he sees first hand how all poll workers involved are committed to assuring each voter gets to cast one ballot. Jim has concerns about there not being a way to reconcile the candidate counts, as the voter equipment machines did all the counts. His view of Wisconsin's voting system is that there are inflated voter rolls...

approximately +29% was added to Wisconsin's voter rolls within 10 months prior to the November 2020 General Election (approximately 957,000 new names were added to voter rolls). In his opinion, the absentee ballot drop boxes were stuffed by more than just the actual voter. He believes the State of Wisconsin was duped by Command Central whereby Command Central forced a purchase of new voting equipment and thereby also forced a release of the Town's voter equipment to themselves when otherwise the equipment should have been retained for a minimum of 22 months by local jurisdictions. In his view, the Town needs an entire new election system, and the Town should not use the voting equipment unless the Town can reconcile all with hand counting.

Teresa Utke expressed the importance of having election poll workers attend training and work at elections because of the significant investment in training and commitment in these important roles to the Town for its elections. And, Utke also mentioned at the last Osceola School Board meeting it was announced that the Osceola School Board will no longer post the School Board agendas unless specifically requested, and will only provide the agendas to a newspaper. Utke requested the Board consider reaching out to the Osceola School District and request the agendas be given to the Clerk on a regular basis.

PUBLIC WORKS REPORT

Raddatz reported the hitch was built on the dump truck and it has been wired to be able to pull the spray patcher equipment.

Both Raddatz and Gaffney attended a Mine Safety and Health Administration (MSHA) training session at Garfield. They both worked on thawing out culverts on Behning Creek Road, 120th, 85th, and 90th roads, and assisted Alden thaw Alden's culverts with the pressure washer.

There was tree trimming needing to be done after the ice and snowstorm during March. The road weight restrictions signs were put up throughout the Town.

Raddatz hauled 100 tons of leftover stockpile from Dresser Trap Rock to the Town Shop from last year's chip sealing. Raddatz and Gafney have also been busy filling potholes, and they serviced the 1-ton truck, changing oil and air filters.

The Town's January purchase of the speed limit electronic sign from ElanCity arrived. Raddatz has been working on downloading the program and getting the sign functional for the Town's use. The sign's initial placement will be on 200th near Horse Lake Lane.

Supervisor Gustafson expressed gratitude for the work both Raddatz and Gaffney have been doing while starting to work with each other, along with building partnerships with neighboring municipalities.

Spray patching work will be able to start once the oil is available from Farmington. Raddatz already has the needed rock.

TREASURER'S REPORT

Treasurer Carlson reviewed current bank balances as of April 4, 2022: General Fund \$67,113.51; General Money Market Account \$440,026.83; Tax Receipt Account \$381,550.95; Dresser Traprock

Assurance \$15,048.86; Royal Credit Union CD (from ARPA \$\$s) \$151,441.13; Royal Credit Union general account of \$141.52; Royal Credit Union Money Market Public Works account \$50,081.01.

Carlson also shared the latest Profit & Loss Budget vs. Actual Report through April 15, 2022. And, Carlson mentioned there were 194 broadband grant applications that were submitted by the March 17, 2022 submission deadline.

MOTION BY GUSTAFSON/EVERSON TO APPROVE THE TREASURER'S REPORT AS PRESENTED. MOTION CARRIED.

CLERK'S REPORT

Clerk Skjerven gave a report out of work activities during the month of March, involving ordinance updates (some yet in draft form) to Chapter 8: driveway permit approvals (adopted), Chapter 2: Governing Body (draft changes), Use of Virtual Meeting Equipment (Ordinance 22-04-11), Resolution 22-03-07 to set Town board meeting date, disseminating of four building permits and one driveway permit, meeting preparation and minutes, handling one public request, prepared five ads (primarily for the Spring Election), but also for temporary weight restrictions and to notice the annual Town meeting, kept the Town's website updated, handling walk-ins (primarily burn permits), and election work efforts included: involvement with the April 5th Spring Election, posting of notices, handling absentee ballot processing and in-person absentee ballot voting, write-in training for poll workers, and conducting the public test of voter equipment.

CONSIDER APPOINTING A TOWN BOARD SUPERVISOR TO FILL THE VACANT POSITION

The Board previously discussed they were having difficulty filling the Town Board Supervisor position vacated by Mike Wallis in early August 2021. It was noted by the Board they would consider after the April 2022 election the individual that received the most write-in votes during the April 2022 Spring Election. There were 37 write-ins, and a few write-in names were not even residents within the Town of Osceola. Three Town of Osceola residents were written in: Bernie Desmarais, Bob Wright, and Neal Gustafson. Discussion ensued by the Board on this topic as to whether to consider write-in persons to fill the open Town Board Supervisor position. Everson expressed happiness to learn Bernie received the highest number of write-in votes, and that Bernie expressed interest in filling the position.

MOTION BY EVERSON/GUSTAFSON TO APPOINT BERNIE DESMARAIS FOR THE TOWN BOARD SUPERVISOR POSITION, OPENED BY MIKE WALLIS' DEPARTURE, AND THE BOARD TERM WOULD EXPIRE IN APRIL OF 2023 AT THE ANNUAL TOWN MEETING. AYES: LINDH/EVERSON/GUSTAFSON/SKJERVEN; NAYS: NONE. MOTION CARRIED.

Clerk Skjerven proceeded to swear in Bernie Desmarais as a new Town Board Supervisor, effective for a one-year term.

OLD BUSINESS

CONSIDER DWIGHT LAKE BOAT LANDING IMPROVEMENTS

Nothing new to report.

CONSIDER SIMMON DRIVE ROAD PROJECT

Nothing new to report.

CONSIDER TOWN WEBSITE UPDATES

Carlson mentioned that the Town's current website consultant has completed re-writing the code language and is in the process of shifting older documents from the website to the Amazon cloud storage area and is bringing the Town's web site to the new standards by the end of the week.

The next discussion topic on the Town's website is whether to change any of the look, format, and operational aspects of the Town's website pages. The current website consultant used by the Town does not charge a monthly fee for services unlike other vendors with which the Treasurer has spoken at a ballpark charge of \$14.00-16.50 a month to host the Town's website, along with set up charges. Carlson and Skjerven will be talking further with the Town's current website consultant on Monday, April 18th to go through potential re-designs and shortcuts that can be utilized and will provide another update at the Board's May 7th meeting.

CONSIDER MICROSOFT TEAMS IMPLEMENTATION WORK EFFORTS AND COSTS

With Microsoft Teams, meetings will be able to be recorded and stored on the Cloud, which has a lot of storage (equal to approximately 100 gigabytes), which would allow several years' worth of storage for the Town's recordings. [Each Town computer has that amount of storage capability available in the Cloud.] There is no cost for the Cloud storage. The Town's attorney indicated recording and storing of Town meetings is not required. Access to the recordings once the recordings are on the Teams cloud platform can be done from any of the Town's computers. A second way of recording the meetings would be to utilize the same recording method currently used for Town Board meetings. Type written meeting minutes would still be completed.

MOTION BY DESMARAIS/GUSTAFSON TO UTILIZE MICROSOFT TEAMS TO RECORD PUBLIC TOWN MEETINGS, BOTH BOARD AND PLAN COMMISSION MEETINGS. AYES: LINDH/DESMARAIS/GUSTAFSON; NAYS: EVERSON. MOTION CARRIED.

NEW BUSINESS

CONSIDER ROAD BIDS

Chair Lindh has not yet received the road bids information from Delmore Consulting when they were to have been received in time for this April Town Board meeting. Lindh will follow up with Delmore on Tuesday and there will likely need to be a special meeting to proceed with next steps on the Town's road bids.

CONSIDER LAWN CARE BIDS

For 2022 services, the Board received four bids for lawncare services from: White Pine Property Management (\$130 per time, plus \$75 per time for lawn treatment), Lakefront Lawn and Dock Services (\$120 per time), Mallin Lawn Care/Landscaping (\$150 per time), and Willey's Lawn & Outdoor Service (\$160 per time) for services at Town Hall (516 East Ave. No.), at Sand Lake, and at Dwight Lake landing.

Everson inquired as to why the Town needs lawncare services provided by an external service provider rather than having the work done by the Town's two Public Works' full-time positions. At the current time, the Town does not own a mower nor does the Town have a trailer to haul the mower on. Everson

asked the Board to consider at a later date (for 2023 budget consideration) whether to purchase a mower and trailer. Chair Lindh agreed this topic should be further discussed later this year.

MOTION BY GUSTAFSON/DESMARAIS TO ACCEPT THE LAWN CARE BID FROM LAKEFRONT LAWN AND DOCK SERVICES FOR \$120 PER TIME FOR MOWING AT DWIGHT LAKE, SAND LAKE, AND THE TOWN HALL. MOTION CARRIED.

Treasurer Carlson will connect with Tyler Dye from Lakefront Lawn and Dock Services for the needed paperwork to get all in place prior to them providing services in 2022.

**CONSIDER LETTER TO POLK COUNTY ZONING REGARDING TOWN OF OSCEOLA ORDINANCES
OVERRIDING COUNTY ZONING**

A letter was originally drafted in January 2022 to be sent to Jason Kjeseth, Polk County Zoning Administrator, Land Information Department, whose purpose was to raise awareness that there are Town Ordinances that conflict and technically override established policies and practices of zoning within Polk County's Land Information Department. Chair Lindh asked Desmarais whether Desmarais had any additional comments to share on the letter content, as Desmarais was Chair of the Plan Commission when the letter was brought forth to the Plan Commission in December in preparation for bringing the letter to the Board at the Board's January meeting. Desmarais expressed agreement with the letter content.

MOTION BY DESMARAIS/LINDH FOR THE BOARD TO APPROVE THE LETTER TO THE POLK COUNTY ZONING ADMINISTRATOR, JASON KJESETH, LAND INFORMATION DEPARTMENT, REGARDING TOWN OF OSCEOLA ORDINANCES OVERRIDING COUNTY ZONING AS SENT ON BY THE PLAN COMMISSION. MOTION CARRIED.

The letter will be revised slightly in the signatory area to add Desmarais' name as a Town Board Supervisor.

CONSIDER PLEASANT PRAIRIE CEMETERY APRIL MEETING IN TOWN HALL

Bill Robins contacted the Clerk requesting the use of the Osceola Town Hall for the Pleasant Prairie Cemetery April meeting, possibly to be scheduled for April 21st.

MOTION BY GUSTAFSON/EVERSON TO ALLOW PLEASANT PRAIRIE CEMETERY GROUP TO HOLD THE PLEASANT PRAIRIE CEMETERY APRIL MEETING AT THE TOWN OF OSCEOLA TOWN HALL. MOTION CARRIED.

CONSIDER CEMETERY FUNDS REQUESTS

The Town Board has received 2022 cemetery fund requests from Bethesda Cemetery, Pleasant Prairie Cemetery, and Sand Lake Cemetery, and each provided financials. The fund amounts granted in the past have varied, and Everson requested going forward a more even amount be given to each of the requestors. Desmarais' suggestion was to give each group the same amount they received in 2021 and to change the Town Board's approach starting with 2023.

MOTION BY LINDH/GUSTAFSON TO DIVIDE EQUALLY THE CURRENT BUDGET AMOUNT OF \$2,000.00 TO THE THREE CEMETERY REQUESTORS: BETHESDA CEMETERY, PLEASANT PRAIRIE CEMETERY AND SAND LAKE CEMETERY. MOTION CARRIED.

Everson and Lindh asked the Clerk to annually send out a mailing to all of the cemeteries within the Town to inform them of the cemetery fund application request process.

CONSIDER 2021 AUDIT

CliftonLarsonAllen(CLA) provided a booklet to the Board containing the results of the 2021 audit. A representative from CliftonLarsonAllen will be present at the May 2, 2022 Town Board meeting to give a presentation of the 2021 audit findings. There are no concerns raised by CliftonLarsonAllen of the 2021 audit results. There was a motion made at the April 2021 Annual Town Meeting to request the 2021 audit be conducted prior to the annual meeting.

MOTION BY EVERSON/GUSTAFSON TO ACCEPT THE 2021 AUDIT SUBMITTED BY CLIFTONLARSONALLEN AS PRESENTED, WITH THE UNDERSTANDING A CLIFTONLARSONALLEN REPRESENTATIVE WILL BE PRESENT AT THE MAY 2, 2022 TOWN BOARD MEETING TO DO A FORMAL PRESENTATION OF THE 2021 AUDIT RESULTS. MOTION CARRIED.

CONSIDER ORDINANCE 22-04-11: USE OF VIRTUAL MEETING EQUIPMENT

The ordinance would be an insertion update to a portion of Chapter 2, the Governing Body, Section 2.02 Meetings, to better clarify the use of remote meeting equipment and how it pertains to meeting attendance.

Lindh noted the ordinance will need to be revised slightly in the signatory area to add Desmarais' name as a Town Board Supervisor.

MOTION BY DESMARAIS/GUSTAFSON TO APPROVE ORDINANCE 22-04-11 FOR USE OF VIRTUAL MEETING EQUIPMENT. MOTION CARRIED.

CONSIDER CHAPTER 2: THE GOVERNING BODY ORDINANCE

Included in what the Board reviewed is a rough draft of potential changes to the Chapter 2 ordinance. At this time the draft is being used by the Board for consideration purposes only.

Lindh had one comment related to section 2.03 and asked that item 10 be shown as Clerk and Treasurer's reports. Everson indicated the Committees should only be listed and not detailed, as they are fluid as applicable matters arise. Lindh confirmed the intention is the Committees are filled only by Board members. The Board requested the Clerk revise the document as discussed and to have a clean copy ready for discussion at the May 2, 2022 Town Board meeting.

CONSIDER RESOLUTION 22-04-11: FOR REMOTE MEETING PROCEDURE USING INTERNET MEETING SERVICES

The purpose of Resolution 22-04-11 was to cover the operational aspects of using internet meeting services. Clerk Skjerven was asked by the Board to revise the resolution to better note the resolution's tie in within the adopted ordinance on virtual meetings. Board members will share feedback to Skjerven and this topic will be discussed again at the May 2, 2022 Town Board meeting.

CHAIRMAN'S REPORT

Chair Lindh attended a Fire Board meeting and at that meeting there was an election of a new Chief Officer for the Fire Board. Kevin Christensen was named as the new Chief Fire Marshall.

Lindh asked each of the Board members to think about and communicate to Clerk Skjerven what committees and commissions they would like to be on as the topic of assignments for these will be on the May 2, 2022 Board meeting agenda.

SUPERVISOR'S REPORT/CRONICK

No report as Cronick was absent.

SUPERVISOR'S REPORT/DESMARAIS

Desmarais mentioned there was an applicant that presented to the Plan Commission in March a variance to the road setback in order to build a boathouse on 847 200th St. The Plan Commission requested the applicant obtain a property survey to assist with more accurate measurements regarding the setback, and to also obtain a driveway permit if there are plans for the applicant to expand the driveway.

The Plan Commission will be getting back to making updates to the Comprehensive Plan to update applicable areas once current data regarding the Town's census is made available from the U.S. Census Bureau.

Lindh and Gustafson briefly discussed the upcoming need to change the Plan Commission membership to only have one Board member be on the Plan Commission, and the Chair of the Plan Commission cannot be on the Town Board. Chair Lindh noted there is an opening up for applications for Plan Commission membership and the applicants and Board representation on the Plan Commission will be discussed at the Board's May 2, 2022 meeting. For the April Plan Commission meeting, Lindh asked that Supervisor Cronick step down from the Plan Commission, and Desmarais will discuss this topic further with Jon.

SUPERVISOR'S REPORT/EVERSON

Nothing to report.

SUPERVISOR'S REPORT/GUSTAFSON

Nothing to report.

FUTURE AGENDA ITEMS

- Old Business:
 - Consider Dwight Lake Boat Landing Improvements
 - Consider Town Website Updates
- New Business:
 - Consider Road Bids
 - Consider 2021 Audit
 - Consider Board Committee Assignments, including Board Representation on Plan Commission
 - Consider Plan Commission Membership Applicants
 - Consider Chapter 2: The Governing Body Ordinance
 - Consider Resolution 22-04-11: For Remote Meeting Procedure Using Internet Meeting Services

ANNUAL TOWN MEETING

April 19, 2022, 6:30 p.m. in the Town Hall

8

NEXT PLAN COMMISSION MEETING

April 26, 2022, 6:00 p.m.

NEXT TOWN BOARD MEETING

May 2, 2022, 6:30 p.m.

COMMUNITY MEETINGS BOARD MEMBERS ATTEND

Allied Emergency Services: April 21

ADJOURN

MOTION BY GUSTAFSON/DESMARAIS TO ADJOURN THE TOWN BOARD MEETING MONDAY, APRIL 11, 2022. MOTION CARRIED. The meeting adjourned at 8:03 p.m.

To be approved: May 2, 2022

Approved:

Denise Skjerven, Town Clerk

Town Of Osceola

April 22

Publicworks report

- 1. Fabricate tail gate for patcher machine on truck to make it fit.**
- 2. Remove sander wing and plow from IH to get ready for spray patching and summer work.**
- 3. Speed sign came in downloaded programs and install sign on 200th by horse lake.**
- 4. Hook spray patcher up go over it check over bearings oil and augers repair some flashing lights on machine and add some to truck for safety.**
- 5. 4/18/22. Clean out shop and pressure wash floor and get ready for annual meeting.**
- 6. 4/14/22 1:48am called in for down tree on 93rd ave**
- 7. 4/15/22 9:59 called in for a one car accident on 60th ave**
- 8. Watch training videos on backhoe safety and spray patcher and traffic safety.**
- 9. Remove wing sander from the Mack also remove wing and leaking hydraulic cylinder from grader.**
- 10. Work on wash driveway issue on poplar lane that should have had culvert in before resurfacing.**
- 11. 4/22/22 10:25 called in for pothole**
- 12. 4/23/22 8:59 tree down on 216 and 120th**
- 13. 4/23/22 4:48pm tree down 90th Ave and ravine**
- 14. 4/24/22 9:29pm 195 st**
- 15. 4/24/22 4:30am 6:45am poplar lane and 60th**
- 16. Grade gravel roads**
- 17. Pick up culverts for on 120th by winery**
- 18. James and Joel from Farmington came and checked over patcher make a few suggestions on thing we might want to change before use.**
- 19. Put all 5 docks in**

- 11
- 20. Picking up garbage from adopt a hwy if anyone is interested in joining let me know.**
 - 21. Work with Delmore on road work and review road projects.**
 - 22. Pickup new saw from Midwest equipment \$444.33 after approval from Dale.**

HIGHLIGHTS OF CLERK ACTIVITIES DONE THIS MONTH:

APRIL:

TASKS	#	FURTHER COMMENTS
Resolutions		
Ordinances/Resolutions		
Building Permits	4	Alterations to existing property New construction (no driveway; rebuild cabin on existing lot)
Driveway Permits	1	With new construction Stand Alone
Meetings and Minutes	4	4/11 Regular Town Board Meeting(TBM) 4/19 Annual Town Meeting(ATM) 4/20 Special Town Board Meeting(STBM) 4/26 Plan Commission Meeting(PCM)
Public Records Requests	10	Attorney bills Write In Votes for Spring Election Applicants for TB Supv '21 Financial Audit Rpt ATM Sign Ins, Audio Appointment of TB Supv
Employee Changes	3	Town Supervisors: Desmarais, Thompson, Gustafson
Ads		
Town's Web Page (and Town Facebook site)		Updated: Meeting Notices and Minutes Outdated coding language and capacity stored on website, new look
Form Updates		
Public Walk-in/calls		burning permits
Training		
Elections		<ul style="list-style-type: none"> Held April 5 Spring Election: 663 ballots cast; 64% used paper, 36% used electronic <p>Assisting me with questions have been Shabana (at County), Cindy Thorman, the WEC, and WTA.</p>
Miscellaneous		Liquor and Tobacco/Vape Licensing Mailing Sent out 4/18 to 7 businesses Contacted School District of Osceola for School Board Meeting Notices Town Hall Entry Way Painting Completed
Preparations		Board of Review



Estimate

Date	Estimate #
4/6/2022	330

Name / Address
Town of Osceola P.O. Box 216 Dresser, Wisconsin 54009-0216

			Project
Description	Qty	Rate	Total
Costs Updating to an entire new theme can vary from \$350-\$3500. For your site I would estimate \$350-\$750. Updates are billed at \$50 an hour with a \$25 minimum. Consultations are billed at \$50. When you work with me you pay for what you use and you do not pay for what you do not need, use or want. Annual: Hosting \$100-\$150 a year, Domain Name renewal \$15 a year, Meeting Manager \$100 a year (new for 2022 starting 5/1/22.) New CMS install: \$100 set up, \$50 a page for 1-5 pages, \$25 a page for 6-10 pages, \$15 a page for 11 or more with single editable region. 17 pages		0.00	0.00
		100.00	100.00
	17	15.00	255.00
We need to terminate all websites running PHP 5 no later than 4/20/22.			
Total			\$355.00

Jolene Jones
 PO Box 84
 Pilot Point, TX 76258

Estimate

Date	Estimate #
4/18/2022	335

Name / Address
Town of Osceola P.O. Box 216 Dresser, Wisconsin 54009-0216

Project

Description	Qty	Rate	Total
<p>Meeting Manager - Dynamic Date Driven Meeting Manager which allows you post to meeting notices with agendas. Meetings drop of Meeting Page and are added to past Meetings and Agenda's automatically.</p> <p>User logs in to post meetings and agendas, User logs in to add minutes to past meetings. - Cost \$550</p> <p>Meeting Manger Annual Use and Maintenance - Hosted on CommunityHotline.com</p> <p>This estimate shows the \$100 for the Community Hotline Hosted Meeting Manager If you prefer to host and own the meeting manager pages on your site the cost is \$550. You pay one or the other \$550 or \$100 not both</p>		100.00	100.00
Total			\$100.00

TOWN OF OSCEOLA
Request for Bids
LRIP ROAD PROJECT # 17510
LRIP Project ID 39508802301

The Town of Osceola, Polk County is accepting bids for grinding and repaving of 70th Avenue from Dwight Lane to Termini .80 miles. Dwight Lane from County Y to Termini .61 Miles and Dwight Court from Dwight Lane to Termini .08 Miles. Work to be provided will consist of pulverizing the exiting road and repaving with 2.5" x 22' of hot mix asphalt. Two-foot shoulders will be installed.

Sealed bids should be mailed to: Town of Osceola, LRIP BID, PO Box 216, Dresser, WI 54009. The LRIP Project Bid Form can be obtained from the Clerk at clerk@townofosceola.com, 715-755-3060, ext. 1. Bids will be opened on May 26th at 8:30 a.m. at the Town Hall and awarded on June 6, 2022, at 6:30 p.m. at the Town Hall. The Town of Osceola Town Hall is located at 516 East Ave. N., Dresser, WI 54009. For additional information contact the Public Works Supervisor, Todd Raddatz at 715 417-4681 or publicworks@townofosceola.com.

The town of Osceola reserves the right to reject or accept any and all bids most advantageous to the Town of Osceola.

Town of Osceola
Polk County
LRIP-TRI Project Bid Form - 2022

- Bids are due on Thursday May 26th at 8:15 am
- Bids will be decided at the same board meeting on Monday June 6th, 2022 at 6:30 pm - A copy of this list must be filled out as is and included in any bid to be considered.
- Contractor must supply town with proof of insurance.
- The Town reserves the right to accept or reject any or all bids.
- There is a completion deadline for all projects of October 1, 2022
- A fine of \$500 per day will be assessed until project is complete

Company Name - _____

Representative - _____

Project

Full depth pulverization of existing pavement, water, grade and compact. Pave a 2.5-inch compacted Hot Mix mat and install a 2-foot shoulder. Price to include paving into driveways and approaches.

70th Ave – Dwight Ln to Termini - .80 mi x 22 ft

Dwight Ln – CTH Y to Termini - .61 mi x 22 ft

Dwight Ct – Dwight Ln to Termini - .08 mi x 22 ft

Pulverize, Fine Grade & Compact 19,500 SY Per SY \$ _____ \$ _____

2.5 inch Compacted HMA Surface 2,700 Ton Per Ton \$ _____ \$ _____

2 foot Aggregate Shoulder 490 Ton Per Ton \$ _____ \$ _____

Total Bid \$ _____

Notes:

- 1) Price Includes: Pave into driveways to match.
- 2) Project to be completed by 10/1/2022
- 3) Traffic Control shall be incidental to all work performed.

X _____ X _____ CONTRACTOR T/O OSCEOLA,
 DALE LINDH

by Delmore Consulting

TOWN OF OSCEOLA

Request for Bids

The Town of Osceola, Polk County is accepting bids for grinding and repaving of Horse Lake Lane from County Road Y to 200th. 1.40 miles and 60th Avenue from County Road M to 205th Street .50 mile. Work to be provided will consist of pulverizing the exiting road and repaving with 2.5" x 22' of hot mix asphalt with shouldering.

Sealed bids should be mailed to: Town of Osceola, 2022 ROAD BID, PO Box 216, Dresser, WI 54009. The Project Bid Form can be obtained from the Clerk at clerk@townofosceola.com, 715-755-3060, ext. 1. Bids will be opened on May 26th at 8:30 a.m. at the Town Hall and awarded on June 6, 2022, at 6:30 p.m. at the Town Hall. The Town of Osceola Town Hall is located at 516 East Ave. N., Dresser, WI 54009. For additional information contact the Public Works Supervisor, Todd Raddatz at 715 417-4681 or publicworks@townofosceola.com.

The town of Osceola reserves the right to reject or accept any and all bids most advantageous to the Town of Osceola.

Town of Osceola
Polk County
Road Work Bid Form - 2022

- Bids are due on Thursday May 26th, 2022 at 8:15 am
 - Bids will be decided at the same board meeting on Monday June 6th, 2022 at 6:30 pm
 - A copy of this list must be filled out as is and included in any bid to be considered.
 - Contractor must supply town with proof of insurance.
 - The Town reserves the right to accept or reject any or all bids.
 - There is a completion deadline for all projects of October 1, 2022
 - A fine of \$500 per day will be assessed until project is complete
- Company Name - _____
- Representative - _____

Project Scope

Full depth pulverization of existing pavement, water, grade and compact. Pave a 2.5-inch compacted Hot Mix mat and install a 2-foot shoulder. Price to include paving into driveways and approaches.

Project List

Project 1

Horse Lake Ln – CTH Y to 200th St – 1.04 mi x 22 ft

Project Total = \$ _____

Project 2

60th Ave – CTH M to 205th St – .50 mi x 22 ft

Project Total = \$ _____

Town of Osceola
Polk County
Road Work Bid Form - 2022

Company Name - _____

Representative - _____

Horse Lake Ln – CTH Y to 200th St - 1.04 mi x 22 ft

Pulverize, Fine Grade & Compact 13,500 SY Per SY \$_____ \$_____

2.5 inch Compacted HMA Surface 1,800 Ton Per Ton \$_____ \$_____

2 foot Aggregate Shoulder 335 Ton Per Ton \$_____ \$_____

Total Bid \$_____

60th Ave – CTH M to 205th St - .50 mi x 22 ft

Pulverize, Fine Grade & Compact 6,500 SY Per SY \$_____ \$_____

2.5 inch Compacted HMA Surface 925 Ton Per Ton \$_____ \$_____

2 foot Aggregate Shoulder 170 Ton Per Ton \$_____ \$_____

Total Bid \$_____

Notes:

- 1) Price Includes: Pave into driveways to match.
- 2) Project to be completed by 10/1/2022
- 3) Traffic Control shall be incidental to all work performed.

X _____
 CONTRACTOR

X _____
 T/O OSCEOLA, DALE LINDH

**TOWN OF OSCEOLA
POLK COUNTY WISCONSIN**

CODE OF ORDINANCES

Chapter 3

FINANCE AND TAXATION

3.07 PUBLIC RECORDS

(1) DEFINITIONS.

- (a) Authority. Any of the following Town entities having custody of a Town record: an office, elected or appointed official, agency, board, commission, committee, town board, department or public body corporate and politic created by constitution, law, ordinance, rule or order; or a formally constituted subunit of the foregoing.
- (b) Custodian. That officer, department head, division head or employee of the Town designated under sub.(3) or otherwise responsible by law to keep and preserve any Town records or file, deposit or keep such records in his office or who is lawfully in possession or entitled to possession of such public records and is required by this section to respond to requests for access to such records.
- (c) Record. Any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. Record includes, but is not limited to, hand-written, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes) and computer printouts. Record does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale or which are available for inspection at a public library.

(2) DUTY TO MAINTAIN RECORDS.

- (a) Except as provided under sub.(7), each officer and employee of the Town shall safely keep and preserve all records received from his predecessor or other persons and required by law to be filed, deposited or kept in his office or which are in the lawful possession or control of the officer or employee or his deputies, or to the possession or control of which he or they may be lawfully entitled as such officers or employees.
- (b) Upon the expiration of an officer's term of office or an employee's term of employment becomes vacant, each such officer or employee shall deliver to his successor all records then in his custody and the successor shall receipt therefore to the officer or employee who shall file such receipt with the Town Clerk. If a vacancy occurs before a successor is selected or qualifies, such records shall be delivered to and receipted for by the Clerk on behalf of the successor to be delivered to such successor upon the latter's receipt.

(3) LEGAL CUSTODIANS.

- (a) Each elected or appointed official is the legal custodian of his records and the records of his office, but the official may designate an employee of his staff to act as the legal custodian.
- (b) Unless otherwise prohibited by law, the Town Clerk or the Clerk's designee shall act as legal custodian for the Town Board and for any committees, commissions, boards or other authorities created by ordinance or resolution of the Town Board and of the records of the Town Treasurer and law enforcement personnel.
- (c) Each legal custodian shall name a person to act as legal custodian in his absence or the absence of his designee.
- (d) The legal custodian shall have full legal power to render decisions and to carry out the duties of an authority under Subch. II of Ch. 19, Wis. Stats., and this section. The designation of a legal custodian does not affect the powers and duties of an authority under this section.

(4) PUBLIC ACCESS TO RECORDS.

- (a) Except as provided in sub.(6), any person has a right to inspect a record and to make or receive a copy of any record as provided in §19.35(1), Wis. Stats.
- (b) Records will be available for inspection and copying upon at least 48 hours' advance notice of intent to inspect or copy.

- (c) A requester shall be permitted to use facilities comparable to those available to Town employees to inspect, copy or abstract a record.
- (d) The legal custodian may require supervision during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.
- (e) A requester shall be charged a fee to defray the cost of locating and copying records as follows:
 1. The cost of photocopying shall be \$.25 per page. Such cost has been calculated not to exceed the actual, necessary and direct cost of reproduction.
 2. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.
 3. The actual full cost of providing a copy of other records not in printed form on paper, such as films, computer printouts and audiotapes or videotapes, shall be charged.
 4. If mailing or shipping is necessary, the actual cost thereof shall also be charged.
 5. There shall be no charge for locating a record unless the actual cost therefore exceeds ~~\$25~~ \$50 or more, in which case the actual cost shall be determined by the legal custodian and billed to the requester.
 6. The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment if such estimate exceeds \$5.
 7. Elected and appointed officials of the Town shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.
 8. The legal custodian may provide copies of a record without charge or at a reduced charge where he determines that waiver or reduction of the fee is in the public interest.
- (f) Pursuant to §19.34, Wis. Stats., and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copying at its offices for the guidance of the public a notice containing a description of its organization and the established times and places at which, the legal custodian from whom and the

methods whereby the public may obtain information and access to records in its custody, make requests for records or obtain copies of records and the costs thereof. Each authority shall also prominently display at his office for the guidance of the public a copy of this section.

(5) ACCESS PROCEDURES.

- (a) A request to inspect or copy a record shall be made to the legal custodian. A request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. A request may be made orally, but a request must be in writing before an action to enforce the request is commenced under §19.37, Wis. Stats. Except as provided below, no request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. No request may be refused because the request is received by mail, unless prepayment of a fee is required under subpar.(4)(e)6. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or federal laws or regulations so require.
- (b) Each custodian, upon request for any record shall as soon as practicable and without delay either fill the request or notify the requester of the authority's determination to deny the request in whole or in part and the reasons therefor. If the legal custodian, after conferring with the Town Attorney, determines that a written request is so general as to be unduly time consuming, the party making the request may first be required to itemize his request in a manner which would permit reasonable compliance.
- (c) A request for a record may be denied as provided in sub. (6). If a request is made orally, the request may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within 5 business days of the oral denial. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for denying the request. Every written denial of a request shall inform the requester that if the request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under §19.37(1), Wis. Stats., or upon application to the Attorney General or a district attorney.

(6) LIMITATIONS ON RIGHT TO ACCESS.

(a) As provided by §19.36, Wis. Stats., the following records are exempt from inspection under this section:

1. Records specifically exempt from disclosure by State or federal law or authorized to be exempted from disclosure by State law.
2. Any record relating to investigative information obtained for law enforcement purposes if federal law or regulations require exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the State.
3. Computer programs, although the material used as input for a computer program or the material produced as a product of the computer program is subject to inspection.
4. A record or any portion of a record containing information qualifying as a common law trade secret.

(b) As provided by §43.30, Wis. Stats., public library circulation records are exempt from inspection under this section.

(c) In responding to a request for inspection or copying of a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the Town Attorney, may deny the request in whole or in part only if he determines that the harm to the public interest resulting from disclosure would outweigh the public interest in full access to the requested record. Examples of matters for which disclosure may be refused include, but are not limited to, the following:

1. Records obtained under official pledges of confidentiality which were necessary and given in order to obtain the information contained in them.
2. Records of current deliberations after a quasi-judicial hearing.
3. Records of current deliberations relating to the employment, dismissal, demotion, compensation, performance or discipline of any Town officer or employee or the investigation of charges against a Town officer or employee, unless such officer or employee consents to such disclosure.
4. Records concerning current strategy for crime detection or prevention.

5. Records of current deliberations or negotiations on the purchase of Town property, investing of Town funds or other Town business whenever competitive or bargaining reasons require nondisclosure.
 6. Financial, medical, social or personal histories or disciplinary data of specific persons which, if disclosed, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data.
 7. Communications between legal counsel for the Town and any officer, agent or employee of the Town, when advice is being rendered concerning strategy with respect to current litigation in which the Town or any of its officers, agents or employees is or is likely to become involved or communications which are privileged under §905.03, Wis. Stats.
- (d) If a record contains information that may be made public and information that may not be made public, the custodian of the record shall provide the information that may be made public and delete the information that may not from the record before release. The custodian shall confer with the Town Attorney prior to releasing any such record and shall follow the guidance of the Town Attorney when separating out the exempt material. If, in the judgment of the custodian and the Town Attorney, there is no feasible way to separate the exempt material from the nonexempt without unreasonably jeopardizing nondisclosure of the exempt material, the entire record shall be withheld from disclosure.

(7) DESTRUCTION OF RECORDS.

- (a) Town officers may destroy the following non-utility financial records of which they are the legal custodians and which are considered obsolete after completion of any required audit by the Bureau of Municipal Audit or an auditor licensed under Ch. 442, Wis. Stats., but not less than 7 years after payment or receipt of any sum involved in the particular transaction, unless a shorter period has been fixed by the State Public Records Board under §16.61(3)(e), Wis. Stats., and then after such shorter period:
1. Band statements, deposit books, slips and stubs.
 2. Cancelled checks, duplicates and check stubs.
 3. Receipt forms.

4. Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto.
- (b) Town officers may destroy the following utility records of which they are the legal custodians and which are considered obsolete after completion of any required audit by the Bureau of Municipal Audit or an auditor licensed under Ch. 442, Wis. Stats., subject to State Public Service Commission regulations, but not less than 7 years after the record was effective, unless a shorter period has been fixed by the State Public Records Board pursuant to §16.61(3)(e), Wis. Stats., and then after such a shorter period, except that sewer and water stubs, receipts of current billings and customers' ledgers may be destroyed after 2 years:
 1. Contracts.
 2. Excavation permits.
 3. Inspection records.
- (c) Town officers may destroy the following records of which they are the legal custodian and which are considered obsolete, but not less than 7 years after the record was effective, unless another period has been set by statute and then after such a period or unless a shorter period has been fixed by the State Public Records Board pursuant to §16.61(3)(e), Wis. Stats., and then after such a shorter period:
 1. Old insurance policies
 2. Election notices.
 3. Canceled registration cards.
- (d) Unless notice is waived by the State Historical Society, at least 60 days' notice shall be given the State Historical Society prior to the destruction of any record as provided by §19.21(4)(a), Wis. Stats.
- (e) Any tape recordings of a governmental meeting of the Town may be destroyed, erased or reused no sooner than 90 days after the minutes of the meeting have been approved and published, if the purpose of the recording was to make minutes of the meeting.
- (8) **PRESERVATION THROUGH MICROFILM.** Any Town officer or the director of any department or division of Town government may, subject to the approval of the Town Board, keep and preserve public records in his possession by means of microfilm or other photographic

reproduction method. Such records shall meet the standards for photographic reproduction set forth in §16.61(7)(a) and (b), Wis. Stats., and shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of State law and of subs. (4) through (6) of this section.

- | (9) NOTICE OF PROCEDURE FOR ~~INSPEDITION~~INSPECTION OF TOWN RECORDS. The Town Clerk shall give public notice of the location and hours Town records are available.

516 East Avenue North
P. O. Box 216
Dresser, WI 54009-0216
Office: 715-755-3060

TOWN OF OSCEOLA
Polk County, Wisconsin
www.townofosceola.com

**PUBLIC RECORDS REQUEST
FORM**

In an effort to fill your request in the shortest amount of time, please be as specific as possible in your request. Also, please fill in all information requested. You will be contacted when your request is ready for review or pick up in compliance with Wisconsin State Statute Sec. 19.35(4). If no phone number is provided, response will be left for pick up for a period of 7 days.

Date of Request: _____

Requestor's Name: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____

Specific Records Requested:

Please note: A request for access to a public record may not be refused "because the person making the request is unwilling to be identified or to state the purpose of the request." (Wis. Statute 19.35(1)(i)) You are being asked to provide the information on a voluntary basis and as a means to facilitate your request. Thank you.

.....

To be Completed by Legal Custodian of Record Requested or Deputy.

Municipal department, office, or work unit receiving request: _____

Date & Time request received: _____

Date & Time action completed: _____

Action taken on request: () Approved () Approved in part & denied in part () Denied

Reason for denial: _____

Amount of fee: _____

Name & Title of Custodian/Deputy Acting on Request: _____

ACCESS TO PUBLIC RECORDS & GENERAL FEES FOR OBTAINING A COPY OF RECORDS

Town of Osceola records are accessible to the public Monday through Friday during normal Town Hall office hours or such other hours as the Town Hall is open to the public. In some cases, records may require retrieval and therefore may not be immediately available for inspection.

For copies of records, the requester may be charged \$.25/copy for photocopies, and may be charged the actual, necessary and direct costs of photographic or other reproduction. Requesters also may be charged the actual costs of mailing or shipping any requested copies or reproductions. If the actual, necessary and direct cost of locating records responsive to a request exceeds \$50.00, the requester also may be charged that location cost. Prepayment may be required if total costs of responding to a request exceed \$5.00. Wis. Stat. § 19.35(3).

PROCEDURES TO FOLLOW TO REQUEST COPIES OF RECORDS

Make your request or in writing to the Legal Custodian listed on the Public Records Notice. If the records are not maintained by the Legal Custodian, ask for help in determining where that record information is kept.

Once contacted, the Legal Custodian will review your request to determine if the record exists. A request for access to public records must reasonably describe the record sought and be reasonably limited as to the subject matter and/or length of time represented by the record.

Once your request has been reviewed, and the Legal Custodian determines existence of the record and accessibility, the Legal Custodian will provide you with a copy of the record or allow you to inspect the record, and provide a place for that review.

If your request is denied in whole or in part, the Legal Custodian will explain why your request cannot be granted. You may request that the reasons for denial be put in writing and given to you.

Please make your check payable for the exact amount to: Town of Osceola, or as otherwise indicated by the Legal Custodian.

516 East Avenue North
P. O. Box 216
Dresser, WI 54009-0216
Office: 715-755-3060

TOWN OF OSCEOLA

Polk County, Wisconsin

www.townofosceola.com

PUBLIC RECORDS REQUEST FORM

In an effort to fill your request in the shortest amount of time, please be as specific as possible in your request. Also, please fill in all information requested. You will be contacted when your request is ready for review or pick up in compliance with Wisconsin State Statute Sec. 19.35(4). If no phone number is provided, response will be left for pick up for a period of 7 days.

Date of Request: _____

Requestor's Name: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____

Specific Records Requested:

Please note: A request for access to a public record may not be refused "because the person making the request is unwilling to be identified or to state the purpose of the request." (Wis. Statute 19.35(1)(i)) You are being asked to provide the information on a voluntary basis and as a means to facilitate your request. Thank you.

.....

To be Completed by Legal Custodian of Record Requested or Deputy.

Municipal department, office, or work unit receiving request: _____

Date & Time request received: _____

Date & Time action completed: _____

Action taken on request: () Approved () Approved in part & denied in part () Denied

Reason for denial: _____

Amount of fee: _____

Name & Title of Custodian/Deputy Acting on Request: _____

TOWN OF OSCEOLA
NOTICE OF MEETING TO ADJOURN
BOARD OF REVIEW TO A LATER DATE

NOTICE IS HEREBY GIVEN that, the Board of Review of the Town of Osceola, Polk County, Wisconsin, will meet on the 6th day of June, 2022 at 6:20 p.m. at the Osceola Town Hall, 516 East Avenue North, Dresser, Wisconsin, for the purpose of calling the Board of Review into session during the 45 day period beginning on the 4th Monday of April, pursuant to Sec. 70.47 (1). of Wis. Statutes.

Due to the fact that the assessment roll will not be completed at this time, it is anticipated that the Board of Review will be adjourned until Tuesday, the 19th day of July, 2022 at 3:00 p.m.

All Electors of the Town of Osceola are welcome and may complete such business that is brought before the electors pursuant to Wis. Stats., Section 60.10.

Notice is hereby given this 29th day of April, 2022 by
Denise Skjerven
Clerk

TOWN OF OSCEOLA BOARD OF REVIEW

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Monday, June 6, 2022 – 6:20 P.M.
Town Hall - 516 East Avenue North, Dresser WI
Agenda Can Change Up to 24 Hours Prior to Meeting

MEETING AGENDA

1. **Call Meeting to Order**
2. **Verification of Meeting Posting**
3. **Roll Call**
4. **Acceptance of Proposed Agenda**
5. **Approval of Minutes of Previous Meetings: 4/11/2022**
6. **New Business**
 - a) Due to the fact the assessment roll will not be completed within the 30 day period, the Board of Review will be adjourned until Tuesday, July 19th, 2022 at 3:00 p.m.
7. **Motion to adjourn the Board of Review until July 19, 2022**
8. **Adjournment**

Notice is hereby given that a quorum of the Town of Osceola Town Board may be present at this meeting to gather information about a subject over which they have decision-making responsibility. The Board will take no formal action at this meeting.

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 the Clerk's office at (715)755-3060.

AFFIDAVIT OF POSTING: I hereby certify that this notice has been posted at the Dresser Post Office, the Town Hall, the First Community National Bank, and the Town Web Site.
/s/ Denise Skjerven, Clerk

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**TOWN OF OSCEOLA
PLAN COMMISSION
REGULAR MONTHLY MEETING
TUESDAY, APRIL 26, 2022 – 6 P.M.**

MINUTES

The Plan Commission of the Town of Osceola held a meeting on Tuesday, April 26, 2022, at the Osceola Town Hall, Dresser, Wisconsin.

CALL TO ORDER

Chair Desmarais called the meeting to order at 6:04 p.m.

VERIFICATION OF MEETING POSTING

Notice of the Plan Commission Meeting was posted at the Town Hall, the Dresser Post Office, First National Community Bank and the Town Website.

PLEDGE OF ALLEGIANCE

Chair Desmarais led the group in the Pledge of Allegiance.

ROLL CALL

PRESENT: Chair Bernie Desmarais, Jim Berg, Jeremy Utke, and Jon Cronick.

ABSENT: Dan Tronrud, Marianna Schultz, Kim Kaiser.

APPROVAL OF PROPOSED AGENDA

MOTION BY UTKE / 2ND BY CRONICK TO APPROVE THE AGENDA. MOTION CARRIED.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

MOTION BY BERG / 2ND BY UTKE TO APPROVE THE TUESDAY, MARCH 22, 2022 MEETING MINUTES. MOTION CARRIED.

PUBLIC COMMENT

6 PEOPLE ATTENDED

A town resident made comments regarding the 847 200th Street Boat House

OLD BUSINESS

A) TOWN VISION FOR COMPREHENSIVE PLAN

The Comprehensive Plan will be updated once the census data becomes available

B) 847 200TH ST BOATHOUSE BUILD SETBACK OFF THE ROAD

We are still waiting for the official survey and whether or not there is a legal driveway. Chair Desmarais will check with Polk County regarding the driveway. We will wait for the property owner to provide the survey.

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NEW BUSINESS

A) CHANGE IN PLAN COMMISSION MEMBERS

The Town Board will discuss this topic

B) MEMBERSHIP PARTICIPATION/COMMUNICATION/CRITERIA FOR REMAINING IN GOOD STANDING

MOTION BY CHAIR DESMARAIS 2ND BY BERG TO RECOMMEND THE TOWN BOARD ADD LANGUAGE TO THE PLAN COMMISSION REQUIREMENTS THAT A MEMBER MUST NOTIFY THE CHAIR OR THE CLERK BEFORE NOON THE DAY OF THE MEETING IF YOU WILL BE ABSENT. IF A MEMBER MISSES THREE MEETINGS THAT ARE UNESCUSED THEY WILL BE REMOVED FROM THE PLAN COMMISSION. MOTION PASSES

MOTION BY CHAIR DESMARAIS 2ND BY BERG RECOMMEND TO THE TOWN BOARD THAT MARIANNA SCHULTZ BE ASKED TO RESIGN FROM THE PLAN COMMISSION. BASED UPON DOCUMENTED INFORMATION SCHULTZ CONTINUED TO BRING UP A TRAP ROCK MINE THAT HAS NOT BEEN BROUGHT TO THE PLAN COMMISSION OR TOWN BOARD. EVEN AFTER BEING ASKED BY THE CHAIR TO NOT BRING UP THE TOPIC UNTIL IT WAS ON THE AGENDA SCHULTZ CONTINUED TO BRING UP THE MINE. SCHULTZ ALSO CONTINUED BY SENDING AN EMAIL OUT TO A GROUP OF PEOPLE ASKING THEM TO ATTEND THE TOWN ANNUAL MEETING TO BRING UP THE MINE. AT THIS TIME NOTHING HAS BEEN PRESENTED TO THE PLAN COMMISSION OR TOWN BOARD REGARDING ANY TYPE OF TRAP ROCK MINE. MOTION PASSES

C) USE OF VIRTUAL MEETING EQUIPMENT

DENISE PASSED ALONG SOME INFORMATION REGARDING THE USE OF VIRTUAL MEETING. THE TOWN BOARD IS IN THE PROCESS OF USING MICROSOFT TEAMS FOR VIRTUAL MEETINGS. ONCE A POLICY IS IN PLACE THE PLATFORM AND EQUIPMENT WILL ALSO BE USED FOR PLAN COMMISSION MEETINGS.

CHAIRMAN'S REPORT

Chair Desmarais has been appointed to the Town Board and will no longer be able to serve as chair.

COMMISSION MEMBER COMMENTS

None

FUTURE MEETING AGENDA ITEMS

Town Vision
Comprehensive Plan
847 200th ST Boat House and Driveway

NEXT PLAN COMMISSION MEETING

Meeting set for May 24, 2022 6 PM

ADJOURNMENT

MOTION BY BERG /2ND BY UTKE TO ADJOURN THE PLAN COMMISSION MEETING HELD THIS TUESDAY THE 26TH DAY OF APRIL 2022. MOTION CARRIED.

Being no further business to come before the Plan Commission, the Meeting was adjourned at 6:41 p.m.

Bernie Desmarais, Plan Commission Chair

TO BE APPROVED: May 24, 2022