

**TOWN OF OSCEOLA**  
**BOARD OF SUPERVISORS MEETING**  
Monday, May 2, 2022 — 6:30 p.m.

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, May 2, 2022, at 6:30 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

**CALL TO ORDER:** Supervisor Everson 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.

**PRESENT:** Supervisors Cronick, Everson and Thompson.

**ABSENT:** Chair Lindh.

**LATE:** Supervisor Desmarais (arrived at approximately 7:10 p.m. during the discussion of 'CONSIDER TOWN WEBSITE UPDATES')

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

**PUBLIC ATTENDEES:** Clerk Skjerven, Treasurer Carlson, Public Works Supervisor Raddatz, Ed Everson, Glyn and Cindy Thorman, Tom Magnafici, Jeremy Utke, Warren Johnson, Kirk Carlson, Jim Brundage, Shay Rysdam, Bob Wright, Jim and Donna Berg, Kim Benson, Merle & Dianne Aarthun, Mark Skjerven, Stacy Wright, Jeff Masek, Marianna Schultz, Neil Gustafson, Sarah Kobs and Brock Geyen from CliftonLarsonAllen.

**CHECK PRESENTATION AND APPROVAL OF BILLS**

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

MOTION BY EVERSON/CRONICK TO APPROVE THE TREASURER'S LIST OF CHECKS AND AUTOMATED PAYMENTS AS PRESENTED TOTALLING \$27,137.80 AND NUMBERS 18145 THROUGH 18180 AND ACH PAYMENTS AS PRESENTED. MOTION CARRIED.

**ACCEPTANCE OF PROPOSED AGENDA**

MOTION BY CRONICK/THOMPSON TO ACCEPT THE AGENDA WITH PLACEMENT OF THE 'CONSIDER 2021 FINANCIAL AUDIT' POTENTIALLY NEEDING TO BE MOVED LATER UNDER NEW BUSINESS PENDING THE ARRIVAL OF THE AUDITORS. MOTION CARRIED.

**MEETING MINUTES**

Meeting minutes as presented will be tabled until 6/6/2022 Town Board meeting since a quorum of those present at the meeting were not in attendance.

## **PUBLIC COMMENT**

Mark Skjerven opined a concern when questions and comments are raised by Town residents it is not direct. Questions and or statements should be fact-based, with names included; to do otherwise is spreading rumor/hearsay, inuendo.

Marianna Schultz read a letter expressing her displeasure with the Plan Commission and opined the Plan Commission as being disorganized and unprofessional, lacking in communications (especially when finding in the recent meeting minutes she is being asked to resign). Schultz expressed a concern the local government is denying her the right to serve her community.

Bob Wright gave his view regarding Marianna's Plan Commission resignation. Marianna was not present to defend herself at the past Plan Commission meeting. He also brought up there were apparently two Plan Commission members who have contacted the Polk County Chair asking the trap rock mine issue come to the Town of Osceola for action. Bob asked how the Board is going to address Plan Commission members that 'go rogue'? The process cannot be trusted if the Board allows these type of actions to continue. In Bob's opinion, the two Plan Commission members should be replaced with people that can be trusted.

## **PUBLIC WORKS REPORT**

Raddatz reported on completed fabrication on the Town's truck gate to fit the spray patcher. Removal of the sander wing and plow was done on the Town's truck to get it ready for spray patching. Hooked up the spray patcher and checked over bearings, oil, augers, and repaired and added flashing lights. The speed sign was installed on 200<sup>th</sup> St. by Horse Lake and readings were downloaded on traffic activity. Raddatz watched training videos on backhoe, spray patcher, and traffic safety, and Raddatz looked at a driveway issue on Poplar Lake. Handled a variety of calls for down trees, a car accident, pot holes, and grading of gravel roads. Raddatz picked up culverts to be used on 120<sup>th</sup> by Dancing Dragonfly winery. Raddatz put in all 5 docks and purchased a new chainsaw due to the Town's other chainsaw which broke down during the tree cutting which occurred. Raddatz worked with Delmore on preparations for the 2022 road work projects.

Raddatz also informed of a road closure that was needed on 90<sup>th</sup> Ave. south and east of the Osceola Rod and Gun club due to a large culvert which rusted out. The road closure may last until late June. Raddatz is working with Polk County Highway Department on purchasing a new culvert and getting the road repaired. The Town qualifies for a 75%/25% cost sharing with Polk County Highway Department due to the emergency closure situation. Polk County Highway Department will actually be doing the road repair and the DNR will be involved due to the location of the road repair work because it is on a waterway. Signage has been placed in several locations: on Country Road M and 200<sup>th</sup>; on Country Road MM and 90<sup>th</sup>; on County Road F and 200<sup>th</sup>; on Behning Creek and 200<sup>th</sup>; on 207<sup>th</sup> near bottom of the hill; by the Rod and Gun Club driveway. Raddatz also contacted Polk County Dispatch, the two school districts and bus garages, and the local fire stations.

## **TREASURER'S REPORT**

Treasurer Carlson reviewed current bank balances as of May 2, 2022: General Fund \$107,510.18; General Money Market Account \$442,072.26; Tax Receipt Account \$257,995.34; Dresser Traprock Assurance \$15,049.46; Royal Credit Union CD (from ARPA \$\$s) \$151,505.44; Royal Credit Union general account of \$141.55; Royal Credit Union Money Market Public Works account \$50,246.23.

Carlson also shared the latest Profit & Loss Budget vs. Actual Report through May 2, 2022. The MidwestOne checking account reconciling difference between the balance sheet and the bank balance amount as of May 2, 2022 is due to outstanding checks. Carlson recommended the Finance Committee to be more involved in bank reconciliations going forward.

**MOTION BY CRONICK/THOMPSON 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 April, involving dissemination of four building permits and one driveway permit, meeting preparation and minutes for four meetings, handling ten public requests, handled Town Board changes—bringing on Desmarais and Thompson, and the ending of Gustafson's Board tenure, kept the Town's website updated, handling walk-ins (primarily burn permits) and payment of building permits, and election work efforts included: involvement with the April 5<sup>th</sup> Spring Election—where 32% of electors voted, where 64% used a paper ballot and 36% used the Town's electronic voting machines—and, conducted the public test of voter equipment. Skjerven also contacted the School District of Osceola to inquire about accessing the School Board Meeting Notices. Skjerven will post such meeting notices on the Town's Town Hall bulletin board. Skjerven mailed out the liquor and tobacco/vape license information in mid-April to seven Town businesses. The Town Hall entryway painting has been completed. Preparations are underway for the Board of Review to occur in July.

#### **OLD BUSINESS**

##### **CONSIDER DWIGHT LAKE BOAT LANDING IMPROVEMENTS**

Nothing new to report.

##### **CONSIDER TOWN WEBSITE UPDATES**

Carlson displayed the new look to the Town's website pages. Brought before the Town Board were cost estimates for the changes to the website which includes an annual server hosting fee of \$100.00, which is a new fee starting in May 2022, a fee of \$255.00 for having updates made to all of the Town's 17 pages on the website (if less than 11 pages are updated, the cost per changed page increases to \$25.00/page from \$15.00/page, and is higher if less than 6 pages are changed: \$50.00/page). There is also a program cost of \$100.00 for utilizing CommunityHotline.com as the service provider to post the Town's meeting materials and minutes on the Town's website. The total cost being requested for approval is \$455.00.

**MOTION BY CRONICK/THOMPSON TO AUTHORIZE PAYMENT TO THE BHOT MARKETING FIRM THE AMOUNTS OF \$100.00/YEAR FEE FOR HOSTING THE TOWN'S DOMAIN ON THE NEW SERVER, AND \$100/YEAR FEE FOR MEETING MANAGER ANNUAL USE AND MAINTENANCE FEE. MOTION CARRIED.**

**MOTION BY THOMPSON/CRONICK TO AUTHORIZE PAYMENT TO THE BHOT MARKETING FIRM THE AMOUNT OF UP TO \$255.00 FOR UPDATES OF UP TO 17 PAGES ON THE TOWN'S WEBSITE. MOTION CARRIED.**

Carlson and Skjerven will work further with the Media & Technology Committee on desired website changes work efforts.

## **NEW BUSINESS**

### **CONSIDER 2021 FINANCIAL AUDIT**

Brock Geyen from CliftonLarsonAllen gave highpoints of the 2021 Financial Audit: the Town's portion of the general fund cash position was at \$777,950; for the year, the change in net cash position was \$400,277. Revenues came in at \$1,326,286, and expenses ended up at \$926,009 for year-end 2021. ARPA (American Rescue Plan Act) monies were received in the amount of \$151,141. [The Town can expect another \$151,141 in 2022 due to ARPA.] Total Revenues actual as compared to plan came in at \$216,756. When looking at expenses, most categories had reasonable variance differences, with the largest expense difference being in Road Construction Projects, which came in at +\$164,016 for 2021. Those unspent dollars can be used in 2022 for road projects. There was nothing material in the auditor's findings.

There was a question raised about the State Trust Fund Loan of \$600,000.00 as noted in the Long-Term Debt section of Note 2 (D) of the report. The debt is for the Dresser Fire Station of which the Town administers; the Town is servicing the debt, and the final installment is payable 3/15/2025.

The Town Board accepted the 2021 Financial Audit at the April 11, 2022 Town Board meeting when it was presented for approval.

### **CONSIDER LOCAL ROADS IMPROVEMENT PLAN(LRIP) GRANT AND ROAD BIDS**

Delmore Consulting, LLC is recommending spray patching in 2022, and Delmore will suggest a different approach for 2023.

The LRIP grant was applied to the Wisconsin Department of Transportation during the Fall of 2021 and Treasurer Carlson informed the Board at its December 6, 2021 Town Board meeting notice was received that the Town of Osceola would receive \$18,013.72 from that LRIP grant application. The LRIP grant monies to be received will go towards the project of full depth pulverization of existing pavement, water, grade, and compact, paving a 2.5-inch compacted Hot Mix mat, and installing a 2-foot shoulder for 70<sup>th</sup> Avenue from Dwight Lane to Termini: .80 miles x 22 feet; Dwight Lane from County Road Y to Termini: .61 Miles x 22 feet; and, Dwight Court from Dwight Lane to Termini: .08 Miles x 22 feet. Price to include paving into driveways and approaches.

### **MOTION BY DESMARAIS/THOMPSON TO APPROVE LRIP AD AS PRESENTED ON PAGE 15:**

*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 existing 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.*

AND CONTENT OF LRIP PROJECT BID FORM AS PRESENTED ON PAGE 16 OF THE TOWN BOARD MEETING PACKET:

*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*

MOTION CARRIED.

There are two additional road projects the Town will be accepting bids for to include full depth pulverization of existing pavement, water, grade, and compact, paving a 2.5-inch compacted Hot Mix mat, and installing a 2-foot shoulder: Project 1: 60<sup>th</sup> Ave., County Road M to 210<sup>th</sup> St: 1.01 miles x 22 feet; Project 2: 60<sup>th</sup> Ave., 230<sup>th</sup> St. to 220<sup>th</sup> St.: .80 Miles x 22 feet. Price to include paving into driveways and approaches.

MOTION BY THOMPSON/DESMARAIS TO APPROVE UPDATED PROJECTS 1 AND 2 AD:

*The Town of Osceola, Polk County is accepting bids for grinding and repaving on 60th Avenue. Project 1: County Road M to 210th Street 1.01 miles. Project 2: 230th Street – 220th Street, approximately .8 mile. Work to be provided will consist of pulverizing the existing 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](mailto:clerk@townofosceola.com), 715-755-3060, ext. 1.*

*Bids to be considered must be sealed and received by the Town at the Town Hall by 8:15 a.m. on Thursday, May 26, 2022.*

*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.*

AND CONTENT OF PROJECTS BID FORM AS DESCRIBED BY SUPERVISOR EVERSON AND PRESENTED TO THE BOARD AS UPDATED HANDOUTS TO THE TOWN BOARD MEETING PACKET WITH SEALED BIDS BEING OPENED ON MAY 26<sup>TH</sup> AT 8:30 A.M. AT THE TOWN HALL AND AWARDED ON JUNE 6, 2022 AT 6:30 P.M. AT THE TOWN HALL BY THE TOWN BOARD AT THE REGULAR TOWN BOARD MEETING.

*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 1: 60th Ave – CTH M to 210th St – 1.01 mi x 22 ft; Project 2: 60th Ave – 230th St – 220th St – .80 mi x 22 ft.*

MOTION CARRIED.

**CONSIDER BOARD ASSIGNMENTS TO:**

Plan Commission: Bernie Desmarais was voted to the Town Board Supervisor position at the April 11<sup>th</sup>, 2022 Town Board meeting; thus, he can no longer serve as the Chair of the Plan Commission. Current Plan Commission member, Jeremy Utke, agreed to accept the Chair position for the Plan Commission.

MOTION BY DESMARAIS/CRONICK TO APPROVE THE APPOINTMENT OF JEREMY UTKE TO THE POSITION OF PLAN COMMISSION CHAIR. MOTION CARRIED.

A Plan Commission membership application was received from Cindy Thorman. Chair Lindh had a discussion with Thorman and Lindh recommended placement of Cindy Thorman on the Plan Commission as a citizen member to replace the Bernie Desmarais' position on the Plan Commission, to the end of his Plan Commission term in late August 2024. Everson indicated the next step was for the Board to make a motion to approve the appointment of Cindy Thorman to the Plan Commission as submitted by Chair Lindh. Everson made three requests of the Board for a motion to approve the appointment of Cindy Thorman to the Plan Commission. There was no motion made by the Board to accept Cindy Thorman's appointment to the Plan Commission, therefore the motion failed.

Supervisor Everson asked Utke to have the Plan Commission at the next Plan Commission meeting scheduled for Tuesday, May 24<sup>th</sup> to revisit the letter submitted and read by Marianna Schultz, and her Plan Commission resignation, along with reconsideration of Cindy Thorman's Plan Commission Membership application received.

Desmarais provided feedback on Schultz's letter content. He indicated MaryAnn was not forced to resign from the Plan Commission. On Schultz's view of the Plan Commission being very disorganized, unprofessional, and lacking communication, Desmarais pointed out it being rather ironic for Schultz to point out lack of communication as it was one of the reasons for the Plan Commission to recommend she be removed from the Plan Commission because of her absence from three consecutive Plan Commission meeting without any notification to the Plan Commission Chair or any other Plan Commission member. So, the Plan Commission suggested and recommended there be a rule put in place whereby for any Committee a citizen participates in when a person does not attend three meetings in a row and does not contact the Chair or any member of the Committee it is viewed as unprofessional. The second area he commented on related to the topic of the email sent out by Marianna Schultz to her Homeowners Association group. Desmarais pointed out there is a general understanding by being appointed to a Town Committee, personal agendas and views aside, and to maintain a level of professionalism and objectivity when serving on a Committee, as they are serving the entire community to be viewed by Town residents as openminded.

MOTION BY EVERSON/CRONICK TO APPROVE THE APPOINTMENT OF BERNIE DESMARAIS AS THE TOWN BOARD REPRESENTATIVE MEMBER TO THE PLAN COMMISSION. MOTION CARRIED.

#### **CONSIDER BOARD COMMITTEES**

The Board Committees are Personnel, Finance, Public Works, and Media & Technology.

MOTION BY CRONICK/EVERSON TO APPOINT DESMARAIS AND THOMPSON TO THE MEDIA & TECHNOLOGY TOWN BOARD COMMITTEE. MOTION CARRIED.

MOTION BY DESMARAIS/THOMPSON TO APPOINT CRONICK AND LINDH TO THE PUBLIC WORKS TOWN BOARD COMMITTEE. MOTION CARRIED.

MOTION BY DESMARAIS/THOMPSON TO APPOINT CRONICK AND EVERSON TO THE FINANCE TOWN BOARD COMMITTEE. MOTION CARRIED.

MOTION BY DESMARAIS/CRONICK TO APPOINT LINDH AND THOMPSON TO THE PERSONNEL TOWN BOARD COMMITTEE. MOTION CARRIED.

Everson reported she has been working on updates to the Employment Handbook and will provide Lindh and Thompson the work once she has completed that work effort.

The Community Boards are the Osceola Area Ambulance Services Board and the Allied Emergency Fire Services Board.

MOTION BY DESMARAIS/CRONICK TO APPOINT LINDH AND CITIZEN MEMBER DANIEL BURCH TO THE OSCEOLA AREA AMBULANCE SERVICES BOARD. MOTION CARRIED.

The Allied Emergency Fire Services Board requires representation from each municipality that is in the association: Town of Osceola, Village of Dresser, Town of Garfield and Town of Alden.

MOTION BY THOMPSON/EVERSON TO APPOINT LINDH, CRONICK, AND DESMARAIS TO THE ALLIED EMERGENCY FIRE SERVICES BOARD. MOTION CARRIED.

#### **CONSIDER BROADER WORK EFFORTS**

There is a need to focus greater attention and work efforts on three broad work areas: A Records Retention Plan for the Town, having a review completed of the Town's Ordinances, and having a documented Emergency Operations Plan. These initiatives will be discussed by the Town Board at a later time as future agenda items.

#### **CONSIDER QUICKBOOKS SUBSCRIPTION/PAYROLL**

Treasurer Carlson informed the Board the Town's QuickBooks subscription expires in mid-May. The cost to renew the annual subscription is approximately \$1,000.00.

MOTION BY THOMPSON/DESMARAIS TO UPDATE THE ANNUAL QUICKBOOKS SUBSCRIPTION AND THE PAYROLL MODULE AT A COST OF APPROXIMATELY \$1,000.00

Treasurer Carlson will look into other software and/or cost options that may be available for the next annual renewal.

#### **CONSIDER ORDINANCE CHAPTER 3, 3.07 PUBLIC RECORDS UPDATES AND PROCEDURES**

This topic is tabled and to be discussed by the Town Board at a later time as a future agenda item.

#### **CONSIDER SCHEDULING OF JUNE POSTPONEMENT MEETING FOR JULY OPEN BOOK AND BOARD OF REVIEW**

Clerk Skjerven went over with the Board the Notice to Adjourn the Board of Review to a Later Date. For newer Board members, she briefly went over the process: the Board will plan to meet on Mon., June 6 10 minutes earlier than the scheduled regular Town Board meeting, to formally adjourn the Board of Review until Tuesday, July 19, 2022 from 3:00-5:00 p.m., with the Open Book being scheduled for Tuesday, July 12 from 1:00-3:00 p.m. Town Board members would not be present at the Open Book—on the Assessor—but, a quorum of the Board would need to be present at the Board of Review.

#### **CHAIRMAN'S REPORT**

Everson reported for Chair Lindh: Lindh attended the Allied Emergency Fire Board quarterly meeting on April 21<sup>st</sup>: There was discussion to approve a new heat source and parking lot repair for Dresser Station

#1; there was approval received to purchase a Polaris Ranger with grass rig; and, the spaghetti dinner brought in \$34,000.

Lindh also attended Polk County Towns Association quarterly meeting on April 28<sup>th</sup>: Monarch Paving Company gave an update of 2022 asphalt pricing and suggested types of asphalt to use on new road projects; and, there was an update from Polk County Emergency Management for possible future concerns within Polk County.

#### **SUPERVISOR'S REPORT/CRONICK**

Nothing to report.

#### **SUPERVISOR'S REPORT/DESMARAIS**

Nothing more to report.

#### **SUPERVISOR'S REPORT/EVERSON**

Nothing to report.

#### **SUPERVISOR'S REPORT/THOMPSON**

Nothing to report.

#### **FUTURE AGENDA ITEMS**

- Old Business:
  - Consider Dwight Lake Boat Landing Improvements
  - Consider Local Roads Improvement Plan(LRIP) and General Road Improvement Bids
  - Consider Plan Commission Appointment(s)
  - Consider Updated Ordinance 22-04-11: Use of Virtual Meeting Equipment
  - Consider Records Retention Plan
  - Consider Review of Town's Ordinances
  - Consider Updated Emergency Operations Plan
  - Consider Updates to Ordinance Chapter 3, 3.07 Public Records and Procedures
- New Business:
  - 2022-2023 Liquor, Tobacco, Vape, Operator and Provision License Renewals

#### **NEXT PLAN COMMISSION MEETING**

May 24, 2022, 6:00 p.m.

#### **NEXT TOWN BOARD MEETINGS**

- May 26, 2022, 8:30 a.m. (for road bid openings)
- June 6, 2022:
  - 6:20 p.m. (to meet to adjourn Board of Review until July 19th ); and,
  - 6:30 p.m. (regular Town Board meeting)

#### **COMMUNITY MEETINGS BOARD MEMBERS ATTEND**

None at this time

#### **ADJOURN**

MOTION BY DESMARAIS/THOMPSON TO ADJOURN THE TOWN BOARD MEETING MONDAY, MAY 2, 2022. MOTION CARRIED. The meeting adjourned at 8:07 p.m.



To be approved: June 6, 2022

Approved:

6/6/22

Denise Skjerven

Denise Skjerven, Town Clerk