

**TOWN OF OSCEOLA
POLK COUNTY WISCONSIN**

ORDINANCE# 19-04-03

**CHAPTER 2
THE GOVERNING BODY**

Amended 08/11/11, 06/04/19, 05/04/21, 06/23/21, 04/11/22, 06/06/22

Chapter 2 Governing Body of the Town of Osceola Code of Ordinances is hereby amended by the addition of underlined text and deletion of ~~striketrough~~ text.

The Town Board of Supervisors of the Town of Osceola do ordain as follows:

2.01 THE TOWN BOARD

The Town Board shall consist of the Town Chair and four (4) supervisors. (Ord. 19-09-05)

2.02 MEETINGS

(1) ANNUAL TOWN MEETING AND SPECIAL TOWN ELECTIONS.
The annual Town meeting and special Town elections shall be held at The Town Hall.

(2) REGULAR MEETINGS. (Am. Res. # 11-11) Regular meetings of the Town Board shall be held on the 1st Monday (05/04/21, and Res. 22-03-07) of each month at 6:30 p.m. (Am. Ord. 19-06-04). Any regular meeting falling on a legal holiday shall be held on the next secular day at the same hour and place. All meetings of the Board, including special and adjourned meetings, shall be held in the Town Hall. If there is no regular business to come before the Town Board, one monthly meeting may be canceled by prior notice to the public as provided by the Wisconsin Statutes.

(3) OPEN MEETING LAW. All meetings of the Town Board, its committees, boards and commissions shall be open to the public and preceded by public notice as provided in §19.84, Wis. Stats.

(4) ADJOURNMENTS. (06-06-22)The Board may, by a majority vote of those present but not less than ~~two-three~~ (3) affirmative votes, adjourn from time to time to a specific date and hour.

(5) REMOTE ATTENDANCE. (04-11-22; 06-06-22)

(a) **Remote attendance permitted.** When a meeting is held in-person, the Chair or designee may allow one or more members of the Town Board, or any Town employee, consultant,

contractor, or any other person to appear at the meeting, as defined in Wis. Stats. § 19.82, by telephonic, video conference, or other remote method of participation. Upon direction of the Town Chair or designee, the body may on a case-by-case basis conduct an entirely virtual meeting, in which no member of the body is present at the Town Hall, subject to the requirements of this section. This includes a state of emergency or public health emergency being proclaimed by a federal, state, or local authority; a lack of quorum being able to be physically present in a Town owned building; or other unique circumstances.

- (b) **Notice required.** Any member who is unable to be physically present at an in-person meeting of the Town Board may notify the Town Clerk no later than four (4) p.m. on the day prior to the meeting that he or she intends to participate in a meeting by telephonic or electronic means unless advance notice is impractical due to an emergency. If the Town Clerk receives the member's request in a timely manner, he or she shall attempt to facilitate the request by contacting the member in a manner during the Town Board meeting that allows the member to participate in the proceedings. If the member attends the meeting remotely, the member shall be entitled to participate and vote and shall count toward a quorum.
- (c) **Limits on utilization.** No member shall utilize the participation methods referenced in this section for two or more meetings consecutively unless the member demonstrates, in writing, good cause, as determined in the Town Chair's or designee's sole discretion; or, if the Town Chair is the member requesting, the Clerk's sole discretion; or if a state of emergency that applies to or involves the Town has been proclaimed by a federal, state, or local authority.
- (d) **Virtual meeting procedures. (06-06-22)** The public shall be given access to the system implementing the virtual meeting platform. Information about access to the meeting shall be provided to citizens in a timely manner as part of the meeting agenda notice in a specific and conspicuous manner. Best efforts shall be used to ensure that members of the public lacking access to the virtual meeting platform are provided alternative reasonable methods to attend. The Clerk shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.
 - i. **Technical requirements and malfunctions.** Each person attending remotely is responsible for his or her

audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

- ii. **Forced disconnections.** The Town Chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Town Chair's decision to do so, which is subject to debatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

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- iii. **Proper equipment.** Appropriate equipment shall be used so that the attending public can readily observe or hear each person's participation in the meeting.

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- iv. **Signing in and out.** Members shall identify themselves as required to sign into the Internet meeting service and shall maintain Internet and audio access throughout the meeting whenever present but shall sign out upon any departure before adjournment.

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- v. **Quorum calls.** The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made pursuant to Wis. Stat. § 19.88(2), following any vote for which the announced totals add to less than a quorum.

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- vi. **Assignment of the floor.** To seek recognition by the presiding officer, a member shall indicate by a hand "emoji" or by the method appropriate to the Internet meeting service being used. Upon assigning the floor to a member, the presiding officer may clear any online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the presiding officer shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.

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vii. **Interrupting a member.** A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the "chat," or similar feature, for the meeting service in use to so indicate, and shall thereafter wait a reasonable time for the presiding officer's instructions before attempting to interrupt the speaker by voice.

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viii. **Display of documents.** The Clerk at the direction of the presiding officer shall designate an online area or enable a share screen for the display of documents relevant to a matter under consideration; and, to the extent feasible, the Clerk, or anyone assisting the clerk for this purpose, shall cause such documents that are currently before the meeting for action or information, to be displayed therein until disposed of or directed by the presiding officer to end the display.

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ix. **Voting.** Votes shall be taken by audible roll call or, when practicable within the meeting service platform, by electronic roll call. The presiding officer's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to abstain or acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.

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iv-x. **Video display.** The Town Chair, the Clerk, or their assistants shall cause a video of all members in a collage format to be displayed throughout the meeting, or when the presiding officer determines it best appropriate, only the person recognized and speaking.

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xi. **Virtual Meeting Etiquette.**

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(1) Members will be responsible for muting/unmuting themselves.

(2) Members must stay muted when NOT speaking.

(3) No side conversations should be held in the "chat box". Only official business shall be discussed in accordance with Open Meetings Law when appropriate.

(4) Identify yourself prior to speaking.

(5) Any "Chat" function use is Public Record.

vi.xii. Public Attendance and Participation.

(1) Public Comment for remote meetings may be precluded or conducted by means as the Board may from time to time determine.

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(2) When possible, the meeting will be recorded and the recording promptly made publicly available on social media or a website.

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(3) This policy should not be used where Wisconsin Statutes or Law require a hearing unless the Board can determine a means for public access to documents, exhibits, maps and/or testimony or statements substantially similar to an in-person hearing, or as may otherwise be permitted by law.

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vi.xiii. Failure to Follow Procedure. Except as otherwise required by Wisconsin law, failure of the Town Board to strictly follow any of the virtual meeting procedures set forth in this Paragraph 5(d) shall not invalidate a vote or other action taken by the Town Board.

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2.03

ORDER OF BUSINESS

The business of the Board shall be conducted in the following order:

- (1) Call to order by presiding officer.
- (2) Verification of Meeting Posting.
- (3) Pledge of Allegiance.
- (4) Roll call. If a quorum is not present, the meeting may thereupon adjourn, which may be to a specific date and hour pursuant to §2.02(4).
- (5) Presentation and approval of bills.
- (6) Acceptance of proposed agenda.
- (7) Approval of minutes of previous meeting(s).

- (8) Public Comment.
- (9) Public Works Report.
- (10) Clerk and Treasurer's reports.
- (11) Old Business.
- (12) New Business.
- ~~(13) Any other business.~~
- ~~(14) Patrolman's report.~~
- ~~(15)(13) ChairmanChair's report.~~
- ~~(14) Clerk's Supervisors' reports.~~
- ~~(15) Request for Future Meeting Agenda Items.~~
- ~~(16) Next Town Board Meeting.~~
- ~~(17) Next Plan Commission Meeting.~~
- ~~(16)(18) Community Meetings Board Members Attend.~~
- ~~(17)(19) Adjournment.~~

2.04 **PRESIDING OFFICER**

- (1) DESIGNATED. The ~~Chairman-Chair~~ at the stated hour shall call the meeting to order. If the ~~Chairman-Chair~~ is absent at the designated time of any meeting, ~~the First~~ Supervisor shall call the meeting to order and serve as ~~Chairman-Chair~~ for that meeting.
- (2) DUTIES. The presiding officer shall preserve order and decorum, decide all questions of order and conduct the proceedings of the meeting.
- (3) DECISIONS, APPEALS FROM. Any member may appeal from a decision of the presiding officer. An appeal shall be sustained by a 2/3 vote of the members, excluding the presiding officer.

2.05 **QUORUM**

A majority of the members of the Town Board shall constitute a quorum.

2.06

ORDINANCES, RESOLUTIONS AND COMMITTEE REPORTS

All ordinances, resolutions, communications and other matters submitted to the Town Board shall be read by title and author and referred to the appropriate committee by the ~~Chairman~~Chair. The Clerk shall read and record each such reference by title. Any supervisor may require the reading in full of any matter at any time it is before the Board. Each committee shall, at the next regular meeting, submit a written report on all matters referred to it, unless a longer time is granted by vote of the Board, and such report shall be entered in the proceedings. Such report shall recommend a definite action of the committee and shall be filed with the Clerk prior to each meeting. Minority reports may be submitted. Previous notice of each committee meeting shall be filed with the Clerk and each meeting shall be open to the public. Any committee may require any Town officer to confer with it and supply information needed in connection with any matter pending before the committee.

2.07

CONDUCT OF DELIBERATIONS

Deliberations of the Town Board shall be conducted in the following manner:

- (1) When ~~2-two~~ (2) or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.
- (2) No person other than a member shall address the Board, unless recognized by the ~~Chairman~~Chair.
- (3) No motion shall be discussed or acted upon until it has been seconded, unless the rules permit one supervisor to initiate action. No motion shall be withdrawn without the consent of the person making the same and the person seconding it.
- (4) When a question is under discussion, no action shall be in order except the following motions, which shall have precedence in the order listed:
 - (a) To adjourn.
 - (b) To lay on the table.
 - (c) To move the previous question.
 - (d) To postpone to a certain day.
 - (e) To refer to a committee.

(f) To amend.

(g) To postpone indefinitely.

(5) Any supervisor may demand an ~~eye-aye~~ and may vote on any matter and such vote shall be entered in the proceedings. A majority vote of all members of the Board in favor of any proposed ordinance, resolution or appointment shall be necessary for passage or approval unless a larger number is required by statute. Except as otherwise provided by these rules, a majority vote of those present shall prevail in other cases.

(6) A motion to adjourn shall always be in order and a motion to adjourn, to lay on the table and a call for the previous question shall be decided without debate.

2.08 APPROPRIATIONS AND ACCOUNTS

All ordinances or resolutions appropriating money or creating any charge against the Town other than the payment of claims for purchases or work previously authorized by the Board shall only be acted upon by the Board at the next regular meeting. This provision may be suspended by affirmative vote of ~~2-three~~ (3) members of the Board. A roll call vote shall be taken and recorded on all appropriations.

2.09 RECONSIDERATION OF QUESTION

Any member voting with the majority may move for a reconsideration of the vote on any question at that meeting. A motion to reconsider being put and lost shall not be renewed. A supervisor may not change his vote on any question after the result has been announced.

2.10 PUBLICATION AND EFFECT OF ORDINANCES

All ordinances shall be signed by the Town Board, countersigned by the Clerk and, if any penalty or forfeiture is thereby imposed, shall be published as a Class 1 notice, under Ch. 985, Wis. Stats., and shall take effect on the day after publication or a later date if expressly prescribed.

2.11 AMENDMENT OF RULES

These rules shall not be rescinded or amended unless the proposed amendment or motion to rescind has laid over from a regular meeting and then it shall require a vote of 2/3 of all the members of the Board.

2.12 SUSPENSION OF RULES

These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by affirmative vote of ~~2~~ three (3) members of the Board.

2.13 ESTABLISHMENT OF A PLANNING COMMISSION BOARDS
AND COMMISSIONS

(1) Board of Review.

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- (a) Membership. The Board of Review shall consist of the Town Board. The Clerk shall serve as Clerk of the Board. The Town Assessor shall attend all meetings of the Board of Review. Pursuant to §70.46(4) and §73.03(55) of the Wisconsin Statutes. The Town Board hereby provides for the appointment of alternates to serve on the Board of Review in the event a standing Board member of the Board of Review is removed or unable to serve for any reason.
- (b) Powers and duties. The Board of Review shall have the powers and duties prescribed in § 70.47, Wisconsin Statutes.
- (c) Income and expense information, confidentiality.
 - i. Pursuant to § 70.47(7)(af), Wisconsin Statutes, income and expense information provided by a property owner to the Assessor for the purposes of establishing the valuation for assessment purposes by the income method of valuation shall be confidential and not a public record open to inspection or copying under § 19.35(1), Wisconsin Statutes.
 - ii. Exceptions. An officer may make disclosure of such information under the following circumstances:
 - a. The Assessor has access to such information in the performance of his duties.
 - b. The Board of Review may review such information when needed, in its opinion, to decide upon a contested assessment.
 - c. Another person or body has the right to review such information due to the intimate relationship to the duties of an office or as set by law.
 - d. The officer is complying with a court order.
 - e. The person providing the income and expense information has contested the assessment level at either the Board of Review or by filing a claim for excessive assessment under § 74.37, Wis. Stats., in which case the base records are

open and public.

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(2) Plan Commission.

- (a) **AUTHORITY.** (Ord. #1-97) This ~~Chapter is~~ Commission was adopted pursuant to Wisconsin Statutes 61.35, by authority given under Wisconsin Statute 60.62, which was granted by Resolution #3-93 on the 27th day of January, 1993, to establish a Planning Commission for the Town of Osceola. The Plan Commission was temporarily dissolved at the Town of Osceola April 2021 Annual Town Meeting, and reinstated June 23, 2021 through an ordinance stating as follows:

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The Town Board of the Town of Osceola has been authorized on April 2, 1974, to exercise powers of a Village Board as provided by Section 60.22(3) of the Wisconsin Statutes as authorized by Section 60.10(2)(2) of the Wisconsin Statutes.

And Section 61.35 of the Wisconsin Statutes provide that Section 62.23 (City Planning) applies to Villages and the powers and duties conferred by Section 62.23 of the Wisconsin Statutes.

The Town Board of the Town of Osceola desires to proceed with procedures required by Section 62.23 of the Wisconsin Statutes, and pursuant to Section 60.22(3) of the Wisconsin Statutes.

The Town Board of the Town of Osceola, Polk County, Wisconsin, does hereby create and do ordain by Ordinance as follows:

- i. **Establishment/Creation.** The Town Plan Commission of the Town of Osceola, Polk County, Wisconsin, is hereby established as provided by Section 62.23(1) of the Wisconsin Statutes which is incorporated herein by reference.
- ii. **Number of Members.** The initial Town Plan Commission shall consist of up to seven (7) members to be appointed by the Town Chair subject to confirmation by the Town Board, one of which shall be a Town Board Member, the remaining six members shall be citizen members.
- iii. **Term.** The members shall hold office of a period of three (3) years. Initial terms shall be staggered as follows: one member – one-year term; two members – two-year terms; three members – three-year terms.
- iii-iv. **Presiding Officer.** The Town Chair shall select the Chair position, of which shall be a citizen member.

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(3) Personnel Committee.

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(4) Finance Committee.

(5) Public Works Committee.

(6) Media/Communication-& Technology Committee.

2.14 EFFECTIVE DATE

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This Ordinance shall be effective upon adoption and publication or posting as provided by law.

Passed this ~~2nd~~^{6th} Day of ~~May~~^{June}, 2022.

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By the Town Board of the Town of Osceola:

Dale Lindh, Chair

Jon Cronick, Supervisor

Bernie Desmarais, Supervisor

Jo Everson, Supervisor

Debbie Thompson, Supervisor

ATTEST:

Denise Skjerven

____ Voice Vote
____ Roll Call Vote
____ Yeas; ____ Nays; ____ Absent/Abstain

**TOWN OF OSCEOLA
POLK COUNTY WISCONSIN**

ORDINANCE# 19-04-03

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(4) ADJOURNMENTS. (06-06-22) The Board may, by a majority vote of those present but not less than three (3) affirmative votes, adjourn from time to time to a specific date and hour.

(5) REMOTE ATTENDANCE. (04-11-22; 06-06-22)

(a) **Remote attendance permitted.** When a meeting is held in-person, the Chair or designee may allow one or more members of the Town Board, or any Town employee, consultant,

contractor, or any other person to appear at the meeting, as defined in Wis. Stats. § 19.82, by telephonic, video conference, or other remote method of participation. Upon direction of the Town Chair or designee, the body may on a case-by-case basis conduct an entirely virtual meeting, in which no member of the body is present at the Town Hall, subject to the requirements of this section. This includes a state of emergency or public health emergency being proclaimed by a federal, state, or local authority; a lack of quorum being able to be physically present in a Town owned building; or other unique circumstances.

- (b) **Notice required.** Any member who is unable to be physically present at an in-person meeting of the Town Board may notify the Town Clerk no later than four (4) p.m. on the day prior to the meeting that he or she intends to participate in a meeting by telephonic or electronic means unless advance notice is impractical due to an emergency. If the Town Clerk receives the member's request in a timely manner, he or she shall attempt to facilitate the request by contacting the member in a manner during the Town Board meeting that allows the member to participate in the proceedings. If the member attends the meeting remotely, the member shall be entitled to participate and vote and shall count toward a quorum.
- (c) **Limits on utilization.** No member shall utilize the participation methods referenced in this section for two or more meetings consecutively unless the member demonstrates, in writing, good cause, as determined in the Town Chair's or designee's sole discretion; or, if the Town Chair is the member requesting, the Clerk's sole discretion; or if a state of emergency that applies to or involves the Town has been proclaimed by a federal, state, or local authority.
- (d) **Virtual meeting procedures.** (06-06-22) The public shall be given access to the system implementing the virtual meeting platform. Information about access to the meeting shall be provided to citizens in a timely manner as part of the meeting agenda notice in a specific and conspicuous manner. Best efforts shall be used to ensure that members of the public lacking access to the virtual meeting platform are provided alternative reasonable methods to attend. The Clerk shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.
 - i. **Technical requirements and malfunctions.** Each person attending remotely is responsible for his or her

audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

- ii. **Forced disconnections.** The Town Chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Town Chair's decision to do so, which is subject to debatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
- iii. **Proper equipment.** Appropriate equipment shall be used so that the attending public can readily observe or hear each person's participation in the meeting.
- iv. **Signing in and out.** Members shall identify themselves as required to sign into the Internet meeting service and shall maintain Internet and audio access throughout the meeting whenever present but shall sign out upon any departure before adjournment.
- v. **Quorum calls.** The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made pursuant to Wis. Stat. § 19.88(2), following any vote for which the announced totals add to less than a quorum.
- vi. **Assignment of the floor.** To seek recognition by the presiding officer, a member shall indicate by a hand "emoji" or by the method appropriate to the Internet meeting service being used. Upon assigning the floor to a member, the presiding officer may clear any online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the presiding officer shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.

- vii. **Interrupting a member.** A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the “chat,” or similar feature, for the meeting service in use to so indicate, and shall thereafter wait a reasonable time for the presiding officer’s instructions before attempting to interrupt the speaker by voice.
- viii. **Display of documents.** The Clerk at the direction of the presiding officer shall designate an online area or enable a share screen for the display of documents relevant to a matter under consideration; and, to the extent feasible, the Clerk, or anyone assisting the clerk for this purpose, shall cause such documents that are currently before the meeting for action or information, to be displayed therein until disposed of or directed by the presiding officer to end the display.
- ix. **Voting.** Votes shall be taken by audible roll call or, when practicable within the meeting service platform, by electronic roll call. The presiding officer’s announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to abstain or acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.
- x. **Video display.** The Town Chair, the Clerk, or their assistants shall cause a video of all members in a collage format to be displayed throughout the meeting, or when the presiding officer determines it best appropriate, only the person recognized and speaking.
- xi. **Virtual Meeting Etiquette.**
 - (1) Members will be responsible for muting/unmuting themselves.
 - (2) Members must stay muted when NOT speaking.
 - (3) No side conversations should be held in the “chat box”. Only official business shall be discussed in accordance with Open Meetings Law when appropriate.
 - (4) Identify yourself prior to speaking.

(5) Any “Chat” function use is Public Record.

xii. **Public Attendance and Participation.**

(1) Public Comment for remote meetings may be precluded or conducted by means as the Board may from time to time determine.

(2) When possible, the meeting will be recorded and the recording promptly made publicly available on social media or a website.

(3) This policy should not be used where Wisconsin Statutes or Law require a hearing unless the Board can determine a means for public access to documents, exhibits, maps and/or testimony or statements substantially similar to an in-person hearing, or as may otherwise be permitted by law.

xiii. **Failure to Follow Procedure.** Except as otherwise required by Wisconsin law, failure of the Town Board to strictly follow any of the virtual meeting procedures set forth in this Paragraph 5(d) shall not invalidate a vote or other action taken by the Town Board.

2.03

ORDER OF BUSINESS (06-06-22)

The business of the Board shall be conducted in the following order:

- (1) Call to order by presiding officer.
- (2) Verification of Meeting Posting.
- (3) Pledge of Allegiance.
- (4) Roll call. If a quorum is not present, the meeting may thereupon adjourn, which may be to a specific date and hour pursuant to §2.02(4).
- (5) Presentation and approval of bills.
- (6) Acceptance of proposed agenda.
- (7) Approval of minutes of previous meeting(s).

- (8) Public Comment.
- (9) Public Works Report.
- (10) Clerk and Treasurer's reports.
- (11) Old Business.
- (12) New Business.
- (13) Chair's report.
- (14) Supervisors' reports.
- (15) Request for Future Meeting Agenda Items.
- (16) Next Town Board Meeting.
- (17) Next Plan Commission Meeting.
- (18) Community Meetings Board Members Attend.
- (19)** Adjournment.

2.04 PRESIDING OFFICER (06-06-22)

- (1) DESIGNATED. The Chair at the stated hour shall call the meeting to order. If the Chair is absent at the designated time of any meeting, a Supervisor shall call the meeting to order and serve as Chair for that meeting.
- (2) DUTIES. The presiding officer shall preserve order and decorum, decide all questions of order and conduct the proceedings of the meeting.
- (3) DECISIONS, APPEALS FROM. Any member may appeal from a decision of the presiding officer. An appeal shall be sustained by a 2/3 vote of the members, excluding the presiding officer.

2.05 QUORUM

A majority of the members of the Town Board shall constitute a quorum.

2.06 ORDINANCES, RESOLUTIONS AND COMMITTEE REPORTS (06-06-22)

All ordinances, resolutions, communications and other matters submitted

to the Town Board shall be read by title and author and referred to the appropriate committee by the Chair. The Clerk shall read and record each such reference by title. Any supervisor may require the reading in full of any matter at any time it is before the Board. Each committee shall, at the next regular meeting, submit a written report on all matters referred to it, unless a longer time is granted by vote of the Board, and such report shall be entered in the proceedings. Such report shall recommend a definite action of the committee and shall be filed with the Clerk prior to each meeting. Minority reports may be submitted. Previous notice of each committee meeting shall be filed with the Clerk and each meeting shall be open to the public. Any committee may require any Town officer to confer with it and supply information needed in connection with any matter pending before the committee.

2.07

CONDUCT OF DELIBERATIONS (06-06-22)

Deliberations of the Town Board shall be conducted in the following manner:

- (1) When two (2) or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.
- (2) No person other than a member shall address the Board, unless recognized by the Chair.
- (3) No motion shall be discussed or acted upon until it has been seconded, unless the rules permit one supervisor to initiate action. No motion shall be withdrawn without the consent of the person making the same and the person seconding it.
- (4) When a question is under discussion, no action shall be in order except the following motions, which shall have precedence in the order listed:
 - (a) To adjourn.
 - (b) To lay on the table.
 - (c) To move the previous question.
 - (d) To postpone to a certain day.
 - (e) To refer to a committee.
 - (f) To amend.
 - (g) To postpone indefinitely.

- (5) Any supervisor may demand an aye and nay vote on any matter and such vote shall be entered in the proceedings. A majority vote of all members of the Board in favor of any proposed ordinance, resolution or appointment shall be necessary for passage or approval unless a larger number is required by statute. Except as otherwise provided by these rules, a majority vote of those present shall prevail in other cases.
- (6) A motion to adjourn shall always be in order and a motion to adjourn, to lay on the table and a call for the previous question shall be decided without debate.

2.08 APPROPRIATIONS AND ACCOUNTS (06-06-22)

All ordinances or resolutions appropriating money or creating any charge against the Town other than the payment of claims for purchases or work previously authorized by the Board shall only be acted upon by the Board at the next regular meeting. This provision may be suspended by affirmative vote of three (3) members of the Board. A roll call vote shall be taken and recorded on all appropriations.

2.09 RECONSIDERATION OF QUESTION

Any member voting with the majority may move for a reconsideration of the vote on any question at that meeting. A motion to reconsider being put and lost shall not be renewed. A supervisor may not change his vote on any question after the result has been announced.

2.10 PUBLICATION AND EFFECT OF ORDINANCES

All ordinances shall be signed by the Town Board, countersigned by the Clerk and, if any penalty or forfeiture is thereby imposed, shall be published as a Class 1 notice, under Ch. 985, Wis. Stats., and shall take effect on the day after publication or a later date if expressly prescribed.

2.11 AMENDMENT OF RULES

These rules shall not be rescinded or amended unless the proposed amendment or motion to rescind has laid over from a regular meeting and then it shall require a vote of 2/3 of all the members of the Board.

2.12 SUSPENSION OF RULES (06-06-22)

These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by affirmative vote of three (3) members of the Board.

2.13

BOARDS AND COMMISSIONS (06-06-22)**(1) Board of Review.**

(a) Membership. The Board of Review shall consist of the Town Board. The Clerk shall serve as Clerk of the Board. The Town Assessor shall attend all meetings of the Board of Review. Pursuant to §70.46(4) and §73.03(55) of the Wisconsin Statutes. The Town Board hereby provides for the appointment of alternates to serve on the Board of Review in the event a standing Board member of the Board of Review is removed or unable to serve for any reason.

(b) Powers and duties. The Board of Review shall have the powers and duties prescribed in § 70.47, Wisconsin Statutes.

(c) Income and expense information, confidentiality.

- i. Pursuant to § 70.47(7)(af), Wisconsin Statutes, income and expense information provided by a property owner to the Assessor for the purposes of establishing the valuation for assessment purposes by the income method of valuation shall be confidential and not a public record open to inspection or copying under § 19.35(1), Wisconsin Statutes.
- ii. Exceptions. An officer may make disclosure of such information under the following circumstances:
 - a. The Assessor has access to such information in the performance of his duties.
 - b. The Board of Review may review such information when needed, in its opinion, to decide upon a contested assessment.
 - c. Another person or body has the right to review such information due to the intimate relationship to the duties of an office or as set by law.
 - d. The officer is complying with a court order.
 - e. The person providing the income and expense information has contested the assessment level at either the Board of Review or by filing a claim for excessive assessment under § 74.37, Wis. Stats., in which case the base records are

open and public.

(2) **Plan Commission.**

(a) **AUTHORITY.** (Ord. #1-97) This Commission was adopted pursuant to Wisconsin Statutes 61.35, by authority given under Wisconsin Statute 60.62, which was granted by Resolution #3-93 on the 27th day of January, 1993, to establish a Planning Commission for the Town of Osceola. The Plan Commission was temporarily dissolved at the Town of Osceola April 2021 Annual Town Meeting, and reinstated June 23, 2021 through an ordinance stating as follows:

The Town Board of the Town of Osceola has been authorized on April 2, 1974, to exercise powers of a Village Board as provided by Section 60.22(3) of the Wisconsin Statutes as authorized by Section 60.10(2)(2) of the Wisconsin Statutes.

And Section 61.35 of the Wisconsin Statutes provide that Section 62.23 (City Planning) applies to Villages and the powers and duties conferred by Section 62.23 of the Wisconsin Statutes.

The Town Board of the Town of Osceola desires to proceed with procedures required by Section 62.23 of the Wisconsin Statutes, and pursuant to Section 60.22(3) of the Wisconsin Statutes.

The Town Board of the Town of Osceola, Polk County, Wisconsin, does hereby create and do ordain by Ordinance as follows:

- i. **Establishment/Creation.** The Town Plan Commission of the Town of Osceola, Polk County, Wisconsin, is hereby established as provided by Section 62.23(1) of the Wisconsin Statutes which is incorporated herein by reference.
- ii. **Number of Members.** The initial Town Plan Commission shall consist of up to seven (7) members to be appointed by the Town Chair subject to confirmation by the Town Board, one of which shall be a Town Board Member, the remaining six members shall be citizen members.
- iii. **Term.** The members shall hold office of a period of three (3) years. Initial terms shall be staggered as follows: one member – one-year term; two members – two-year terms; three members – three-year terms.

iv. **Presiding Officer.** The Town Chair shall select the Chair position, of which shall be a citizen member.

(3) **Personnel Committee.**

(4) **Finance Committee.**

(5) **Public Works Committee.**

(6) **Media/Communication/Technology Committee.**

2.14 EFFECTIVE DATE

This Ordinance shall be effective upon adoption and publication or posting as provided by law.

Passed this 6th Day of June, 2022.

By the Town Board of the Town of Osceola:

Dale Lindh, Chair

Jon Cronick, Supervisor

Bernie Desmarais, Supervisor

Jo Everson, Supervisor

Debbie Thompson, Supervisor

ATTEST:

Denise Skjerven

____ Voice Vote
____ Roll Call Vote
____ Yeas; ____ Nays; ____ Absent/Abstain

TOWN OF OSCEOLA

Polk County, Wisconsin

**A RESOLUTION TO ESTABLISH PROCEDURES AND CRITERIA FOR ALLOWING ALTERNATIVE
FORMS OF SWORN TESTIMONY AT BOARD OF REVIEW (BOR) HEARINGS
RESOLUTION 22-06-061**

WHEREAS, sec. 70.47(8), Wis. Stat. authorizes the Board of Review (BOR) to consider requests from a property owner or the property owner's representative to appear before the Board of Review under oath by telephone or to submit written statements under oath to the Board of Review; and

WHEREAS, the Wisconsin Department of Revenue has determined that the legal requirements of the Notice to Appear at the Board of Review must be satisfied and the Objection Form must be completed and submitted to the Board of Review as required by law prior to a Request to Testify by Telephone or Submit Sworn Written Statement form being considered;

SO THEREFORE BE IT RESOLVED by the Board of Review for the Town of Osceola, Polk County, Wisconsin, does hereby adopt the following:

1. PROCEDURE:

Before the Board of Review (BOR) can consider a request from a property owner or the property owner's representative ("property owner") to testify by phone or submit a sworn written statement, the property owner must first complete and file with the BOR clerk the following documents:

- a) A timely Notice of Intent to appear at the BOR; and,
- b) A timely Objection Form for Real Property Assessment (PA-115A).

After the two requirements outlined above have been met, a fully completed Request to Testify by Telephone or Submit a Sworn Written Statement at Board of Review (Form PA-814) must be submitted to the BOR clerk within the first two (2) hours of the BOR's first full meeting. If the property owner fails to file the documents as required, the BOR will not consider the request.

2. CRITERIA TO BE CONSIDERED:

The Board of Review may consider any or all of the following factors when deciding whether to grant or deny the request:

- a) The requester's stated reason(s) for the request as indicated on the PA-814;
- b) Fairness to the parties;
- c) The property owner's ability to procure in-person oral testimony and any due diligence exhibited by the requester in procuring such testimony;
- d) Ability to cross examine the person(s) providing the testimony;

- e) The BOR's technical capacity to honor the request; and,
- f) Any other factors that the Board of Review deems pertinent to deciding the request.

Adopted this 6th day of June, 2022, at a Town Board of Supervisors Regular Board Meeting.

Dale Lindh, Chair

Jon Cronick, Supervisor

Bernie Desmarais, Supervisor

Jo Everson, Supervisor

Debbie Thompson, Supervisor

Attested by:

Denise Skjerven, Clerk

TOWN OF OSCEOLA

Polk County, Wisconsin

A RESOLUTION TO ESTABLISH PROCEDURES FOR WAIVER OF BOARD OF REVIEW(BOR) HEARING REQUESTS RESOLUTION 22-06-062

WHEREAS, Wis. Stat. § 70.47(8m), authorizes the Board of Review to consider requests from a taxpayer or assessor, or at its own discretion to waive the hearing of an objection under Wis. Stat. § 70.47(8), or in a 1st class city, under Wis. Stat. § 70.47(16), and allow the taxpayer to have the taxpayer's assessment reviewed under Wis. Stat. § 70.47(13); and

WHEREAS, Wis. Stat. § 70.47(8m) further states that for purposes of this subsection, the Board of Review shall submit the Notice of Decision under Wis. Stat. § 70.47(12) using the amount of the taxpayer's assessment as established by the municipal assessor as the finalized amount; and

WHEREAS, Wis. Stat. § 70.47(8m) further states that for purposes of this subsection, if the Board of Review waives the hearing, the waiver disallows the taxpayer's claim on excessive assessment under Wis. Stat. § 74.37(3), and, notwithstanding the time period under Wis. Stat. § 74.37(3)(d), the taxpayer has 90 days from the notice of hearing waiver in which to commence an action under Wis. Stat. § 74.37(3)(d); and

WHEREAS, the Wisconsin Department of Revenue has determined that the legal requirements of the Notice to Appear at the Board of Review must be satisfied and the Objection Form must be completed and submitted to the Board of Review as required by law by the taxpayer prior to a Request for Waiver being considered;

SO THEREFORE BE IT RESOLVED by the Board of Review for the Town of Osceola, Polk County, Wisconsin, does hereby adopt the following:

1. PROCEDURE:

Before the Board of Review (hereinafter BOR) can consider a request from a taxpayer or assessor or at its own discretion waive the hearing of an objection, the taxpayer must first complete and file with the BOR Clerk the following documents:

- a) A timely Notice of Intent to appear at the BOR; and,
- b) A timely Objection Form for Real Property Assessment (PA-115A).

If the owner fails to file the documents as required, no hearing will be scheduled on the objection. If the owner files the documents as required and a request from the owner or assessor is made to waive the hearing of an objection, or if the BOR considers waiving the hearing at its own discretion, the BOR shall use the following criteria to make its decision.

2. CRITERIA:

The Board of Review may consider any or all of the following factors when deciding whether to waive the hearing:

- a) The benefits or detriments of the BOR process;
- b) The benefits or detriments of having a record for the Court review;
- c) Avoidance of unruly, lengthy, burdensome appeals;
- d) Ability to cross examine the person(s) providing the testimony;
- e) Any other factors that the Board of Review deems pertinent to deciding whether to waive the hearing.

Adopted this 6th day of June, 2022, at a Town Board of Supervisors Regular Board Meeting.

Dale Lindh, Chair

Jon Cronick, Supervisor

Bernie Desmarais, Supervisor

Jo Everson, Supervisor

Debbie Thompson, Supervisor

Attested by:

Denise Skjerven, Clerk

TOWN OF OSCEOLA
EMERGENCY OPERATIONS PLAN
2022



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EMERGENCY TELEPHONE LISTINGS

	Primary	Secondary
Town of Osceola		
Police	911	
Fire	911	
Area Ambulance	911	
Chair Dale Lindh	651-248-3681	
Supervisor Jon Cronick	715-417-0144	
Supervisor Bernie Desmarais	612-269-6184	
Supervisor Jo Everson	763-614-4113	
Supervisor Debbie Thompson	715-706-1065	
Supervisor Jon Cronick	715-417-0144	
Clerk Denise Skjerven	715-755-3060 Ext. 1	
Treasurer Jan Carlson	715-755-3060 Ext. 2	
Public Works Supervisor Todd Raddatz	715-755-3060 Ext. 3	715-417-4681
Polk County Sheriff's Department	911	715-485-8300
Polk County Emergency Management	911	715-485-9280
Polk County Highway Department	911	715-485-8700
Polk County Human Services Department	911	715-485-8400
Polk County Health Department	911	715-485-8500
Polk County Medical Examiner	911	715-485-9218
Non-Emergency Dispatch	715-483-8301	
State of Wisconsin		
Wisconsin Emergency Management (WEM) Duty Officer	800-943-0003	wempio@wisconsin.gov
WEM Regional Disaster & Field Services Rhonda Reynolds	715-635-8704	
DNR – North Warden - Jesse Ashton	715-645-0048	Jesse.Ashton@wisconsin.gov
DNR – South Warden - Peter Carlson	715-3273004	Peter.Carlson@wisconsin.gov
DNR – Warden - Peter Wetzel	715-245-3272	Peter.Wetzel@wisconsin.gov
Dept. Natural Resources – Cumberland Office	715-822-3590	
Dept. Natural Resources – Dams Michael Rogney	715-210-2609	715-635-7725
State Patrol- Northwest Region	715-635-2141	715-635-7725
DOT Eau Claire Office-Jerry Mentzel, Director	715-386-2891	800-991-5285 nwr.dtsd@dot.wi.gov
DOT Superior Office-Jessica Felix Deputy Dir.	715-392-7863	nwr.dtsd@dot.wi.gov
National Response Center (chemical info)	800-424-8802	
Hospitals		
Amery Regional Medical Center	715-268-8000	
Osceola Medical Center	715-294-2111	

St. Croix Regional Medical Center	715-483-3261	
UTILITIES		
Telephone		
Century Link	715-32742247	800-788-3600
Amery TelCom	715-268-7101	
Gas & Electric		
Polk Burnett Electric Cooperative	800-421-0283	715-646-2191
Xcel Energy	800-895-1999	
WE Energies	800-261-5325	715-790-5456 C 715-268-2571 H
Contractors		
Chemtrec – Hazardous waste hotline	800-424-9300	
Bay West - Hazardous waste disposal	651-291-0456	800-279-0456
Towing		
Border Towing	715-483-5753	
L & C Autoworks	715-483-9947	
Osceola Towing	715-755-3281	
Tom's Auto Body	715-294-2990	
Public Schools		
Osceola School Superintendent – Mark Luebker	715-294-4140	
Transportation – Steven Leslie	715-294-3456	
St. Croix Falls School Superintendent – Mark Burandt	715-483-2507	Xten: 1401
Transportation – Arick Madrigal	715-483-2450	Xten: 1500
Volunteer Organizations		
American Red Cross – 24 Hour Emergency Number (Altoona, WI)	877-618-6628	
Salvation Army- (Grace Place, New Richmond)	715-247-2944	
Funeral Homes		
Grandstrand Funeral Home – St. Croix Falls	715-483-3141	
Grandstrand Funeral Home - Osceola	715-294-3111	

EMERGENCY ALERTING LIST

	Name	Telephone #
Municipal Emergency Management Coordinator	Dale Lindh	651-248-3681
Town of Osceola Chair	Dale Lindh	651-248-3681
Town of Osceola Supervisor	Jon Cronick	715-417-0144
Town of Osceola Supervisor	Bernie Desmarais	612-269-6184
Town of Osceola Supervisor	Jo Everson	763-614-4113
Town of Osceola Supervisor	Debbie Thompson	715-706-1065
Town of Osceola Clerk	Denise Skjerven	715-755-3060 Ext. 1
Town of Osceola Treasurer	Jan Carlson	715-755-3060 Ext. 2
LAW ENFORCEMENT	Polk County Sheriff's Department	911 or 715-485-8300
Fire Department Fire Chief	Allied Emergency Services Kevin Christenson	911 or 715-268-2360
Ambulance Service Director	Osceola Area Service Robin Foster	911 or 715-294-3911
Ambulance Service Manager	St. Croix Valley EMS Ben Wasmund	911 or 715-483-1500
Town of Osceola Public Works	Supervisor Todd Raddatz	715-755-3060 Ext. 3 Cell 715-417-4681

PW – Full Time	Joe Gaffney	715-494-0266
PW – Part Time	David Cronick	715-410-6220
PW – Part Time	Ed Everson	763-354-0831
PW – Part Time	Brad Landgren	360-739-7643
PW - Part -Time	Craig Thomas	715-760-1953
Town of Osceola Assessor	Gene Johnson Appraisal Services	715-834-1361
Town of Osceola Building Inspector	Ben Campbell West WI Inspection Agency LLC	715-556-3136

EMERGENCY OPERATIONS CENTER SPECIAL NOTIFICATION LIST

DAY CARE CENTERS		
NURSING / ELDERLY HOUSING		
MEDIA		
Inter-County Leader	715-327-4236	F: 715-327-4870
Osceola Sun	715-294-2314	office@osceolasun.com
Television		
KARE 11	763-546-1111	www.kare11.com
KSTP – Channel 5	651-588-6397	www.kstp.com
WCCO – Channel 4	612-339-4444	www.wcco.com
KMSP – Channel 9	952-944-9999	www.kmsp.com
Radio		
WXCE – AM 1260	877-836-9595	wxcenews@yahoo.com
WZEZ – FM 104.9	877-836-9595	
WCCO – AM 1590	612-370-0675	
WIXK – AM 1590	715-246-2254	
WIXK – FM 107.1		

LEGAL BASIS

The Legal Basis for the development of this municipal plan is stated in the following documents:

PUBLIC LAW 103-337

WISCONSIN STATUTES

21.11	CALL TO ACTIVE SERVICE
26.97	LAW ENFORCEMENT AND POLICE POWER (TOWN CHAIRS)
59.025	ADMINISTRATIVE HOME RULE
59.026	CONSTRUCTION OF POWERS
59.031	COUNTY EXECUTIVE (2) DUTIES AND POWERS
59.033	COUNTY ADMINISTRATOR (2) DUTIES AND POWERS
59.05	CHAIRPERSON; VICE CHAIRPERSON; POWERS AND DUTIES
59.07	GENERAL POWERS OF COUNTY BOARD. (146) LOCAL EMERGENCY PLANNING COMMITTEES
59.08	PUBLIC WORK, HOW DONE; PUBLIC EMERGENCIES
59.083	CONSOLIDATION OF MUNICIPAL SERVICES, HOME RULE, METROPOLITAN DISTRICT
59.24	PEACE MAINTENANCE
61.34	POWERS OF TOWN BOARD
66.325	EMERGENCY POWERS
83.09	EMERGENCY REPAIRS OF COUNTY TRUNK HIGHWAYS
323.12	POWERS AND DUTIES OF THE GOVERNOR
323.14	POWERS AND DUTIES OF COUNTIES AND MUNICIPALITIES
323.15	POWERS AND DUTIES OF HEADS OF EMERGENCY GOVERNMENT SERVICES
213.095	POLICE POWER OF FIRE CHIEF, RESCUE SQUADS
895.483(2)	CIVIL LIABILITY EXEMPTION; COUNTY EMERGENCY RESPONSE TEAM

COUNTY ORDINANCES

MUTUAL AID AGREEMENTS – listing provided below, see appendix for agreements

List any agreements you have in force at this time.	

ACRONYMS

CP	COMMAND POST
DNR	DEPARTMENT OF NATURAL RESOURCES
EMS	EMERGENCY MEDICAL SERVICES
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATIONS PLAN
PIO	PUBLIC INFORMATION OFFICER
UDSR	UNIFORM DISASTER SITUATION REPORT
WEM	WISCONSIN EMERGENCY MANAGEMENT

MUNICIPAL EMERGENCY OPERATIONS PLAN

A. PURPOSE:

This municipal plan has been developed to provide procedures for the Town of Osceola government agencies to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since the Town of Osceola is part of the county emergency management program. This municipal plan is to be used in conjunction with the Polk County Emergency Operations Plan (EOP). The municipal plan will be maintained in accordance with current standards of the Polk County EOP and in accordance with the Town of Osceola.

B. SITUATION AND ASSUMPTIONS:

Several types of hazards pose a threat to the lives, property or environment in Polk County. These hazards are outlined in the Polk County Hazard Mitigation Plan. A copy of this Plan is located in the Town of Osceola office and in the Polk County Emergency Management Office.

C. CONCEPT OF OPERATIONS:

Municipal officials have primary responsibility for disasters, which take place in the municipality. They will activate the appropriate municipal agencies to deal with the disaster. The Municipal Emergency Coordinator is responsible for coordinating the response of municipal agencies and coordinating the response with county officials if county assistance is necessary.

Actions that the municipality and county should consider if this municipal plan is activated:

- 1) The Local Incident Commander (Town of Osceola Chair, Supervisors, Fire Chief or designee) assesses the nature and scope of the emergency or disaster.
- 2) If the situation can be handled locally, do so using the procedures in this plan as appropriate. If the Incident Commander determines that additional resources are necessary the Incident Commander notifies the Municipal Emergency Management Coordinator.
 - a) The Municipal Emergency Management Coordinator advises the Town of Osceola Chair or designee and coordinates all emergency response actions when requested.
 - b) The Town of Osceola Chair or designee declares a local state of emergency. The Municipal Emergency Management Coordinator notifies the Polk County Municipal Emergency Management Coordinator of this action.
 - c) The Municipal Emergency Management Coordinator faxes the local state of emergency declaration to the Polk County Municipal Emergency Management Coordinator office.
 - d) The Municipal Emergency Management Coordinator activates the municipal EOC located in the Town of Osceola Hall.
 - e) The Town of Osceola Chair or designee directs any additional departments/agencies to respond to the situation as necessary.
 - f) Municipal emergency response officials/agencies respond according to the checklists outlined in the Attachments A-J.
 - g) The Town of Osceola Chair or designee issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - h) The Town of Osceola Chair or designee notifies the public of the situation and appropriate actions to take.

- i) The Polk County Emergency Management Coordinator keeps county officials informed of the situation and actions taken.
- 3) If municipal resources become exhausted or if special resources are required, request county assistance through the Polk County Municipal Emergency Management Coordinator.
- 4) If assistance is requested, the Polk County Emergency Management Coordinator assesses the situation and makes recommendations.
- 5) The county will do the following (to the extent appropriate):
 - a) Activate the County EOC.
 - b) Implement the County EOP.
 - c) Respond with county resources as requested.
 - d) Activate mutual aid agreements.
 - e) Coordinate county resources with municipal resources.
 - f) Notify Wisconsin Emergency Management (WEM) Regional Director.
 - g) Forward Uniform Damage Situation Report (UDSR) form.
 - h) Assist municipality with prioritizing and allocating resources.
- 6) If municipal and county resources are exhausted, the Polk County Emergency Management Coordinator can request state assistance through Wisconsin Emergency Management (WEM).
- 7) If state assistance is requested, the WEM Administrator in conjunction with the Regional Director, Polk County Municipal Emergency Management Coordinator and Municipal Emergency Management Coordinator assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.
- 8) After completing the assessment, the WEM Regional Director immediately notifies the State WEM Administrator.
- 9) The State Administrator of Emergency Management notifies the Governor and makes recommendations.
- 10) If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and the County EOP.

D. ORGANIZATION:

Insert the organizational chart for your municipality

E. RESPONSIBILITIES AND TASKS:

See **Attachments A-J** for emergency responsibilities of key officials in your jurisdiction.

F. RESOURCE MANAGEMENT:

Polk County: Additional support from Polk County Departments may include all available departments as pertains to the situation.

Mutual Aid Reciprocal Agreements: **See the attached listing**

Support from Private Agencies/Volunteer Groups: **See the attached listing.**

Support from State and Federal Agencies: Information and assistance in securing state or federal support may be obtained by contacting the Polk County Emergency Management Coordinator. Requests for National Guard assistance should be channeled through the Polk County Emergency Management Coordinator to the WEM Regional Director to the WEM Administrator.

G. PLAN DEVELOPMENT AND MAINTENANCE:

The Town of Osceola's EOP Development Team is composed of representatives from the Town Board, Fire Departments and the County Emergency Management Coordinator. These individuals are responsible for developing and maintaining this plan.

This Team meet on an as needed basis or as determined by the Town Board. The Team reviews incidents, changes and new information and makes revisions in this plan.

This Team also conducts after-action reviews of all exercises and major incidents.

Dale Lindh
Town of Osceola Chair

Dale Lindh
Municipal Emergency Management Coordinator

Jon Cronick
Town of Osceola Supervisor

Bernie Desmarais
Town of Osceola Supervisor

Jo Everson
Town of Osceola Supervisor

Debbie Thompson
Town of Osceola Supervisor

Denise Skjerven
Town of Osceola Clerk

Jan Carlson
Town of Osceola Treasurer

Todd Raddatz
Town of Osceola Public Works Supervisor

**ATTACHMENT A
TOWN OF OSCEOLA CHAIR
KEY ACTION CHECKLISTS**

The Town of Osceola Chair is responsible for the overall management of the Town of Osceola. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

TOWN OF OSCEOLA CHAIR OR DESIGNEE SHOULD:

Assess information from Municipal Emergency Management Coordinator and be ready to declare emergency.

- 1) Ensure that the Municipal Emergency Management Coordinator or designated person has activated / is activating the Emergency Operations Center (EOC) as required.
- 2) Report to the EOC / CP.
- 3) Ensure that the Municipal Emergency Management Coordinator or designated person provides an initial damage assessment and casualty report.
- 4) Ensure that the Municipal Emergency Management Coordinator and Incident Commander brief the EOC staff as to the status of the disaster.
- 5) Declare local state of emergency
- 6) Ensure the Municipal Public Information Officer (PIO) and/or designated person is notified and reports to the EOC if requested or to the Osceola Town Hall.
- 7) In consultation with the Municipal Emergency Management Coordinator, determine whether or not county, state or federal assistance should be requested. Municipal/County resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.)

**ATTACHMENT B
MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR
KEY ACTION CHECKLISTS**

The Municipal Emergency Management Coordinator coordinates all components of the emergency management program in Town of Osceola. This includes hazard analysis, preparedness, and mitigation, response and recovery activities for all natural and technological disaster/emergencies. The following tasks represent a checklist of actions this department should consider.

MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR SHOULD:

1. Report to the Municipal CP.
2. Ensure that Town of Osceola officials and Polk County Emergency Management Coordinator have been notified, key facilities warned, sirens activated, etc.
3. Activate the Municipal EOC when requested/required. Make sure that it is fully operational and that EOC staff have reported/are reporting to it.
4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Town of Osceola Chair and to the Polk County Emergency Management Coordinator.
5. Conduct regular briefings of EOC staff as to the status of the situation.
6. Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, take action to obtain the needed resources.
7. Ensure that Town Officials and emergency response agencies have begun to keep separate and accurate records of disaster-related expenditures.
8. Establish communications with the county EOC if activated or the county emergency management office. The communications equipment available is telephone, pagers, fax, radios, etc.

ATTACHMENT C
TOWN OF OSCEOLA CLERK/ASSESSOR/TREASURER
KEY ACTION CHECKLISTS

The Town of Osceola Clerk/Assessor/Treasurer is responsible for assisting the Town of Osceola Chair with assigned activities in the Town of Osceola. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

TOWN OF OSCEOLA CLERK/ASSESSOR/TREASURER SHOULD:

1. Report to the Town of Osceola EOC or CP.
2. Issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
3. Prepare local state of emergency declaration for the Town Chair to sign.
4. Maintain records indicating Town expenses incurred due to the disaster.
5. Assist in the damage assessment process by:
 - a. Providing information regarding the dollar value of property damaged as a result of the disaster.
 - b. Providing information (name, telephone number, etc.) regarding the owners of property that has been damaged or destroyed as a result of the disaster.
6. Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster.
7. Assign department directors account numbers to which emergency expenditures may be charged.
8. As Public Information Officer (PIO) function as the sole point of contact for the news media and public officials.
9. Maintain liaison with the EOC and CP in order to stay abreast of situation.
10. Establish news media briefing room and brief the media at periodic intervals.
11. If the situation escalates and the county EOC is activated, coordinate with the County PIO to prepare news releases.
12. Conduct press tours of disaster areas within the municipality as the situation stabilizes.
13. Assist the county in establishing a Joint Public Information Center.
14. Assist the county with establishing a Rumor Control Center.
15. Issue protective action recommendations or public service advisories as directed by the Town Chair.

ATTACHMENT D
WARNING/COMMUNICATIONS
KEY ACTION CHECKLISTS

The Warning and Communications function is responsible for warning and communications in the Town of Osceola. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

The Polk County Sheriff's Department Dispatch and Polk County Sheriff's Department are responsible for warning and communications activities in the Town of Osceola. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Warn the following:
 - a. Town of Osceola Chair
 - b. Polk County Emergency Management Coordinator
 - c. Town of Osceola Municipal Emergency Management Coordinator (if applicable)
 - d. Special Facilities (see listing of special facilities)
 - e. Hospital
 - f. Schools
 - g. Nursing Homes
 - h. Senior Housing
 - i. Day Care Centers
2. Ensure all agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of telephones, cell phones, R.A.C.E.S., pagers.
3. Activate public warning system. This may consist of sirens, door-to-door, telephone fan out. Develop assignment on how alert, watch and warning would be handled prior to a disaster or emergency situation.
4. Establish communications with Command Post if established.

ATTACHMENT E LAW ENFORCEMENT KEY ACTION CHECKLISTS

The Polk County Sheriff's Department is responsible for law enforcement activities in the Town of Osceola. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Establish a staging area in the municipality; designate a CP; and establish initial command until relieved.
2. Ensure that an adequate number of law enforcement staff has been notified and that they report as situation directs.
3. Direct the designated law enforcement representative to report to the Municipal CP or EOC.
4. Secure the affected area and perform traffic and crowd control.
5. Participate in warning the public in the immediate vicinity as situation warrants.
6. Coordinate evacuation efforts.
7. Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
8. Direct officer(s) to close off the damage site area and to stop all in-bound traffic. Set up an emergency pass system.
9. Report above information to appropriate law enforcement agencies.
10. Keep records of all overtime hours, extra manpower hours used, plus all equipment and mileage. Also all additional supplies and costs to your department.

Other responsibilities may include:

- Enforce curfew restrictions in the affected area.
- Coordinate the removal of vehicles blocking evacuation or other response activities.
- As necessary, shelter in-place or evacuate prisoners as may be appropriate from the affected area.
- Assist the medical examiner with mortuary services.
- Assist with search and rescue activities.
- If the County EOC is activated, establish and maintain contact with the person representing law enforcement.
- Try to anticipate your department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, utilize mutual aid agreements with other law enforcement agencies.

**ATTACHMENT F
HUMAN SERVICES
KEY ACTION CHECKLIST**

Polk County Department of Human Services personnel will serve as the Human Services Coordinator in the Town of Osceola and is responsible for human services activities in the Town of Osceola. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation.

1. Coordinate activities of agencies/departments, which provide human services type services as Identified in County EOP.
2. Report to the emergency operations center.
3. Coordinate with Red Cross in opening and managing shelters in the municipality.
4. Ensure canteen is set up to feed emergency workers in the municipality.
5. Work with Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
6. Provide necessary outreach services to citizens affected by emergency or disaster.
7. Distribute emergency literature to disaster victims giving instructions and assistance pertaining to their immediate needs.
8. Provide psychological counseling and crisis intervention to disaster victims.
9. If County EOC is activated, establish and maintain contact with the person representing Human Services.
10. Maintain records of all personnel overtime, mileage and all other expenditures.

**ATTACHMENT G
DEPARTMENT OF PUBLIC WORKS
KEY ACTION CHECKLISTS**

The Department of Public Works personnel are responsible for maintenance activities in the Town of Osceola. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that maintenance personnel have been alerted and that they report as the situation directs.
2. Report to the Municipal Command Post.
3. Review the disaster situation with field personnel and report situation to the Municipal Emergency Management Coordinator.
4. Maintain transportation routes.
5. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
6. Coordinate with Law Enforcement travel restrictions/road closures within the municipality.
7. Provide emergency generators.
8. Assist with traffic control and access to the affected area.
9. Assist with urban search and rescue activities as may be requested.
10. Assist private utilities with the shutdown of gas and electric services.
11. As necessary, establish a staging area for public works.
12. Report public facility damage information to the Town of Osceola.
13. If the County EOC is activated, establish and maintain contact with the County Highway Commissioner.
14. Keep records of overtime hours, extra manpower hours, all supplies used including mileage and fuel, plus any mutual aid equipment and manpower needed in the response and recovery process.

ATTACHMENT H
PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES
KEY ACTION CHECKLISTS

Osceola Area Ambulance Service will serve as the Emergency Medical Services Liaison in the Town of Osceola and is responsible for emergency medical services activities in the Town of Osceola. The Polk County Health Department is responsible for public health activities in the Town of Osceola. They will coordinate health services activities with a representative from Town. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

Emergency Medical Services

1. Assist in evacuating nursing homes, hospitals, and other medical facilities as needed.
2. Coordinate emergency medical care to victims (hospitals and ambulances).
3. Establish a triage area for victims.
4. Coordinate medical transportation for victims.
5. Establish a staging area in the municipality.
6. Maintain close accounting of all expenditures utilized over and above normal operating costs, paying particular attention to overtime salaries.

Other responsibilities may include:

- o If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other Ambulance Services.

Public Health

1. Assure public health needs of disaster victims are met.
2. Assume primary operational control for health-related emergencies such as pollution, contaminations, diseases and epidemics.
3. Maintain close accounting of all expenditures utilized over and above normal operating costs, paying particular attention to overtime salaries.

ATTACHMENT I FIRE SERVICES KEY ACTION CHECKLISTS

The Allied Emergency Services is responsible for fire services activities in the Town of Osceola. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Respond to Fire Hall, CP or as directed by on-scene personnel.
2. Assist Law Enforcement in warning the affected population.
3. Rescue injured/trapped persons.
4. Protect critical facilities and resources.
5. Designate a person to record the arrival and deployment of emergency personnel and equipment.
6. Assist Law Enforcement with evacuation, if needed.
7. Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.
8. Overtime salaries and equipment costs including mileage and supplies used through both your department and any mutual aid assistance should be closely monitored and recorded for possible grant assistance

Other responsibilities may include:

- Assist with traffic control.
- Assist with debris clearance.
- If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
- Coordinate with Law Enforcement travel restrictions/road closures within the municipality.
- Provide emergency generators.
- If the County EOC is activated, establish and maintain contact with the person representing fire services.
- If the Regional Hazardous Materials Team is needed for a Level A response, contact Polk County Emergency Management to request assistance through the WEM Duty Officer. If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments.

ATTACHMENT J DAMAGE ASSESSMENT KEY ACTION CHECKLISTS

The Municipal Emergency Management Coordinator in cooperation with the Polk County Emergency Management Coordinator will be responsible for damage assessment activities in the Town of Osceola. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Report to the Municipal EOC or Command Post.
2. Record initial information from first responders such as law enforcement, public works, ambulance service, or fire services.
3. Coordinate with incident commander and head of activated agencies to assess extent of public damage and individual damage.
 - a. Within first 2-3 hours: Complete preliminary UDSR:
 - i. Number of fatalities.
 - ii. Number of critical/minor injuries.
 - iii. Number of home/businesses damaged/destroyed.
 - iv. Number of power/telephone lines, poles damaged.
 - v. Number of public facilities such as highways, roads, bridges, etc. damaged.
 - vi. Number of people who are homeless or in shelters.
 - b. Within 8 hours:
 - i. Recount items 1-6 above.
 - ii. Complete another UDSR, estimating public and private damage.
 - iii. Videotape and/or take photos of major damage.
 - c. Within 24 hours:
 - i. Update items 1-6 above.
 - ii. Complete updated UDSR.
4. Provide damage assessment information to the appropriate Town officials and county emergency management director to assist in the preparation of the UDSR.
5. If the situation warrants, assist the Town Chair with the preparation of a local state of emergency declaration and forward to the Polk County Municipal Emergency Management Coordinator.
6. Plot damage assessment information on status boards in the municipal EOC and locate damaged sites on a map.
7. Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the municipal Public Information Officer.

OTHER POSSIBLE ATTACHMENTS YOU MIGHT WANT TO
CONSIDER INCLUDING IN YOUR MUNICIPAL PLAN

X	LIST OF FREQUENCIES (local, state and federal agencies)
X	SHELTER LIST AND/OR MAPS
X	LIST OF SARA FACILITIES AND CHEMICALS PRESENT
	EQUIPMENT/PERSONNEL RESOURCE LIST
X	COMMUNITY MAP
	DEBRIS DISPOSAL SITE LOCATIONS
	DAMAGE ASSESSMENT TEAM CALL LIST
X	SAMPLE DISASTER DECLARATION
X	SOP ON REQUESTING GUARD ASSISTANCE
	PERSONNEL ROSTER (INCLUDING HOME TELEPHONE NUMBERS)
	MUTUAL AID AGREEMENTS
	LIST CLEAN-UP CONTRACTORS
X	COPY OF COUNTY'S BASIC PLAN AND ANNEX A
	ESTABLISH A PASS SYSTEM
	FISCAL AND ADMINISTRATIVE PROCEDURES & RECORDS
	OTHER SITUATIONS THAT MAY BE UNIQUE TO YOUR JURISDICTION

X = A copy of these documents will be provided by Polk County Emergency Management upon request



Delmore Consulting

Comprehensive Road Management Services

May 17, 2022

Town of Osceola - Polk County

OBJECTIVE

Develop a database and interactive map of the Town's current culvert system. This information will be gathered and compiled into a portfolio as both an electronic database and a written report. All information collected and presented will become property of the Town

SCOPE OF SERVICES

Culvert Inventory and Mapping

1. Locate each individual culvert and compile into an electronic database
2. Locate buried culverts
3. Record the GPS coordinates for each culvert
4. Prepare a town map with all of the inventoried culverts

BENEFITS

When the portfolio is completed, the Town of Osceola will have a tangible database and map of your current culvert system. The information gathered will provide the Town with the information needed to help determine short and long term goals.



Delmore Consulting

Comprehensive Road Management Services

TOWN OF OSCEOLA CULVERT INVENTORY MANAGEMENT SERVICES AGREEMENT

Culvert Inventory and Mapping

\$4,900

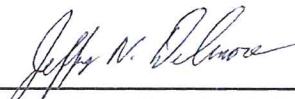
***Payment Terms:**

30% upon acceptance of proposal

70% upon completion of services

Acceptance of Proposal

Town of Osceola- Authorized Signature

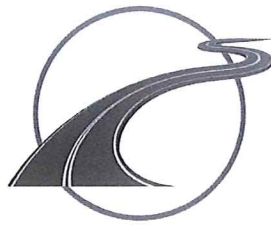


Delmore Consulting, LLC - Authorized Signature

Date

May 17, 2022

Date



Delmore Consulting

Comprehensive Road Management Services

May 17, 2022

Town of Osceola - Polk County

OBJECTIVE

Develop a database and interactive map of the Town's current culvert system. This information will be gathered and compiled into a portfolio as both an electronic database and a written report. All information collected and presented will become property of the Town

SCOPE OF SERVICES

Culvert Assessment, Inventory and Mapping

1. Assess each individual culvert's condition, size, material type, water flow direction and blockage into an electronic database
2. Locate buried culverts
3. Record the GPS coordinates for each culvert
4. Prepare an interactive town map with all of the inventoried culverts by condition rating

BENEFITS

When the portfolio is completed, the Town of Osceola will have a tangible database with an interactive map and written report. The information gathered will provide the Town with the information needed to help determine short and long term goals. In addition, the portfolio will provide the Town of Osceola with an accurate depiction of their current culvert system.



Delmore Consulting

Comprehensive Road Management Services

TOWN OF OSCEOLA COMPREHENSIVE CULVERT MANAGEMENT SERVICES AGREEMENT

Culvert Assesment, Inventory and Mapping

\$8,200

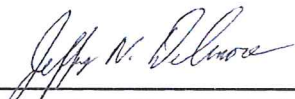
***Payment Terms:**

30% upon acceptance of proposal

70% upon completion of services

Acceptance of Proposal

Town of Osceola- Authorized Signature



Delmore Consulting, LLC - Authorized Signature

Date

May 17, 2022

Date

TOWN OF OSCEOLA LIQUOR AND TOBACCO APPLICATIONS RECEIVED**Class "B" Beer License**

22-07 Osceola Rod & Gun Club: PO Box 35, Osceola, WI 54020, Philip D. Points, Agent

22-03 "Skolhaugen": 2232 100th Ave, Dresser, WI 54009 / James Rochford, Agent

"Class B" Liquor & Class "B" Beer License

22-04 Woodhill Bar & Grill: 2394 State Road 35, Osceola, WI 54020 / Shawn Libersky, Agent

22-05 Fiesta Loca: 967 State Highway 35, Dresser, WI 54009 / German Duran, Agent

22-02 Krooked Kreek Golf Course: 2448 75th Ave, Osceola, WI 54020 / Patrick Hayes, Agent (Hayes Golf, LLC)

"Class A" Liquor & Class "A" Beer License

22-01 Dollar General Store #16020: 928 240th St, Osceola, WI 54020 / Cheryl Schultz, Agent

22-06 Brothers Country Mart: 2061 75th Ave, Osceola, WI 54020, Jon Blaser, Agent

Provisional Licenses

21-62 Callie Francis Halstrom, Woodhill Bar & Grill

21-63 Elisabeth Christine Molter, Krooked Kreek Golf Course

21-64 James Alden Reisner, Krooked Kreek Golf Course

21-65 Kimberly Ann Meador, Woodhill Bar & Grill

21-66 Jeremy Lance Porter, Woodhill Bar & Grill

21-67 Natalia Jean Doty, Brothers Country Mart

Operators' Licenses

22-13 Cheryl Schultz, Dollar General

22-15, Callie Halstrom, Woodhill Bar & Grill

22-16 Patrick Hayes, Krooked Kreek Golf Course

22-17 Donna Hayes, Krooked Kreek Golf Course

22-18 Daniel Torgerson, Krooked Kreek Golf Course

22-19 Elisabeth Molter, Krooked Kreek Golf Course

22-20 Mackenzie Pippenger, Krooked Kreek Golf Course

22-21 James Reisner, Krooked Kreek Golf Course

22-22 James Rochford Jr, Trollhaugen Ski Resort, "Skolhaugen"

22-23 Chelsea Kruse, Trollhaugen Ski Resort, "Skolhaugen"

22-24 Peter Fehlen, Woodhill Bar & Grill

22-25 Shauna Fehlen, Woodhill Bar & Grill

22-26 Paige Libersky, Woodhill Bar & Grill

22-27 Tayna Madsen, Woodhill Bar & Grill

22-28 Kimberly Meador, Woodhill Bar & Grill

22-29 Teresa Museus, Woodhill Bar & Grill

22-30 Janell Torgerson, Woodhill Bar & Grill

22-31 Briana Webster, Woodhill Bar & Grill

22-35 Jeremy Porter, Woodhill Bar & Grill

22-36 Kurtis Andres, Woodhill Bar & Grill

22-32 Isaac Duran, Fiesta Loca
 22-33 Jill Duran, Fiesta Loca
 22-34 Yolanda Cobian Lopez, Fiesta Loca
 22-37 Briana Duran, Fiesta Loca
 22-38 Baillie Duran, Fiesta Loca
 22-39 Mary Blaser, Brothers Country Mart
 22-40 Natalia Doty, Brothers Country Mart
 22-41 Alisha Paulson, Brothers Country Mart
 22-42 Erik Fansler, Brothers Country Mart
 22-43 Klara Fansler, Brothers Country Mart
 22-44 Philip Points, Osceola Rod & Gun Club
 22-45 James (Mike) Bohn, Osceola Rod & Gun Club

Tobacco Products Retail License Applicants

22-75
 Dollar General Store #16020
 c/o Cheryl Schultz, Agent
 928 240th Street
 Osceola, WI 54020

22-76
 Krooked Kreek Golf Course
 c/o Patrick Hayes, Agent
 2448 75th Ave
 Osceola, WI 54020

22-77
 Woodhill Bar & Grill
 c/o Shawn Libersky, Agent
 2394 State Rd 35
 Osceola, WI 54020

22-78
 Brothers Country Mart
 c/o Jon Blaser
 2061 75th Ave.
 Osceola, WI 54020

The above stated liquor licenses seek approval by the Town Board on Monday, June 6, 2022, at the regular monthly meeting held at the Town Hall at 6:30 p.m.

516 East Avenue North
P. O. Box 216
Dresser, WI 54009-0216
Office: 715-755-3060, ext. 1
clerk@townofosceola.com

TOWN OF OSCEOLA

Polk County, Wisconsin
www.townofosceola.com

RECEIVED

MAR 16 2022

TOWN OF OSCEOLA

85

DO

ELECTION INSPECTOR (Poll Worker) APPLICATION

Name: Cindy Heidelberger Home Phone: ~~XXXXXXXXXX~~

Address: ~~XXXXXXXXXX~~ St. City: Dresser State: WI Zip: 54009

Email Address: ~~XXXXXXXXXX~~ Best Time to Be Reached: _____

Occupation: shopper at Marketplace Foods (very part-time)

If retired, previous occupation: Personal Banker

Have you ever been an Election Worker: Y ☒ (circle one)

ARE YOU QUALIFIED TO VOTE? ☒ N (circle one)

(Qualifications: U.S. Citizen, resident of the Town of Osceola, at least 18 years of age, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting.)

Following are positions available on Election Day at the polling place, please place a check in the box indicating your willingness to work that position.

Position	Brief Description	Please <input checked="" type="checkbox"/> box of position(s) you are interested in working.
Greeter (Major Elections Only)	Use address list to determine if the voter is at their correct polling location. Position requires standing.	✓
Poll Book	Look up voter in poll book, entering voter number and notes. Accuracy and attention to detail is required. Certain elections hand out colored cards to voter to ensure they get the correct ballot.	✓
Supplemental Poll Book	Hand-write information for poll books for voters who register on election day. Neat handwriting and attention to detail is required. Certain elections hand out colored cards to voter to insure they get the correct ballot.	✓
Ballot Table	Ensure ballots have two initials. Ask if voters would like to use the voting machine. Relay any special instructions to voters depending on type of ballot. In certain elections, hand out ballots according to colored cards.	✓
Registration Deputy	Assist voter to register to vote at the correct polling place. Determine if voter lives in municipality by using address list. Attention to detail and accuracy is required.	✓

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Position	Brief Description	Please <input checked="" type="checkbox"/> box of position(s) you are interested in working.
Voted Ballot Inspector	Assist voters in placing ballots in correct ballot boxes or assist with the ICX touch screen machines. Hand out "I voted stickers" to those who have voted.	✓
Chief Election Inspector	The Chief Election Inspector is in charge of the polling place and has additional training requirements.	
Chief Election Inspector In-Training	The Chief Election Inspector In-Training assists the Chief Election Inspector and will train over the coming year to be appointed the Chief Election Inspector.	

For more information about what a poll worker does, visit this site: <https://elections.wi.gov/elections-voting/voters/become-a-poll-worker>

Training for all election inspectors/poll workers will be done in January 2022.

HOURS:

Polls are open 7:00 AM to 8:00 PM. Election inspectors are offered a shift of either 6:30 AM to 2:00 PM OR 1:45 PM to Close (typically 9:00 PM, however later for larger elections).

Shift I am available to work: AM PM Either (circle one)

Every effort is made to assign Election Inspectors to the shift and duties they would like to work. However, this cannot be guaranteed, and you must be willing to be flexible as assignments are subject to change on an as needed basis.

I certify that I am a United States Citizen at least 18 years of age and a resident of the Town of Osceola. I am able to read and write the English Language and am capable of learning election laws and procedures (training provided by the Town Clerk according to State of Wisconsin election laws). I acknowledge that I cannot serve as election inspector at any election in which I am a candidate for office. I am able to make a two-year commitment for up to four elections per year.

Cindy Heidelberg
Applicant Signature

3-14-2022
Date

Please return form no later than November 29th to: Denise Skjerven, Clerk, Town of Osceola, P.O. Box 216, Dresser, WI 54009-0216, or just drop it off at the Town Hall.

Please refer any questions to Denise at clerk@townofosceola.com or 715-755-3060, ext. 1.

Thank you for your interest in being an Election Inspector.

Official Oath

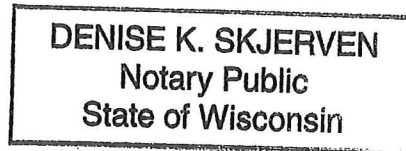
STATE OF WISCONSIN}
Polk County}

I, Cindy Heidelberg, having been appointed as an Election Inspector, beginning March 16, 2022 and effective through December 31, 2023, in and for the Town of Osceola, in said Polk County, but have not yet entered upon the duties thereof, swear that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said position to the best of my ability. SO, HELP ME GOD.

Cindy Heidelberg
Election Inspector's Signature

Subscribed and sworn to before me this 16th Day of March, 2022.

Denise Skjerven
Denise Skjerven, Clerk
Notary Public



My commission expires: December 8, 2025

5/19/2022
 Chief Election Inspector Training Tracking
 ELECTION TERM: 1/1/2022 - 12/31/2023

REQUIRED: Baseline Chief Inspector Training class through WEC;
 PLUS 3 or 4 hours of approved election-related training – for a total of 6 hours - by
 the end of the term

Name	Baseline Chief Inspector Training (Baseline CIT)		In-house TOO Election Inspector Training		ICE (ballot-fed) Equip Training		ICX (touch-screen) Equip		Public Test of ICE and ICX		Other Election Course Trng		WISVote Trng	
	Hrs	Date	Hrs	Date	Hrs	Date	Hrs	Date	Hrs	Date	Hrs	Date	Hrs	Date
Jim Brundage	2 hrs	5/3/2022	2.25 hrs	1/28/2022	attended public test		1.5 hrs	1/20/2022	3 hrs	2/4/2022	1.275	1/19/2022 Greeters Poll Book Mgmt Voter Registration Nomination Papers Inspectors' Statement		
Trishia Carlson			2.25 hrs	1/28/2022										
Cynthia Thorman	2 hrs	12/21-31/2021	2 hrs 2.25 hrs	1/24/2022 1/28/2022	1.45 hrs	1/31/2022	1.5 hrs	1/20/2022	3 hrs	2/4/2022	5.2 hrs	12/21-31/2021 Certified Clerk Trainer Refresher Uniformed & Overseas Citizens Voter Act – UOCAVA Closing the Polls Special Procedures Voting Equipment Central Count Everything Absentee Voter Registration Poll Book Management Greeters Opening the Polls Inspectors' Statement – EL-104 Nomination Papers Nomination Paper Review	7.575	4/8/2022
Tertlyn Wallis	2 hrs	2/4/2022					1.5 hrs	1/20/2022						

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Clerk

From: jgbrundage@sentinel.wi.gov
Sent: Tuesday, May 3, 2022 9:35 AM
To: Clerk
Subject: FW: Congratulations! You just earned a badge!
Attachments: Baseline_CIT_Completion_◆◆.png

For Jim

From: Wisconsin Elections Commission (via TLC) <noreply@electiontraining.wi.gov>
Sent: Tuesday, May 3, 2022 9:31 AM
To: Jim Brundage
Subject: Congratulations! You just earned a badge!

Wisconsin Elections Commission recognizes your training. You have been awarded

Baseline CIT - Course Completion

More information about this badge can be found on the [Baseline CIT Completion ◆◆](#) information page.

You can manage and download the badge from your [Manage badges](#) page.

This approximately 2-hour course is required of new chief inspectors before they can serve as an election official. New chief inspectors are certified to conduct elections in the current 2020-2021 term once they have completed all seven sections of the presentation and the [Chief Inspector Self-Evaluation](#).

Chief inspectors need to obtain another four hours of approved election training - for a total of six hours - by December 31, 2021 to re-certify for the 2022-2023 term.

old Dieppage

Introduction To Online Baseline Chief Inspector Training



updated

This approximately 2-hour course is required of new chief inspectors before they can serve as an election official. New chief inspectors are certified to conduct elections in the current 2022-2023 term once they have completed all seven sections of the presentation and the Chief Inspector Self-Evaluation. Chief inspectors need to obtain another four hours of approved election training - for a total of six hours - by December 31, 2023 to recertify for the 2024-2025 term. All chief inspectors need at least six hours of approved election training every two years to maintain their certification. Lastly, a self-evaluation presentation is included at the bottom of the TLC page to help gauge a chief inspector's comprehension of these election procedures. (Presentation runtime~90 minutes; self-evaluation~30 minutes - Must download survey questionnaire)

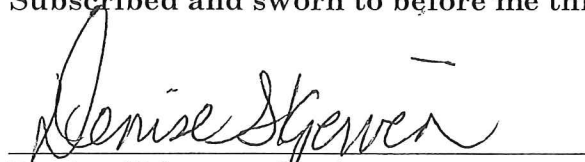
Official Oath

STATE OF WISCONSIN}
Polk County}

I, Jim Brundage, having been appointed as a Chief Election Inspector, beginning May 5th, 2022 and effective through December 31, 2023, in and for the Town of Osceola, in said Polk County, but have not yet entered upon the duties thereof, swear that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said position to the best of my ability. SO, HELP ME GOD.


Election Inspector's Signature

Subscribed and sworn to before me this 5th Day of May, 2022.


Denise Skjerven, Clerk
Notary Public

My commission expires: December 8, 2025

DENISE K. SKJERVEN
Notary Public
State of Wisconsin

**TOWN OF OSCEOLA
PLAN COMMISSION
REGULAR MONTHLY MEETING
TUESDAY, MAY 24, 2022 – 6 P.M.**

MINUTES

The Plan Commission of the Town of Osceola held a meeting on Tuesday, May 24, 2022, at the Osceola Town Hall, Dresser, Wisconsin.

CALL TO ORDER

Chair Utke called the meeting to order at 6:00 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 Utke led the group in the Pledge of Allegiance.

ROLL CALL

PRESENT: Chair Jeremy Utke, Dan Tronrud, Jim Berg, and Kim Kaiser.

ABSENT: Bernie Desmarais.

APPROVAL OF PROPOSED AGENDA

MOTION BY BERG / 2ND BY TRONRUD TO APPROVE THE AGENDA. MOTION CARRIED.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

MOTION BY BERG / 2ND BY TRONRUD TO APPROVE THE TUESDAY, APRIL 26, 2022 MEETING MINUTES. MOTION CARRIED.

PUBLIC COMMENT

8 PEOPLE ATTENDED

1 Resident spoke regarding the 2075 120th Ave property and had concerns with the driveway

1 Resident spoke regarding a comment that was made at previous Town Board Meetings. Rumor that PC Members have been contacting the Polk County Board regarding a possible proposed mine in the Town of Osceola.

OLD BUSINESS

A. TOWN VISION FOR COMPREHENSIVE PLAN

Census data is now available. PC Members should review pages 1-24 of the Comprehensive Plan, review the new census data and bring any questions to the next meeting. PC Members will work on reviewing the Comprehensive Plan sections at a time at upcoming meetings. Once we have gone through the Comprehensive Plan PC Members will send recommendations to the Town Board.

NEW BUSINESS**A. 2075 120TH AVE ADDITIONAL DRIVEWAY PER CONDITIONAL USE PERMIT**

Owners will fill out the driveway permit for the Town of Osceola and schedule an appointment to meet Todd the Public Works Supervisor. After the meeting with Todd the owner will bring a drawing to the Town Board Meeting for approval. It was suggested that the owners also talk to neighbors to see if they have any concerns about the driveway placement. Owners will also talk to Polk County Zoning to ask about one wide driveway vs. Two driveways and how that affects the CUP.

CHAIRMAN'S REPORT

None

COMMISSION MEMBER COMMENTS

None

FUTURE MEETING AGENDA ITEMS

Comprehensive Plan Pages 1-24

Review 2075 120th Ave Property

NEXT PLAN COMMISSION MEETING

Meeting set for June 28, 2022 6 PM

ADJOURNMENT

MOTION BY BERG /2ND BY KAISER TO ADJOURN THE PLAN COMMISSION MEETING HELD THIS TUESDAY THE 24TH DAY OF MAY 2022. MOTION CARRIED.

Being no further business to come before the Plan Commission, the Meeting was adjourned at 6:55 p.m.

Jeremy Utke, Plan Commission Chair

TO BE APPROVED: June 28, 2022