

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

**MEETING AGENDA**

1. Call Meeting to Order
2. Verification of Meeting Posting
3. Pledge of Allegiance
4. Roll Call
5. Presentation and Approval of Bills **93-104**
6. Acceptance of Proposed Agenda
7. Approval of Minutes of Previous Meetings: 4/11/2022, 4/20/2022, 5/2/2022, 5/26/2022 **1-20**
8. Public Comment
9. Public Works Report **21-32**
10. Treasurer's Report **105-118**
11. Clerk's Report **33**
12. Old Business
  - a) Consider Dwight Lake Boat Landing Improvements
  - b) Consider Local Roads Improvement Plan(LRIP) and General Road Improvement Bids **34-41**
  - c) Consider Plan Commission Appointment(s) and Resignation **42-43**
  - d) Consider Ordinances:
    - Updated Ordinance 22-04-11: Use of Virtual Meeting Equipment **44-51**
    - Ordinance 22-06-06: Confidentiality of Income and Expenses Provided to Assessor for Assessment Purposes **52**
    - Chapter 2: The Governing Body Ordinance (and note below the New Business topic) **53-74**
  - e) Consider Resolutions:
    - 22-06-061: Establish Procedures and Criteria for Allowing Alternative Forms of Sworn Testimony at BOR Hearings **75-76**
    - 22-06-062: Establish Procedures for Waiver of Board of Review(BOR) Hearing Requests **77-78**
  - f) Consider Records Retention Plan
  - g) Consider Review of Town's Ordinances
  - h) Consider Updated Emergency Operations Plan **119-141**
  - i) Consider Updates to Ordinance Chapter 3, 3.07 Public Records and Procedures
13. New Business
  - a) Consider Delmore Consulting to Perform a Culvert Inventory **79-82**
  - b) Consider 2022-2023 Liquor, Tobacco, Vape, Operator and Provisional Licenses (New and Renewals) **83-84**
  - c) Consider New 2022-2023 Election Inspector Appointments **85-90**
  - d) Consider Designation of Second Chair for Chair Absences **58**
  - e) Consider Date for July Town Board Meeting
14. Chair's Report
15. Supervisors' Reports
  - Jon Cronick
  - Bernie Desmarais: Supervisor and Plan Commission Update, including 5/24/22 minutes **91-92**
  - Jo Everson
  - Debbie Thompson
16. Request for Future Meeting Agenda Items
17. Next Plan Commission Meeting – June 28, 2022
18. Next Town Board Meeting – July 5, 2022 (Board to confirm)
19. Community Meetings Board Members Attend: None at this time
20. Adjournment

Notice is hereby given that a quorum of the Town of Osceola Plan Commission may be present at this meeting of the Town Board of Supervisors scheduled as noted above to gather information about a subject over which they have recommendation-making responsibility. The Plan Commission will take no formal action at this meeting. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Clerk's office at (715)755-3060. AFFIDAVIT OF POSTING: I hereby certify that this notice has been posted at the Dresser Post Office, the Town Hall, the First Community National Bank, and the Town Web Site. /s/ Denise Skjerven, Clerk

## TOWN OF OSCEOLA

## Check Detail

May 3 through June 6, 2022

Type	Date	Num	Name	Account	Original Amount
Check	05/06/2022	ACH	We Energies	MidWest One Checking Account	-195.77
TOTAL			Gas Utilities		195.77
					195.77
Check	05/24/2022	ACH	MidWest One Bank	MidWest One Checking Account	-137.11
TOTAL			Garage Expenses		137.11
					137.11
Check	05/04/2022	AC	Verizon	MidWest One Checking Account	-75.49
TOTAL			PW Cell Phone		75.49
					75.49
Check	05/11/2022	AC	AFLAC	MidWest One Checking Account	-197.52
TOTAL			Insurance		197.52
					197.52
Check	05/09/2022	ACH	Intuit	MidWest One Checking Account	-650.00
TOTAL			Website & Computer Expenses		650.00
					650.00
Check	05/10/2022	ACH	Kwik Trip	MidWest One Checking Account	-230.53
TOTAL			Fuel		230.53
					230.53
Check	05/12/2022	ACH	Intuit	MidWest One Checking Account	-369.24
TOTAL			Website & Computer Expenses		369.24
					369.24

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## TOWN OF OSCEOLA

## Check Detail

May 3 through June 6, 2022

Type	Date	Num	Name	Account	Original Amount
TOTAL					369.24
Liability Check	05/13/2022	ACH	IRS	MidWest One Checking Account	-4,762.86
				2100 · Payroll Liabilities	1,775.00
				2100 · Payroll Liabilities	1,210.76
				2100 · Payroll Liabilities	1,210.76
				2100 · Payroll Liabilities	283.17
				2100 · Payroll Liabilities	283.17
TOTAL					4,762.86
Check	05/16/2022	ACH	Charter Communications	MidWest One Checking Account	-139.98
TOTAL				Telephone/Internet	139.98
					139.98
Check	05/16/2022	ACH	Xcel Energy	MidWest One Checking Account	-142.21
TOTAL				Electric Utilities	142.21
					142.21
Check	05/27/2022	ACH	E. O. Johnson Co.	MidWest One Checking Account	-125.00
TOTAL				Office Supplies	125.00
					125.00
Check	05/27/2022	ACH	WI Dept of Justice	MidWest One Checking Account	-63.00
TOTAL				Other/Background Checks	63.00
					63.00
Liability Check	05/31/2022	ACH	Wisconsin Dept of Revenue	MidWest One Checking Account	-610.97
TOTAL				2100 · Payroll Liabilities	610.97
					610.97

## TOWN OF OSCEOLA

## Check Detail

May 3 through June 6, 2022

Type	Date	Num	Name	Account	Original Amount
Liability Check	05/31/2022	ACH	Wisconsin Retirement System	MidWest One Checking Account	-1,826.88
				2100 · Payroll Liabilities	913.44
				2100 · Payroll Liabilities	687.76
				2100 · Payroll Liabilities	225.68
TOTAL					1,826.88
Check	05/31/2022	ACH	U W Green Bay - GOVT	MidWest One Checking Account	-499.00
				Dues & Training	499.00
TOTAL					499.00
Check	06/06/2022	Debit Card	USPS	MidWest One Checking Account	-174.00
				Postage	174.00
TOTAL					174.00
Paycheck	05/13/2022	18181	Carlson, Janice	MidWest One Checking Account	-572.74
				Treasurer Wages	715.84
TOTAL					572.74
Paycheck	05/13/2022	18182	Gaffney, Joseph J	MidWest One Checking Account	-1,167.08
				Supervisor PW Wages	1,600.00
				Supervisor PW Wages	16.80
TOTAL					1,167.08
Paycheck	05/13/2022	18183	Raddatz, Todd A	MidWest One Checking Account	-1,549.84
				Supervisor PW Wages	1,920.00
				Supervisor PW Wages	4.32
				Supervisor PW Wages	461.54
TOTAL					1,549.84

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## TOWN OF OSCEOLA

## Check Detail

May 3 through June 6, 2022

Type	Date	Num	Name	Account	Original Amount
Paycheck	05/13/2022	18184	Skjerven, Denise K	MidWest One Checking Account	-819.76
TOTAL				Clerk Wages	1,099.63
					819.76
Paycheck	05/09/2022	18185	Thorman, Cynthia	MidWest One Checking Account	-39.13
TOTAL				Wages	39.13
					39.13
Paycheck	05/09/2022	18186	Raddatz, Todd A	MidWest One Checking Account	-75.29
TOTAL				Supervisor PW Wages	88.20
					75.29
Check	05/09/2022	18187	Jones, Jolene	MidWest One Checking Account	-545.00
TOTAL				Website & Computer Expenses	545.00
					545.00
Paycheck	05/27/2022	18188	Carlson, Janice	MidWest One Checking Account	-572.73
TOTAL				Treasurer Wages	715.84
					572.73
Paycheck	05/27/2022	18189	Gaffney, Joseph J	MidWest One Checking Account	-1,155.16
TOTAL				Supervisor PW Wages	1,600.00
				Supervisor PW Wages	0.60
					1,155.16
Paycheck	05/27/2022	18190	Raddatz, Todd A	MidWest One Checking Account	-1,552.56
TOTAL				Supervisor PW Wages	1,848.96
					1,552.56

## TOWN OF OSCEOLA

## Check Detail

May 3 through June 6, 2022

Type	Date	Num	Name	Account	Original Amount
TOTAL					
Paycheck	05/27/2022	18191	Skjerven, Denise K	MidWest One Checking Account	747.52
				Supervisor PW Wages	9.00
				Supervisor PW Wages	71.04
				Supervisor PW Wages	461.54
					1,552.56
TOTAL					
				Clerk Wages	997.66
					747.52
Paycheck	05/23/2022	18192	Brundage, James G	MidWest One Checking Account	0.00
TOTAL					0.00
Check	05/23/2022	18193	Bethesda Cemetery Association	MidWest One Checking Account	-666.66
TOTAL					666.67
				Local Cemetery Funding	666.66
					666.66
Check	05/23/2022	18194	Bill's Ace Hardware	MidWest One Checking Account	-263.92
TOTAL					263.92
				Garage Expenses	87.94
				Bldg Repairs & Maint	28.57
				Garage Expenses	17.57
				Park Expenses - Misc & Other	109.85
				Garage Expenses	19.99
					263.92
Check	05/23/2022	18195	Brothers Country Mart LLC	MidWest One Checking Account	-225.00
TOTAL					225.00
				Fuel	36.02
				Fuel	188.98
					225.00
Check	05/23/2022	18196	Dresser Trap Rock, Co.	MidWest One Checking Account	-298.60
TOTAL					298.66

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# TOWN OF OSCEOLA

## Check Detail

May 3 through June 6, 2022

Type	Date	Num	Name	Account	Original Amount
TOTAL				Road Maintenance & Repair	298.60
					298.60
Check	05/23/2022	18197	Dresser Water & Sewer Utilities	MidWest One Checking Account	-77.58
TOTAL				Water & Sewer Utilities	77.58
					77.58
Check	05/23/2022	18198	Industrial Safety, Inc.	MidWest One Checking Account	-276.88
TOTAL				Equipment Repairs & Maintenance	276.88
					276.88
Check	05/23/2022	18199	Midwest Machinery Co	MidWest One Checking Account	-21.08
TOTAL				Equipment Repairs & Maintenance	21.08
					21.08
Check	05/23/2022	18200	Pleasant Prairie Cemetery Assoc.	MidWest One Checking Account	-666.67
TOTAL				Local Cemetery Funding	666.67
					666.67
Check	05/23/2022	18201	Polk County Highway Dept.	MidWest One Checking Account	-2,958.04
TOTAL				Road Maintenance & Repair	2,958.04
					2,958.04
Check	05/23/2022	18202	Rural Mutual Insurance	MidWest One Checking Account	-13,389.00
				Insurance	1,165.68
				Insurance	1,457.10
				Insurance	1,068.54
				Insurance	6,022.68

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# Check Detail

May 3 through June 6, 2022

Type	Date	Num	Name	Account	Original Amount
			Insurance		2,940.00
			Insurance		367.50
			Insurance		367.50
TOTAL					13,389.00
Check	05/23/2022	18203	Sand Lake Cemetery Association	MidWest One Checking Account	-666.67
TOTAL				Local Cemetary Funding	666.67
Check	05/23/2022	18204	Tenet	MidWest One Checking Account	-1,312.00
TOTAL				Road Maintenance & Repair	1,312.00
Check	05/23/2022	18205	Waterman Sanitation	MidWest One Checking Account	-123.00
TOTAL				Sanitation Expenses	123.00
Check	05/23/2022	18208	CarQuest Osceola	MidWest One Checking Account	-63.85
TOTAL				Equipment Repairs & Maintenance	27.64
				Equipment Repairs & Maintenance	36.21
					63.85
Check	05/23/2022	18209	CNA Surety	MidWest One Checking Account	-935.00
TOTAL				Insurance	935.00
Check	06/05/2022	18210	Bakke Norman S.C	MidWest One Checking Account	-1,313.50
				Municipal	1,313.50

# TOWN OF OSCEOLA

## Check Detail

May 3 through June 6, 2022

Type	Date	Num	Name	Account	Original Amount
TOTAL					1,313.50
Check	06/05/2022	18211	Connecting Point	MidWest One Checking Account	-528.50
				Website & Computer Expenses	468.50
				Computer/Emails	30.00
				Computer/Email	30.00
TOTAL					528.50
Check	06/05/2022	18212	Delmore Consulting	MidWest One Checking Account	-2,650.00
				Road Maintenance & Repair	2,650.00
TOTAL					2,650.00
Check	06/05/2022	18213	Dresser Food & Liquor Inc.	MidWest One Checking Account	-1,506.65
				Fuel	267.93
				Fuel	180.49
				Fuel	185.56
				Fuel	196.37
				Fuel	199.89
				Fuel	197.02
				Fuel	83.00
				Fuel	196.39
TOTAL					1,506.65
Check	06/05/2022	18214	Hall, Darel	MidWest One Checking Account	-44.50
				Animal Warden Wages	30.00
				Mileage & Expenses	14.50
TOTAL					44.50
Check	06/05/2022	18215	Industrial Safety, Inc.	MidWest One Checking Account	-1,660.92
				Garage Expenses	1,660.92
TOTAL					1,660.92

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## TOWN OF OSCEOLA

## Check Detail

May 3 through June 6, 2022

Type	Date	Num	Name	Account	Original Amount	
TOTAL					1,660.92	
Check	06/05/2022	18216	Lakefront Lawn & Dock	MidWest One Checking Account	-385.00	385.00
TOTAL				Bldg Repairs & Maint	120.00	
				Park Expenses - Misc & Other	265.00	
					385.00	
Check	06/05/2022	18217	Midwest Machinery Co	MidWest One Checking Account	-97.76	97.76
TOTAL				Equipment Repairs & Maintenance	97.76	
					97.76	
Check	06/05/2022	18218	Quill Corporation	MidWest One Checking Account	-18.29	18.29
TOTAL				Office Supplies	18.29	
					18.29	
Check	06/05/2022	18219	Raska Sewer Service	MidWest One Checking Account	-315.00	315.00
TOTAL				Park Expenses - Misc & Other	157.50	
				Park Expenses - Misc & Other	157.50	
					315.00	
Check	06/05/2022	18220	Sun, The	MidWest One Checking Account	-372.40	372.40
TOTAL				Publications	372.40	
					372.40	
Check	06/05/2022	18221	Town of Farmington	MidWest One Checking Account	-2,600.00	2,600.00
TOTAL				Road Maintenance & Repair	2,600.00	
					2,600.00	
Check	06/05/2022	18222	West WI Inspection Agency	MidWest One Checking Account	-2,280.24	2,280.24



## TOWN OF OSCEOLA

## Check Detail

May 3 through June 6, 2022

Type	Date	Num	Name	Account	Original Amount
TOTAL				Building Inspection Expense	2,280.24
					2,280.24
Paycheck	06/06/2022	18223	Cronick, Jon M	MidWest One Checking Account	-269.36
				Board Salaries	291.67
				Payroll Expenses	18.08
				2100 · Payroll Liabilities	-18.08
				2100 · Payroll Liabilities	-18.08
				Payroll Expenses	4.23
				2100 · Payroll Liabilities	-4.23
				2100 · Payroll Liabilities	-4.23
TOTAL					269.36
Paycheck	06/06/2022	18224	Desmarais, Bernard A	MidWest One Checking Account	-269.35
				Board Salaries	291.67
				Payroll Expenses	18.09
				2100 · Payroll Liabilities	-18.09
				2100 · Payroll Liabilities	-18.09
				Payroll Expenses	4.23
				2100 · Payroll Liabilities	-4.23
				2100 · Payroll Liabilities	-4.23
TOTAL					269.35
Paycheck	06/06/2022	18225	Everson, Jo A	MidWest One Checking Account	-359.14
				Board Salaries	388.89
				Payroll Expenses	24.11
				2100 · Payroll Liabilities	-24.11
				2100 · Payroll Liabilities	-24.11
				Payroll Expenses	5.64
				2100 · Payroll Liabilities	-5.64
				2100 · Payroll Liabilities	-5.64
TOTAL					359.14

## TOWN OF OSCEOLA

## Check Detail

May 3 through June 6, 2022

Type	Date	Num	Name	Account	Original Amount
TOTAL					359.14
Paycheck	06/06/2022	18226	Lindh, Dale A	MidWest One Checking Account	-269.36
			Board Salaries		291.67
			Payroll Expenses		18.08
			2100 - Payroll Liabilities		-18.08
			2100 - Payroll Liabilities		-18.08
			Payroll Expenses		4.23
			2100 - Payroll Liabilities		-4.23
			2100 - Payroll Liabilities		-4.23
TOTAL					269.36
Paycheck	06/06/2022	18227	Thompson, Debbie L	MidWest One Checking Account	-269.35
			Board Salaries		291.67
			Payroll Expenses		18.09
			2100 - Payroll Liabilities		-18.09
			2100 - Payroll Liabilities		-18.09
			Payroll Expenses		4.23
			2100 - Payroll Liabilities		-4.23
			2100 - Payroll Liabilities		-4.23
TOTAL					269.35
Paycheck	06/06/2022	18232	Brundage, James G	MidWest One Checking Account	-21.05
			Wages		21.05
TOTAL					21.05
Check	06/06/2022	18233	Watermans Sanitation	MidWest One Checking Account	-100.00
			Sanitation Expenses		100.00
TOTAL					100.00
					\$ 56,270.76

TOWN OF OSCEOLA  
Check Detail

May 3 through June 6, 2022

Type	Date	Num	Name	Account	Original Amount
Approval of checks 18181 - 18233 and ACH payments for the mont of May in the amount of \$56,270.76					
Jon Cronick					
Bernie Desmarais					
Jo Everson					
Dale Lindh					
Debbie Thompson					

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

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, April 11, 2022, at 6:30 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

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

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

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

**PRESENT:** Chair Lindh, Supervisors Everson and Gustafson.

**ABSENT:** Supervisor Cronick.

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

**CHECK PRESENTATION AND APPROVAL OF BILLS**

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

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

**ACCEPTANCE OF PROPOSED AGENDA**

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

**MEETING MINUTES**

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

**PUBLIC COMMENT**

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



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

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

#### **PUBLIC WORKS REPORT**

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

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

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

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

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

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

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

#### **TREASURER'S REPORT**

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

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

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

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

#### **CLERK'S REPORT**

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

#### **CONSIDER APPOINTING A TOWN BOARD SUPERVISOR TO FILL THE VACANT POSITION**

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

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

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

#### **OLD BUSINESS**

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

Nothing new to report.

##### **CONSIDER SIMMON DRIVE ROAD PROJECT**

Nothing new to report.



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### **CONSIDER TOWN WEBSITE UPDATES**

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

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

### **CONSIDER MICROSOFT TEAMS IMPLEMENTATION WORK EFFORTS AND COSTS**

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

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

### **NEW BUSINESS**

#### **CONSIDER ROAD BIDS**

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

#### **CONSIDER LAWN CARE BIDS**

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

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

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

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

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

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

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

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

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

**CONSIDER PLEASANT PRAIRIE CEMETERY APRIL MEETING IN TOWN HALL**

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

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

**CONSIDER CEMETERY FUNDS REQUESTS**

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

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

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

#### **CONSIDER 2021 AUDIT**

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

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

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

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

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

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

#### **CONSIDER CHAPTER 2: THE GOVERNING BODY ORDINANCE**

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

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

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

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

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

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

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

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

No report as Cronick was absent.

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

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

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

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

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

Nothing to report.

#### **SUPERVISOR'S REPORT/GUSTAFSON**

Nothing to report.

#### **FUTURE AGENDA ITEMS**

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

#### **ANNUAL TOWN MEETING**

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



**NEXT PLAN COMMISSION MEETING**

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

**NEXT TOWN BOARD MEETING**

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

**COMMUNITY MEETINGS BOARD MEMBERS ATTEND**

Allied Emergency Services: April 21

**ADJOURN**

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

**To be approved:** June 6, 2022

Approved:

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Denise Skjerven, Town Clerk



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**TOWN OF OSCEOLA  
SPECIAL TOWN BOARD MEETING  
WEDNESDAY, APRIL 20, 2022, 6:30 P.M.**

**MINUTES**

The Board of Supervisors of the Town of Osceola met for a Special Board Meeting on Wednesday, April 20, 2022, beginning at 6:30 p.m. at the Town Hall, Dresser, Wisconsin.

**CALLED THE MEETING TO ORDER:** Chair Dale Lindh called the meeting to order at 6:33 p.m.

**VERIFICATION OF MEETING POSTING:** The Chair verified the meeting was posted on April 19, 2022 at the Town Hall, the Dresser Post Office, First National Community Bank, FaceBook, and the Town website.

**ROLL CALL**

**PRESENT:** Dale Lindh, Jon Cronick, Bernie Desmarais, Jo Everson, Debbie Thompson

**ABSENT:** None.

**ALSO PRESENT:** Clerk Denise Skjerven

**APPROVAL OF AGENDA**

MOTION BY DESMARAIS/CRONICK TO APPROVE THE AGENDA AS PRESENTED. MOTION CARRIED.

**ANNOUNCEMENT OF CLOSED SESSION**

Chair Lindh announced that the Board would be moving into closed session as posted.

MOTION BY LINDH/EVERSON TO MOVE INTO CLOSED SESSION PURSUANT TO STATE STATUTE §19.85(1)(C), TO CONDUCT EMPLOYEE PERFORMANCE EVALUATION. MOTION CARRIED UNANIMOUSLY. The Board entered closed session at 6:35 p.m.

**PRESENT:** Lindh, Cronick, Desmarais, Everson, Thompson

Personnel evaluation was performed on Clerk Denise Skjerven on the subject of Public Records Requests.

**OPEN SESSION**

MOTION BY EVERSON/CRONICK TO MOVE INTO OPEN SESSION. MOTION CARRIED UNANIMOUSLY. The Open Meeting began at 8:08 p.m.

**PRESENT:** Lindh, Cronick, Desmarais, Everson, Thompson & Skjerven

**CONSIDER OUTCOME OF PERFORMANCE REVIEW & ORDINANCE RELATING TO PUBLIC RECORDS REQUESTS**

During the Closed Meeting, the Board discussed improvements in how the Clerk would handle future Public Records Requests, and what the Board could do to assist in the process, including amending the Public Records Ordinance. A sealed notice of improvement will be placed in Skjerven's personnel file.

**ADJOURNMENT**

MOTION BY CRONICK/THOMPSON TO ADJOURN THE SPECIAL MEETING OF THE TOWN OF OSCEOLA HELD THIS APRIL 20, 2022. MOTION CARRIED UNANIMOUSLY.

Being no further business to come before the Board, the Meeting was adjourned at 8:10 P.M.

APPROVED \_\_\_\_\_

\_\_\_\_\_  
Jo Everson, Town Board Supervisor



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

Meeting Minutes

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

**CALL TO ORDER:** Supervisor Everson called the regular meeting to order at 6:30 p.m.

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

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

**ABSENT:** Chair Lindh.

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

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

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

**CHECK PRESENTATION AND APPROVAL OF BILLS**

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

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

**ACCEPTANCE OF PROPOSED AGENDA**

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

**MEETING MINUTES**

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

**PUBLIC COMMENT**

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

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

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

**PUBLIC WORKS REPORT**

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

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

**TREASURER'S REPORT**

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

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

MOTION BY CRONICK/THOMPSON TO APPROVE THE TREASURER'S REPORT AS PRESENTED. MOTION CARRIED.

#### **CLERK'S REPORT**

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

#### **OLD BUSINESS**

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

Nothing new to report.

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

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

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

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

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

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**NEW BUSINESS****CONSIDER 2021 FINANCIAL AUDIT**

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

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

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

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

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

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

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

*The Town of Osceola, Polk County is accepting bids for grinding and repaving of 70<sup>th</sup> Avenue from Dwight Lane to Termini .80 miles. Dwight Lane from County Y to Termini .61 Miles and Dwight Court from Dwight Lane to Termini .08 Miles. Work to be provided will consist of pulverizing the existing road and repaving with 2.5" x 22' of hot mix asphalt. Two-foot shoulders will be installed. Sealed bids should be mailed to: Town of Osceola, LRIP BID, PO Box 216, Dresser, WI 54009. The LRIP Project Bid Form can be obtained from the Clerk at clerk@townofosceola.com, 715-755-3060, ext. 1. Bids will be opened on May 26th at 8:30 a.m. at the Town Hall and awarded on June 6, 2022, at 6:30 p.m. at the Town Hall.*



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

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

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

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

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

MOTION CARRIED.

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

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

*The Town of Osceola, Polk County is accepting bids for grinding and repaving on 60th Avenue. Project 1: County Road M to 210th Street 1.01 miles. Project 2: 230th Street – 220th Street, approximately .8 mile. Work to be provided will consist of pulverizing the existing road and repaving with 2.5" x 22' of hot mix asphalt with shouldering.*

*Sealed bids should be mailed to: Town of Osceola, 2022 ROAD BID, PO Box 216, Dresser, WI 54009.*

*The Project Bid Form can be obtained from the Clerk at [clerk@townofosceola.com](mailto:clerk@townofosceola.com), 715-755-3060, ext. 1. Bids to be considered must be sealed and received by the Town at the Town Hall by 8:15 a.m. on Thursday, May 26, 2022.*

*Bids will be opened on May 26th at 8:30 a.m. at the Town Hall and awarded on June 6, 2022, at 6:30 p.m. at the Town Hall.*

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

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

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

MOTION CARRIED.

#### **CONSIDER BOARD ASSIGNMENTS TO:**

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

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

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

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

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

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

#### **CONSIDER BOARD COMMITTEES**

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**SUPERVISOR'S REPORT/CRONICK**

Nothing to report.

**SUPERVISOR'S REPORT/DESMARAIS**

Nothing more to report.

**SUPERVISOR'S REPORT/EVERSON**

Nothing to report.

**SUPERVISOR'S REPORT/THOMPSON**

Nothing to report.

**FUTURE AGENDA ITEMS**

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

**NEXT PLAN COMMISSION MEETING**

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

**NEXT TOWN BOARD MEETINGS**

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

**COMMUNITY MEETINGS BOARD MEMBERS ATTEND**

None at this time

**ADJOURN**

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

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**To be approved:** June 6, 2022

Approved:

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Denise Skjerven, Town Clerk

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**TOWN OF OSCEOLA**  
**BOARD OF SUPERVISORS**  
**SPECIAL TOWN BOARD MEETING**  
Thursday, May 26, 2022 — 8:30 a.m.

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a special Board meeting Thursday, May 26, 2022, at 8:30 a.m. at the Osceola Town Hall, Dresser, Wisconsin.

**CALL TO ORDER:** Chair Lindh called the special Board meeting to order at 8:30 a.m.

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

**PRESENT:** Chair Lindh, Supervisors Everson and Thompson.

**ABSENT:** Supervisor Desmarais.

**LATE:** Supervisor Cronick (arrived at 8:33 a.m.).

**PUBLIC ATTENDEES:** Clerk Skjerven, Public Works Supervisor Raddatz, Caleb LaFave from Monarch Paving Company.

**ACCEPTANCE OF PROPOSED AGENDA**

MOTION BY EVERSON/LINDH TO ACCEPT THE AGENDA AS PRESENTED. MOTION CARRIED.

**NEW BUSINESS**

**CONSIDER LOCAL ROADS IMPROVEMENT PLAN(LRIP) BIDS AND  
CONSIDER 2022 GENERAL TOWN ROADS IMPROVEMENT BIDS**

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

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

Chair Lindh opened the only bid packet received, and it was from Monarch Paving Company. The Dwight Lane/Dwight Ct/70<sup>th</sup> Ave. LRIP bid is \$233,392.37 to include: pulverize and knockdown

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existing asphalt; fine grade existing base course and compact; pave with hot mix asphalt to an average compacted depth of 2.5"; shoulder along new asphalt to a width of 2'; Town purchases material from Dresser Trap Rock separately; Dwight Lane is 22'; Dwight Court is 19'; 70<sup>th</sup> Ave. is 20'.

The General Town Roads Improvement Project 1 bid is \$165,095.02 to include: pulverize and knockdown existing asphalt; fine grade existing base course and compact; pave with hot mix asphalt to an average compacted depth of 2.5"; shoulder along new asphalt to a width of 2'; Town purchases material from Dresser Trap Rock separately. Project 2 bid is \$169,984.15 to include: pulverize and knockdown existing asphalt; fine grade existing base course and compact; pave with hot mix asphalt to an average compacted depth of 2.5"; shoulder along new asphalt to a width of 2'; Town purchases material from Dresser Trap Rock separately.

Raddatz to provide cost estimations to the Board for the trap rock from Dresser Trap Rock for these three road projects.

### **ADJOURN**

MOTION BY EVERSON/THOMPSON TO ADJOURN THE SPECIAL TOWN BOARD MEETING THURSDAY, MAY 26, 2022. MOTION CARRIED. The meeting adjourned at 8:47 a.m.

**To be approved:** June 6, 2022

Approved:

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Denise Skjerven, Town Clerk

# Town of Osceola

May 22

## Public works report

1. Replace culvert on 120<sup>th</sup> by winery.
2. Working with Polk cty and Dnr to get answers on size of culvert and new location for culvert on 90<sup>th</sup>.
3. Went out with brush mower and cleaned up some thick spots.
4. Cutting up trees from storm blow down.
5. Spent a few days hauling and setting coffin block for the road closed.
6. Spent time ordering signs and borrowing more signs from road closed that had been stolen.
7. Grading roads as often as I can. Especially Banning Creek.
8. Picking up garbage from adopt a road sponsor.
9. Mount ditch mowing attachment back on tractor for upcoming mowing season
10. Started spray patching trying to get bugs worked out.
11. Inspecting culverts and recording location and condition.
12. Called in on Sunday for someone throwing porta toilet in the lake.
13. Started mowing ditches
14. Fix broken signs from storms.

**Clerk**

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**From:** ChairLindh  
**Sent:** Thursday, June 2, 2022 5:14 PM  
**To:** Clerk; Publicworks; Supervisor Cronick  
**Cc:** Treasurer  
**Subject:** Fw: 90th Avenue over Horse Creek, Town of Osceola  
**Attachments:** 90th Ave. over Horse Creek (Lotus Lake) 6-2-22.pdf; BMPsForCulverts.pdf; GP permit conditions.docx

Below is information that I received from the DNR about the culvert that we need to replace on 90<sup>th</sup> ave.

Denise-

Can you please print copies of this information for our board meeting on Monday.

Thanks

**Dale Lindh**

Town of Osceola Chairman

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**From:** Verlin McKenzie <verlin.mckenzie@polkcountywi.gov>  
**Sent:** Thursday, June 2, 2022 3:30 PM  
**To:** ChairLindh <chairlindh@townofosceola.com>  
**Subject:** FW: 90th Avenue over Horse Creek, Town of Osceola

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**From:** Cronk, Amy L - DNR <Amy.Cronk@wisconsin.gov>  
**Sent:** Thursday, June 2, 2022 2:45 PM  
**To:** Verlin McKenzie <verlin.mckenzie@polkcountywi.gov>; chairlindh@townofosceola.com  
**Cc:** Joshua Kelch <joshua.kelch@polkcountywi.gov>; Jason Kjeseth <jason.kjeseth@polkcountywi.gov>  
**Subject:** 90th Avenue over Horse Creek, Town of Osceola

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Verlin-

Attached is the DNR permit coverage for the proposed culvert replacement on 90<sup>th</sup> Avenue over Horse Creek in the Town of Osceola. We understand the new arch pipe will be placed slightly to the west of the existing arch pipe so the flow of the stream can be maintained throughout the project. Please stabilize the slopes around the inlet/outlet of the new arch pipe with clean, properly sized riprap.

Let me know if you have any questions. Thank you.

**We are committed to service excellence.**

Visit our survey at <http://dnr.wi.gov/customersurvey> to evaluate how I did.



## Amy Cronk

Environmental Analysis & Review Specialist (Transportation Liaison)  
 Wisconsin Department of Natural Resources  
 810 West Maple St., Spooner WI 54801  
 Cell Phone: 715-520-3976  
[amy.cronk@wisconsin.gov](mailto:amy.cronk@wisconsin.gov)



[dnr.wi.gov](http://dnr.wi.gov)




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**From:** Verlin McKenzie <[verlin.mckenzie@polkcountywi.gov](mailto:verlin.mckenzie@polkcountywi.gov)>  
**Sent:** Tuesday, May 10, 2022 2:05 PM  
**To:** Cronk, Amy L - DNR <[Amy.Cronk@wisconsin.gov](mailto:Amy.Cronk@wisconsin.gov)>  
**Cc:** Joshua Kelch <[joshua.kelch@polkcountywi.gov](mailto:joshua.kelch@polkcountywi.gov)>  
**Subject:** 90th ave Osceola Twsp

**CAUTION: This email originated from outside the organization.  
 Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Amy, this is the application for Osceola Twsp on 90<sup>th</sup> Ave.

### ***Verlin McKenzie***

Polk County Hwy Foremann  
 715-557-0316  
 715-485-8726  
[Verlin.mckenzie@polkcountywi.gov](mailto:Verlin.mckenzie@polkcountywi.gov)



State of Wisconsin  
DEPARTMENT OF NATURAL RESOURCES  
810 W Maple Street  
Spooner, WI, 54801

Tony Evers, Governor  
Preston D. Cole, Secretary  
Telephone 608-266-2621  
Toll Free 1-888-936-7463  
TTY Access via relay - 711



June 2, 2022

Dale Lindh  
Town of Osceola  
Sent electronically

GP-NO-2022-T01796

RE: Coverage under the wetland and waterway statewide general permit for municipal transportation projects on 90<sup>th</sup> Avenue over Horse Creek, Town of Osceola, Polk County (SW ¼ SW ¼ Sec. 15, T33N, R18W).

Dear Mr. Lindh:

Thank you for submitting an application for coverage under the wetland and waterway statewide general permit for municipalities to construct, reconstruct, or maintain highways, bridges, arches, and culverts on 90<sup>th</sup> Avenue over Horse Creek. In compliance with the provision(s) of Wis. Stats. ss. Chapter 281.36 (3g) (a)10 and Section 30.123(7), municipalities are authorized to construct, reconstruct, or maintain highways, bridges, arches, and culverts and will comply with the terms and conditions of WDNR-GP2-2017. Please note, additional permitting information can be found by following the hyperlinks that are included in the electronic version of this document.

#### Project Description

The existing 81" x 59" x 44' arch pipe will be replaced with an 81" x 59" x 55' arch pipe. The existing arch pipe will be removed and the new arch pipe will be placed slightly to the west. Flow of the stream will be maintained through the existing arch pipe while the new arch pipe is being installed.

You have certified that your project meets the eligibility criteria and conditions for this activity. Based upon your signed certification you may proceed with your project. **Please take this time to re-read the permit eligibility standards and conditions.** The eligibility standards can be found in the [GP2 application checklist](#) or in the statewide general permit, [WDNR-GP2-2017](#). The permit conditions are attached to this letter. You are responsible for meeting all general permit eligibility standards and permit conditions. **This includes notifying the Department before starting the project and submitting photographs within one week of project completion.** Please note your coverage is valid for 5 years from the date of the department's determination or until the activity is completed, whichever occurs first.

#### Wetlands

According to the project information submitted, 400 square feet of wetland fill will occur. This permit coverage constitutes the state of Wisconsin's wetland water quality certification under Section 401 of the US Clean Water Act.

#### Endangered Resources

The review of the Natural Heritage Inventory (NHI) database on May 5, 2022, did not identify any resources that are likely to be impacted by this project.

### **Erosion Mat**

If erosion control matting is to be used along stream corridors, DNR recommends biodegradable non-netted matting (e.g. Class I Type A Urban, Class I Type B Urban, or Class II Type C). Long-term netted mats may cause animal entrapment. Avoid the use of fine mesh matting that is tied or bonded at the mesh intersection (joints) such that the openings in the mesh are fixed in size.

### **Archaeological/Historical**

A review for archaeological and historical resources was recently completed and there are no known archaeological or historical resources that will be impacted by the proposed projects.

### **Waterway Best Management Practices (BMPs)**

The municipality is responsible for ensuring the project meets BMP standards before, during, and after construction. It is recommended that dewatering and bypassing requirements are put in bid documents so the contractor is aware of permit requirements. Proper final site stabilization expectations should also be specified.

### **Waterway Instream Requirements**

This reach of Horse Creek is a warm water stream. Therefore, culvert replacement work should not take place between March 1 and June 15, both dates inclusive. This construction BMP minimizes impacts to fish and other aquatic organisms during sensitive time periods such as spawning, winter dormancy, and migration.

### **Inspections**

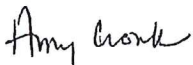
The department conducts routine and annual compliance monitoring inspections. Our staff may follow up and inspect your projects to verify compliance with state statutes and codes. If you decide to modify your project, please contact your local Department Transportation Liaison to discuss any proposed modifications.

### **Federal and Local Permits**

The project is located in a Zone A mapped floodplain. We recommend coordinating with the Polk County Zoning office to determine if any approvals or permits are required from them. ***Please be sure to obtain any other local, state, or federal permits that are required before starting your projects.***

If you need to modify your project or if you have any questions regarding the review of the project, the contents of this letter, or the permit requirements, please contact me at 715-520-3976 or by email at amy.cronk@wisconsin.gov.

Sincerely,



Amy Cronk  
WDNR Transportation Liaison

Email CC: Verlin McKenzie, Polk County Highway Dept.  
Josh Kelch, Polk County Highway Dept.  
Jason Kjeseth, Polk County Zoning Administrator



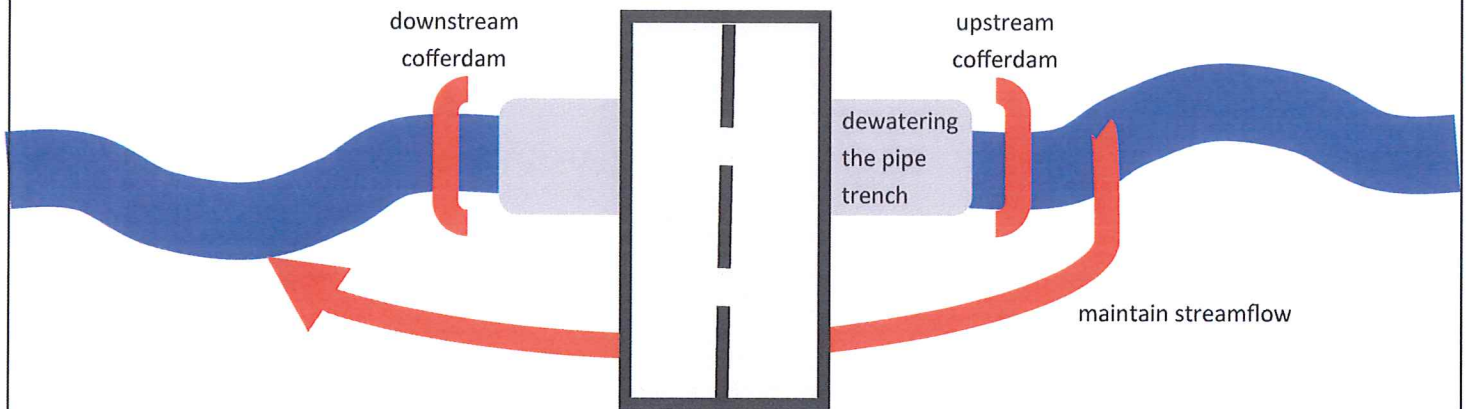


## STREAM CULVERTS (NAVIGABLE WATERWAYS)—BEST MANAGEMENT PRACTICES (Sept. 2015)

The following example describes typical best management practices that are needed to protect water quality at culvert replacement projects.

**BEFORE Construction:** Devise an erosion control plan for the project site. Be sure the plans include stockpile protection. Further, be sure all stockpiles and borrow/waste sites are setback from waterways, wetlands, and floodplains. Begin to install erosion control items before any ground is disturbed. *Common methods include: construction site diversion, silt fence, ditch checks, vegetative buffers, inlet protection, sediment traps, and tracking pads.*

### DURING Construction:



- **Non-erodible coffer dams** up and downstream to isolate the pipe during excavation. *Common methods include sand bags wrapped in plastic sheeting, other reinforced plastic sheeting, steel sheeting, and water bladder barrier.*
- **Treat water from the culvert trench** to prevent cloudy water from reaching waterways or wetlands. *Common methods include temporary settling basin, infiltration basin, filtration bag, sediment tank. Water applied polymer may be needed in conjunction with these methods.*
- **Maintain streamflow downstream** to protect aquatic life. *Common methods include by-pass pumping, plastic and rock/rock bag lined channel, by-pass culvert, and diverting water to one culvert (at sites with 2 or more culverts only).*

### AFTER Construction:

Topsoil and seed protected by mulch or erosion mat



Trenched in silt fence, fiber logs, or other method

Place geotextile fabric then cover with clean, sediment free riprap 6" to 24" in diameter as appropriate for the site.

At sites with water quality issues (road overtopping, bank erosion, streambed scour, etc.), installing a larger culvert that does not constrict the stream channel is an important best management practice for water quality protection and flood resiliency.



## STREAM CULVERTS (NAVIGABLE WATERWAYS) —BEST MANAGEMENT PRACTICES (Sept. 2015)

**Construction Timing:** Once waterway work begins (below the ordinary high water mark (OHWM)), all construction activities in those waterways must be continuous to the greatest extent practicable until the work is completed and the site is stabilized. If periods of inactivity are unavoidable, the site must be temporarily stabilized until the work is resumed and completed.

**Timing Restrictions:** To minimize adverse impacts on fish movement, fish spawning, and egg incubation periods, work below the OHWM may not occur during the following time periods:

- September 15th to May 15th for all trout streams.
- March 1st through June 15th for ALL other waters.

*The timing restrictions listed may be waived or modified by the [WDNR Transportation Liaison](#).*

**Wetlands:** Vegetation, material, soil stockpiles, or equipment cannot be stored in wetlands (even on a temporary basis). The project needs to be constructed in a manner that will maintain natural hydrology in the wetland complex.

**Erosion and Sediment Control Practices:** The project site shall implement erosion and sediment control measures that adequately control or prevent erosion, and prevent damage to waterways and wetlands as outlined in [NR 151](#), Wis. Adm. Code. All erosion control measures must meet or exceed the [WDNR Technical Standards](#).

- All grading, excavation and disturbance will be confined to the minimum area necessary for the placement of the structure.
- Construction equipment should not operate on the bed of the stream, below the OHWM, except for that which is necessary for the placement of the structure.
- Unless the waterway is dry for the duration of the construction activities, you must install a cofferdam upstream and downstream of your project area. The coffer dam needs to be installed in conjunction with a method to maintain downstream flow.
- Cofferdams and temporary diversion channels must be constructed of non-erodible material and secured with rock/ rock-bags at the bottom of the channel and top of the banks. No earthen cofferdams are permitted.
- Pump intakes and discharges shall prevent impacts to fisheries, wildlife, and their habitat, and must be placed to prevent the disturbance, removal and/or scour of bed material.
- Temporary bypass structures used to maintain streamflow (i.e. diversion channel, pump bypass system, diverting to one culvert at a time, etc.) need to be adequately sized to prevent damage from upstream flooding and downstream siltation, wash-out, or scouring.
- Construction and dewatering activities shall be accomplished in such a manner as to prevent erosion and siltation into surface waters and wetlands.
- Remove all coffer dams in such a way that minimizes the release of sediment and other downstream impacts. Conventional practice is to remove the downstream coffer dam first then slowly remove the upstream coffer dam. When no longer needed, restore any bypass channel to original condition.
- Unless it is an emergency situation, avoid construction during periods of high water to avoid flooding the construction site.

**Suitable Fill Material:** All fill must consist of clean suitable soil material, as defined by s. NR 500.03(214), Wis. Admin. Code, free from hazardous substances as defined by s. 289.01(11), Wis. Stats., and free from solid waste as defined by ss. 289.01(11) and (33), Wis. Stats.

**Dredging:** Any dredging necessary to bury the culvert will be limited to the greatest extent possible and deposition of sand, gravel, or stone will only occur immediately underneath and within 2 feet of the culvert. The width and depth of the waterway must not be altered.

**Site Maintenance:** The replacement stream culvert must be maintained in good condition. Remove accumulated brush, debris or other obstructions that are trapped in or underneath the structure regularly.

**Invasive Species:** Invasive species pose adverse effects to waters of the state. Any equipment that has been in contact with waters of the state needs to be properly cleaned and decontaminated.

*Note: If the project includes any wetland fill, approval from DNR and the U.S. Army Corps of Engineers (ACOE) is required. If the project includes land-disturbance activity in excess of one acre, a [Construction Site Stormwater Permit](#) may be needed. Municipalities are responsible for obtaining any other permit or approval required by local zoning ordinances, other local authority, other state permits and by the ACOE before starting your project.*

# Wetland GP Permit Conditions

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## WDNR-GP2-2012 Permit Conditions – Local Roads, Bridges, Arches, Culverts

You agree to comply with the following conditions:

1. **Application.** You shall submit a complete application package to the Department as outlined in Section 2 of this permit. If requested, you shall furnish the Department, within a reasonable timeframe, any information the department needs to verify compliance with the terms and conditions of this permit.
2. **Certification.** Acceptance of general permit WDNR-GP2-2012 and efforts to begin work on the activities authorized by this general permit signifies that you have certified the project meets all eligibility standards outlined in Section 1 of this permit and that you have read, understood and have agreed to follow all terms and conditions of this general permit.
3. **Reliance on Applicant's Data.** The determination by this office that a confirmation of authorization is not contrary to wetland water quality standards will be based upon the information provided by the applicant and any other information required by the DNR.
4. **Project Plans.** This permit does not authorize any work other than what is specifically described in the notification package and plans submitted to the Department and you certified is in compliance with the terms and conditions of WDNR-GP2-2012.
5. **Expiration.** This WDNR-GP2-2012 expires on November 1, 2017. The time limit for completing work authorized by the provisions of WDNR-GP2-2012 ends 5 years after the date on which the discharge is considered to be authorized under WDNR-GP2-2012 or until the discharge is completed, whichever occurs first.
6. **Other Permit Requirements.** You are responsible for obtaining any other permit or approval that may be required for your project by local zoning ordinances, other local authority, other state permits and by the U.S. Army Corps of Engineers before starting your project.
7. **Project Start.** You shall notify the Department before starting construction.
8. **Permit Posting.** A copy of the permit coverage letter and approved plan must be maintained and available on the project site prior to construction, and remaining at least five days after construction.
9. **Permit Compliance.** The department may modify or revoke coverage of this permit if it is not constructed in compliance with the terms and conditions of this permit, or if the Department determines the project will be detrimental to the public interest or wetland water quality standards. Any act of noncompliance with this permit constitutes a permit



violation and is grounds for enforcement action. Additionally, if any conditions of this permit are found to be invalid or unenforceable, authorization for all activities to which that condition applies is denied.

- 10. Construction Timing.** Once waterway work below the OHWM commences, all construction activities in those waterways must be continuous until the work is completed and the site is stabilized. Once wetland work commences, all construction activities in those wetlands must be continuous to the extent practicable. During periods of inactivity in wetlands, the site must be made stable until the work is resumed and completed.
- 11. Construction.** No other portion of the wetland may be disturbed beyond the area designated in the submitted plans.
- 12. Project Completion.** Within one week of project completion you shall submit to the WDNR Transportation Liaison a statement certifying project is in compliance with all the terms and conditions of this permit and photographs of the activities authorized by this permit.
- 13. Proper Maintenance.** You must maintain the activity authorized by WDNR-GP2-2012 in good condition and in conformance with the terms and conditions of this permit, and must avoid additional impacts to waterways and wetlands. Remove accumulated brush, debris or other obstructions that are trapped in or underneath the structure regularly.
- 14. Site Access.** Upon reasonable notice, you shall allow access to privately owned area of the site to any Department employee who is investigating the project's construction, operation, maintenance or permit compliance the terms and conditions of WDNR-GP2-2012 and applicable laws.
- 15. Erosion and Sediment Control Practices.** The project site shall implement erosion and sediment control measures that adequately control or prevent erosion, and prevent damage to waterways and wetlands as outlined in [NR 151](#), Wis. Adm. Code.

*Note: If the project includes any grading, excavation or land-disturbance activity in excess of one acre, you may also need to receive coverage under a [Construction Site Stormwater Permit](#) in addition to this permit. Contact the [WDNR Transportation Liaison](#) to determine the need for additional review.*

- Pump intakes and discharges shall prevent impacts to fisheries, wildlife, and their habitat, and must be placed to prevent the disturbance, removal and scour of bed material.
- You shall remove all coffer dams in such a way that minimizes the release of sediment and other downstream impacts.
- Consistent with stream flows reasonably predictable during the time period of use, temporary structures shall have sufficient waterway opening, either inherent in the structure or combined with an overflow area, to prevent damage from back-up of water and downstream siltation due to washout or scouring of temporary facilities.

- All grading, excavation and land-disturbance activity will be confined to the minimum area necessary for the placement of the structure and will not exceed one (1) acre.
  - Construction and dewatering activities shall be accomplished in such a manner as to minimize erosion and siltation into surface waters and wetlands. All erosion control measures must meet or exceed the [WDNR Technical Standards](#).
  - Construction of the bridge, culvert, or arch shall be completed as quickly as possible in order to minimize disruption. Construction shall minimize the removal of trees, shrubs and other shoreline vegetation above the ordinary high water mark (OHWM), unless otherwise directed by the WDNR Transportation Liaison. Construction equipment should not operate on the bed of the stream, below the OHWM, except for that which is necessary for the placement of the structure.
  - You are not allowed to do construction during periods of high water levels to avoid overwhelming the construction site.
- 16. Bats.** As a result of the recent listing of 4 species of bats as Threatened in Wisconsin, bridges should be inspected for bat use prior to demolition or repair. Specific guidance is in development and will be available upon request.
- 17. Swallows.** Swallows may nest under bridges. Nesting swallows are protected under the Migratory Bird Treaty Act. The nesting season for swallows has been established as May 1 through August 30. The need for a US Fish and Wildlife Service depredation permit may be avoided by removing the existing bridge superstructure prior to nest occupation by swallows, and clearing the nests from and installing a suitable netting device on the remaining existing superstructure prior to nesting activity to prevent the swallows from nesting.
- 18. Contaminated Sites.** The Department provides an on-line database of contaminated sites, called the [Redevelopment and Remediation \(RR\) Site Maps](#). You must check the site to see if a hazardous substance release has been reported in your project area, and if there has been a release, contact WDNR before submitting your application for WDNR-GP2-2012.
- 19. Asbestos.** Any bridge or culvert that is not wood, metal, glass or fiberglass may contain asbestos. WDNR needs to be notified by the [Asbestos removal and notification forms](#) 10 days before the demolition of any existing structure, which may contain asbestos.
- 20. Hazardous Sites.** You must determine if there are any Environmental Repair and Solid Waste disposal sites may be within the project boundaries by checking the [Historic Registry of Waste Disposal Sites](#). You must check the site to see if a hazardous substance release has been reported in your project area, and if there has been a release, contact WDNR before submitting your application for WDNR-GP2-2012.
- 21. Invasive Species.** All project equipment shall be decontaminated for removal of invasive species prior to and after each use on the project site by utilizing [best management practices to avoid the spread of invasive species](#).

- 22. Wetland protection.** You shall not store any vegetation, material, or equipment in wetlands. The project will be constructed in a manner that will maintain wetland hydrology in the remaining wetland complex.
- 23. Temporary fills.** Any temporary fills must be removed in their entirety and the affected areas returned to their preexisting elevation and vegetated.
- 24. Federal and State Threatened and Endangered Species.** WDNR-GP2-2012 does not affect the DNR's responsibility to insure that all authorizations comply with Section 7 of the Federal Endangered Species Act, s. 29.604, Wis. Stats and applicable State Laws. No DNR authorization under this permit will be granted for projects found not to comply with these Acts/laws. No activity is authorized which is likely to jeopardize the continued existence of a threatened or endangered species or a species proposed for such designation, as identified under the Federal Endangered Species Act and/or State law or which is likely to destroy or adversely modify the critical habitat of a species as identified under the Federal Endangered Species Act.
- 25. Special Concern Species.** If the Wisconsin National Heritage Inventory lists a known special concern species to be present in the project area you will take reasonable activities to prevent significant adverse impacts or to enhance the habitat for the species of concern.
- 26. Historic Properties and Cultural Resources.** WDNR-GP2-2012 does not affect the DNR's responsibility to insure that all authorizations comply with Section 106 of the National Historic Preservation Act and s. 44.40, Wis. Stats. No DNR authorization under this permit will be granted for projects found not to comply with these Acts/laws. Information on the location and existence of historic resources can be obtained from the State Historic Preservation Office and the National Register of Historic Places. If cultural, archaeological, or historical resources are unearthed during activities authorized by this permit, work must be stopped immediately until the State Historic Preservation Officer is contacted for further instruction.
- 27. Preventive Measures.** Measures must be adopted to prevent potential pollutants from entering a wetland or waterbody. Construction materials and debris, including fuels, oil, and other liquid substances, will not be stored in the construction area in a manner that would allow them to enter a wetland or waterbody as a result of spillage, natural runoff, or flooding. If a spill of any potential pollutant should occur, it is the responsibility of the permittee to remove such material, to minimize any contamination resulting from this spill, and to immediately notify the State Duty Officer at **1-800-943-0003**.
- 28. Reporting a violation.** You shall report any violations of this permit that you become aware of to the Department within 24 hours of the incident occurrence.
- 29. Suitable fill material.** All fill authorized under this permit must consist of clean suitable soil material, as defined by s. NR 500.03(214), Wis. Admin. Code, free from hazardous substances as defined by s. 289.01(11), Wis. Stats., and free from solid waste as defined by ss. 289.01(11) and (33), Wis. Stats.
- 30. Standard for Coverage.** Wetland impacts from the project will cause only minimal adverse environmental impacts as determined by the Department.



**31. Property Rights.** This permit does not convey any property rights of any sort, or any exclusive privilege. The permit does not authorize any injury or damage to private property or any invasion of personal rights, or any infringement of federal, state or local laws or regulations.

**32. Transfers.** Coverage under this permit is not transferable to any person.

**33. Limits of State Liability.** In authorizing work, the State Government does not assume any liability, including for the following:

- a. Damages to the permitted project or uses thereof as a result of other permitted or unpermitted activities or from natural causes.
- b. Damages to the permitted project or uses thereof as a result of current or future activities undertaken by or on behalf of the State in the public interest.
- c. Damages to persons, property, or to other permitted or unpermitted activities or structures caused by the activity authorized by this permit.
- d. Design or construction deficiencies associated with the permitted work.
- e. Damage claims associated with any future modification, suspension, or revocation of this WDNR-GP2-2012.

**34. Reevaluation of Decision.** The Department may suspend, modify or revoke authorization of any previously authorized activity and may take enforcement action if the following occur:

- a. The applicant fails to comply with the terms and conditions of WDNR-GP2-2012.
- b. The information provided by the applicant in support of the permit application proves to have been false, incomplete, or inaccurate.
- c. Significant new information surfaces which this office did not consider in reaching the original public interest decision.

## Alerts

### Stay Alert

Know about changes to your finances and online security. Choose when and what alerts you get by email or text message.

## Accounts

<b><u>GENERAL FUND</u></b>	Available balance	
XXX1087	<b>\$65,735.34</b>	<a href="#">Recent</a> ▼
<b><u>GENERAL MONEY MARKET ACCOUNT</u></b>	Available balance	
XXX7408	<b>\$449,800.92</b>	<a href="#">Recent</a> ▼
<b><u>TAX RECEIPT ACCOUNT</u></b>	Available balance	
XXX7416	<b>\$258,029.27</b>	<a href="#">Recent</a> ▼
<b><u>DRESSER TRAPROCK ASSURANCE</u></b>	Available balance	
XXXX1165	<b>\$15,050.12</b>	<a href="#">Recent</a> ▼
<b><u>cd 58320</u></b>		
X8320		<a href="#">Recent</a> ▼

## Pay or transfer

### From account \*

GENERAL FUND XXX1087

Available balance: \$65,735.34

### To account \*

GENERAL MONEY MARKET ACCOUNT XXX7408

Available balance: \$449,800.92

### Date \*

6/6/2022

 SELECT

Last available date is Dec 02, 2022

☐ Repeat...

Accounts

Transfers

Bill Pay



**DEPOSIT A CHECK WITH OUR APP TO**  
**ENTER OUR DRAW**

**100 WINNERS GET \$50 CASH!**

**ROYALTY™**  
MEMBER LOYALTY PROGRAM

**SEE DETAILS**

## Accounts

Transfer

## ▼ DEPOSIT ACCOUNTS

\$50,276.06

## Business Savings Account \*0354

Available.....\$136.59

Current.....\$141.59

## Business Money Market Checking \*7490

Available.....\$50,134.47

Current.....\$50,134.47

## ► INVESTMENT ACCOUNTS

\$151,567.70

## MANY OPEN POSITIONS!

CHECK OUT OUR CURRENT OPENINGS AND  
SHARE THEM WITH FRIENDS AND FAMILY!

SEE OPENINGS

## My Approvals

All requests ▼

You have no approval requests

Routing Number:  
291880411

## Member Service Hours:

M-F 8:30 a.m. - 7:00 p.m.

Sat. 8:30 a.m. - 2:00 p.m.

Phone: 1-800-341-9911

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

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4	5	6	-
1	2	3	+
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**AUTO LOAN  
LOCK & SHOP  
GUARANTEE**

 Get Preapproved & Lock  
Your Rate For 60 Days!


TOWN OF OSCEOLA  
**Balance Sheet**  
As of June 10, 2022

107

	<u>Jun 10, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Dresser Trap Rock Assurance	15,050.12
MidWest One Checking Account	12,615.34
MidWest One Money Market Act	449,800.92
MidWest One Tax Deposit Act	258,029.27
Royal Credit Union (Savings ARPA Money)	141.59
Royal Credit Union - CD (Town ARPA Money)	151,567.70
Royal Credit Union - MM PW Equ (Public Works Equipment)	50,134.47
<b>Total Checking/Savings</b>	<u>937,339.41</u>
<b>Total Current Assets</b>	937,339.41
<b>Fixed Assets</b>	
Building	311,158.00
Highway Equipment	381,675.00
Office Furniture & Equipment	55,966.00
<b>Total Fixed Assets</b>	<u>748,799.00</u>
<b>TOTAL ASSETS</b>	<u><u>1,686,138.41</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	-982.92
<b>Total Accounts Payable</b>	-982.92
<b>Credit Cards</b>	
Midwest One - General Checking	1,354.40
<b>Total Credit Cards</b>	1,354.40
<b>Other Current Liabilities</b>	
Short Term Disability	-43.32
2100 · Payroll Liabilities	22,646.86
22201 · Due to School Districts-Mobile	133.65
2300 · Advanced Tax Collections	1,216,821.75
<b>Total Other Current Liabilities</b>	<u>1,239,558.94</u>
<b>Total Current Liabilities</b>	<u>1,239,930.42</u>
<b>Total Liabilities</b>	1,239,930.42

9:29 AM  
06/05/22  
Cash Basis

TOWN OF OSCEOLA  
Balance Sheet  
As of June 10, 2022

	<u>Jun 10, 22</u>
Equity	
Investment in Fixed Assets	768,549.00
3000 · Opening Bal Equity	-12,000.70
3900 · Retained Earnings	551,206.40
Net Income	<u>-861,546.71</u>
Total Equity	<u>446,207.99</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,686,138.41</u></u>

TOWN OF OSCEOLA  
Profit & Loss Budget vs. Actual  
January 1 through June 10, 2022

Income	Jan 1 - Jun 10, 22	Budget	\$ Over Budget	% of Budget
Advance Tax Collections				
Advance Dog Licenses	0.00	0.00	0.00	0.0%
Advance FC/MFL Taxes	0.00	0.00	0.00	0.0%
Advance PP Taxes	0.00	0.00	0.00	0.0%
Advance Property Tax	0.00	0.00	0.00	0.0%
Advance Tax Overpayment	0.00	0.00	0.00	0.0%
Advance WLT Tax	0.00	0.00	0.00	0.0%
Advance Tax Collections - Other	0.00	0.00	0.00	0.0%
Total Advance Tax Collections	0.00	0.00	0.00	0.0%
Fines, Forfeits & Penalties				
Dog Pick-up Fees	0.00	0.00	0.00	0.0%
Fines & Violations	0.00	0.00	0.00	0.0%
Fines, Forfeits & Penalties - Other	0.00	0.00	0.00	0.0%
Total Fines, Forfeits & Penalties	0.00	0.00	0.00	0.0%
Intergovernmental Charges				
Fire Assoc. Loan Repayment	50,308.15	50,308.00	0.15	100.0% Dresser Fire House
Sand Lake Beach Association	0.00	0.00	0.00	0.0%
Intergovernmental Charges - Other	0.00	0.00	0.00	0.0%
Total Intergovernmental Charges	50,308.15	50,308.00	0.15	100.0%
Intergovernmental Revenue				
Allied Fire Assoc Reimb	0.00	0.00	0.00	0.0%
Ambulance Grant Monies	0.00	0.00	0.00	0.0%
Capital Bridge Aid	0.00	0.00	0.00	0.0%
County-Rural Fire Numbers	425.00	0.00	425.00	100.0% Put up Fire Numbers
Cty Reimbursement-Voting Mach.	0.00	0.00	0.00	0.0%
FC/MFL Withdrawal	0.00	0.00	0.00	0.0%
Fire Insurance Dues	0.00	13,700.00	-13,700.00	0.0%
Forest Crop/MFL Aid	0.00	400.00	-400.00	0.0%
Gopher Bounty	0.00	0.00	0.00	0.0%
Grants Scholarships Donations	0.00	0.00	0.00	0.0%
Highway Aids	84,625.76	169,252.00	-84,626.24	50.0%



# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

January 1 through June 10, 2022

	Jan 1 - Jun 10, 22	Budget	\$ Over Budget	% of Budget
In Lieu of Tax - DNR Land	3,789.37	3,750.00	39.37	101.05%
Joint Municipal Court Revenue	0.00	0.00	0.00	0.0%
Lake Renovation Projects	0.00	0.00	0.00	0.0%
Municipal Services	111.52	110.00	1.52	101.38%
Sand Lake Project Inc	0.00	0.00	0.00	0.0%
Severance/Withdrawal Payments	0.00	0.00	0.00	0.0%
State Loan Revenue	0.00	0.00	0.00	0.0%
State Shared Revenue	0.00	36,436.00	-36,436.00	0.0%
Subdivision Park Fees	0.00	0.00	0.00	0.0%
T.R.I.P./T.R.I Payments	0.00	0.00	0.00	0.0%
Intergovernmental Revenue - Other	0.00	0.00	0.00	0.0%
Total Intergovernmental Revenue	88,951.65	223,648.00	-134,696.35	39.77%
Licenses & Permits				
Building Permits & Fees	5,655.14	25,000.00	-19,344.86	22.62%
Dog License Refund	0.00	0.00	0.00	0.0%
Dog Licenses	1,372.00	1,200.00	172.00	114.33%
Driveway Permits	200.00	250.00	-50.00	80.0%
Liquor & Related Licenses	160.00	3,500.00	-3,340.00	4.57%
Other Regulatory Permits	0.00	0.00	0.00	0.0%
Wastemanagment Permits	0.00	0.00	0.00	0.0%
Zoning & Subdivision Fees	100.00	0.00	100.00	100.0%
Licenses & Permits - Other	0.00	0.00	0.00	0.0%
Total Licenses & Permits	7,487.14	29,950.00	-22,462.86	25.0%
Miscellaneous Revenue				
Engineering Services Reimburse	0.00	0.00	0.00	0.0%
Interest Income	1,234.03	1,300.00	-65.97	94.93%
Interest on PP Taxes	0.00	0.00	0.00	0.0%
Miscellaneous Income				
Insurance Loss Reimbursement	341.00	0.00	341.00	100.0%
Miscellaneous Income - Other	4.44	0.00	4.44	100.0%
Total Miscellaneous Income	345.44	0.00	345.44	100.0%
PP Tax Interest	0.00	0.00	0.00	0.0%

\* PILT Money received  
70.113 Payment in Lieu of  
Taxes DNR

MSP Program Municipal  
Services Payments 70.119

110

111



# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

January 1 through June 10, 2022

	Jan 1 - Jun 10, 22	Budget	\$ Over Budget	% of Budget
Lottery Credit	29,389.78	0.00	29,389.78	100.0%
Property Tax Settlement-County	-944,312.47	0.00	-944,312.47	100.0%
Property Tax Settlement-Schools	-1,826,536.24	0.00	-1,826,536.24	100.0%
Property Tax Settlement-VoTech	-72,794.73	0.00	-72,794.73	100.0%
State Tax Credit	0.00	0.00	0.00	0.0%
Tax Collection Overpayments	-63,375.78	0.00	-63,375.78	100.0%
Town Share Property Taxes	0.00	0.00	0.00	0.0%
Tax Collections - Other - Other	451.25	0.00	451.25	100.0%
Total Tax Collections - Other	-2,877,178.19	0.00	-2,877,178.19	100.0%
41011 - Other State Aids	1,049.07	0.00	1,049.07	100.0%
41222 - Delayed Tax Collections	0.00	0.00	0.00	0.0%
43430 - Exempt Computer Aid	0.00	0.00	0.00	0.0%
Total Income	-501,833.76	1,123,124.00	-1,624,957.76	-44.68%
Cost of Goods Sold	0.00	0.00	0.00	0.0%
5000 - Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	-501,833.76	1,123,124.00	-1,624,957.76	-44.68%
Gross Profit				
Expense				
Adopt-A-Town Road	0.00	0.00	0.00	0.0%
Animal Warden				
Animal Warden Wages	170.00	500.00	-330.00	34.0%
Dog Kennel Expense	0.00	0.00	0.00	0.0%
Dog License to County	607.25	700.00	-92.75	86.75%
Mileage & Expenses	117.16	300.00	-182.84	39.05%
Animal Warden - Other	0.00	0.00	0.00	0.0%
Total Animal Warden	894.41	1,500.00	-605.59	59.63%
Assessment of Property				
Assessment Audit	0.00	0.00	0.00	0.0%
Assessor's Contract	23,832.00	39,720.00	-15,888.00	60.0%
Publications	0.00	200.00	-200.00	0.0%
Supplies	0.00	0.00	0.00	0.0%

# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

January 1 through June 10, 2022

	Jan 1 - Jun 10, 22	Budget	\$ Over Budget	% of Budget
Assessment of Property - Other				
Total Assessment of Property	0.00	0.00	0.00	0.0%
Audit Services	23,832.00	39,920.00	-16,088.00	59.7%
Building Expenses	5,040.00	5,040.00	0.00	100.0%
Bldg Repairs & Maint				
Electric Utilities	2,226.11	5,000.00	-2,773.89	44.52%
Gas Utilities	701.54	2,200.00	-1,498.46	31.89%
Insurance	1,717.95	2,300.00	-582.05	74.69%
Office Equipment	1,165.68	1,200.00	-34.32	97.14% Rural Mutual
Operating Supplies	0.00	0.00	0.00	0.0%
Sanitation Expenses	45.98	200.00	-154.02	22.99%
Telephone/Internet	343.00	1,000.00	-657.00	34.3%
Water & Sewer Utilities	689.90	3,000.00	-2,310.10	23.0%
Building Expenses - Other	408.65	900.00	-491.35	45.41%
Total Building Expenses	0.00	0.00	0.00	0.0%
Building Inspection Expense	7,298.81	15,800.00	-8,501.19	46.2%
Capital Equipment	4,935.14	25,000.00	-20,064.86	19.74%
New Equipment				
	16,490.31	0.00	16,490.31	100.0% Hot Water Pressure Washer, Brush, Voting Machines (ARPA money)
Office Equipment				
Capital Equipment - Other	2,356.95	2,000.00	356.95	117.85% Todd's computer/printer, Camera (ARPA money) for Virtual Meetings
Total Capital Equipment	0.00	0.00	0.00	0.0%
Capital Improvement	18,847.26	2,000.00	16,847.26	942.36%
Highway Cap Improve				
Capital Improvement - Other	0.00	5,000.00	-5,000.00	0.0%
Total Capital Improvement	0.00	0.00	0.00	0.0%
Clerk & Treasurer	0.00	5,000.00	-5,000.00	0.0%
C/T Unemployment Ins. Claims				
Clerk Wages	0.00	0.00	0.00	0.0%
Clerk/Treasurer Salary	12,798.94	26,739.00	-13,940.06	47.87%
D-C/T Employee Health Insurance	0.00	0.00	0.00	0.0%
	0.00	0.00	0.00	0.0%

# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

January 1 through June 10, 2022

	Jan 1 - Jun 10, 22	Budget	\$ Over Budget	% of Budget
Deputy Clerk/Treasurer Monthly	0.00	0.00	0.00	0.0%
Dues & Training	574.00	2,000.00	-1,426.00	28.7%
Employee Health Insurance	0.00	0.00	0.00	0.0%
Employer Payroll Taxes	0.00	3,954.00	-3,954.00	0.0%
Insurance	2,759.60	2,500.00	259.60	110.38%
Mileage & Expenses	0.00	1,800.00	-1,800.00	0.0%
Office Supplies	1,345.90	4,000.00	-2,654.10	33.65%
Part-Time Office Assist. Hourly	0.00	0.00	0.00	0.0%
Petty Cash	0.00	0.00	0.00	0.0%
Postage	482.24	1,200.00	-717.76	40.19%
Retirement	831.94	1,805.00	-973.06	46.09%
Short Term Disability	0.00	0.00	0.00	0.0%
Treasurer Wages	8,043.99	22,454.00	-14,410.01	35.82%
Treasurer/Tax Collection	1,590.78	2,500.00	-909.22	63.63%
Website & Computer Expenses	4,657.23	8,000.00	-3,342.77	58.22%
Clerk & Treasurer - Other	0.00	0.00	0.00	0.0%
Total Clerk & Treasurer	33,084.62	76,952.00	-43,867.38	42.99%
Committee Per Diems	0.00	175.00	-175.00	0.0%
Comprehensive Planning & Zoning	0.00	0.00	0.00	0.0%
Constable				
Constable Wages	0.00	0.00	0.00	0.0%
Insurance	0.00	0.00	0.00	0.0%
Mileage & Expenses	0.00	0.00	0.00	0.0%
Supplies	0.00	0.00	0.00	0.0%
Constable - Other	0.00	0.00	0.00	0.0%
Total Constable	0.00	0.00	0.00	0.0%
Consulting Fees	0.00	425.00	-425.00	0.0%
Debt Service				
Building Loan	0.00	0.00	0.00	0.0%
Fire Station Interest Payment	0.00	0.00	0.00	0.0%
Fire Station Principal Payment	50,308.15	50,308.00	0.15	100.0%
Grader Lease Purchase	0.00	0.00	0.00	0.0%
Interest Expense	0.00	0.00	0.00	0.0%

CNA Bond  
(Clerk/Treasurer),  
Insurance Rural Mutual  
Workers Comp Property

# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

January 1 through June 10, 2022

	Jan 1 - Jun 10, 22	Budget	\$ Over Budget	% of Budget
Debt Service - Other	0.00	0.00	0.00	0.0%
Total Debt Service	50,308.15	50,308.00	0.15	100.0%
Dog Licenses to County Elections	0.00	0.00	0.00	0.0%
Annual Machine Fees	228.00	1,000.00	-772.00	22.8%
Employer Payroll Taxes	0.00	0.00	0.00	0.0%
Publications	717.60	560.00	157.60	128.14% election Notices
Supplies	52.23	3,000.00	-2,947.77	1.74%
Wages	4,988.56	5,000.00	-11.44	99.77%
Elections - Other	0.00	0.00	0.00	0.0%
Total Elections	5,986.39	9,560.00	-3,573.61	62.82%
FC/MFC Aid to County	0.00	0.00	0.00	0.0%
Gopher Bounty Expenses	200.00	1,800.00	-1,600.00	11.11%
Illegal Taxes Refunded	0.00	0.00	0.00	0.0%
Legal Fees	0.00	0.00	0.00	0.0%
Court Prosecutor	0.00	0.00	0.00	0.0%
Joint Municipal Court Expense	0.00	0.00	0.00	0.0%
Municipal	3,015.50	9,000.00	-5,984.50	33.51%
Other/Background Checks	63.00	100.00	-37.00	63.0%
Legal Fees - Other	0.00	0.00	0.00	0.0%
Total Legal Fees	3,078.50	9,100.00	-6,021.50	33.83%
Local Cemetery Funding	2,000.00	2,000.00	0.00	100.0%
Mobile Home Settlements	0.00	0.00	0.00	0.0%
MH Fees to Schools	0.00	0.00	0.00	0.0%
MH Lottery Credit to Schools	0.00	0.00	0.00	0.0%
Mobile Home Settlements - Other	0.00	0.00	0.00	0.0%
Total Mobile Home Settlements	0.00	0.00	0.00	0.0%
Park Expenses	0.00	0.00	0.00	0.0%
Horse Lake Project Expenses	0.00	0.00	0.00	0.0%
Lake Renovation Expenses	0.00	0.00	0.00	0.0%
Park Expense/Capital	0.00	0.00	0.00	0.0%
Park Expenses - Misc & Other	689.85	4,400.00	-3,710.15	15.68%
Sand Lake Project Exp	0.00	0.00	0.00	0.0%
Park Expenses - Other	0.00	0.00	0.00	0.0%
Total Park Expenses	689.85	4,400.00	-3,710.15	15.68%
Payroll Expenses	6,586.37	0.00	6,586.37	100.0%

# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

January 1 through June 10, 2022

	Jan 1 - Jun 10, 22	Budget	\$ Over Budget	% of Budget
Planning Commission				
Computer/Emails	168.00	1,440.00	-1,272.00	11.67%
Employer Payroll Taxes	0.00	92.00	-92.00	0.0%
Per Diems				
Planning Commission	275.00	0.00	275.00	100.0%
Per Diems - Other	0.00	1,200.00	-1,200.00	0.0%
Total Per Diems	275.00	1,200.00	-925.00	22.92%
Postage Office Supplies & Pub	0.00	100.00	-100.00	0.0%
Publications	0.00	200.00	-200.00	0.0%
Planning Commission - Other	0.00	0.00	0.00	0.0%
Total Planning Commission	443.00	3,032.00	-2,589.00	14.61%
Public Safety				
Ambulance Contract (Osceola)	0.00	28,027.00	-28,027.00	0.0%
Ambulance Contract (St. Croix)	4,734.00	4,930.00	-196.00	96.02%
Ambulance Contracts	0.00	0.00	0.00	0.0%
Ambulance Grant Monies Expense	0.00	0.00	0.00	0.0%
Contracted Police	0.00	0.00	0.00	0.0%
Fire Department Contract	73,292.02	146,584.00	-73,291.98	50.0%
Fire Dues to Department	0.00	13,700.00	-13,700.00	0.0%
Joint Municipal Court Expense	0.00	0.00	0.00	0.0%
Law Enforcement Contract	0.00	0.00	0.00	0.0%
Neighborhood Watch Program	0.00	0.00	0.00	0.0%
Public Safety - Other	0.00	0.00	0.00	0.0%
Total Public Safety	78,026.02	193,241.00	-115,214.98	40.38%
Public Works				
Adopt-A-Town Road	0.00	100.00	-100.00	0.0%
Capital Highway Equipment	11,647.77	50,000.00	-38,352.23	23.3%
Capital Highway Outlay	0.00	0.00	0.00	0.0%
Dues & Training	110.00	300.00	-190.00	36.67%
Employer Payroll Taxes	0.00	6,611.00	-6,611.00	0.0%
Engineering/Project Mgmt	0.00	500.00	-500.00	0.0%
Equipment Repairs & Maintenance	3,974.48	8,000.00	-4,025.52	49.68%
Fuel	7,952.47	17,000.00	-9,047.53	46.78%
Garage Expenses	2,855.97	3,500.00	-644.03	81.6%
Highway Construction	0.00	420,331.00	-420,331.00	0.0%
Insurance	9,782.76	10,000.00	-217.24	97.83%

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TOWN OF OSCEOLA  
Profit & Loss Budget vs. Actual  
January 1 through June 10, 2022

	Jan 1 - Jun 10, 22	Budget	\$ Over Budget	% of Budget
Part-Time PW Wages				
PW Cell Phone	7,920.20	23,468.00	-15,547.80	33.75%
Retirement	399.66	1,200.00	-800.34	33.31%
	2,486.04	4,362.00	-1,875.96	56.99%
Road Maintenance & Repair				
Short Term Disability	26,589.13	25,000.00	1,589.13	106.36%
Supervisor PW Wages	35.88	540.00	-504.12	6.64%
Employee Health Insurance	0.00	0.00	0.00	0.0%
Supervisor PW Wages - Other	34,310.78	64,620.00	-30,309.22	53.1%
Total Supervisor PW Wages	34,310.78	64,620.00	-30,309.22	53.1%
Unemployment	0.00	0.00	0.00	0.0%
Public Works - Other	0.00	0.00	0.00	0.0%
Total Public Works	108,065.14	635,532.00	-527,466.86	17.0%
Reserve for Contingencies	0.00	15,000.00	-15,000.00	0.0%
State Loan Pmt. to D.O.G.	0.00	0.00	0.00	0.0%
Tax Refunds & Reimbursements				
Returned Tax Deposit	0.00	0.00	0.00	0.0%
Tax Refunds & Reimbursements - Other	0.00	0.00	0.00	0.0%
Total Tax Refunds & Reimbursements	0.00	0.00	0.00	0.0%
Tax/Lottery Cr Settlements				
PILT payment	0.00	0.00	0.00	0.0%
Tax Credit to County	0.00	0.00	0.00	0.0%
Tax/Lottery Cr to County	0.00	0.00	0.00	0.0%
Tax/Lottery Cr to Schools	0.00	0.00	0.00	0.0%
Tax/Lottery Cr to VoTech	0.00	0.00	0.00	0.0%
Tax/Lottery Cr Settlements - Other	0.00	0.00	0.00	0.0%
Total Tax/Lottery Cr Settlements	0.00	0.00	0.00	0.0%
Town Board				
Board Salaries	7,183.83	17,500.00	-10,316.17	41.05%
Computer/Email	126.00	1,200.00	-1,074.00	10.5%
Dues & Training	1,315.62	1,000.00	315.62	131.56%
Employer Payroll Taxes	0.00	1,339.00	-1,339.00	0.0%

Sant/Salt (Bluestone,  
County) Delmore 5300,  
Trap Rock - shouldering,  
Monarch Cold Mix,  
Culvert 120th, Oil  
Farmington

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**TOWN OF OSCEOLA**  
**Profit & Loss Budget vs. Actual**  
January 1 through June 10, 2022

	Jan 1 - Jun 10, 22	Budget	\$ Over Budget	% of Budget
Insurance	1,491.04	2,300.00	-808.96	64.83%
Mileage & Expenses	0.00	0.00	0.00	0.0%
Office Supplies	40.00	1,000.00	-960.00	4.0%
Publications	514.80	3,000.00	-2,485.20	17.16%
Town Board - Other	0.00	0.00	0.00	0.0%
<b>Total Town Board</b>	<b>10,671.29</b>	<b>27,339.00</b>	<b>-16,667.71</b>	<b>39.03%</b>
Uncategorized Expenses	0.00	0.00	0.00	0.0%
Withdrawal Pymnts to County	0.00	0.00	0.00	0.0%
51920 - Judgements and Losses	0.00	0.00	0.00	0.0%
66900 - Reconciliation Discrepancies (Discrepancies between bank statements	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>359,986.95</b>	<b>1,123,124.00</b>	<b>-763,137.05</b>	<b>32.05%</b>
<b>Net Income</b>	<b>-861,820.71</b>	<b>0.00</b>	<b>-861,820.71</b>	<b>100.0%</b>

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## HIGHLIGHTS OF CLERK ACTIVITIES DONE THIS MONTH:

MAY:

TASKS	#	FURTHER COMMENTS
Resolutions		
Ordinances/Resolutions		
Building Permits	3 1	Alterations to existing property New construction (no driveway; rebuild cabin on existing lot)
Driveway Permits	1	With new construction Stand Alone
Meetings and Minutes	3	5/2 Regular Town Board Meeting(TBM) 5/24 Plan Commission Meeting(PCM) 5/26 Special Town Board Meeting (STBM)
Public Records Requests	5	corresp to Polk County Zoning regarding TOO ordinances overriding county zoning audio of 3/7 TBM communicis between Mike Wallis and Jo Everson during 2020-2021 corresp to submit ad re Blue Rock Quarry hearing
Employee Changes		
Ads	4	BOR adjournment Road bids (2) Liquor License applicants
Town's Web Page (and Town Facebook site)		Updated: Meeting Notices and Minutes Road closure and Trap rock quarry notices
Form Updates		
Public Walk-in/calls		burning permits (66 as of 5/27)
Training		Attended Polk County's "Election Training for New Clerks"
Elections		Held 'info-sharing' session with Town of Alden CEI Appointed Jim Brundage Chief Elections Inspector (in May) and Cindy Heidelberger as an Election Inspector (in March)  Assisting me with questions have been Shabana (at County), Cindy Thorman, the WEC, and WTA.
Miscellaneous		
Preparations		Liquor and Tobacco/Vape Licensing for 8 businesses Board of Review



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768 US HIGHWAY 8

AMERY, WI 54001

MAIN PHONE (715) - 268 - 2687

MAIN FAX (888) - 836 - 7792

## PROPOSAL/CONTRACT

<b>Osceola, Town of</b> <b>PO Box 216</b> <b>Dresser WI 54009</b>	Date	5/26/2022
	Attention	Todd R
	Phone Number	715-755-3060
	Fax Number	715-755-2271
	Daytime Phone Number	715-417-4681

Job Name:	Job Address:	
Osceola - Various Roads	Various Roads	
Job Location	County	Plant Number
Osceola	Polk	5

( WRITE IT DOWN - VERBAL OR WRITTEN TERMS AND CONDITIONS NOT CONTAINED HEREIN ARE NOT BINDING )

Monarch Paving Company (" CONTRACTOR ") proposes as follows:

Item #	Description	Unit	Quantity	Unit Price	Amount	Comments
3	<b>Dwight Lane/Dwight Ct/70th Ave - LRIP</b> - Pulverize and knockdown existing asphalt. - Fine grade existing base course and compact. - Pave with hot mix asphalt to an average compacted depth of 2.5". - Shoulder along new asphalt to a width of 2'. Town purchases material from Dresser Trap Rock separately. - Dwight Lane is 22', Dwight Ct is 19', 70th Ave is 20'.	LS	1	\$233,392.37	\$233,392.37	

Addendum's: \_\_\_ Thru \_\_\_ are noted.

**TOTAL \$233,392.37**

Note: Payment for staged construction shall be due upon completion of each stage of work.

**Circle and initial options that apply.**

### SPECIAL CONDITIONS :

Minimum of 1% drainage required. (2+% Desirable)

All private utilities shall be located & marked by owner.

Owner shall be responsible for backfilling asphalt edges as desired.

Lawn restoration not included.

Owner to obtain all county / township / municipality approvals prior to the start of work.

Because of the harsh Wisconsin winters, future cracking of the asphalt pavement is not covered by our warranty.

A signed contract is required prior to the start of work.

### Circle and initial option(s) that apply, if applicable.

The undersigned ("PURCHASER") agrees to pay CONTRACTOR the total price of See Above and/or the unit prices specified above for the labor and materials specified above which payment shall be due upon completion, payment for staged construction shall be due upon completion of each stage of work. PURCHASER acknowledges that the specifications, conditions and price quotes specified above are satisfactory and hereby accepted. Acceptance of this Proposal includes acceptance of all the terms and conditions on the reverse side including PURCHASER's responsibilities.

**Acceptance of this Proposal includes acceptance of all the terms and conditions on page 2.**

CONTRACTOR:  
Monarch Paving Company

PURCHASER:  
I have read and understand the terms and conditions of this contract, both on the front and reverse sides of the contract. Purchaser hereby acknowledges receipt of the Wisconsin Department of Commerce Right to Cure Law brochure, if applicable.

By: Nick Clobes  
Nick Clobes

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

Date: 05/26/2022

Print Name: \_\_\_\_\_

Note: This proposal may be withdrawn by CONTRACTOR if not accepted within 28 days of the date above and/or at any time before performance of the work hereunder upon CONTRACTOR'S determination that there is inadequate assurance of payment. By my signature herein I authorize Contractor to review personal or business Credit Reports to evaluate financial readiness to pay amounts set forth in this Proposal/Contract.

**AFTER SIGNING, PLEASE RETAIN ONE COPY AND FORWARD A COPY TO OUR OFFICE ON OR BEFORE THE CANCELLATION DATE**

EOE, including disability/vets



768 US HIGHWAY 8

AMERY, WI 54001

MAIN PHONE (715) - 268 - 2687

MAIN FAX (888) - 836 - 7792

**35****PROPOSAL/CONTRACT**

Osceola, Town of PO Box 216 Dresser WI 54009	Date	5/26/2022
	Attention	Todd R
	Phone Number	715-755-3060
	Fax Number	715-755-2271
	Daytime Phone Number	715-417-4681

Job Name:	Job Address:	
Osceola - Various Roads	Various Roads	
Job Location	County	Plant Number
Osceola	Polk	5

( WRITE IT DOWN - VERBAL OR WRITTEN TERMS AND CONDITIONS NOT CONTAINED HEREIN ARE NOT BINDING )

Monarch Paving Company (" CONTRACTOR ") proposes as follows:

Item #	Description	Unit	Quantity	Unit Price	Amount	Comments
1	60th Ave - CTH M to 210th St 21' Width - Pulverize and knockdown existing asphalt. - Fine grade existing base course and compact. - Pave with hot mix asphalt to an average compacted depth of 2.5". - Shoulder along new asphalt to a width of 2'. Town purchases material from Dresser Trap Rock separately.	LS	1	\$165,095.02	\$165,095.02	
2	60th Ave - 220th St to 230th St 21' Width - Pulverize and knockdown existing asphalt. - Fine grade existing base course and compact. - Pave with hot mix asphalt to an average compacted depth of 2.5". - Shoulder along new asphalt to a width of 2'. Town purchases material from Dresser Trap Rock separately.	LS	1	\$169,984.15	\$169,984.15	

Addendum's: \_\_ Thru \_\_ are noted.

**TOTAL \$335,079.17**

Note: Payment for staged construction shall be due upon completion of each stage of work.

**Circle and initial options that apply.****SPECIAL CONDITIONS :**

Minimum of 1% drainage required. (2+% Desirable)

All private utilities shall be located &amp; marked by owner.

Owner shall be responsible for backfilling asphalt edges as desired.

Lawn restoration not included.

Owner to obtain all county / township / municipality approvals prior to the start of work.

Because of the harsh Wisconsin winters, future cracking of the asphalt pavement is not covered by our warranty.

A signed contract is required prior to the start of work.

**Circle and initial option(s) that apply, if applicable.**

The undersigned ("PURCHASER") agrees to pay CONTRACTOR the total price of See Above and/or the unit prices specified above for the labor and materials specified above which payment shall be due upon completion, payment for staged construction shall be due upon completion of each stage of work. PURCHASER acknowledges that the specifications, conditions and price quotes specified above are satisfactory and hereby accepted. Acceptance of this Proposal includes acceptance of all the terms and conditions on the reverse side including PURCHASER's responsibilities.

**Acceptance of this Proposal includes acceptance of all the terms and conditions on page 2.**CONTRACTOR:  
Monarch Paving CompanyPURCHASER:  
I have read and understand the terms and conditions of this contract, both on the front and reverse sides of the contract. Purchaser hereby acknowledges receipt of the Wisconsin Department of Commerce Right to Cure Law brochure, if applicable.By: Nick Clobes  
Nick Clobes

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

Date: 05/26/2022

Print Name: \_\_\_\_\_

Note: This proposal may be withdrawn by CONTRACTOR if not accepted within 28 days of the date above and/or at any time before performance of the work hereunder upon CONTRACTOR'S determination that there is inadequate assurance of payment. By my signature herein I authorize Contractor to review personal or business Credit Reports to evaluate financial readiness to pay amounts set forth in this Proposal/Contract.

**AFTER SIGNING, PLEASE RETAIN ONE COPY AND FORWARD A COPY TO OUR OFFICE ON OR BEFORE THE CANCELLATION DATE**

EOE, including disability/vets



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

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

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

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

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

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

Company Name - \_\_\_\_\_

Representative - \_\_\_\_\_

**Project**

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

70<sup>th</sup> Ave – Dwight Ln to Termini - .80 mi x 22 ft

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

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

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

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

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

Total Bid      \$ \_\_\_\_\_

## Notes:

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

X\_\_\_\_\_ X\_\_\_\_\_ CONTRACTOR T/O OSCEOLA,  
DALE LINDH



**TOWN OF OSCEOLA**  
**Request for Bids**  
**2022 Road Improvements**

The Town of Osceola, Polk County is accepting bids for grinding and repaving on 60<sup>th</sup> Avenue. **Project 1:** County Road M to 210<sup>th</sup> Street 1.01 miles. **Project 2:** 230<sup>th</sup> Street – 220<sup>th</sup> Street, approximately .8 mile. Work to be provided will consist of pulverizing the exiting road and repaving with 2.5” x 22’ of hot mix asphalt with shouldering.

Sealed bids should be mailed to: Town of Osceola, 2022 ROAD BID, PO Box 216, Dresser, WI 54009. The Project Bid Form can be obtained from the Clerk at [clerk@townofosceola.com](mailto:clerk@townofosceola.com), 715-755-3060, ext. 1. Bids to be considered must be sealed and received by the Town at the Town Hall by 8:15 a.m. on Thursday, May 26, 2022. Bids will be opened on **May 26<sup>th</sup> at 8:30 a.m.** at the Town Hall and awarded on June 6, 2022, at 6:30 p.m. at the Town Hall. The Town of Osceola Town Hall is located at 516 East Ave. N., Dresser, WI 54009. For additional information contact the Public Works Supervisor, Todd Raddatz at 715 417-4681 or [publicworks@townofosceola.com](mailto:publicworks@townofosceola.com).

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

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*Town of Osceola*  
*Polk County*  
*Road Work Bid Form - 2022*

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

Company Name - \_\_\_\_\_  
Representative - \_\_\_\_\_

**Project Scope**

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

**Project List**

**Project 1**

60<sup>th</sup> Ave – CTH M to 210<sup>th</sup> St – 1.01 mi x 22 ft

Project Total = \$ \_\_\_\_\_

**Project 2**

60<sup>th</sup> Ave – 230<sup>th</sup> St – 220<sup>th</sup> St – .80 mi x 22 ft

Project Total = \$ \_\_\_\_\_

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*Town of Osceola*  
*Polk County*  
*Road Work Bid Form - 2022*

Company Name - \_\_\_\_\_  
Representative - \_\_\_\_\_

60<sup>th</sup> Ave – CTH M to 210<sup>th</sup> St - 1.01 mi x 22 ft

Pulverize, Fine Grade & Compact	13,110 SY	Per SY	\$ _____	\$ _____
2.5 inch Compacted HMA Surface	1,748 Ton	Per Ton	\$ _____	\$ _____
2 foot Aggregate Shoulder	325 Ton	Per Ton	\$ _____	\$ _____
			Total Bid	\$ _____

60<sup>th</sup> Ave – 230<sup>th</sup> Street to 220<sup>th</sup> Street - .80 mi x 22 ft

Pulverize, Fine Grade & Compact	10,400 SY	Per SY	\$ _____	\$ _____
2.5 inch Compacted HMA Surface	1480 Ton	Per Ton	\$ _____	\$ _____
2 foot Aggregate Shoulder	272 Ton	Per Ton	\$ _____	\$ _____
			Total Bid	\$ _____

Notes:

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

X \_\_\_\_\_  
CONTRACTOR

X \_\_\_\_\_  
T/O OSCEOLA, DALE LINDH

**Clerk**

---

**From:** ChairLindh  
**Sent:** Tuesday, May 10, 2022 9:02 AM  
**To:** Clerk  
**Subject:** Re: Warren Johnson Application for Appointment to Plan Commission

this would only be on the Town Board meeting for appointment.

**Dale Lindh**

Town of Osceola Chairman

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**From:** Clerk <clerk@townofosceola.com>  
**Sent:** Monday, May 9, 2022 9:27 AM  
**To:** ChairLindh <chairlindh@townofosceola.com>; Supervisor Everson <supervisoreverson@townofosceola.com>; Supervisor Cronick <supervisorcronick@townofosceola.com>; Debbie Thompson <supervisorthompson@townofosceola.com>; Supervisor Desmarais <supervisordesmarais@townofosceola.com>; PC Utke <pcutke@townofosceola.com>  
**Subject:** Warren Johnson Application for Appointment to Plan Commission

Hi all ~ Attached please find the application form submitted by Warren Johnson for Plan Commission membership. I assume this topic will be on both the PC agenda this month as well as the June 6 TBM agenda.

***Denise Skjerven***

Clerk - Town of Osceola  
 715-755-3060, ext. 1  
 516 East Avenue North  
 P.O. Box 216  
 Dresser, WI 54009-0216  
 Clerk@townofosceola.com

---

**From:** Lanette Johnson <lanette.johnson68@gmail.com>  
**Sent:** Monday, May 9, 2022 9:04 AM  
**To:** Clerk <clerk@townofosceola.com>; PC Utke <pcutke@townofosceola.com>  
**Subject:** Fwd:

Warren's application for planning commission

Sent from my iPhone

## APPLICATION FOR APPOINTMENT TO THE TOWN OF OSCEOLA PLAN COMMISSION

The Town of Osceola is soliciting applications from individuals interested in serving on the Plan Commission. Members will be appointed to serve a three-year term. Please refer to the attached job description for a detailed description of Plan Commission duties, expectations and compensation.

Name: Warren M Johnson Date: 5-6-22  
 Home address: ~~Osceola, WI 53020~~ Osceola WI 53020  
 Length of residence: 54 years E-mail address: \_\_\_\_\_  
 Phone (day): ~~Osceola, WI 53020~~ Phone (evening): \_\_\_\_\_  
 Occupation: Farmer Employer: self

1) Have you ever volunteered for or been affiliated with other public or private boards, commissions, community groups, or professional associations? If yes, please describe the nature of your involvement and your length of service.

Vice Chair Ellsworth creamery present  
Osceola Ambulance, Town Board past

2) This position generally requires one day/evening meetings each month and one hour of meeting and preparation time. Are you able to meet this commitment on a regular basis?

☒ Yes ☐ No ☐ Maybe (please describe): \_\_\_\_\_

3) Please identify personal and professional skills, traits and experiences that qualify you for this position. Elaborate as needed below.

## Experience:

- ☒ Agriculture  
☐ Natural Resources  
☐ Real Estate/Construction  
☒ Business  
☐ Local Government

## Skills/Traits:

- ☒ Open-minded  
☐ Detail-oriented  
☐ Attentive listener  
☒ Clear speaker  
☐ Good writer

- ☐ Conduct public meetings  
☒ Read plans and maps  
☒ Analyze alternatives  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

4) Why would you like to serve on the Plan Commission?

As I bring knowledge of history of community, and would like to be involved with future growth and long term planning.

5) Please describe any special training that would assist you as a Plan Commission member.

Built a large business and have personal contacts throughout the county.



TOWN OF OSCEOLA  
POLK COUNTY WISCONSIN

ORDINANCE # 22-04-11

44

USE OF VIRTUAL MEETING EQUIPMENT

The Town Board of Supervisors of the Town of Osceola, Polk County, Wisconsin, hereby ordains as follows:

**SECTION I: PURPOSE.**

The Town of Osceola finds that it is in the public interest to update a portion of Chapter 2, The Governing Body, Section 2.02 Meetings, so as to better clarify the use of remote meeting equipment and how it pertains to meeting attendance.

**SECTION II: ORDINANCE AMENDMENTS.**

Chapter 2, Section 2.02, Paragraph 5, of the Town of Osceola Code of Ordinances is hereby amended to read as follows:

**5.D. Remote Attendance**

- (a) **Remote attendance permitted.** When a meeting is held in person, the Town 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 remote participation methods referenced in subsection (1) of 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 operations procedures.** 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.

**iii. Virtual Meeting Etiquette.**

xi.

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

- (e) **References.** This ordinance shall also apply to other Town Committees and Commissions as defined and outlined in Chapter 2 “Boards and Commissions”.

(e) —

- (f) **Severability.** The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall

remain in full force and effect. Any other ordinances whose terms conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

**(g) Effective Date.** This Ordinance shall be effective upon adoption and publication or posting as provided by law.

Passed this 16<sup>th</sup> Day of ~~April~~June, 2022

By the Town Board of the Town of Osceola

\_\_\_\_\_  
Dale Lindh, Chair

\_\_\_\_\_  
Jon Cronick, Supervisor

\_\_\_\_\_  
~~Jo Everson~~Bernie Desmarais, Supervisor

\_\_\_\_\_  
~~Neil Gustafson~~Jo Everson, Supervisor

\_\_\_\_\_  
Debbie Thompson, Supervisor

ATTEST:

\_\_\_\_\_  
Denise Skjerven, Clerk

\_\_\_\_ Voice Vote  
\_\_\_\_ Roll Call Vote  
\_\_\_\_ Ayes; \_\_\_\_ Nays; \_\_\_\_ Absent/Abstain

TOWN OF OSCEOLA  
POLK COUNTY WISCONSIN

ORDINANCE # 22-04-11

48

USE OF VIRTUAL MEETING EQUIPMENT

The Town Board of Supervisors of the Town of Osceola, Polk County, Wisconsin, hereby ordains as follows:

**SECTION I: PURPOSE.**

The Town of Osceola finds that it is in the public interest to update a portion of Chapter 2, The Governing Body, Section 2.02 Meetings, so as to better clarify the use of remote meeting equipment and how it pertains to meeting attendance.

**SECTION II: ORDINANCE AMENDMENTS.**

Chapter 2, Section 2.02, Paragraph 5, of the Town of Osceola Code of Ordinances is hereby amended to read as follows:

**5. Remote Attendance**

- (a) **Remote attendance permitted.** When a meeting is held in person, the Town 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 remote participation methods referenced in subsection (1) of 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.** 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.

- (e) **References.** This ordinance shall also apply to other Town Committees and Commissions as defined and outlined in Chapter 2 “Boards and Commissions”.
- (f) **Severability.** The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.
- (g) **Effective Date.** This Ordinance shall be effective upon adoption and publication or posting as provided by law.



Passed this 6<sup>th</sup> 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, Clerk

\_\_\_\_ Voice Vote  
\_\_\_\_ Roll Call Vote  
\_\_\_\_ Ayes; \_\_\_\_ Nays; \_\_\_\_ Absent/Abstain

TOWN OF OSCEOLA  
POLK COUNTY WISCONSIN

**ORDINANCE # 22-06-06**

**CONFIDENTIALITY OF INCOME AND EXPENSES PROVIDED TO ASSESSOR FOR  
ASSESSMENT PURPOSES**

The Town Board of Supervisors of the Town of Osceola, Polk County, Wisconsin, hereby ordains as follows:

- 1. Adoption.** This ordinance adopts by reference Wis. Statutes Sec. 70.47 (7)(af). Income and expense information provided by a property owner to an 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 Sec. 19.35 (1) of Wis. Statutes.
- 2. 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/her 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 Sec. 74.37, in which case the base records are open and public.
- 3. Severability.** The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections, or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.
- 4. Effective Date.** This ordinance shall take effect immediately upon passage and posting (or publication) as provided by law.

Passed this 6<sup>th</sup> 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