

**TOWN OF OSCEOLA**  
**BOARD OF SUPERVISORS MEETING**  
Tuesday, July 5, 2022 — 6:30 p.m.

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Tuesday, July 5, 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 Cronick, Desmarais, and Everson

**ABSENT:** Supervisor Thompson

**PUBLIC ATTENDEES:** Clerk Skjerven, Treasurer Carlson, Public Works Supervisor Raddatz, Ed Everson, Jim and Donna Berg, Alec Mortel (Lakeland Communications), Trish Carlson, Sandy Ball, Mike and Teri Wallis, Dan Burch, Mark Skjerven, Jim Brundage, Bob Wright, Ryan Lee.

**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 NUMBERS 18228 THROUGH 18231 AND NUMBERS 18236 THROUGH 18278 AND ACH PAYMENTS TOTALLING \$42,362.13 AS PRESENTED. MOTION CARRIED.**

**ACCEPTANCE OF PROPOSED AGENDA**

**MOTION BY DESMARAIS/EVERSON TO APPROVE THE AGENDA AS NOTED. MOTION CARRIED.**

**MEETING MINUTES**

**MOTION BY EVERSON/DESMARAIS TO APPROVE THE 6/6/2022 BOARD OF REVIEW AND REGULAR TOWN BOARD MEETING MINUTES AND THE 6/15/2022 SPECIAL TOWN BOARD MEETING MINUTES AS PRESENTED. MOTION CARRIED.**

**PUBLIC COMMENT**

Ed Everson asked three questions: (1) What is the Town going to do about the presence of junk cars on properties? (2) Why is the snow equipment being stored outside of the Public Works buildings? In the past it had been stored in the Public Works' building area. (3) The guardrails on 90<sup>th</sup> are beginning to rust.

Trish Carlson voiced her views related to what she believed were false accusations made by the Town Board at the June 6, 2022 regular Town Board meeting regarding Jim Brundage's public comment at the

quarry meeting held at Polk County on June 1, 2022. In Carlson's view, what Jim presented was factual. Carlson also pointed out the Town placed ads about the quarry hearing when the Town was not required to do. And, Carlson reiterated the view there were Plan Commission members who reached out to Polk County regarding the quarry application. Carlson indicated blame is being directed erroneously at Brundage. Carlson closed by stating the expectation of the Board is to act legally, morally, and ethically, and to lead with integrity.

#### **PUBLIC WORKS REPORT**

Raddatz gave a detailed report of work efforts done throughout June, which included: mowing and grading of roads, spray patching of roads (including making updates to the equipment for better/easier use by the Public Works staff), ordering the galvanized culvert for 90<sup>th</sup> by the Rod & Gun Club (the culvert has not yet been built, as materials are backlogged), putting new blades on mower tractor, changing the speed signpost so one person can relocate it (and recently moving the speed sign to 110<sup>th</sup> Ave.), picking up garbage Mondays and Thursdays from the lakes managed by the Town, checking culverts for access/usage and any needing replacement, inspecting issued driveway permit properties for compliance, and handling unusual occurrences, such as assisting a semi which tried to go across the portion of 90<sup>th</sup> that is being worked on, trees down, and repairing a shoulder washout on Oak Drive.

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

Treasurer Carlson reviewed current bank balances from MidwestOne as of June 30, 2022: General Fund \$52,579.77; General Money Market Account \$613,927.55; Tax Receipt Account \$201,758.51; Dresser Traprock Assurance \$15,050.12; Royal Credit Union CD (from ARPA \$\$s) \$151,567.70; Royal Credit Union general account (Savings ARPA) of \$141.59; Royal Credit Union Money Market Public Works account \$50,134.47.

Carlson mentioned the Finance Committee had signed off on June reconciliations, Carlson shared the latest Profit & Loss Budget vs. Actual Report as of July 5, 2022, indicating she made notations on the report and asked the Board to keep a watch on those items, and mentioned the current ARPA CD was coming due on August 6<sup>th</sup> and will further be discussed later on the agenda.

Carlson mentioned she will be in training most of the week of July 11<sup>th</sup>.

MOTION BY DESMARAIS/CRONICK 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 June, involving work on two ordinances (Use of Virtual Meeting Equipment and Confidentiality of Income and Expenses Provided to Assessor for Assessment Purposes Procedures) and two Resolutions (Criteria for Allowing Alternative Forms of Sworn Testimony at Board of Review Hearings and Procedures for Waiver of Board of Review Hearing Requests), dissemination of nine building permits (3 for new construction, 6 for alterations to existing property), 3 driveway permits; there were three meetings held during June. Skjerven received seven public records requests, had published four ads relating to Open Book and Board of Review, road bids, and Ordinances. Skjerven made updates to the Town's website for the road closure and removal of quarry hearing notice, plan commission members, meeting notices and minutes, Board of Review forms and documents, liquor license applications received, elections (general info (ID cards), key dates, including absentee voting and voter registration, and Open Book and Board of Review meeting notice.

Skjerven continues to get requests for burning permits (there were 68 requests as of the end of June). Related to elections, Skjerven sent out 66 absentee ballot requests, drafted poll worker schedule and floor layout, prepared key dates and other notices, created scripts for ballot workers regarding the ICX touch-screen machine and the unique partisan ballot, and preparations are underway for the Fall Partisan Primary on August 9<sup>th</sup>. Distributed liquor and tobacco licenses before the end of June, and Skjerven is reviewing the "Class B" liquor license authorized list and count.

## **OLD BUSINESS**

### **CONSIDER LAKELAND COMMUNICATIONS BROADBAND GRANT APPLICATION DECISION**

Lakeland representatives Robert Zuzek (Director of Business Development) and Alec Mortel (Business Development Representative) presented at the meeting that the Wisconsin Public Service Commission has approved the Lakeland Communications' grant application to serve portions of the Town of Osceola. They expect the actual public announcement and the signed and served order to be issued within the next 7-10 days. Out of 194 applications submitted, requesting more than \$495 million to expand broadband throughout the state, 71 applications were selected for a grant award.

Lakeland reiterated they have been designing and preparing for many months, and Lakeland has the materials ready to begin construction in the respective areas within the Town of Osceola in the 2022 construction season. Lakeland expects to have services available for turning on in portions of the project area by the end of year 2023.

At the July 6, 2021 Town Board meeting the Board approved to contribute 10% of the total costs for the Town of Osceola expansion of broadband fiber network, up to \$80,000, contingent upon Lakeland Communications receiving the public service grant award and fulfilling the installation within the Town by December 31, 2024. When the installation work has been completed at the end of 2024, the Town will send the agreed upon amount to Lakeland Communications.

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

It is anticipated the Polk County Land & Water Resources contact, Karsten Petersen (Conservation Engineering Technician) will provide some specifications and recommendations within the next couple of months for the boat landing build updates. The build work efforts would likely occur in early 2023.

### **CONSIDER LOCAL ROADS IMPROVEMENT PLAN(LRIP) GRANT AMENDMENT**

Lindh and Treasurer Carlson will get together on the roads to include in the amendment submission for the LRIP grant.

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

Clerk Skjerven presented proposed updates to Chapter 2: The Governing Body Ordinance related to needed modifications due to the Board changing over to a five-person Board, grammatical corrections, Section 2.03 Order of Business, condensing the names of the Board Committees in Section 2.13(3), and primarily to capture the changes discussed to the Section 2.04 Presiding Officer section. What was erroneously not captured for discussion purposes was the proposed changes to Section 2.13(2) Plan Commission to state that Plan Commission members can hold membership for a maximum of two (2) consecutive terms up to three (3) years for each term not to exceed two (2) terms, effective with 2022 Plan Commission appointments and going forward. Clerk Skjerven will include this proposed wording in

the next version of this Chapter 2 Ordinance for the Board's review at the August 1, 2022 regular Town Board meeting.

**CONSIDER REVIEW OF TOWN ORDINANCES**

Everson continues to discuss this topic with the Wisconsin Towns Association and with Municode, and has no further updates on this topic as of this date.

**NEW BUSINESS**

**OPEN AND CONSIDER GENERAL ROAD IMPROVEMENT BIDS**

Road work bids were sought for 110th Ave., from 210th St. to 195th St., 1.5 miles x 20 ft. and 200th St., 110th Ave. to 120th Ave., 1.02 mi. x 21 ft. The project scope for each was: 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. Cost for trap rock was to be separately determined and paid by the Town. Bids were due on Tuesday, July 5 2022 at 6:00 p.m., and were to be opened at the Tuesday, July 5 2022 regular Town Board meeting.

Lindh opened the one bid received by the Town, and it was from Monarch Paving Company (located in Amery, WI). The bid for the first project (110th Ave., from 210th St. to 195th St.) was \$243,669.00, and the bid for the second project (200th St., 110th Ave. to 120th Ave.) was \$167,219.00, for a total of \$410,888.00. Raddatz indicated an estimate for the trap rock for these two projects is approximately \$13,000.00.

**MOTION BY CRONICK/EVERSON TO ACCEPT MONARCH PAVING COMPANY'S BID OF \$243,669.00 FOR THE PROJECT 110th AVE., FROM 210th ST. TO 195<sup>TH</sup> ST. AND THE BID OF \$167,219.00 FOR THE PROJECT 200<sup>TH</sup> ST., 110th AVE. TO 120<sup>TH</sup> AVE. PLUS THE ESTIMATE FOR THE TRAP ROCK FOR THESE TWO PROJECTS TOTTALLING APPROXIMATELY \$13,000.00. MOTION CARRIED.**

Skjerven to inform Monarch Paving Company of bid acceptance.

**CONSIDER CULVERT REVIEW ASSESSMENT BY PUBLIC WORKS**

Regarding doing a review of the Town's culverts, the Town received two bid proposals from Delmore Consulting, LLC (out of Wisconsin Dells, WI): one in the amount of \$4,900.00 for culvert inventory and mapping, and another in the amount of \$8,200.00 for culvert assessment, inventory and mapping. The Board discussed and agreed to have the Public Works staff do this work internally vs. utilizing the services of Delmore, as long as the work is done within the Public Works staff's scheduled hours. The Board was made aware two culverts on 110<sup>th</sup> St. need replacing prior to the road work to be done by Monarch Paving.

**CONSIDER 2022-2023 LIQUOR OPERATOR LICENSES (NEW AND RENEWALS)**

**MOTION BY EVERSON/DESMARAIS TO APPROVE THE REVISION TO AGENT FOR "CLASS A" LIQUOR & CLASS "A" BEER LICENSE TO KATHERINE HOBBS, DOLLAR GENERAL STORE #16020, AND THE FOLLOWING 2022-2023 OPERATORS' LICENSES EFFECTIVE JULY 6, 2022 THROUGH JUNE 30, 2023:**

**OPERATORS' LICENSES:**

**22-46 CHRISTA NELSON, WOODHILL BAR & GRILL**

**22-47 TAMMY COLOMBO, DOLLAR GENERAL STORE**

**22-48 PATRICIA KLEIN, DOLLAR GENERAL STORE**

**22-49 KATHERINE HOBBS, DOLLAR GENERAL STORE**

**MOTION CARRIED.**

**CONSIDER ACCOUNT OPTIONS FOR ARPA FUNDS RECEIVED**

Treasurer Carlson informed the Board that the current Royal Credit Union CD holding the ARPA funds already received (\$151,567.70 as of early July) expires on August 6, 2022. Carlson recommends the Board renew the current CD for another 12 months at an interest rate of .9%. Carlson also recommended the new ARPA monies to be received (approximately \$138,370.00) be put into a money market account at .8% to allow flexibility in being able to access the amount, and she noted that Royal Credit Union provided documentation showing the insure amount is up to \$400,000.

**MOTION BY DESMARAIS/EVERSON TO APPROVE RENEWING FOR 12 MONTHS THE CURRENT CD AT ROYAL CREDIT UNION FOR HOLDING THE FIRST ROUND OF ARPA FUNDS RECEIVED AND TO PLACE THE SECOND ROUND OF ARPA MONIES (APPROXIMATELY \$138,370.00) INTO A MONEY MARKET ACCOUNT AT ROYAL CREDIT UNION. MOTION CARRIED.**

**CONSIDER HOW COMMITTEES AND COMMISSIONS RESPONSIBILITIES OF MEMBERS AND STAFF SHOULD WORK**

Desmarais inquired with the Board as to: (1) whether citizen involvement is something the Board wants to promote; and (2) whether there are to be Chair assignments for each Board Committee to manage the workload. Lindh indicated the Committees do not need to be chaired by anyone in particular; rather, Board members manage work efforts amongst themselves for the Committees on which they sit. And, in regard to citizen involvement, Lindh indicated citizens could be brought in and out of a Committee as needed/determined by Board members; citizens are not to be standing members of the Board Committees.

The Board Committees are Personnel, Finance, Public Works, and Media & Technology. At the May 2, 2022 Town Board meeting the Board approved to appoint Lindh and Thompson to the Personnel Committee, to appoint Cronick and Everson to the Finance Committee, to appoint Cronick and Lindh to the Public Works Committee, and to appoint Desmarais and Thompson to the Media & Technology Committee.

Posting of Board Committee meetings should be posted only on the Town's website, and Committee members would give the Clerk the meeting notices for posting.

**CHAIR'S REPORT**

Lindh reported there have been some complaints from Town residents regarding driveways washing out.

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

Nothing to report

### **SUPERVISOR'S REPORT/DESMARAIS (including Plan Commission update)**

Desmarais reported the Plan Commission is beginning to discuss how to tackle updates to the Comprehensive Plan now that the 2020 census figures are available. Plan Commission Chair Utke discussed a 'visioning' exercise where public would be involved.

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

Everson reported she contacted the Town attorney regarding striping of roads, to ask whether the Town was legally obligated to stripe. She was told there are no requirements related to striping for the Town roads, but the Town should develop standards.

Everson also received comments from the Wisconsin Town's Association (WTA) indicating it is up to the Town Board to determine how to maintain Town roads in a manner that promotes safety for users. Wis. Stat. s. 349.065 requires that any traffic control devices/markings a Town installs must conform to the Wisconsin Manual on Uniform Traffic Control Devices (MUTCD). WTA recommended reaching out to the Transportation Information Center (TIC) (<https://interpro.wisc.edu/tic/about/>) to discuss best practices for removing/transitioning pavement markings that have previously been installed.

Everson asked the Public Works Committee to discuss this topic for a future agenda item.

Everson mentioned the Paser Rating road map she is working on (to denote the ratings received by Delmore) is nearly complete and she will get the map soon to the Public Works Committee.

Everson asked the Public Works Committee to consider a change to the current 4, 10-hours a day (Monday through Thursday) Public Works full-time staff work schedule: to possibly shift to have one individual work either a full or half day on Friday—since there has been overtime every Friday.

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

Nothing to report at Thompson was absent.

### **FUTURE AGENDA ITEMS**

- Old Business:
  - Consider Dwight Lake Boat Landing Improvements
  - Consider Chapter 2: The Governing Body Ordinance
  - Consider Records Retention Plan
  - Consider Review of Town's Ordinances
  - Consider Updates to Ordinance Chapter 3: Public Records and Records Retention
- New Business:
  - Consider Road Striping Standards
  - Consider Public Works Staff Work Schedule Days/Hours

### **NEXT PLAN COMMISSION MEETING**

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

### **OPEN BOOK: Assessment Roll for Year 2022 Open for Examination**

July 12, 2022, 1:00 to 3:00 p.m.

**BOARD OF REVIEW**

July 19, 2022, 3:00 to 5:00 p.m.

**NEXT TOWN BOARD MEETING**

August 1, 2022, 6:30 p.m.

**COMMUNITY MEETINGS BOARD MEMBERS ATTEND**

Allied Emergency Fire: 7/21, 6:00 p.m. (Alden Station #3)

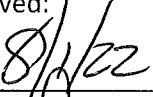
**ADJOURN**

MOTION BY DESMARAIS/EVERSON TO ADJOURN THE TOWN BOARD MEETING TUESDAY, JULY 5, 2022.

MOTION CARRIED. The meeting adjourned at 7:46 p.m.

**To be approved:** August 1, 2022

Approved:

  
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Denise Skjerven, Town Clerk