

TOWN OF OSCEOLA
TOWN BOARD OF SUPERVISORS
REGULAR BOARD MEETING
Monday, August 1, 2022 – 6:30 P.M.
Town Hall - 516 East Avenue North, Dresser WI
Virtual - Open Meeting via Microsoft Teams
To join via Teams: See Meetings, Notices/Agendas on www.townofosceola.com
Agenda Can Change Up to 24 Hours Prior to Meeting

MEETING AGENDA

1. Call Meeting to Order
2. Verification of Meeting Posting
3. Pledge of Allegiance
4. Roll Call
5. Presentation and Approval of Bills
6. Acceptance of Proposed Agenda
7. Approval of Minutes of Previous Meetings: 7/5/2022 (Regular TBM) and 7/19/2022 (Board of Review)
8. Public Comment
9. Public Works Report
10. Treasurer's Report
11. Clerk's Report
12. Old Business
 - a) Consider Dwight Lake Boat Landing Improvements
 - b) Consider Chapter 2: The Governing Body Ordinance
 - c) Consider Review of Town's Ordinances
13. New Business
 - a) Consider Subdivision Request: Parcel 042-01103-0000 (9.07 acres); Owner Tim Johnson
 - b) Consider 2022 Emergency Bridge Aid for 90th Ave.
 - c) Consider Road Striping Standards
 - d) Consider Public Works' Staff Work Schedule Days/Hours
 - e) Consider Public Works' Staff Partnership with Neighboring Towns for Public Works' Services
 - f) Consider Chapter 5: Fire Protection and Fire Inspections Ordinance
 - g) Consider Chapter 12: Licenses and Permits Ordinance
 - h) Consider Resolution 22-08-01 Amendment of Fee Schedule
 - i) Consider 2022-2023 Liquor Provisional and Operator Licenses (New)
14. Chair's Report
15. Supervisors' Reports
 - Jon Cronick
 - Bernie Desmarais: Supervisor and Plan Commission Update, including 7/26/22 minutes
 - Jo Everson
 - Debbie Thompson
16. Request for Future Meeting Agenda Items
17. Next Plan Commission Meeting – August 23, 2022
18. Next Town Board Meeting – Tues., September 6, 2022
19. Community Meetings Board Members Attend: Osceola Area Ambulance Service:
 - 2023 Budget Workshop – Friday 8/12 9am @ F.B. Contractors Inc. office
 - Board meeting – Thursday 8/18 6pm @ the OAAS Hall
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

July 5 - 29, 2022

Type	Date	Num	Name	Account	Original Amount
Liability Check	07/15/2022	ACH	IRS	MidWest One Checking Account	(3,388.26)
				2100 · Payroll Liabilities	1,244.00
				2100 · Payroll Liabilities	868.92
				2100 · Payroll Liabilities	868.92
				2100 · Payroll Liabilities	203.21
				2100 · Payroll Liabilities	203.21
TOTAL					3,388.26
Liability Check	07/29/2022	ACH	Wisconsin Retirement System	MidWest One Checking Account	(1,346.08)
				2100 · Payroll Liabilities	673.04
				2100 · Payroll Liabilities	534.17
				2100 · Payroll Liabilities	138.87
TOTAL					1,346.08
Paycheck	07/22/2022	18279	Carlson, Janice	MidWest One Checking Account	(1,003.78)
				Treasurer Wages	1,285.60
					1,003.78
TOTAL					1,003.78
Paycheck	07/22/2022	18280	Gaffney, Joseph J	MidWest One Checking Account	(1,240.40)
				Supervisor PW Wages	1,440.00
				Supervisor PW Wages	93.30
					1,240.40
TOTAL					1,240.40
Paycheck	07/22/2022	18281	Raddatz, Todd A	MidWest One Checking Account	(1,582.48)
				Supervisor PW Wages	1,297.20
				Payroll Expenses	192.00
				Supervisor PW Wages	430.80
TOTAL					1,582.48

TOWN OF OSCEOLA

Check Detail

July 5 - 29, 2022

Type	Date	Num	Name	Account	Original Amount
TOTAL				Supervisor PW Wages	461.54 1,582.48
Paycheck	07/22/2022	18282	Skjerven, Denise K	MidWest One Checking Account	(718.48) 718.48
TOTAL				Clerk Wages	958.11 718.48
Check	07/25/2022	18283	Complete Automotive	MidWest One Checking Account	(223.57) 223.57
TOTAL				Garage Expenses	223.57 223.57
Check	07/25/2022	18284	Dresser Trap Rock, Co.	MidWest One Checking Account	(212.66) 212.66
TOTAL				Road Maintenance & Repair	212.66 212.66
Check	07/25/2022	18285	Dresser Water & Sewer Utilities	MidWest One Checking Account	(81.73) 81.73
TOTAL				Water & Sewer Utilities	81.73 81.73
Check	07/25/2022	18286	Menards - St. Croix Falls	MidWest One Checking Account	(84.72) 84.72
TOTAL				Park Expenses - Misc & Other	11.99
				Road Maintenance & Repair	7.98
				Office Supplies	17.32
				Bldg Repairs & Maint	39.97
				Garage Expenses	7.46
					84.72
Check	07/25/2022	18287	Raska Sewer Service	MidWest One Checking Account	(315.00) 315.00

3

TOWN OF OSCEOLA

Check Detail

July 5 - 29, 2022

Type	Date	Num	Name	Account	Original Amount
TOTAL					
Check	07/25/2022	18288	S & T Woodhill Bar & Grill	Park Expenses - Misc & Other	157.50
				Park Expenses - Misc & Other	157.50
					315.00
Check	07/25/2022	18288	S & T Woodhill Bar & Grill	MidWest One Checking Account	(55.00)
					55.00
TOTAL					55.00
Check	07/25/2022	18289	Skjerven, Denise	MidWest One Checking Account	(21.27)
					21.27
TOTAL					21.27
Check	07/25/2022	18290	Tenet	MidWest One Checking Account	(1,102.29)
					1,102.29
TOTAL					1,102.29
Check	07/25/2022	18291	Allied Emergency Services, Inc.	MidWest One Checking Account	(13,968.47)
					13,968.47
TOTAL					13,968.47
					25,344.19

4



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 TALLING \$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 90th 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. 6

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 90th 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 110th 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 90th 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 6th and will further be discussed later on the agenda.

Carlson mentioned she will be in training most of the week of July 11th.

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 9th. 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

8

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 195TH ST. AND THE BID OF \$167,219.00 FOR THE PROJECT 200TH ST., 110TH AVE. TO 120TH AVE. PLUS THE ESTIMATE FOR THE TRAP ROCK FOR THESE TWO PROJECTS TALLING 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 110th 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:

Denise Skjerven, Town Clerk

TOWN OF OSCEOLA
BOARD OF REVIEW MEETING
Tuesday, July 19, 2022 — 3:00 p.m.

Meeting Minutes

The Board of Review of the Town of Osceola met on Tuesday, July 19, 2022, at 3:00 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

CALL TO ORDER: Clerk Skjerven called the meeting to order at 3:01 p.m.

ROLL CALL: Dale Lindh, Jon Cronick, and Jo Everson.

Others in attendance were Clerk Skjerven, Treasurer Carlson, Gene Johnson (Assessor) and John Garlick (both from Appraisal Services).

Johnson confirmed this is a maintenance year, and that no property reevaluations were done to be so noted in the assessment roll.

CONFIRMATION OF APPROPRIATE BOARD OF REVIEW AND OPEN MEETINGS NOTICES: Clerk Skjerven confirmed that the meeting notice was posted at the Town Hall, Dresser Post Office, the First Community National Bank, the Town Web Site, and the Town Facebook page.

SELECT A CHAIRPERSON FOR BOARD OF REVIEW

MOTION BY EVERSON/CRONICK TO NOMINATE LINDH TO SERVE AS CHAIRPERSON FOR THE BOARD OF REVIEW. MOTION CARRIED.

SELECT A VICE CHAIRPERSON FOR BOARD OF REVIEW

MOTION BY LINDH/EVERSON TO NOMINATE CRONICK TO SERVE AS VICE CHAIRPERSON FOR THE BOARD OF REVIEW. MOTION CARRIED.

CHAIR TO VERIFY THAT AT LEAST ONE BOARD OF REVIEW MEMBER HAS MET THE MANDATORY TRAINING REQUIREMENTS

Skjerven verified Cronick, Everson, and Lindh received certified Board of Review training, in addition to Skjerven: Cronick on 7/5/2022, Everson on 5/8/2022, Lindh on 5/31/2022, and Skjerven on 6/15/2022. All completed training has been filed with the Wisconsin Department of Revenue.

VERIFY THAT THE TOWN HAS AN ORDINANCE FOR THE CONFIDENTIALITY OF INCOME AND EXPENSE INFORMATION PROVIDED TO THE ASSESSOR UNDER STATE LAW (WIS. STAT. s. 70.47(7)(af))

Skjerven verified on June 6, 2022 the Town passed Ordinance Number 22-06-06 providing for the confidentiality of information and expenses provided to the Assessor for assessment purposes in the Town of Osceola.

REVIEW OF NEW LAWS

Johnson informed the Board of Review there were no new laws of which to make the Board of Review aware.

SWEARING IN OF BOARD OF REVIEW AND ASSESSOR(S)

Skjerven performed a swearing in of the Board of Review and Assessors, and Lindh swore in Skjerven.

RECEIVE THE ASSESSMENT ROLL AND SWORN STATEMENTS FROM THE CLERK

Skjerven received the assessment roll from the Assessor, indicated the roll is approximately 450 pages, and confirmed receipt of the Affidavit sworn by the Assessor.

REVIEW THE ASSESSMENT ROLL AND PERFORM STATUTORY DUTIES

The statutory duties are: (1) Examine the roll; (2) Correct descriptions of calculation errors; (3) Add omitted properties; (4) Eliminate double-assessed properties; and (5) Allow taxpayers to examine assessment data. The Board of Review examined the assessment roll and received confirmation from the Assessor there were no corrections, omitted properties, and/or double-assessed properties noted in the assessment roll. There were no taxpayers present to examine the assessment data.

DISCUSS/ACTION – CERTIFY ALL CORRECTIONS OF ERROR UNDER STATE LAW (WIS. STAT. s 70.43)

The Assessor confirmed there were no errors in the assessment that resulted in an inaccurate assessment for the preceding year.

DISCUSS/ACTION – VERIFY WITH THE ASSESSOR THAT OPEN BOOK CHANGES ARE INCLUDED IN THE ASSESSMENT ROLL

The Assessor confirmed Open Book changes were included in the assessment roll.

CONSIDERATION OF:

REQUESTS OR WAIVERS OF THE REQUIRED 48-HOUR NOTICE OF INTENT TO FILE AN OBJECTION WHEN THERE IS GOOD CAUSE

Skjerven confirmed no receipt of such notices or required form(s).

REQUESTS FOR WAIVER OF THE BOARD OF REVIEW HEARING

The waiver approach is discretionary on the part of the Board. The Board of Review has adopted Resolution 22-06-062 regarding procedures.

REQUESTS TO TESTIFY BY TELEPHONE OR SUBMIT SWORN WRITTEN STATEMENT

Skjerven provided the Board copies of the Board's adopted Resolution 22-06-061 regarding procedures for Allowing Alternative Forms of Sworn Testimony at Board of Review hearings.

REVIEW NOTICES OF INTENT TO FILE OBJECTION

Skjerven confirmed there were no taxpayers who have filed a 'Notice of Intent to File Objection with the Board of Review'.

PROCEED TO HEAR OBJECTIONS, IF ANY, AND IF PROPER NOTICE/WAIVERS GIVEN: CONSIDER/ACT ON SCHEDULING ADDITIONAL BOARD OF REVIEW DATE(S)

Skjerven confirmed there were no taxpayers who have filed a 'Notice of Intent to File Objection with the Board of Review' nor requested a waiver.

14

CONSIDER RECESS OF BOARD OF REVIEW

Since Skjerven confirmed there were no taxpayers who have filed a 'Notice of Intent to File Objection with the Board of Review' nor requested a waiver, Lindh asked for a motion to recess the Board of Review until someone comes forward or until 5:00 p.m. at which time the Board would close the Board of Review.

MOTION BY EVERSON/CRONICK TO MOVE TO RECESS THE BOARD OF REVIEW. MOTION CARRIED.

The Board of Review went into recess at 3:35 p.m.

CONSIDER RECONVENING BOARD OF REVIEW

MOTION BY EVERSON/CRONICK TO RECONVENE THE BOARD OF REVIEW. MOTION CARRIED.

The Board of Review reconvened at 5:00 p.m.

ADJOURN

MOTION BY EVERSON/CRONICK TO ADJOURN THE BOARD OF REVIEW MEETING TUESDAY, JULY 19, 2022. MOTION CARRIED. The meeting adjourned at 5:01 p.m.

To be approved: August 1, 2022

Approved:

Denise Skjerven, Town Clerk

Town of Osceola

July 2022

Public Works report

1. Installed culvert on 90th and 210th with help from Garfield
2. Moved speed sign from 110th to 200th
3. Continuing to mow 2nd pass around township.
4. Helped Alden and Garfield haul gravel for roadwork.
5. Determined which intersection street signs were missing and got them on order.
6. Measured and ordered new culvert for 110th and Cty Rd Y
7. Removed hydraulic cylinder for the grader wing that is leaking and brought it to Hydraulics Plus in Wyoming, MN to have fixed.
8. Checked insides of culverts by Horse Lake with waders.
9. Worked on bill for road repair for semi that was stuck on 90th by the rod and gun club
10. Continuing to grade roads and mow ditches as needed
11. Put up road signs and fire number signs.
12. Washed truck and mower tractor and routine maintenance
14. Got called on Saturday 7/16 for a washout at the 90th & 110th culvert
13. Continuing to check culverts and compile list of locations/conditions

TOWN OF OSCEOLA
Profit & Loss Budget vs. Actual
January through December 2022

16

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Income				
Intergovernmental Charges				
Fire Assoc. Loan Repayment	50,308.15	50,308.00	0.15	100.0%
Total Intergovernmental Charges	50,308.15	50,308.00	0.15	100.0%
Intergovernmental Revenue				
County-Rural Fire Numbers	425.00			
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%
Grants Scholarships Donations	151,141.39			
Highway Aids	126,938.64	169,252.00	-42,313.36	75.0%
In Lieu of Tax - DNR Land	3,789.37	3,750.00	39.37	101.05%
Municipal Services	111.52	110.00	1.52	101.38%
State Shared Revenue	0.00	36,436.00	-36,436.00	0.0%
T.R.I.P./T.R.I Payments	0.00	0.00	0.00	0.0%
Total Intergovernmental Revenue	282,405.92	223,648.00	58,757.92	126.27%
Licenses & Permits				
Building Permits & Fees	11,223.06	25,000.00	-13,776.94	44.89%
Dog Licenses	1,372.00	1,200.00	172.00	114.33%
Driveway Permits	300.00	250.00	50.00	120.0%
Liquor & Related Licenses	4,434.40	3,500.00	934.40	126.7%
Zoning & Subdivision Fees	100.00			
Total Licenses & Permits	17,429.46	29,950.00	-12,520.54	58.2%
Miscellaneous Revenue				
Interest Income	1,425.07	1,300.00	125.07	109.62%
Miscellaneous Income				
Insurance Loss Reimbursement	341.00			
Miscellaneous Income - Other	2,992.36			
Total Miscellaneous Income	3,333.36			
Total Miscellaneous Revenue	4,758.43	1,300.00	3,458.43	366.03%
Mobile Home Fees				
MH Lottery Credit	120.84			
Mobile Home Fees - Other	0.00	300.00	-300.00	0.0%
Total Mobile Home Fees	120.84	300.00	-179.16	40.28%
Tax Collections				
Delinquent PP Taxes	511.41			
Forest Crop/MFL Taxes	2,237.47	250.00	1,987.47	894.99%
Personal Property Taxes	5,313.24			
Property Taxes	2,217,785.99	817,368.00	1,400,417.99	271.33%
Total Tax Collections	2,225,848.11	817,618.00	1,408,230.11	272.24%
Tax Collections - Other				
Lottery Credit	29,389.78			
Property Tax Settlement-County	-944,312.47			
Property Tax Settlement-Schools	-1,826,536.24			
Property Tax Settlement-VoTech	-72,794.73			
Tax Collection Overpayments	-63,375.78			
Tax Collections - Other - Other	451.25			

TOWN OF OSCEOLA
Profit & Loss Budget vs. Actual
January through December 2022

17

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Total Tax Collections - Other	-2,877,178.19			
41011 - Other State Aids	1,049.07			
Total Income	-295,258.21	1,123,124.00	-1,418,382.21	-26.29%
Gross Profit	-295,258.21	1,123,124.00	-1,418,382.21	-26.29%
Expense				
Animal Warden				
Animal Warden Wages	190.00	500.00	-310.00	38.0%
Dog License to County	607.25	700.00	-92.75	86.75%
Mileage & Expenses	128.18	300.00	-171.82	42.73%
Total Animal Warden	925.43	1,500.00	-574.57	61.7%
Assessment of Property				
Assessor's Contract	31,676.00	39,720.00	-8,044.00	79.75%
Publications	0.00	200.00	-200.00	0.0%
Total Assessment of Property	31,676.00	39,920.00	-8,244.00	79.35%
Audit Services	5,040.00	5,040.00	0.00	100.0%
Building Expenses				
Bldg Repairs & Maint	3,592.06	5,000.00	-1,407.94	71.84%
Electric Utilities	813.32	2,200.00	-1,386.68	36.97%
Gas Utilities	1,915.18	2,300.00	-384.82	83.27%
Insurance	1,165.68	1,200.00	-34.32	97.14%
Operating Supplies	45.98	200.00	-154.02	22.99%
Sanitation Expenses	443.00	1,000.00	-557.00	44.3%
Telephone/Internet	829.88	3,000.00	-2,170.12	27.66%
Water & Sewer Utilities	572.11	900.00	-327.89	63.57%
Total Building Expenses	9,377.21	15,800.00	-6,422.79	59.35%
Building Inspection Expense	9,853.06	25,000.00	-15,146.94	39.41%
Capital Equipment				
New Equipment	16,490.31			
Office Equipment	2,356.95	2,000.00	356.95	117.85%
Total Capital Equipment	18,847.26	2,000.00	16,847.26	942.36%
Capital Improvement				
Highway Cap Improve	0.00	5,000.00	-5,000.00	0.0%
Total Capital Improvement	0.00	5,000.00	-5,000.00	0.0%
Clerk & Treasurer				
Clerk Wages	16,013.99	26,739.00	-10,725.01	59.89%
D-C/T Employee Health Insurance	0.00			
Deputy Clerk/Treasurer Monthly	0.00			
Dues & Training	574.00	2,000.00	-1,426.00	28.7%
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	2,006.59	4,000.00	-1,993.41	50.17%
Postage	696.24	1,200.00	-503.76	58.02%
Retirement	1,040.92	1,805.00	-764.08	57.67%
Short Term Disability	0.00			
Treasurer Wages	10,761.27	22,454.00	-11,692.73	47.93%

TOWN OF OSCEOLA
Profit & Loss Budget vs. Actual
January through December 2022

18

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Treasurer/Tax Collection	1,590.78	2,500.00	-909.22	63.63%
Website & Computer Expenses	5,125.73	8,000.00	-2,874.27	64.07%
Total Clerk & Treasurer	40,569.12	76,952.00	-36,382.88	52.72%
Committee Per Diems	0.00	175.00	-175.00	0.0%
Consulting Fees	0.00	425.00	-425.00	0.0%
Debt Service				
Fire Station Principal Payment	50,308.15	50,308.00	0.15	100.0%
Total Debt Service	50,308.15	50,308.00	0.15	100.0%
Elections				
Annual Machine Fees	228.00	1,000.00	-772.00	22.8%
Publications	809.60	560.00	249.60	144.57%
Supplies	52.23	3,000.00	-2,947.77	1.74%
Wages	5,069.81	5,000.00	69.81	101.4%
Total Elections	6,159.64	9,560.00	-3,400.36	64.43%
Gopher Bounty Expenses	200.00	1,800.00	-1,600.00	11.11%
Legal Fees				
Municipal	3,441.00	9,000.00	-5,559.00	38.23%
Other/Background Checks	77.00	100.00	-23.00	77.0%
Total Legal Fees	3,518.00	9,100.00	-5,582.00	38.66%
Local Cemetary Funding	2,000.00	2,000.00	0.00	100.0%
Park Expenses				
Park Expenses - Misc & Other	1,794.83	4,400.00	-2,605.17	40.79%
Total Park Expenses	1,794.83	4,400.00	-2,605.17	40.79%
Payroll Expenses	8,503.72			
Planning Commission				
Computer/Emails	204.00	1,440.00	-1,236.00	14.17%
Employer Payroll Taxes	0.00	92.00	-92.00	0.0%
Per Diems				
Planning Commission	475.00			
Per Diems - Other	0.00	1,200.00	-1,200.00	0.0%
Total Per Diems	475.00	1,200.00	-725.00	39.58%
Postage Office Supplies & Pub	0.00	100.00	-100.00	0.0%
Publications	0.00	200.00	-200.00	0.0%
Total Planning Commission	679.00	3,032.00	-2,353.00	22.39%
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%
Fire Department Contract	73,292.02	146,584.00	-73,291.98	50.0%
Fire Dues to Department	13,968.47	13,700.00	268.47	101.96%
Total Public Safety	91,994.49	193,241.00	-101,246.51	47.61%
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%
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%

TOWN OF OSCEOLA
Profit & Loss Budget vs. Actual
January through December 2022

19

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Equipment Repairs & Maintenance	4,858.13	8,000.00	-3,141.87	60.73%
Fuel	10,436.78	17,000.00	-6,563.22	61.39%
Garage Expenses	3,061.23	3,500.00	-438.77	87.46%
Highway Construction	7,152.79	420,331.00	-413,178.21	1.7%
Insurance	9,980.28	10,000.00	-19.72	99.8%
Part-Time PW Wages	7,920.20	23,468.00	-15,547.80	33.75%
PW Cell Phone	475.15	1,200.00	-724.85	39.6%
Retirement	3,287.17	4,362.00	-1,074.83	75.36%
Road Maintenance & Repair	23,153.36	25,000.00	-1,846.64	92.61%
Short Term Disability	143.52	540.00	-396.48	26.58%
Supervisor PW Wages	46,283.96	64,620.00	-18,336.04	71.63%
Total Public Works	128,510.34	635,532.00	-507,021.66	20.22%
Reserve for Contingencies	0.00	15,000.00	-15,000.00	0.0%
Town Board				
Board Salaries	8,739.39	17,500.00	-8,760.61	49.94%
Computer/Email	156.00	1,200.00	-1,044.00	13.0%
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%
Insurance	1,491.04	2,300.00	-808.96	64.83%
Office Supplies	40.00	1,000.00	-960.00	4.0%
Publications	947.20	3,000.00	-2,052.80	31.57%
Total Town Board	12,689.25	27,339.00	-14,649.75	46.41%
Total Expense	422,645.50	1,123,124.00	-700,478.50	37.63%
Net Income	-717,903.71	0.00	-717,903.71	100.0%

HIGHLIGHTS OF CLERK ACTIVITIES DONE THIS MONTH:

JULY:

TASKS	#	FURTHER COMMENTS
Ordinances/ Resolutions	2 1	Chapter 2 Governing Body (DRAFT) Chapter 5 Fire Protection Chapter 12 Licenses & Permits (DRAFT) Adopt Amendment to Fee Schedule (DRAFT)
Building Permits	2 1	Alterations to existing property New construction
Driveway Permits	1 1	With new construction Stand Alone
Meetings and Minutes	3	7/5 Regular Town Board 7/19 Board of Review(BOR) 7/26 Plan Commission (mtg posting)
Public Records Requests	4	List of current quarry permits Attny bills (4/11 to 7/22) Ads for Blue Rock hearing PC function & Comp Plan Communics re dog kennel zoning violation ltr to County
Employee Changes		
Ads	2	Elections: Type E ('Voting By Absentee Ballot') Notice, and Notice for Public Test of Voting Machines
Town's Web Page (and Town Facebook site)		Updated: Home page: 90 th Ave. road closure Meeting Notices and Minutes Elections: Qualifications to Vote, Proof of Residency, Accommodations Request Letter Template, Voting by Absentee Notice
Form Updates		
Public Walk-in/calls		burning permits (71 as of 7/29)
Training		Webinars by Wisc. Elections Commission
Elections		73 Absentee Ballot Requests (59% ret'd thru 7/29) 3 In-person voters (thru 7/29) Preps for Partisan Primary (8/9): In-Person Voting: 7/26-8/5; Pre-LAT (logic/accuracy test) 8/3; Public Test 8/5
Miscellaneous	4 3	Provisional Licenses (& associated background checks) Operator Licenses

**TOWN OF OSCEOLA
POLK COUNTY WISCONSIN**

ORDINANCE# 19-04-03

**CHAPTER 2
THE GOVERNING BODY**

Amended 08/11/11, 06/04/19, 05/04/21, 06/23/21, 04/11/22, ~~06/06/22, -08/01/22~~

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

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

2.01 THE TOWN BOARD

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

2.02 MEETINGS

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

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

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

(4) ADJOURNMENTS. ~~(08-01-22)~~ The Board may, by a majority vote of those present but not less than ~~two-three~~ **(3)** affirmative votes, adjourn from time to time to a specific date and hour.

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

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

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

- (b) **Notice required.** Any member who is unable to be physically present at an in-person meeting of the Town Board may notify the Town Clerk no later than four (4) p.m. on the day prior to the meeting that he or she intends to participate in a meeting by telephonic or electronic means unless advance notice is impractical due to an emergency. If the Town Clerk receives the member's request in a timely manner, he or she shall attempt to facilitate the request by contacting the member in a manner during the Town Board meeting that allows the member to participate in the proceedings. If the member attends the meeting remotely, the member shall be entitled to participate and vote and shall count toward a quorum.
- (c) **Limits on utilization.** No member shall utilize the participation methods referenced in this section for two or more meetings consecutively unless the member demonstrates, in writing, good cause, as determined in the Town Chair's or designee's sole discretion; or, if the Town Chair is the member requesting, the Clerk's sole discretion; or if a state of emergency that applies to or involves the Town has been proclaimed by a federal, state, or local authority.
- (d) **Virtual meeting procedures.** (06-06-22) The public shall be given access to the system implementing the virtual meeting platform. Information about access to the meeting shall be provided to citizens in a timely manner as part of the meeting agenda notice in a specific and conspicuous manner. Best efforts shall be used to ensure that members of the public lacking access to the virtual meeting platform are provided alternative reasonable methods to attend.
 - 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 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 Chair, or anyone assisting the Chair 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) This policy should not be used where Wisconsin Statutes or Law require a hearing unless the Board can determine a means for public access to documents, exhibits, maps and/or testimony or statements substantially similar to an in-person hearing, or as may otherwise be permitted by law.

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

2.03 **ORDER OF BUSINESS** (08-01-22)

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

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

(11) Old Business.

(12) New Business.

~~(13) Any other business.~~

~~(14) Patrolman's report.~~

~~(15)~~(13) Chairman~~Chair~~'s report.

~~(14)~~ Clerk's Supervisors' reports.

~~(15)~~ Request for Future Meeting Agenda Items.

~~(16)~~ Next Town Board Meeting.

~~(17)~~ Next Plan Commission Meeting.

~~(16)~~(18) Community Meetings Board Members Attend.

~~(17)~~(19) Adjournment.

2.04 **PRESIDING OFFICER** (06-06-22, 08-01-22)

(1) DESIGNATED. The ~~Chairman~~Chair at the stated hour shall call the meeting to order. If the ~~Chairman~~Chair is absent at the designated time of any meeting, ~~the First~~a designated Supervisor (as named by the Chair) shall call the meeting to order and serve as ~~Chairman~~Chair for that meeting. If the designated Supervisor is unable to attend the meeting, the designated Alternate (as named by the Chair) shall call the meeting to order and serve as Chair for that meeting. The naming of the designated Supervisor and designated Alternate will be done at the Town Board's Organizational Meeting in either April or May each year.

(2) DUTIES. The presiding officer shall preserve order and decorum, decide all questions of order and conduct the proceedings of the meeting.

(3) DECISIONS, APPEALS FROM. Any member may appeal from a decision of the presiding officer. An appeal shall be sustained by a 2/3 vote of the members, excluding the presiding officer.

2.05 **QUORUM**

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

2.06

ORDINANCES, RESOLUTIONS AND COMMITTEE REPORTS (08-01-22)

Formatted: Indent: Left: 0", Hanging: 1"

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

2.07

CONDUCT OF DELIBERATIONS (08-01-22)

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

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

(e) To refer to a committee.

(f) To amend.

(g) To postpone indefinitely.

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

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

2.08 APPROPRIATIONS AND ACCOUNTS (08-01-22)

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

2.09 RECONSIDERATION OF QUESTION

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

2.10 PUBLICATION AND EFFECT OF ORDINANCES

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

2.11 AMENDMENT OF RULES

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

2.12 SUSPENSION OF RULES

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

2.13

BOARDS AND COMMISSIONS (08-01-22)

(1) Board of Review.

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

Formatted: Font color: Black

Formatted: Font color: Black

Formatted: No underline, Font color: Black

open and public.

Formatted: Font color: Black

Formatted: No underline, Font color: Black

Formatted: No underline, Font color: Black

Formatted: Font color: Black

- (2) **Plan Commission.** ~~(08-01-22)~~
- (a) **AUTHORITY.** (Ord. #1-97) This Commission was adopted pursuant to Wisconsin Statutes 61.35, by authority given under Wisconsin Statute 60.62, which was granted by Resolution #3-93 on the 27th day of January, 1993, to establish a Planning Commission for the Town of Osceola. The Plan Commission was temporarily dissolved at the Town of Osceola April 2021 Annual Town Meeting, and reinstated June 23, 2021 through an ordinance stating as follows:

Formatted: No underline, Font color: Black

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

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

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

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

- i. **Establishment/Creation.** The Town Plan Commission of the Town of Osceola, Polk County, Wisconsin, is hereby established as provided by Section 62.23(1) of the Wisconsin Statutes which is incorporated herein by reference.
- ii. **Number of Members.** The initial Town Plan Commission shall consist of up to seven (7) members to be appointed by the Town Chair subject to confirmation by the Town Board, one of which shall be a Town Board Member, the remaining six members shall be citizen members.
- iii. **Term.** The members shall hold office for a maximum of two (2) consecutive terms up to period of three (3) years for each term not to exceed two (2) terms typically effective at the May-April Regular Town Board Meeting, but this particular change is effective with 2022 Plan Commission appointments and going forward. Initial member terms if the Plan Commission is dissolved or suspended then reinstated shall be staggered as follows: one member – one-year term;

Formatted: No underline, Font color: Black

Formatted: No underline, Font color: Black

Formatted: No underline, Font color: Black

Formatted: No underline, Font color: Black

Formatted: No underline, Font color: Black

Formatted: Font color: Black

Formatted: No underline, Font color: Black

two members – two-year terms; three members – three-year terms.

Formatted: No underline, Font color: Black

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

Formatted: Font color: Black

(3) ~~Personnel Board Committees~~, (08-01-22)

Formatted: Font color: Red

~~(a) Personnel Committee.~~

Formatted: Font color: Red

~~(b) Finance Committee.~~

Formatted: Font: Not Bold

Formatted: Font: Not Bold

~~(c) Public Works Committee.~~

Formatted: Font: Not Bold

Formatted: Font: Not Bold

~~(d) Media & Technology Committee.~~

Formatted: Font color: Red

~~(4) Finance Committee.~~

~~(5) Public Works Committee.~~

~~(6)(4) Media/Communication/ & Technology Committee.~~

Formatted: Font color: Red, Strikethrough

Formatted: Strikethrough

Formatted: Underline, Font color: Red

2.14 EFFECTIVE DATE

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

Passed this ~~2nd~~^{1st} Day of ~~May~~August, 2022.

Formatted: Superscript

By the Town Board of the Town of Osceola:

Dale Lindh, Chair

Jon Cronick, Supervisor

Bernie Desmarais, Supervisor

Jo Everson, Supervisor

Debbie Thompson, Supervisor

ATTEST: _____
Denise Skjerven

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

**TOWN OF OSCEOLA
POLK COUNTY WISCONSIN**

ORDINANCE# 19-04-03

**CHAPTER 2
THE GOVERNING BODY**

Amended 08/11/11, 06/04/19, 05/04/21, 06/23/21, 04/11/22, 06/06/22, 08/01/22

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

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

2.01 THE TOWN BOARD

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

2.02 MEETINGS

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

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

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

(4) ADJOURNMENTS. (08-01-22) The Board may, by a majority vote of those present but not less than three (3) affirmative votes, adjourn from time to time to a specific date and hour.

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

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

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

- (b) **Notice required.** Any member who is unable to be physically present at an in-person meeting of the Town Board may notify the Town Clerk no later than four (4) p.m. on the day prior to the meeting that he or she intends to participate in a meeting by telephonic or electronic means unless advance notice is impractical due to an emergency. If the Town Clerk receives the member's request in a timely manner, he or she shall attempt to facilitate the request by contacting the member in a manner during the Town Board meeting that allows the member to participate in the proceedings. If the member attends the meeting remotely, the member shall be entitled to participate and vote and shall count toward a quorum.
- (c) **Limits on utilization.** No member shall utilize the participation methods referenced in this section for two or more meetings consecutively unless the member demonstrates, in writing, good cause, as determined in the Town Chair's or designee's sole discretion; or, if the Town Chair is the member requesting, the Clerk's sole discretion; or if a state of emergency that applies to or involves the Town has been proclaimed by a federal, state, or local authority.
- (d) **Virtual meeting procedures.** (06-06-22) The public shall be given access to the system implementing the virtual meeting platform. Information about access to the meeting shall be provided to citizens in a timely manner as part of the meeting agenda notice in a specific and conspicuous manner. Best efforts shall be used to ensure that members of the public lacking access to the virtual meeting platform are provided alternative reasonable methods to attend.
 - 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 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 Chair, or anyone assisting the Chair 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) This policy should not be used where Wisconsin Statutes or Law require a hearing unless the Board can determine a means for public access to documents, exhibits, maps and/or testimony or statements substantially similar to an in-person hearing, or as may otherwise be permitted by law.

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

2.03

ORDER OF BUSINESS (08-01-22)

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

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

- (11) Old Business.
- (12) New Business.
- (13) Chair's report.
- (14) Supervisors' reports.
- (15) Request for Future Meeting Agenda Items.
- (16) Next Town Board Meeting.
- (17) Next Plan Commission Meeting.
- (18) Community Meetings Board Members Attend.
- (19) Adjournment.

2.04 PRESIDING OFFICER (06-06-22, 08-01-22)

- (1) **DESIGNATED.** The Chair at the stated hour shall call the meeting to order. If the Chair is absent at the designated time of any meeting, a designated Supervisor (as named by the Chair) shall call the meeting to order and serve as Chair for that meeting. If the designated Supervisor is unable to attend the meeting, the designated Alternate (as named by the Chair) shall call the meeting to order and serve as Chair for that meeting. The naming of the designated Supervisor and designated Alternate will be done at the Town Board's Organizational Meeting in either April or May each year.
- (2) **DUTIES.** The presiding officer shall preserve order and decorum, decide all questions of order and conduct the proceedings of the meeting.
- (3) **DECISIONS, APPEALS FROM.** Any member may appeal from a decision of the presiding officer. An appeal shall be sustained by a 2/3 vote of the members, excluding the presiding officer.

2.05 QUORUM

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

2.06 ORDINANCES, RESOLUTIONS AND COMMITTEE REPORTS (08-01-22)

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

2.07 CONDUCT OF DELIBERATIONS (08-01-22)

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

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

(g) To postpone indefinitely.

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

2.08 APPROPRIATIONS AND ACCOUNTS (08-01-22)

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

2.09 RECONSIDERATION OF QUESTION

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

2.10 PUBLICATION AND EFFECT OF ORDINANCES

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

2.11 AMENDMENT OF RULES

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

2.12 SUSPENSION OF RULES

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

2.13

BOARDS AND COMMISSIONS (08-01-22)**(1) Board of Review.**

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

open and public.

(2) **Plan Commission.** (08-01-22)

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

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

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

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

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

- i. **Establishment/Creation.** The Town Plan Commission of the Town of Osceola, Polk County, Wisconsin, is hereby established as provided by Section 62.23(1) of the Wisconsin Statutes which is incorporated herein by reference.
- ii. **Number of Members.** The initial Town Plan Commission shall consist of up to seven (7) members to be appointed by the Town Chair subject to confirmation by the Town Board, one of which shall be a Town Board Member, the remaining six members shall be citizen members.
- iii. **Term.** The members shall hold office for a maximum of two (2) consecutive terms up to three (3) years for each term not to exceed two (2) terms typically effective at the April Regular Town Board Meeting, but

this particular change is effective with 2022 Plan Commission appointments and going forward. Initial member terms if the Plan Commission is dissolved or suspended then reinstated shall be staggered as follows: one member – one-year term; two members – two-year terms; three members – three-year terms.

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

(3) **Board Committees.** (07-05-22)

(a) Personnel Committee.

(b) Finance Committee.

(c) Public Works Committee.

(d) Media & Technology Committee.

2.14 EFFECTIVE DATE

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

Passed this 1st Day of August, 2022.

By the Town Board of the Town of Osceola:

Dale Lindh, Chair

Jon Cronick, Supervisor

Bernie Desmarais, Supervisor

Jo Everson, Supervisor

Debbie Thompson, Supervisor

ATTEST:

Denise Skjerven

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

Clerk

45

From: Ty Dodge <TDodge@authconsulting.com>
Sent: Wednesday, July 27, 2022 12:51 PM
To: Clerk
Subject: RE: Page 3 Needing Completion for 'Minor Subdivision Application'
Attachments: 8167-001-CSM.pdf

Denise-

Attached is the revised Certified Survey Map with the floodplain and wetland edge shown.
FYI, Lot 3 still has over 1 acre of buildable land outside of the floodplain limits.
Let me know if you need anything else, and have a great day!

Ty Dodge- Professional Land Surveyor MN, WI
tdodge@authconsulting.com

■ **Auth•Consulting & Associates - AC/a**
Planning, Engineering, Building Design & Surveying
2920 Enloe Street, Suite 101, Hudson WI 54016
Hudson Office: 715-381-5277
Corporate Office: 715-232-8490
www.authconsulting.com
S&N Land Surveying a Division of AC/a



From: Clerk [mailto:clerk@townofosceola.com]
Sent: Friday, July 22, 2022 10:10 AM
To: Ty Dodge <TDodge@authconsulting.com>
Subject: RE: Page 3 Needing Completion for 'Minor Subdivision Application'

EXTERNAL EMAIL SOURCE

Awesome!
Thank you very much for the quick response, Ty!

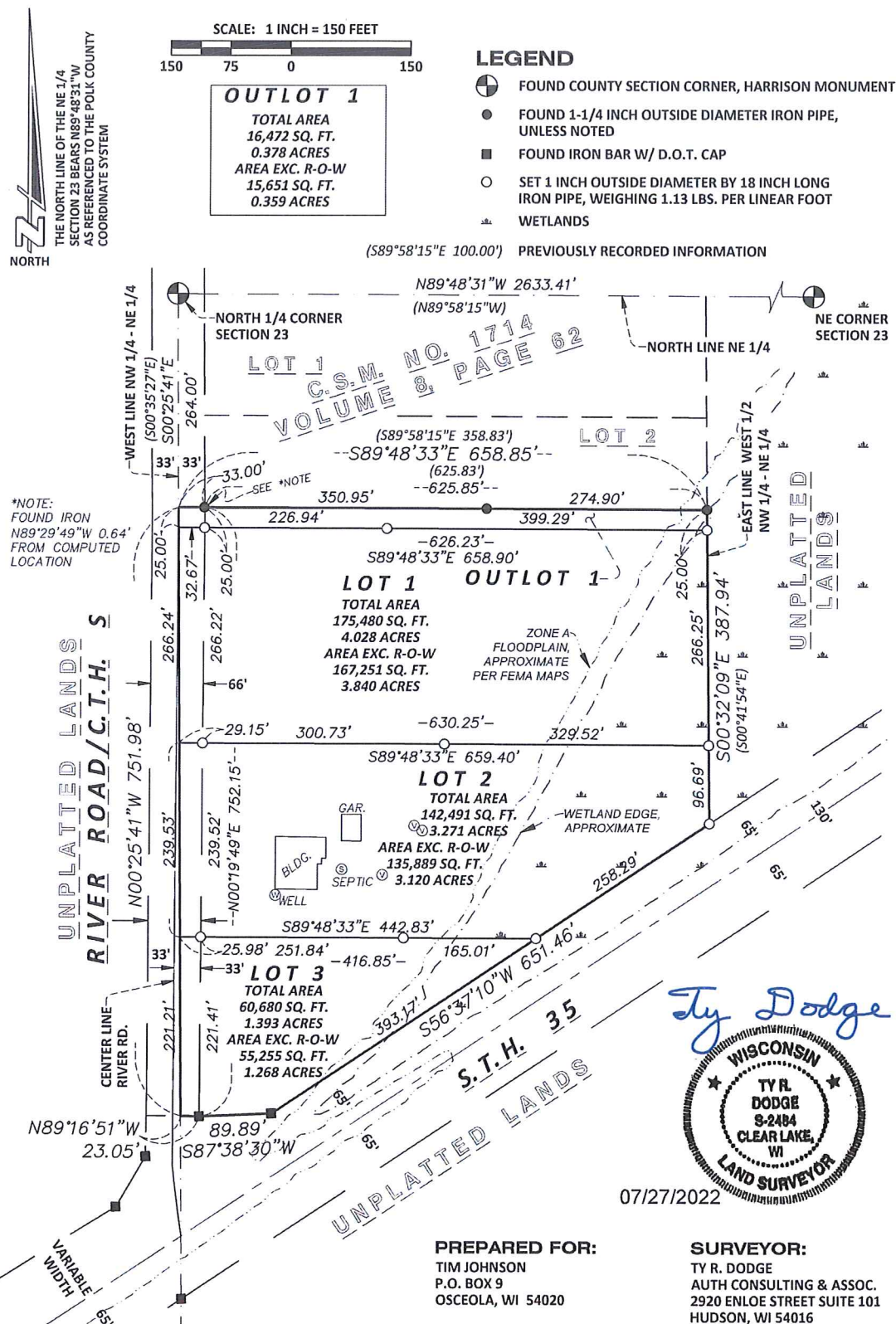
I hope you have a great weekend,

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: Ty Dodge <TDodge@authconsulting.com>
Sent: Friday, July 22, 2022 10:06 AM

LOCATED IN PART OF THE NORTHWEST QUARTER OF THE NORTHEAST
QUARTER OF SECTION 23; TOWNSHIP 33 NORTH, RANGE 19 WEST,
TOWN OF OSCEOLA, POLK COUNTY, WISCONSIN.



47

CERTIFIED SURVEY MAP NO. _____
 LOCATED IN PART OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 23;
 TOWNSHIP 33 NORTH, RANGE 19 WEST, TOWN OF OSCEOLA, POLK COUNTY, WISCONSIN.

PID: 042-01103-0000

Parcel identification number is shown for reference only, may not be current, and change at the time of parcel divisions. Contact Polk County real property lister for additional information.

SURVEYOR'S CERTIFICATE:

I, Ty R. Dodge, Professional Wisconsin Land Surveyor, hereby certify that by the direction of Tim Johnson, I have surveyed, divided and mapped part of the Northwest Quarter of the Northeast Quarter of Section 23, Township 33 North, Range 19 West, Town of Osceola, Polk County, Wisconsin; described as follows:

Commencing at the north quarter corner of said Section 23; thence S00°25'41"E, along the west line of said Northwest Quarter of the Northeast Quarter, 264.00 feet to the southwest corner of Lot 2 of Certified Survey Map Number 1714 recorded in Volume 8, Page 62 in the Polk County Register of Deeds Office and the Point of Beginning; thence S89°48'33"E, along the south line of Lot 2 of said Certified Survey Map, 625.85 feet to the east line of the west half of said Northwest Quarter of the Northeast Quarter; thence S00°32'09"E, along the east line of said west half, 387.94 feet to the northerly right-of-way line of State Trunk Highway 35; thence S56°37'10"W, along the northerly right-of-way line of said State Trunk Highway 35, a distance of 651.46 feet; thence S87°38'30"W, along said northerly right-of-way line, 89.89 feet to the west line of said Northwest Quarter of the Northeast Quarter; thence N00°25'41"W, along said west line, 751.98 feet to the Point of Beginning.

Containing 9.071 acres of land, more or less. Subject to the right-of-way for River Road/County Trunk Highway S and all other easements, restrictions and covenants of record. I also certify that this Certified Survey Map is a correct representation to scale of the exterior boundary surveyed and described; that field surveying has been completed as of the signed date hereon; that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin statutes and the land subdivision ordinance of Polk County and the Town of Osceola in surveying and mapping the same.

Ty Dodge
 Ty R. Dodge PLS #2484
 Auth Consulting & Associates
 2920 Enloe St. Hudson, WI 54016
 (715) 386-2007
 tdodge@authconsulting.com

07/27/2022
 Date



Approved this _____ day of _____, 2022.

 Steve Geiger Polk
 County Surveyor

A-E 7.08 Note:
 The location of U.S. Public Land Survey corners required to establish boundaries for this survey have been verified.

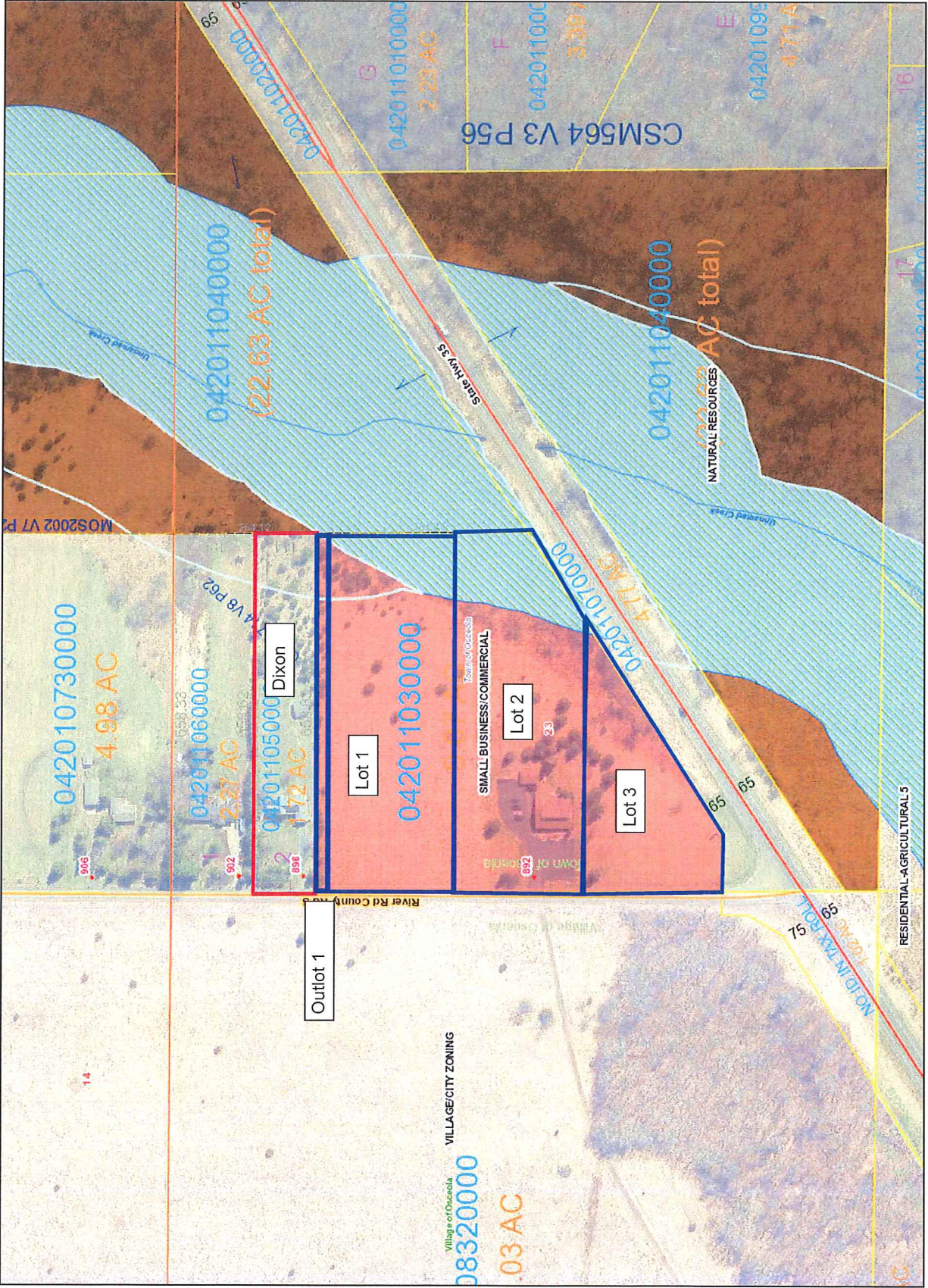
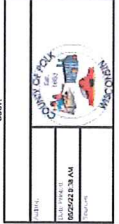
Tim Johnson Property

Legend

- Zoning Shoreland Protection
- Zoning Districts
- Addresses
- Lakes and Rivers
- Rivers and Streams
- Sections
- Parcels
- Railroad
- Cities (Scale below 25000)
- Villages (Scale below 25000)
- Towns
- TrpRdGtweb
- Surrounding Counties
- US Highway Shield
- US Highways
- WI State Highway Shield
- State Highways
- County Road Shield
- County Roads
- Town Roads
- City and Village Roads
- Highway On Off Ramp
- Public Access Roads
- Private Roads
- Private Driveways
- Dimension Guide Lines
- Survey Line
- Landlines
- Aerial Photo 2020 (6 inch)
- Post Band 1
- Post Band 2
- Post Band 3



DISCLAIMER: This map is not guaranteed to be accurate, correct, current or complete and the conclusions drawn are the responsibility of the user.



Form No.

Minor Subdivision Application

To the Town Board and Planning Commission of the Town of Osceola, Polk County, Wisconsin

I, the undersigned, being owner/owner's agent of all the area herein described, hereby request from the Town Board of the Town of Osceola, review of a Minor Subdivision under the provisions of the "Subdivision and Platting Ordinance for the Town of Osceola, Polk County, Wisconsin."

<p>Owner: <u>Timothy D. Johnson</u> (Signature)</p> <p>Name: <u>Timothy D. Johnson</u></p> <p>Address: <u>1731 S Balsam Lake</u> Balsam Lake WI 54810 (City, Town) (State) (Zip)</p> <p>Telephone No.: <u>651-238-3977</u> 7739</p> <p>Email Address: <u>tdjdmovs@centurytel.net</u></p>	<p>Agent: _____ (Signature)</p> <p>Name: _____</p> <p>Address: _____</p> <p>(City, Town) _____ (State) _____ (Zip) _____</p> <p>Telephone No.: _____</p> <p>Email Address: _____</p>
---	--

<p>For Town Use Only</p> <p>Received By: <u>Denise Jerven</u></p>	<p>Date Filed: <u>7/27/22</u></p> <p>Fee Paid: <u>\$330 to be pd.</u></p>
--	---

More information may be requested by the Planning Commission or Town Board if deemed necessary to properly evaluate your request. The lack of information requested by this form may in itself be sufficient cause to deny the petition. If you have any questions regarding the procedure, please contact the Chairman of the Town Planning Commission.

☐ **LEGAL DESCRIPTION OF THE PROPERTY (ATTACH ADDITIONAL SHEETS IF NECESSARY):**

Lot No.	Block No.	Subdivision	or Government Lot # _____, _____ 1/4
			W 1/2 NW 1/4 -NE 1/4 lying north of Hwy 35, exc N 264'
of Section <u>23</u> T <u>33</u> N, R <u>19</u> E W x _____, Town of Osceola, Wisconsin			
Tax # 042-01103-0000	Area in Acres 9	Volume	Page# _____ Polk County Register of Deeds DOCUMENT NO. 855430

☐ **PRESENT IMPROVEMENTS ON THE LAND (DESCRIBE):**

Existing Veterinary Clinic is located on the property within Proposed Lot 2.
Lots 1 and 3 are newly created lots. Outlot 1 is being created for transfer to the adjoining owner.

<input type="checkbox"/> Number of New Lots 3 and 1 outlot	Present Use Commercial and vacant
<input type="checkbox"/> Zoning District Small Business/ Commercial	Future Use Commercial and vacant
<input type="checkbox"/> With this land division, how many acres will remain with this parcel? 9	
<input type="checkbox"/> How many acres will be lotted off of this parcel? The entire parcel is on the CSM	
<input type="checkbox"/> Surveyor Name, Phone # and Email Ty Dodge, Auth Consulting & Assoc., (715) 381-5277, tdodge@authconsulting.com	
<input type="checkbox"/> Has there been a previous subdivision, major or minor, on this land before? No	

Form No.

Surrounding Owners, Land Use and Zoning Designations

	Owner	Land Use	Zoning
North	James and Kristin Dixon	Residential	Residential-Agricultural (RA-5)
North			
South	State Fish Hatchery	Woods and Stream, across highway 35	Natural Resources
South			
East	State Fish Hatchery	Woods and stream	Natural Resources
East			
West	Horst Rechebacher Foundation	grassland/woods, across River Road	Village of Osceola Residential (R2)
West			

Review Requested (Choose one)

<input type="checkbox"/>	Concept Review (No recommendation by the Plan Commission shall occur).
<input checked="" type="checkbox"/>	Preliminary Review (Recommended approval, conditional approval, or rejection of the proposed plan).

Information Required

Table #1: Information To Be Shown on Plans		
Description	Concept	Preliminary
Air Photos of area	X	With lot lines shown
Subdivider contact information	X	X
Land Owner of record	X	X
Property lines	Sketched	Surveyed
Proposed road locations	X	X
Adjacent landowners and structures	X	X
Driveway locations		If required
Shared driveways		X
Entire area plan		X
Topographic contours		If required
Engineered road plans		X

Plan Commission Recommendation

The Town Plan Commission shall recommend approval, conditional approval, including a recommendation of the need for Development Agreement, or rejection of the proposed plan to the Town Board. If approval or conditional approval is recommended, the plan shall be referred to the Board for consideration.

POLK COUNTY SUBDIVISION ORDINANCE TOWN BOARD CHECKLIST

(Checklist to be filled out by Town Board)

52

TO: The Town Board of the Town of Osceola. The Polk County Land Information Department expects to review a subdivision proposed by Tim Johnson, assisted by Ty Dodge, consisting of 3 lots
(Land Owner) Surveyor (if one has been retained)
or parcels located at the following address: 892 River Road/ County Road S in Section 23 of your Town.
Parcel # 042 - 01103 - 0000 If other parcel #(s) affected, please list: _____

Prior to County review, we require the Town Board to answer the following questions:

1. **ROADS.** The Town **WILL ACCEPT** NA **WILL NOT ACCEPT** _____ ownership of the streets and roads within the proposed subdivision. NOTE: (If some roads are to become town roads and others are to stay private, please indicate this here or on a map.) The following roads will be Town Roads: _____. The following roads will be private: _____.

2. **ROAD STANDARDS.** The standards for right-of-way, design and construction of roads within the subdivision will be minimum town road specifications as called for in the County Subdivision Ordinance. Please check the appropriate statement:

NA The Town accepts the County minimum road standards, OR _____ The Town accepts the road with the following requirements (If the Town has other requirements regarding the Town standards for right-of-way width, maximum and minimum grades, width, depth, and type of base material, paving requirements, specifications on shoulders, ditches, culverts, cul-de-sac radius, erosion control, fencing and plating of vegetative cover, etc. **please indicate that here or attach a separate sheet.**): _____

3. **LAND AND WATER RESOURCES DEPARTMENT REVIEW.** We **DO** _____ **DO NOT** X want the County to send this subdivision to the Polk County Land and Water Resources Department for calculation of watershed-drainage area, sizing of culverts, specification of drainage ways, water detention areas and erosion control features in accord with those calculations and other appropriate technical standards.

4. SUITABILITY OF LOTS FOR SEPTIC SYSTEMS:

The County policy is to require all unsewered lots that are intended to have building development to be fully tested for suitability for on-site waste disposal in order to be approved for subdividing. The County will waive this requirement on request of the Town Board. If the Town Board requests a waiver, the County will place a statement on the survey map or plat document warning lot purchasers that the lots have not been tested.

Not all lot purchasers will see this statement and occasionally a lot will turn out not to be suitable. The usual remedy for this situation is a holding tank, which places the Town in a position of responsibility for maintenance of the tank if the owner fails to do so. Town Boards should weigh this possibility in deciding whether to waive soil testing for each lot.

THE TOWN BOARD requests _____ does NOT request X soil testing of the lots in this subdivision.

5. **PARKLAND DEDICATION.** Does the Town want any of the land within the subdivision to be dedicated to the Town for park purposes? YES _____ NO X

6. FURTHER REVIEW

X The completion of this checklist by this Town Board is the only review we require of this subdivision.

_____ We consider this only a preliminary review. The subdivider is obligated to return with the plat or map to this Town Board at a future date for a formal review and decision to approve or disapprove.

DATED THIS 1st DAY OF Aug., 20 22, by The Town Board of the Town of Osceola, Polk County.

(Town Chair)

(Member)

(Member)

OR _____
(Town Clerk)

I attest that my signature represents the official position of the Town Board on these checklist questions.