

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

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Tuesday, September 6, 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 6:31 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, Everson, and Thompson

ABSENT: None

PUBLIC ATTENDEES: Clerk Skjerven, Treasurer Carlson, Public Works Supervisor Raddatz, Joshua Yunker (Yunker Land Surveying, LLC), Gae Magnafici, Warren Johnson, Ed Everson, Al Bader, Peter Linsmayer, Mike and Teri Wallis, Jim and Donna Berg, Dan Burch, Merle and Dianne Aarthun, and Mark Skjerven. There were two virtual attendees.

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 18317 THROUGH 18388 TALLING \$157,609.36 AS PRESENTED, WITH VOIDED CHECK 18362. MOTION CARRIED.

ACCEPTANCE OF PROPOSED AGENDA

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

MEETING MINUTES

MOTION BY EVERSON/DESMARAIS TO APPROVE THE 8/1/2022 REGULAR TOWN BOARD MEETING MINUTES WITH AMENDMENTS. MOTION CARRIED.

PUBLIC COMMENT

Peter Linsmayer spoke about three issues of concern to him: (1) He requested an opportunity with the paving team from the paving company that while the new paving was being done on 200th St. to also have a larger extension than the intended extension that is given to each driveway entrance...which is a paved apron of approximately 2 to 2-1/2 feet into any given driveway. In Linsmayer's view, the current apron was poorly designed and missed connecting to his driveway by approximately 8 feet. He is requesting approval to have his apron expanded to 8 feet at the same time the paving company is doing the road work on 200th; (2) He has brought to the attention of past and current Public Works staff about

the water drainage issue coming from the Dancing Dragonfly property area on 120th. In his view the culvert and drainage, in general, has moved larger amounts of water to the south on 200th where his property is located and the terrain of the area causes the water to not be able to continue south because the elevation gets higher; thus, the nearby pond area and his property is taking on more water from the runoff. According to Linsmayer, he was told in the past that possibly a culvert could be installed to divert the water to the east side of 200th street, or he has raised other suggestions such as installing another culvert at the intersection of 120th St. and 200th St., or retrench the ditch along the west side of 200th St. to allow the water to flow through the culverts located on his property and neighboring culverts. And, he would like the paving to be completed on the newer culvert that was recently installed; (3) There is an airfield which has been constructed on the property across the road from him. He questioned how this could have been approved and installed without notification to nearby residents. No action was suggested by the Board.

Mark Skjerven expressed consideration for review of the compensation/salary for the Town Chair position. In 2019, the three-person Board pay totaled \$22,000: \$10,000 for the Chair, and \$6,000 for the two Supervisor positions. At the May 2020 Annual Town Meeting there was an approved motion to change the Board positions to be set at \$3,500 per Board member for a total expense of \$17,500 for the five-person Board...saving the Town \$4,500 per year. Skjerven asked the Board to reconsider the rate of pay for the Chair position to be \$6,000, due to the much higher level of involvement and responsibilities for Town matters by the Chair position. In total, the Board compensation expense, then, would be \$20,000—still a savings to the Town of \$2,000 from the 2019 and prior levels for the Board compensation.

PUBLIC WORKS REPORT

Raddatz gave a detailed report of work efforts done throughout August, which included:

- installing a culvert on 90th with help from Dresser and the Town of Alden
- picked up cold mix from Monarch and filled potholes
- repaired wash out shoulder on 210th
- put up fire #'s
- dealt with Monarch water problem concerns raised on Poplar Lake and Sand Lake
- fixed washed out shoulders on Oak Drive
- installed a new culvert on 110th and County Road Y
- mowing brush back and cutting down trees to clean up ditch areas to help with drifting issues
- worked with Polk County to install the culvert on 90th
- picked up repaired hydraulic cylinder for grader wing
- picked up signs, coffin block due to 90th road closure
- removed, fixed and remounted flat tire on the tractor
- started spray patching
- putting together report of hours, equipment, and material used on the culvert work on 90th to send with detailed bill for bridge aid

TREASURER'S REPORT

Treasurer Carlson reviewed current bank balances from MidwestOne as of September 5, 2022: General Fund \$80,638.36; General Money Market Account \$545,375.29; Tax Receipt Account \$364,055.03; Dresser Traprock Assurance \$15,055.42; Royal Credit Union CD (from ARPA \$\$s) \$138,502.14; Royal

Credit Union general account (Savings ARPA) of \$136.70; Royal Credit Union Money Market Public Works account \$50,231.50.

Carlson also shared the latest Profit and Loss Budgets vs. Actual report, and identified for the Board those items/sections to watch that are greater than 67% of budget (8 months divided by 12 months) of budget.

Carlson also informed the Board she worked with MidwestOne bank to get higher interest rates on the Town's accounts. The Town's checking account moved from a rate of approximately .10% to .15%. The Town's money market account and tax receipt account increased from a rate of .25% to 1.532% in August and in September went to 1.909%. These rates will fluctuate every month. The Dresser Traprock Assurance account got moved from a rate of .05% to a rate of .30%. Carlson asked Royal Credit Union(RCU) whether higher rates were available on the Town's three accounts with RCU, but RCU indicated no changes were available to the Town's rates (currently approximately .9% and 1%). Supervisor Everson publicly commended Carlson for obtaining these rate increases which will benefit the Town's interest income to be received.

Carlson sent out ten invoices for past due personal property taxes (one of which went back to 2012, and the others were from 2021). Three invoices have already now been paid; three notices were sent for mobile home properties; two have been taken care of, and one is still outstanding.

Carlson sent out an invoice to the trucking company that went through the 90th St. road closed barricade. Public Works was called to assist with getting the truck out of the ditch and repairs were needed to the road area caused by the truck going into the ditch. The invoice has been paid by the trucking company and received by the Town.

Carlson will begin to work on the 2023 budget worksheets and will be working with the Finance Committee to set some dates for the budget workshops.

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

CLERK'S REPORT

Clerk Skjerven gave a report out of work activities during the month of August, involving amendments and posting on three ordinances (Chapter 2 Governing Body, Chapter 5 Fire Protection, and Chapter 12 Licenses and Permits) and one Resolution (Adopt Amendment to Fee Schedule), dissemination of five building permits (1 for new construction (not needing a driveway permit due to this being for an existing structure re-build and the driveway already exists), 4 for alterations to existing property; there were two meetings held during August. Skjerven received six public records requests, had published two ads relating to Ordinance Chapter 2 and Ordinance Chapter 12, made updates to the Town's website for removing the road closure notice, meeting notices and minutes, posting the updated fee schedule, elections (Aug 9 primary results and a few upcoming known key dates), and an updated Town map. Skjerven continues to get requests for burning permits (there were 76 requests as of the end of August). Related to elections, Skjerven informed the Board that Cindy Thorman was the Chief Election Inspector(CEI) for the August partisan primary election, and the three CEI's in training (Jim Brundage, Trish Carlson, and Teri Wallis) participated in the full election day and after polls closed. There were 473 voters (approximately 23% of the Town's estimated registered voters), and 73% used a paper ballot and

27% used an electronic ballot. There were 99 absentee ballot requests mailed. Skjerven turned in the Town's ICE (paper ballot) machine for its annual maintenance (it has since been received back), and one of the ICX machines is being repaired for a damaged USB slot. Skjerven also cleaned up the voter list—deactivating voters who have either moved or are deceased and sent out letters to other potential movers and those indefinitely confined persons who did not vote in the election. Skjerven prepared two operator license requests to bring to the Board.

OLD BUSINESS

CONSIDER DWIGHT LAKE BOAT LANDING IMPROVEMENTS

Chair Lindh asked Supervisor Cronick to follow up with the DNR representative to get a status on the Phase I-Planning/Design (to be done during 2022), and the Phase II-Construction (anticipated to be done in 2023).

CONSIDER ROAD STRIPING STANDARDS

The Wisconsin Department of Transportation recommends for rural paved roads that have a traveled width of 18' (20' in width) or more and 3,000 vehicles a day or more that there be centerline and edgeline striping on the road. Chair Lindh pointed out many roads within the Town do not have that level of vehicle traffic per day. For instance, he looked at the most recent 120th traffic counter results and there was an average of a little over 2,000 vehicles traveled on that road for the entire month.

Chair Lindh also contacted past Town Public Works Supervisors on each's knowledge of past work efforts regarding road striping. Past Public Works Supervisor Paul Baker indicated the goal was to try and stripe 8-10 miles of road each year—not all roads, but major arteries/thoroughfares, and the Town Board at the time looked at safety being a key factor in doing the road striping. Road striping, in his view, also helped during the winter months when snow plowing to know where the center of the road was located. Past Public Works Supervisor Tony Johnson kept up with similar practices. It is Chair Lindh's opinion to continue with past practices and leaving it up to the current Public Works Supervisor to recommend the roads needing striping based on traffic volume. The striping cost last year was approximately \$.22 per foot, or about \$1,200.00 per mile to stripe a road.

Everson pointed out in her view the roads being recommended for striping should (and could) be identified/documented now and those identified to not have striping should/could be documented as to why the decision was being made to not stripe them. Everson also advocated for having a Town policy in place. Lindh could not readily find nearby municipalities that had documented road striping standards in place.

There was further discussion between Desmarais and Lindh as to whether there should be road striping standards for the Town (since the current vehicle volumes on Town roads are below the recommendations by the Wisconsin Department of Transportation) and having Public Works Supervisor Raddatz bring to the Board during the budget planning process those roads recommended for striping, along with estimated costs. [Lindh pointed out the annual Town budget for road striping in the past has been \$10,000.] Thompson advocated for the safety factor as well for consideration when determining which roads get striped or not.

The Public Works Committee will meet to further discuss the roads to be recommended for striping and will bring recommendations back to the full Board.

CONSIDER CHAPTER 5: FIRE PROTECTION AND FIRE INSPECTION ORDINANCE

Lindh contacted Fire Chief Kevin Christensen regarding the Town's current Fire ordinance which stated the cost of a fire call made to a Town property would incur a \$500 cost for a structure fire. The Fire Chief stated no other nearby townships are applying a cost for structure fires, and he asked the fee be removed from the Town's ordinance, since the Fire Department does not charge for fire calls. Lindh, therefore, recommended section 5.02(2) be removed from the Town's draft Chapter 5 Fire Protection and Fire Inspections Ordinance.

MOTION BY DESMARAIS/LINDH TO APPROVE THE UPDATES TO CHAPTER 5 FIRE PROTECTION AND FIRE INSPECTIONS ORDINANCE AS DISCUSSED (REMOVING SECTION 5.02(2) LIABILITY FOR FIRE PROTECTION COSTS, RENUMBERING THE CURRENT SECTIONS 5.02(3) AND (4), ALONG WITH INSERTION OF SECTION 5.03 REGARDING FIRE INSPECTIONS WHICH WAS APPROVED AT THE AUGUST 1, 2022 TOWN BOARD MEETING). AYES: CRONICK/DESMARAIS/EVERSON/LINDH/THOMPSON; NAYS: NONE. MOTION CARRIED

CONSIDER REVIEW OF TOWN ORDINANCES

The Town received a Statement of Work(proposal) from CivicPlus for providing recodification services to the Town for the Town's ordinances. Recodification of the Town's Ordinances has not been done since 1992, and Municode completed the recodification. (CivicPlus acquired the Municipal Code Corporation (Municode) in 2021. Municode has over 4,000 clients with 70+ years of experience.) The proposal received included services for gender neutralization (one-time, \$300), recodification (one-time, \$8,949), online code hosting premium bundle (renewable, \$1,195), and full-service supplementation subscription (to assist semi-annually with ongoing ordinance updates) (renewable, \$1,300). Services would also include 3 (three) printed copies of the latest Town Ordinances (including semi-annual supplementation printing) and semi-annual electronic supplementation services. There were discussions amongst Board members as to whether the Town needed the full premium bundle, or whether purchasing just one or two of the available options would suffice. Everson reminded the Board payment for these services could occur over four installments: (1) 25% at signing of the Statement of Work Agreement; (2) 25% at submission of the Legal Memorandum from CivicPlus/Municode; (3) 25% at submission of Proofs; and (4) final balance upon delivery of final product. The anticipated timeframe for the work effort is 12-15 months.

MOTION BY DESMARAIS/LINDH TO CONSIDER RECODIFICATION SERVICES AND THE CODE BANK TOOL FOR THE 2023 BUDGET COSTS WHEN REVIEWING THE 2023 BUDGET PROCESS/DISCUSSIONS. MOTION CARRIED.

NEW BUSINESS

CONSIDER SUBDIVISION REQUEST: PARCEL 042-01103-0000 (9.07 ACRES); OWNER TIM JOHNSON

Ty Dodge (surveyor) attended virtually to answer questions raised by the Board about the requested subdivision to parcel 042-01103-0000. The parcel is located in the Northwest Quarter of Section 23; Township 33 North, Range 19 West. The subdivision would entail three lots being created, each over 1.5 acres. Zoning of the property is commercial. Dodge also included a completed Polk County Subdivision Ordinance Town Board Checklist for sign off.

MOTION BY DESMARAIS/THOMPSON TO APPROVE THE SUBDIVISION REQUEST FOR THREE LOTS BEING CREATED INTO SLIGHTLY OVER 1.5 ACRE LOTS EACH FROM A TOTAL OF 9.07 ACRES, PARCEL 042-01103-

0000 LOCATED IN THE NORTHWEST QUARTER OF SECTION 23; TOWNSHIP 33 NORTH, RANGE 19 WEST ASSUMING THE POLK COUNTY SUBDIVISION ORDINANCE TOWN BOARD CHECKLIST IS APPROVED AND SUBMITTED TO POLK COUNTY. MOTION CARRIED.

CONSIDER SUBDIVISION REQUEST: PARCEL 042-00828-0000 (20.120 ACRES); OWNER JACOB MONTGOMERY WITH FOUR CO-OWNERS

Joshua Yunker (surveyor) attended the Town Board meeting to answer questions raised by the Board about the requested subdivision to parcel 042-00828-0000. The parcel is located in the West 1/2 of the Southwest 1/4 of the Southwest 1/4 located in Section 33, Township 33 North, Range 18 West. The subdivision would entail two lots being created, each slightly over 10 acres. Yunker also included a completed Polk County Subdivision Ordinance Town Board Checklist for sign off.

MOTION BY EVERSON/DESMARAIS TO APPROVE THE SUBDIVISION REQUEST FOR TWO LOTS BEING CREATED INTO SLIGHTLY OVER 10 ACRES EACH FROM THE TOTAL OF 20.120 ACRES, PARCEL 042-00828-0000 LOCATED IN WEST 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 LOCATED IN SECTION 33, TOWNSHIP 33 NORTH, RANGE 18 WEST ASSUMING THE POLK COUNTY SUBDIVISION ORDINANCE TOWN BOARD CHECKLIST IS APPROVED AND SUBMITTED TO POLK COUNTY. MOTION CARRIED.

CONSIDER 90TH AVE. CULVERT PATCH PROPOSAL FROM MONARCH PAVING COMPANY

A proposal was received from Monarch Paving Company for culvert patch work on 90th Ave. to apply a fine grade base course, pave with hot mix asphalt to an average compacted depth of 2.5", with any excess gravel to be placed along shoulder. If the work cannot be completed yet in 2022, the price of \$5,718.00 will be honored in 2023. If the work is not completed until 2023, the Town can earmark the monies in the Town's fund balances to specifically go toward this work. Also, Polk County would have to keep its files open on this matter until the work is fully completed. The Treasurer will talk further with Polk County about the 25% assistance portion to make sure it is not lost if this final work is not completed until 2023.

MOTION BY CRONICK/THOMPSON TO APPROVE THE PROPOSAL FROM MONARCH PAVING COMPANY TO DO THE CULVERT PATCH WORK ON 90TH AVE. NEAR THE ROD & GUN CLUB AT A COST OF \$5,718.00. MOTION CARRIED.

CONSIDER BLUESTONE SAND AND GRAVEL LLC LICENSE BOND RENEWAL

Bluestone Sand and Gravel LLC provided to the Town an updated License Bond in the amount of \$15,000.00 effective for the period September 8, 2022 to September 7, 2023.

MOTION BY EVERSON/THOMPSON TO APPROVE THE BLUESTONE SAND AND GRAVEL LLC LICENSE BOND RENEWAL OF \$15,000.00 FOR THE TIME PERIOD SEPTEMBER 8, 2022 TO SEPTEMBER 7, 2023. MOTION CARRIED.

CONSIDER 2022-2023 OPERATOR LICENSES (NEW)

MOTION BY THOMPSON/DESMARAIS TO APPROVE THE OPERATOR LICENSES FOR RACHAEL TANDBERG AND ANGELA FINK FOR DOLLAR GENERAL STORE WHICH EXPIRES JUNE 30, 2023. MOTION CARRIED.

CONSIDER OSCEOLA AREA AMBULANCE SERVICE AMENDED MUNICIPAL CORPORATION CONTRACT

The amended contract for 2023 changes the annual contribution for the Town of Osceola to be \$15.00 per capita, a \$1.00 increase, based on two-thirds of the population of the Town of Osceola.

MOTION BY EVERSON/DESMARAIS TO APPROVE THE OSCEOLA AREA AMBULANCE SERVICE AMENDED MUNICIPAL CORPORATION CONTRACT FOR 2023 FOR AN AMOUNT OF \$15.00 PER CAPITA BASED ON TWO-THIRDS OF THE POPULATION OF THE TOWN OF OSCEOLA. MOTION CARRIED.

CONSIDER MEETING DATES FOR BUDGET WORKSHOPS

Carlson suggested the dates of Monday, October 17th and Tuesday, October 18th at 6:00 p.m. for the budget workshops, and Monday, November 14th for the budget public hearing. Then, the November Town Board meeting would be moved to Tuesday, November 1st at 6:30 p.m.

CHAIR'S REPORT

Lindh reported he followed up on concerns raised by Town resident Tom Kohman about very frequent and incessant dog barking occurring from his neighbor's property (Bart Bader) located at 2295 County Road M. Lindh visited the property four times and also spoke with the property and dog owner about the dog barking. Lindh did not hear any dog barking when he was present and asked that each Board member also visit the property and report back what each experiences regarding the barking while at the property. Al Bader attended the meeting to speak on behalf of his son's dogs and informed the Board that \$400 has been spent on putting bark collars on the dogs. He also was upfront in noting the dogs will bark when it is feeding time, when the dogs are getting ready to go out for a hunt, and when wild animals come through the property. Screening has also been put around the dog kennels so the dogs cannot see out as well.

SUPERVISOR'S REPORT/CRONICK

He would like to learn more about the high election spend for the year. Nothing else to report.

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

Nothing to report.

SUPERVISOR'S REPORT/EVERSON

Work is being done to set up a Finance Committee meeting.

SUPERVISOR'S REPORT/THOMPSON

Nothing to report.

COMMITTEE REPORTS: CONSIDERATION/REVIEW/DISCUSSION

Finance: Everson mentioned a Finance Committee meeting is being set up.

Media & Technology: Desmarais mentioned shared with the Board was notes from the meeting held on Friday, August 12th.

Personnel Committee: Thompson mentioned Lindh and Thompson have been meeting regularly to go through the Town's Employee Handbook. Shared with the Board were suggested highlighted changes to the Employee Handbook, primarily to bring consistency to wording. Lindh and Thompson asked the Board

members to share feedback with them as they finalize their proposed updates before sending the document to the Town's attorney for review.

Everson asked that a separate Board session be held to further discuss the definition of an employee and the benefits given to Town employees. Skjerven will follow up with Board members to get something on the calendar.

Public Works: Nothing to report.

REQUEST FOR FUTURE MEETING AGENDA ITEMS

- Old Business:
 - Consider Dwight Lake Boat Landing Improvements
 - Consider Road Striping Standards
- New Business:
 - Consider Dates for: Budget Workshops, November Town Board Meeting, and Budget Public Hearing
 - Consider Records Retention Project
 - Consider 2023 Paser Road Rating

NEXT PLAN COMMISSION MEETING

September 27, 2022, 6:00 p.m.

NEXT TOWN BOARD MEETING

October 3, 2022, 6:30 p.m.

COMMUNITY MEETINGS BOARD MEMBERS ATTEND

- Fire Board meeting: Thurs., 9/22 (Finance Committee: 6:00 PM; Board re: 2023/2024 budget: 7:30 PM (Garfield Town Hall))

ADJOURN

MOTION BY THOMPSON/CRONICK TO ADJOURN THE TOWN BOARD MEETING TUESDAY, SEPTEMBER 6, 2022. MOTION CARRIED. The meeting adjourned at 8:25 p.m.

To be approved: October 3, 2022

Approved:

10/3/22

Denise Skjerven, Town Clerk