

TOWN OF OSCEOLA
BOARD OF SUPERVISORS MEETING
Monday, October 3, 2022 — 6:30 p.m.

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Monday, October 3, 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 6:32 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, and the Town Web Site.

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

PRESENT: Chair Lindh, Supervisors Cronick, Desmarais (attended virtually), Everson, and Thompson

ABSENT: None

PUBLIC ATTENDEES: Clerk Skjerven, Treasurer Carlson, Public Works Supervisor Raddatz, Gae Magnafici, Ed Everson, Al Bader, Jim Brundage, Mike and Teri Wallis, Jim and Donna Berg, Merle and Dianne Aarthun, Kirk & Trish Carlson, Susan Burch, Chad Oye, Dave Dudash, Nealy Corcoran (Osceola Sun), and Judy Demulling. There was one virtual attendee.

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 18389 THROUGH 18422 TOTALLING \$448,519.03 AS PRESENTED. MOTION CARRIED.

ACCEPTANCE OF PROPOSED AGENDA

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

MEETING MINUTES

MOTION BY EVERSON/THOMPSON TO APPROVE THE 9/6/2022 REGULAR TOWN BOARD MEETING MINUTES AND THE 9/15/2022 SPECIAL TOWN BOARD MEETING MINUTES. MOTION CARRIED.

PUBLIC COMMENT

Trish Carlson spoke and provided written commentary relating to an investigation report just released from the Polk County Sheriff's Department. Trish Carlson highlighted specific areas of concern that were noted within the report, most of which have already been brought forth to Board members. The new information she received related to an interview held by Deputy Ryan Jordan with Supervisor Everson, where Supervisor Everson was asked about the dog kennel letter done on Town letterhead. It was Trish Carlson's view that the information Everson shared with Deputy Jordan may not have been known by all Board members. Carlson asked Town officials to take this new information found in the Polk County Sheriff's Office case report shared and take the necessary steps to restore the Town's integrity.

PUBLIC WORKS REPORT

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

- Blade patch culverts with help from Town of Alden and Town Lincoln's roller;
- Completed spray patching (just under 16 miles done this year);
- Assisted Town of Garfield haul gravel for a road to be pulverized;
- Monarch completed paving on 110th Ave., with shouldering to be completed within the next two weeks;
- Working on tree trimming and pushing brush back from the roads;
- Borrowed Town of Alden's road shouldering equipment to touch up washed out areas;
- Was called in on Sunday, 9/26 for a tree down on a road;
- Monarch patched the 90th culvert area;
- Unplugged a culvert caused by a beaver dam which caused back ups for both Dwight and Horse lakes

Raddatz has ideas on how to potentially save on chip sealing road work costs for 2023, such as Raddatz making preliminary contact with Polk County Public Works for potentially renting out Polk County's Public Works' services to use. Raddatz is also working on compiling a list of roads to have spray patching done, and will be meeting more with the Public Works Committee to discuss potential 2023 road paving projects, and making sure any needed culvert work is planned for and completed before any work on the applicable road(s).

TREASURER'S REPORT

Treasurer Carlson reviewed current bank balances from MidwestOne as of October 2, 2022: General Fund \$34,322.01; General Money Market Account \$592,932.69; Tax Receipt Account \$264,511.18; Dresser Traprock Assurance \$15,059.13. And, Royal Credit Union account balances as of September 30, 2022: Business Savings Account \$141.74; 12-month Certificate of Deposit \$151,903.06; Money Market Checking (Public Works account) \$50,270.31; and, Money Market checking \$138,621.14.

Carlson mentioned for check number 18405 to Polk County Highway Department (\$4,789.07) was for Polk County's portion of completing the 90th Ave. culvert/road work. Previously, the Board approved a cost to Polk County of up to approximately \$14,000. The work efforts done for this project by both Raddatz and Gaffney have helped the Town greatly decrease this expense. Also, all invoices related to the 90th Ave. culvert/road project will be pulled together by both Carlson and Raddatz to send over to Polk County Highway Department, in an effort to have Polk County Highway work to get sent back to the Town its portion of credit toward this project's expenses.

Carlson also shared with the Board a listing of the building permits paid for during the month of September, and the latest Profit and Loss Budgets vs. Actual report. Carlson identified for the Board those items/sections to watch that are greater than 75% of budget (9 months divided by 12 months) of budget. More will be discussed at the upcoming budget workshop session(s). The fourth quarter Highway Aid payment was just received and is reflected in the Income section. And, the Highway Construction line item expense shows an approximate over spend of \$23,400. The fund balance carry over from 2021 will be used to balance out this expense item.

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

CLERK'S REPORT

Clerk Skjerven gave a report out of work activities during the month of September, involving: finalization and posting of one ordinance (Chapter 5 Fire Protection), where the primary purpose of this ordinance change was to add Fire Inspections; drafted proposed potential changes to Chapter 3 Finance and Taxation, removing the public access to records section (since WI state statutes define public records access), and potential suggested changes to the destruction of records section if potentially go the route of using the WI General Records Schedule(GRS); dissemination of five building permits (1 for new construction (not needing a driveway permit due as the driveway was installed and paid for in late 2021), 4 for alterations to existing property; there were two meetings held during September.

Skjerven received nine public records requests, had published two ads relating to Ordinance Chapter 5 and the upcoming General Election Key Dates, made updates to the Town's website to add Board Committee and member information, meeting notices and minutes, posted Ordinance Chapters 2 and 5, and elections 'key dates'. Skjerven continues to get requests for burning permits (there were 80 requests as of the end of September). Related to elections, Skjerven is preparing for the November General Election, where ballots were picked up from the Polk County Deputy Clerk, sent out thus far 88 absentee ballots and tracks the return of them, keeps the Absentee Ballot Log updated, sets up new voter registrations that come in, sends out new absentee ballot requests, created and assures the Voting by Absentee Type E notice gets posted timely, and preparing for the public test of equipment.

OLD BUSINESS

CONSIDER DWIGHT LAKE BOAT LANDING IMPROVEMENTS

Supervisor Cronick had not yet connected 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). Chair Lindh reminded Cronick information is needed for the Board's upcoming 2023 budget discussions.

CONSIDER ROAD STRIPING STANDARDS

Chair Lindh shared with the Board Town Road maps: one showing current line striping (for this purpose, Lindh primarily used Google Maps vs. physically visiting each applicable road), and the other map showing road striping per the recommendations by the Wisconsin Department of Transportation(WIDOT) for rural paved roads (18' (20' in width) or more and 3,000 vehicles a day or more that there be centerline and edge-line striping on the road): which points out only four roads within the Town that should be striped per the recommendations by WIDOT: (1) 210th St.; (2) 240th St.; (3) 248th St.; and (4) Education Ave. Everson suggested potentially striping a couple other roads such as 90th (from 35 to MM) and Oak Drive because of the Waste Management truck traffic. Lindh asked the Board to review the 'proposed striping' map and to provide comments either to him or the entire Public Works Committee or share comments at the November Board meeting.

CONSIDER REVIEW OF TOWN ORDINANCES

The Town received a revised Statement of Work(proposal) from CivicPlus for providing recodification services to the Town for the Town's ordinances. The updated proposal received includes services for recodification (one-time, \$8,949) 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, CodeBank subscription, which is online, searchable history of previous code (renewable \$150), Online Code Hosting (renewable \$450), and OrdBank subscription, which is online, searchable repository for ordinances adopted, but not codified (renewable \$325). 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. Skjerven informed the Board that this firm is already scheduled with other clients through at least mid-2023, and that work would not even commence until the Town's project gets into Civic Plus/Municode's 'work queue'. Skjerven reminded the Board payment for these services would 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. Everson and Cronick will contact the CivicPlus/Municode Account Representative on timing constraints for entering into a contract with CivicPlus and be ready to share findings with the Board at the upcoming 2023 budget workshop session(s).

NEW BUSINESS

CONSIDER SIMMON DRIVE ROAD PROJECT

Chair Lindh was contacted on September 27, 2022 by Frank Pascarella, Interim Administrator for the Village of Osceola, regarding the Simmon Drive Reconstruction Project to establish whether an opportunity still exists to move this project forward.

Lindh asked Board members for comments on this topic area, given three Board Members (Cronick, Everson, and Lindh) were part of the original decision and communications given to the Village Administrator in late October 2021, and two Board members are new to this topic. Everson acknowledged Neil Gustafson for being instrumental in drafting the original correspondence sent to the Village by the Town Board in October 2021, and she indicated she is still in agreement with what was laid out in that correspondence. Desmarais indicated he agrees with the Board's decision in October 2021 and that the Board should stick with its original decision.

MOTION BY LINDH/CRONICK TO REAPPROVE WHAT WAS LAID OUT IN THE OCTOBER 28, 2021 CORRESPONDENCE GIVEN BY THE TOWN BOARD TO THE VILLAGE OF OSCEOLA VILLAGE ADMINISTRATOR ON THE ASSISTANCE TO THE VILLAGE OF OSCEOLA FROM THE TOWN OF OSCEOLA FOR THE RECONSTRUCTION OF SIMMON DRIVE: \$16,090.92. MOTION CARRIED.

Chair Lindh will send written correspondence to Frank Pascarella informing him of the Board's decision.

CONSIDER MEETING DATES: 10/17-18 BUDGET WORKSHOPS; 11/1 NOVEMBER TOWN BOARD MEETING; 11/14 TOWN BUDET PUBLIC HEARING

Carlson indicated October 17th for holding a budget workshop no longer works with her schedule. Carlson asked the Board for consideration of holding a budget workshop on the 18th, and using the 19th only if needed, with a 6:00 p.m. start time.

The November Town Board meeting is being considered for change to be held on Tuesday, November 1st, since the typical meeting date of Monday, November 7th is the night before the November General Election.

The date of Monday, November 14th is being considered for the Town Budget Public Hearing, with a start time of 6:30 p.m.

MOTION BY EVERSON/THOMPSON TO SET THE DATES OF TUESDAY, OCTOBER 18TH (AND WEDNESDAY, OCTOBER 19TH IF NEEDED) FOR THE TOWN'S BUDGET WORKSHOP(S), STARTING AT 6:00 P.M., TUESDAY, NOVEMBER 1ST FOR THE REGULAR TOWN BOARD MEETING, STARTING AT 6:30 P.M., AND MONDAY, NOVEMBER 14TH, STARTING AT 6:30 P.M. FOR THE TOWN PUBLIC BUDGET HEARING AND SPECIAL TOWN MEETING TO ADOPT THE 2022 TOWN TAX LEVY, AND SPECIAL TOWN BOARD MEETING TO ADOPT THE 2022 TOWN BUDGET. MOTION CARRIED.

CONSIDER RECORD RETENTION PROJECT

Skjerven shared with the Board background information on how the Wisconsin Municipal and Related Records General Records Schedule(GRS) produced and provided by the Public Records Board (dated August 27, 2018) could be considered for utilization within the Town as a consistent method for retention and disposition of Town records. Wisconsin counties, municipalities, and other local units of government are encouraged (not required) to adopt the GRS. To adopt the GRS, several steps need to be taken: (1) complete the Notification of General Schedules Adoption form provided by the Public Records Board to submit to State Archivist; (2) draft the Ordinance to Adopt the Wisconsin Municipal Records Schedule; and (3) draft needed updates to the Town's current Chapter 3 Finance and Taxation Ordinance 'destruction of records' section. Skjerven will compile the needed information, along with Supervisor Everson's assistance, to bring this topic back to the Board at the November Board meeting, seeking approval to proceed.

CONSIDER 2023 PASER ROAD RATING

A proposal in the amount of \$5,000 was submitted to the Town by Delmore Consulting for providing services to the Town for its 2023 Annual Road Service Program. Delmore Consulting assisted the Town this past year with similar services. Chair Lindh provided comments as to why the Board should consider not renewing these services with Delmore due to less than anticipated/expected services provided to the Town this past year with lack of communications and road bid assistance and notice information that lacked and had errors in its originally provided content. Cronick indicated his same opinions as expressed by Lindh related to Delmore Consulting's services.

Lindh went on to indicate in his view Public Works Supervisor Raddatz has become very familiar with the condition of the Town roads and, as such, believes he is qualified to directly assist the Town with these services in-house.

MOTION BY EVERSON/CRONICK TO PROCEED WITH HAVING THE 2023 PASER ROAD RATING SERVICES PROVIDED IN-HOUSE WITH ASSISTANCE FROM THE TOWN'S PUBLIC WORKS COMMITTEE AND THE PUBLIC WORKS SUPERVISOR. MOTION CARRIED.

Lindh asked Skjerven to contact Delmore Consulting to inform them the Town will not be using Delmore Consulting's services for 2023.

CONSIDER SHIFTING OF MONEY MARKET ACCOUNT(S) BALANCE FROM ROYAL CREDIT UNION TO MIDWESTONE BANK

Carlson suggested to the Board to shift the following Royal Credit Union(RCU) account balances to MidwestOne Bank to get a higher interest rate: the Money Market Checking (Public Works account for purchase of new Town Public Works equipment) \$50,270.31 and the Money Market checking account \$138,621.14 (ARPA monies). For instance, for the month of October, the rate is 1.91% at MidwestOne Bank and currently at RCU one of the Town's account is at 1.05% and the other is at 1.17%.

The 12-month Certificate of Deposit(CD) (\$151,903.06; September interest was \$146.00) was just renewed in August of 2022. The CD at Royal Credit Union could be surrendered and re-set up at MidwestOne, but the surrender would be at a loss of two-three months' interest. Everson asked Carlson to check on the surrender cost and bring the information to the Board at the November Board meeting. Carlson receives monthly a report of pledged securities through the Federal Deposit Insurance Corporation (FDIC).

MOTION BY EVERSON/LINDH TO APPROVE THE CLOSING OF MONEY MARKET ACCOUNT NUMBERS 03547490 AND 0387 FROM ROYAL CREDIT UNION AND MOVING THE ASSOCIATED ACCOUNT BALANCES TO MIDWESTONE AND LEAVE THE DECISION TO THE TREASURER ON WHETHER TO KEEP THE CURRENT 12-MONTH CERTIFICATE OF DEPOSIT AT ROYAL CREDIT UNION OR TO SURRENDER THAT CD AND SET UP A NEW ONE AT MIDWESTONE BANK. MOTION CARRIED.

CHAIR'S REPORT

Lindh reported he has been in discussions with a couple of Town residents (and the Town's attorney) regarding replacement of driveway culverts on the resident's properties due to washouts that have occurred. Lindh will bring this topic back to the Board when all is ready to be further discussed and have decisions made.

Lindh also received a new dog barking complaint and he will be looking further into this complaint. Lindh asked the Board members if any of them visited Bart Bader's property regarding the dog barking complaint earlier received. Everson indicated she stopped twice by the property and indicated there was no dog barking during her visits to the property. Lindh indicated Mr. Bader has purchased licenses for the dogs, has put shock collars on the dogs, and he has made updates to the dog kennels to help reduce/mitigate the dog barking noise.

Lindh has been looking into the private airstrip installed on a property located on 117th Ave. and has contacted both Polk County zoning and the Wisconsin Department of Transportation.

Everson asked Lindh about a legal bill reviewed that noted the topic of "annexation review of information and GIS parcels for annexation". Lindh responded the work related to the annexation of two parcels from the Town of Osceola to the Village of Osceola for the Osceola School District, and Lindh had sent two attachments and an email to the Town's attorney for comment, and the Board was copied on what was sent to the Town's attorney. The Town's attorney responded, and the Board was sent a copy of the Town's attorney's response.

SUPERVISOR'S REPORT/CRONICK

There was a budget meeting and hearing held for the Fire Department and there was a vote and approval was received for a minimal increase for firefighters' wages to bring them more in line with wages being used in other nearby communities.

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

Nothing to report.

SUPERVISOR'S REPORT/EVERSON

Finance Committee has met to work on the budget.

SUPERVISOR'S REPORT/THOMPSON

Nothing to report.

COMMITTEE REPORTS: CONSIDERATION/REVIEW/DISCUSSION

Finance: Finance Committee met to work on the budget.

Media & Technology: Nothing to report.

Personnel Committee: There was a Special Town Board Meeting held on September 15th to discuss changes to the Town's Employee Handbook. Everson was the only other Board member which provided comments to the Committee on the handbook. The Board should regroup to discuss the latest updated version of the Employee Handbook. A meeting date and time was tentatively agreed to for Tuesday, November 1st, 5:00 p.m. (prior to the November Town Board meeting).

Public Works: Nothing to report other than what otherwise was previously covered earlier in the meeting.

REQUEST FOR FUTURE MEETING AGENDA ITEMS

- Old Business:
 - Consider Dwight Lake Boat Landing Improvements
 - Consider Road Striping Standards
 - Consider Records Retention Project
 - Consider Review of Town Ordinances (pending outcome of budget workshop discussions)
- New Business:

NEXT PLAN COMMISSION MEETING

October 25, 2022, 6:00 p.m.

NEXT TOWN BOARD MEETING

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

COMMUNITY MEETINGS BOARD MEMBERS ATTEND

- Fire Board meeting: Thurs., Oct. 20 6:00 PM (Garfield Station #2)

ADJOURN

MOTION BY THOMPSON/CRONICK TO ADJOURN THE TOWN BOARD MEETING MONDAY, OCTOBER 3, 2022. MOTION CARRIED. The meeting adjourned at 7:58 p.m.

To be approved: November 1, 2022

Approved:

11/1/22
Denise Skjerven
Denise Skjerven, Town Clerk