

**TOWN OF OSCEOLA  
TOWN BOARD OF SUPERVISORS  
REGULAR BOARD MEETING**

**Tuesday, November 1, 2022 – 6:30 P.M.**

**[Note: This meeting is rescheduled from the normally-scheduled 11/7 date due to the election on 11/8.]**

**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](http://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 *1-6*
6. Acceptance of Proposed Agenda
7. Approval of Minutes of Previous Meetings: 10/3/2022 (Reg. Town Bd. Mtg), 10/17/2022 (Special Town Bd. Mtg.), and 10/18/2022
8. Public Comment *7-17*
9. Public Works Report *18-19*
10. Treasurer's Report *20-23*
11. Clerk's Report *24*
12. Old Business
  - a) Consider Dwight Lake Boat Landing Improvements *25-46*
  - b) Consider Road Striping Standards *47*
  - c) Consider Review of Town's Ordinances *48-53*
  - d) Consider Records Retention Project *54-75*
13. New Business *76-78*
  - a) Consider Review of Five-Year Road Improvement Plan
  - b) Consider Inclusion in Town Tax Letter Communications Ordinance No. 18-04-04: Snow & Debris Removal from Public Roads and Road Right of Ways *79*
14. Chair's Report
15. Supervisors' Reports
  - Jon Cronick
  - Debbie Thompson
16. Committee Reports: Consideration/Review/Discussion
  - Finance
  - Media & Technology
  - Personnel: Discussion and Review of Employee Handbook
  - Public Works
17. Request for Future Meeting Agenda Items
18. Next Plan Commission Meeting – November 22, 2022
19. Next Town Board Meeting – Mon., December 5, 2022
20. Community Meetings Board Members Attend: None scheduled at this time
21. 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

October 7 - 31, 2022

Type	Date	Num	Name	Account	Original Amount
Check	10/17/2022		Royal Credit Union - CD (Town ARPA Money)		-283.43
TOTAL			Interest Income		283.43
					283.43
Check	10/23/2022		Tenet	MidWest One Checking Account	-2,491.97
TOTAL			Highway Construction		115.43
			Highway Construction		134.03
			Highway Construction		2,242.51
					2,491.97
Liability Check	10/14/2022	ACH	IRS	MidWest One Checking Account	-4,759.80
TOTAL			2100 · Payroll Liabilities		1,770.00
			2100 · Payroll Liabilities		1,211.55
			2100 · Payroll Liabilities		1,211.55
			2100 · Payroll Liabilities		283.35
			2100 · Payroll Liabilities		283.35
					4,759.80
Liability Check	10/31/2022	ACH	Wisconsin Retirement System	MidWest One Checking Account	-1,933.34
TOTAL			2100 · Payroll Liabilities		966.67
			2100 · Payroll Liabilities		778.16
			2100 · Payroll Liabilities		188.51
					1,933.34
Liability Check	10/31/2022	ACH	Wisconsin Dept of Revenue	MidWest One Checking Account	-593.45
TOTAL			2100 · Payroll Liabilities		593.45
					593.45

## TOWN OF OSCEOLA

## Check Detail

October 7 - 31, 2022

Type	Date	Num	Name	Account	Original Amount
Paycheck	10/14/2022	18423	Carlson, Janice	MidWest One Checking Account	-572.73
TOTAL				Treasurer Wages	715.84 572.73
Paycheck	10/14/2022	18424	Gaffney, Joseph J	MidWest One Checking Account	-1,160.85
TOTAL				Supervisor PW Wages Supervisor PW Wages	1,600.00 9.00 1,160.85
Paycheck	10/14/2022	18425	Raddatz, Todd A	MidWest One Checking Account	-1,568.91
TOTAL				Supervisor PW Wages Supervisor PW Wages	1,896.72 461.54 1,568.91
Paycheck	10/14/2022	18426	Skjerven, Denise K	MidWest One Checking Account	-733.67
TOTAL				Clerk Wages	979.32 733.67
Paycheck	10/23/2022	18427	Desmarais, Bernard A	MidWest One Checking Account	-105.51
TOTAL				Board Salaries	114.25 105.51
Paycheck	10/23/2022	18428	Everson, Jo A	MidWest One Checking Account	-369.02
TOTAL				Board Salaries	399.60 369.02

## TOWN OF OSCEOLA

## Check Detail

October 7 - 31, 2022

Type	Date	Num	Name	Account	Original Amount
Paycheck	10/28/2022	18429	Carlson, Janice	MidWest One Checking Account	-572.72
TOTAL				Treasurer Wages	715.84 572.72
Paycheck	10/28/2022	18430	Gaffney, Joseph J	MidWest One Checking Account	-1,160.67
TOTAL				Full-Time PW Wages (Wages for Full Time Employ Full Time PW OT Wages (Wages paid at 1.5 for O	1,600.00 7.50 1,160.67
Paycheck	10/28/2022	18431	Raddatz, Todd A	MidWest One Checking Account	-1,584.79
TOTAL				Supervisor PW Wages Supervisor PW Wages Supervisor PW Wages	1,920.00 2.88 461.54 1,584.79
Paycheck	10/28/2022	18432	Skjerven, Denise K	MidWest One Checking Account	-807.72
TOTAL				Clerk Wages	1,082.12 807.72
Check	10/23/2022	18433	Anderson, Jeffrey	MidWest One Checking Account	-56.00
TOTAL				Gopher Bounty Expenses	56.00 56.00
Check	10/23/2022	18434	Jeff Antczak Trucking, LLC	MidWest One Checking Account	-9,581.81
				Highway Construction Highway Construction	9,472.07 109.74



## TOWN OF OSCEOLA

## Check Detail

October 7 - 31, 2022

Type	Date	Num	Name	Account	Original Amount
TOTAL					9,581.81
Check	10/23/2022	18435	Asproth, Jeffrey	MidWest One Checking Account	-72.00
TOTAL				Gopher Bounty Expenses	72.00
					72.00
Check	10/23/2022	18436	Bill's Ace Hardware	MidWest One Checking Account	-45.57
TOTAL				Bldg Repairs & Maint	24.99
				Garage Expenses	20.58
					45.57
Check	10/23/2022	18437	Boyd's Outdoor Power, LLC	MidWest One Checking Account	-8.00
TOTAL				Equipment Repairs & Maintenance	8.00
					8.00
Check	10/23/2022	18438	Brothers Country Mart LLC	MidWest One Checking Account	-492.76
TOTAL				Fuel	133.61
				Fuel	142.15
				Fuel	217.00
					492.76
Check	10/23/2022	18439	Complete Automotive	MidWest One Checking Account	-35.95
TOTAL				Equipment Repairs & Maintenance	35.95
					35.95
Check	10/23/2022	18440	Dresser Food & Liquor Inc.	MidWest One Checking Account	-447.62
				Fuel	139.60

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## TOWN OF OSCEOLA

## Check Detail

October 7 - 31, 2022

Type	Date	Num	Name	Account	Original Amount
TOTAL				Fuel	180.02
				Fuel	128.00
					447.62
Check	10/23/2022	18441	Dresser Trap Rock, Co.	MidWest One Checking Account	-550.80
TOTAL				Road Maintenance & Repair	550.80
					550.80
Check	10/23/2022	18442	Hoverman, Jim	MidWest One Checking Account	-108.00
TOTAL				Gopher Bounty Expenses	108.00
					108.00
Check	10/23/2022	18443	Lakefront Lawn & Dock	MidWest One Checking Account	-235.00
TOTAL				Bldg Repairs & Maint	80.00
				Park Expenses - Misc & Other	100.00
				Park Expenses - Misc & Other	25.00
				Park Expenses - Misc & Other	30.00
					235.00
Check	10/23/2022	18444	Pomps Tire Service	MidWest One Checking Account	-2,689.42
TOTAL				Equipment Repairs & Maintenance	2,689.42
					2,689.42
Check	10/23/2022	18445	Southern Source Industries, Inc	MidWest One Checking Account	-1,384.38
TOTAL				Equipment Repairs & Maintenance	1,384.38
					1,384.38
Check	10/23/2022	18446	Sun, The	MidWest One Checking Account	-243.80

## TOWN OF OSCEOLA

## Check Detail

October 7 - 31, 2022

Type	Date	Num	Name	Account	Original Amount
TOTAL			Publications		73.60
			Publications		170.20
					<u>243.80</u>
Check	10/23/2022	18447	Town of Farmington	MidWest One Checking Account	-3,386.50
TOTAL			Highway Construction		3,386.50
					<u>3,386.50</u>
Check	10/23/2022	18448	Waterman Sanitation	MidWest One Checking Account	-100.00
TOTAL			Sanitation Expenses		100.00
					<u>100.00</u>

**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 110<sup>th</sup> 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 90<sup>th</sup> 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 90<sup>th</sup> 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 90<sup>th</sup> 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) 210<sup>th</sup> St.; (2) 240<sup>th</sup> St.; (3) 248<sup>th</sup> St.; and (4) Education Ave. Everson suggested potentially striping a couple other roads such as 90<sup>th</sup> (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 17<sup>th</sup> for holding a budget workshop no longer works with her schedule. Carlson asked the Board for consideration of holding a budget workshop on the 18<sup>th</sup>, and using the 19<sup>th</sup> only if needed, with a 6:00 p.m. start time.

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

The date of Monday, November 14<sup>th</sup> 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 18<sup>TH</sup> (AND WEDNESDAY, OCTOBER 19<sup>TH</sup> IF NEEDED) FOR THE TOWN'S BUDGET WORKSHOP(S), STARTING AT 6:00 P.M., TUESDAY, NOVEMBER 1<sup>ST</sup> FOR THE REGULAR TOWN BOARD MEETING, STARTING AT 6:30 P.M., AND MONDAY, NOVEMBER 14<sup>TH</sup>, 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 117<sup>th</sup> 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 15<sup>th</sup> 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 1<sup>st</sup>, 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.

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

Approved:

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Denise Skjerven, Town Clerk

**TOWN OF OSCEOLA**  
**BOARD OF SUPERVISORS**  
**SPECIAL TOWN BOARD MEETING**  
**Monday, October 17, 2022 — 6:30 p.m.**  
Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a Special Town Board meeting Monday, October 17, 2022, at 6:30 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

**CALL TO ORDER:** Chair Lindh called the Special Town Board 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, and the Town Web Site.

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

**PRESENT:** Chair Lindh, Supervisors Cronick and Thompson

**PUBLIC ATTENDEES:** Clerk Skjerven, Treasurer Carlson, Jamie Tinney, Ed Everson, James Rochford, Shay Rysdam, Liz Rochford, Brian & Reegan Matter, Kirk & Trish Carlson, Sandy Ball, Connie Clark, Merle & Dianne Aarthun, Brooke Kulzer, Kim Kaiser, and Jim Brundage. There were two virtual attendees.

**ACCEPTANCE OF PROPOSED AGENDA**

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

**NEW BUSINESS**

**CONSIDER ACCEPTANCE OF RESIGNATIONS FROM TWO TOWN SUPERVISORS**

Chair Lindh noted that on Wednesday, October 12, 2022 he received an email from former Board Supervisor Bernie Desmarais wherein Desmarais informed Chair Lindh he was submitting his resignation from the Town Board, including his position as Board representative on the Plan Commission, and his participation on the Board's Media & Technology Committee. Lindh went on to read the letter of resignation from Desmarais.

Chair Lindh went on to note that on Thursday, October 13, 2022 he received an email from former Board Supervisor Jo Everson wherein Everson informed Chair Lindh she was submitting her resignation from the Town Board effective immediately. Lindh went on to read the letter of resignation from Desmarais.

Lindh expressed disappointment in receiving the two Board member resignations and recognized the many years of service Everson gave to the community and the historical knowledge she brought to the Board. Lindh also expressed disappointment with the difficulty the Town has had in filling the last open Board position—which took over six months.



MOTION BY CRONICK/THOMPSON TO ACCEPT THE TOWN BOARD RESIGNATIONS OF JO EVERSON AND BERNIE DESMARAIS. MOTION CARRIED.

**CONSIDER POSTING OPEN POSITIONS FOR TOWN SUPERVISORS**

MOTION BY THOMPSON/CRONICK TO POST THE OPEN POSITIONS FOR TWO TOWN SUPERVISORS.

Discussion: Chair Lindh asked whether the Town Board Supervisor positions should be left open until the Spring election in April 2023, since the terms of the two open Town Board Supervisor positions end in April of 2023, at which time the Town can elect the desired individuals to fill these Board positions. In waiting for the April 2023 timeframe to fill the open Board positions, the current Town Board members may be limited in what actions they can be passed and/or taken due to there being only three sitting Board members of the five-person Board. Chair Lindh will contact the Town's attorney to get clarification on Board voting rights with three sitting Board members of the Town's five-person Board.

AYE: NONE; NAY: LINDH/CRONICK/THOMPSON. MOTION FAILS.

The two open Town Board positions recently vacated by Bernie Desmarais and Jo Everson will not be appointed; rather, the positions will seek to be filled at the Spring Election on April 4, 2023.

**CONSIDER APPOINTMENT OF TOWN SUPERVISOR TO PLAN COMMISSION**

MOTION BY LINDH/THOMPSON TO APPOINT JON CRONICK AS THE BOARD REPRESENTATIVE ON THE PLAN COMMISSION. MOTION CARRIED.

**CONSIDER APPOINTMENT AND DISCUSSION OF BOARD ASSIGNMENTS:**

**i) DESIGNATED SUPERVISOR (FIRST ALTERNATE TO CHAIR)**

Chair Lindh appointed Supervisor Cronick as Designated Supervisor (First Alternate to Chair).

**ii) DESIGNATED ALTERNATE (SECOND ALTERNATE TO CHAIR)**

Chair Lindh appointed Supervisor Thompson as Alternate (Second Alternate to Chair).

**iii) OPEN POSITION FOR ALLIED EMERGENCY SERVICES, AKA FIRE ASSOCIATION/BOARD**

Chair Lindh decided to leave this position open at this time.

**iv) COMMITTEE ASSIGNMENTS**

Committee meetings will not be able to be held with only three sitting Board members. Chair Lindh assigned Board members to each of the following Committees:

Finance: Supervisor Cronick; Media & Technology: Supervisor Thompson; Personnel: Supervisor Thompson; Public Works: Chair Lindh.

Osceola Area Ambulance Services Board: Chair Lindh (and Dan Burch as citizen member)

**ADJOURN**

MOTION BY CRONICK/THOMPSON TO ADJOURN THE SPECIAL TOWN BOARD MEETING MONDAY, OCTOBER 17, 2022. MOTION CARRIED. The meeting adjourned at 6:47 p.m.

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

Approved: \_\_\_\_\_

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

**TOWN OF OSCEOLA**  
**BOARD OF SUPERVISORS**  
**BUDGET WORKSHOP MEETING**  
Tuesday, October 18, 2022 — 6:00 p.m.  
Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a Town Board Budget Workshop meeting Tuesday, October 18, 2022, at 6:00 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

**CALL TO ORDER:** Chair Lindh called the Town Board Budget Workshop meeting to order at 6:00 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.

**PRESENT:** Chair Lindh, Supervisors Cronick and Thompson

**PUBLIC ATTENDEES:** Clerk Skjerven, Treasurer Carlson, and Mark Skjerven. There were no virtual attendees.

**ACCEPTANCE OF PROPOSED AGENDA**

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

**CONSIDERATION AND DISCUSSION BY THE TOWN BOARD:** Budget Workshop session

**ADJOURN**

MOTION BY THOMPSON/CRONICK TO ADJOURN THE TOWN BOARD BUDGET WORKSHOP MEETING TUESDAY, OCTOBER 18, 2022. MOTION CARRIED. The meeting adjourned at 8:28 p.m.

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

Approved: \_\_\_\_\_

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

# Town of Osceola

Oct 22

## Public works report

1. Extend culvert on 70<sup>th</sup> and repair shoulder.
2. Repair shoulder on Poplar Lane
3. Clean out debris from beaver dam
4. Pickup Couplers for extending culvert and signs
5. Extend culvert on 90<sup>th</sup> and 210<sup>th</sup> and repair shoulder
6. Locate new source for gravel for shouldering roads
7. Put up all fire numbers
8. Clean up brush from down trees
9. Clean up and put patcher away
10. Put hydraulic cylinder back in wing arm for grader and mount wing.
11. Check sanders and mount on trucks
12. Grade all gravel roads
13. New drive tires on the international
14. Remove boat docks from lakes.
15. Put together hours and pictures for culvert reimbursement.
16. Work on building 2023 road work list
17. Start to haul sand for upcoming season

18. Continue to mow ditches
19. Bring international to Cameron to get looked at for transmission problem
20. Remove garbage cans and toilets from boat landings

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

	Jan - Oct 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Intergovernmental Charges				
Fire Assoc. Loan Repayment	50,308.15	50,308.00	0.15	100.0%
<b>Total Intergovernmental Charges</b>	<b>50,308.15</b>	<b>50,308.00</b>	<b>0.15</b>	<b>100.0%</b>
Intergovernmental Revenue				
County-Rural Fire Numbers	425.00			
FC/MFL Withdrawal	211.49			
Fire Insurance Dues	13,968.47	13,700.00	268.47	102.0%
Forest Crop/MFL Aid	0.00	400.00	-400.00	0.0%
Grants Donations	151,141.39			
Highway Aids	169,251.53	169,252.00	-0.47	100.0%
In Lieu of Tax - DNR Land	3,789.37	3,750.00	39.37	101.0%
Municipal Services	111.52	110.00	1.52	101.4%
State Shared Revenue	5,465.36	36,436.00	-30,970.64	15.0%
Subdivision Park Fees	330.00			
T.R.I.P./T.R.I Payments	0.00	0.00	0.00	0.0%
<b>Total Intergovernmental Revenue</b>	<b>344,694.13</b>	<b>223,648.00</b>	<b>121,046.13</b>	<b>154.1%</b>
Licenses & Permits				
Building Permits & Fees				
Dog Licenses	21,982.33	25,000.00	-3,017.67	87.9%
Driveway Permits	1,559.00	1,200.00	359.00	129.9%
Liquor & Related Licenses	450.00	250.00	200.00	180.0%
Zoning & Subdivision Fees	4,619.54	3,500.00	1,119.54	132.0%
Licenses & Permits - Other	100.00			
	40.00			
<b>Total Licenses &amp; Permits</b>	<b>28,750.87</b>	<b>29,950.00</b>	<b>-1,199.13</b>	<b>96.0%</b>
Miscellaneous Revenue				
Interest Income				
Miscellaneous Income	4,268.98	1,300.00	2,968.98	328.4%
Insurance Loss Reimbursement	341.00			
Miscellaneous Income - Other	3,654.32			
	3,995.32			
<b>Total Miscellaneous Income</b>	<b>8,264.30</b>	<b>1,300.00</b>	<b>6,964.30</b>	<b>635.7%</b>
Total Miscellaneous Revenue				
Mobile Home Fees				
MH Lottery Credit	120.84			
Mobile Home Fees Collected	56.88			
Mobile Home Fees - Other	97.60	300.00	-202.40	32.5%
<b>Total Mobile Home Fees</b>	<b>275.32</b>	<b>300.00</b>	<b>-24.68</b>	<b>91.8%</b>
Tax Collections				
Delinquent PP Taxes	511.41			
Forest Crop/MFL Taxes	2,237.47	250.00	1,987.47	895.0%
Personal Property Taxes	5,518.31			
Property Taxes	2,219,987.44	817,368.00	1,402,619.44	271.6%
<b>Total Tax Collections</b>	<b>2,228,254.63</b>	<b>817,618.00</b>	<b>1,410,636.63</b>	<b>272.5%</b>
Tax Collections - Other				
Lottery Credit	29,389.78			



10:39 PM

10/26/22

Cash Basis

# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

January through October 2022

	Jan - Oct 22	Budget	\$ Over Budget	% of Budget
Property Tax Settlement-County	-687,507.26			
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			
Total Tax Collections - Other	-2,620,372.98			
41011 - Other State Aids	1,049.07			
43430 - Exempt Computer Aid	62.35			
Total Income	41,285.84	1,123,124.00	-1,081,838.16	3.7%
Gross Profit	41,285.84	1,123,124.00	-1,081,838.16	3.7%
Expense				
Animal Warden				
Animal Warden Wages	330.00	500.00	-170.00	66.0%
Dog License to County	607.25	700.00	-92.75	86.8%
Mileage & Expenses	250.88	300.00	-49.12	83.6%
Total Animal Warden	1,188.13	1,500.00	-311.87	79.2%
Assessment of Property				
Assessor's Contract	39,720.00	39,720.00	0.00	100.0%
Publications	0.00	200.00	-200.00	0.0%
Total Assessment of Property	39,720.00	39,920.00	-200.00	99.5%
Audit Services				
Building Expenses				
Bldg Repairs & Maint	5,040.00	5,040.00	0.00	100.0%
Electric Utilities	4,501.40	5,000.00	-498.60	90.0%
Gas Utilities	1,260.93	2,200.00	-939.07	57.3%
Insurance	1,951.91	2,300.00	-348.09	84.9%
Operating Supplies	1,291.44	1,200.00	91.44	107.6%
Sanitation Expenses	45.98	200.00	-154.02	23.0%
Telephone/Internet	743.00	1,000.00	-257.00	74.3%
Water & Sewer Utilities	1,249.82	3,000.00	-1,750.18	41.7%
	731.42	900.00	-168.58	81.3%
Total Building Expenses	11,775.90	15,800.00	-4,024.10	74.5%
Building Inspection Expense				
Capital Equipment	18,360.58	25,000.00	-6,639.42	73.4%
New Equipment	16,490.31			
Office Equipment	2,481.95	2,000.00	481.95	124.1%
Total Capital Equipment	18,972.26	2,000.00	16,972.26	948.6%
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	23,455.33	26,739.00	-3,283.67	87.7%
D-C/T Employee Health Insurance	0.00			
Deputy Clerk/Treasurer Monthly	0.00			
Dues & Training	638.00	2,000.00	-1,362.00	31.9%



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

	Jan - Oct 22	Budget	\$ Over Budget	% of Budget
Employer Payroll Taxes	0.00	3,954.00	-3,954.00	0.0%
Insurance	2,759.60	2,500.00	259.60	110.4%
Mileage & Expenses	0.00	1,800.00	-1,800.00	0.0%
Office Supplies	2,846.14	4,000.00	-1,153.86	71.2%
Postage	696.24	1,200.00	-503.76	58.0%
Retirement	1,524.62	1,805.00	-280.38	84.5%
Short Term Disability	0.00			
Treasurer Wages	16,032.54	22,454.00	-6,421.46	71.4%
Treasurer/Tax Collection	1,590.78	2,500.00	-909.22	63.6%
Website & Computer Expenses	6,565.23	8,000.00	-1,434.77	82.1%
<b>Total Clerk &amp; Treasurer</b>	<b>56,108.48</b>	<b>76,952.00</b>	<b>-20,843.52</b>	<b>72.9%</b>
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%
<b>Total Debt Service</b>	<b>50,308.15</b>	<b>50,308.00</b>	<b>0.15</b>	<b>100.0%</b>
<b>Elections</b>				
Annual Machine Fees	228.00	1,000.00	-772.00	22.8%
Publications	1,237.40	560.00	677.40	221.0%
Supplies	109.70	3,000.00	-2,890.30	3.7%
Wages	7,519.65	5,000.00	2,519.65	150.4%
<b>Total Elections</b>	<b>9,094.75</b>	<b>9,560.00</b>	<b>-465.25</b>	<b>95.1%</b>
Gopher Bounty Expenses	892.00	1,800.00	-908.00	49.6%
Legal Fees				
Municipal Attorney Fees	4,171.75	9,000.00	-4,828.25	46.4%
Other/Background Checks	105.00	100.00	5.00	105.0%
<b>Total Legal Fees</b>	<b>4,276.75</b>	<b>9,100.00</b>	<b>-4,823.25</b>	<b>47.0%</b>
Local Cemetery Funding	2,000.00	2,000.00	0.00	100.0%
Park Expenses				
Park Expenses - Misc & Other	3,006.82	4,400.00	-1,393.18	68.3%
<b>Total Park Expenses</b>	<b>3,006.82</b>	<b>4,400.00</b>	<b>-1,393.18</b>	<b>68.3%</b>
Payroll Expenses				
Planning Commission	12,511.15			
Computer/Emails	314.00	1,440.00	-1,126.00	21.8%
Employer Payroll Taxes	0.00	92.00	-92.00	0.0%
Per Diems	700.00			
Planning Commission	0.00	1,200.00	-1,200.00	0.0%
Per Diems - Other				
<b>Total Per Diems</b>	<b>700.00</b>	<b>1,200.00</b>	<b>-500.00</b>	<b>58.3%</b>
Postage Office Supplies & Pub				
Publications	0.00	100.00	-100.00	0.0%
	0.00	200.00	-200.00	0.0%
<b>Total Planning Commission</b>	<b>1,014.00</b>	<b>3,032.00</b>	<b>-2,018.00</b>	<b>33.4%</b>
Public Safety				
Ambulance Contract (Osceola)	27,580.00	28,027.00	-447.00	98.4%

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10:39 PM

10/26/22

Cash Basis

# TOWN OF OSCEOLA

## Profit & Loss Budget vs. Actual

January through October 2022

	Jan - Oct 22	Budget	\$ Over Budget	% of Budget
Ambulance Contract (St. Croix)	4,734.00	4,930.00	-196.00	96.0%
Fire Department Contract	146,584.03	146,584.00	0.03	100.0%
Fire Dues to Department	13,968.47	13,700.00	268.47	102.0%
<b>Total Public Safety</b>	<b>192,866.50</b>	<b>193,241.00</b>	<b>-374.50</b>	<b>99.8%</b>
<b>Public Works</b>				
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	36.7%
Employer Payroll Taxes	0.00	6,611.00	-6,611.00	0.0%
Engineering/Project Mgmt	0.00	500.00	-500.00	0.0%
Equipment Repairs & Maintenance	11,687.01	8,000.00	3,687.01	146.1%
Fuel	15,538.68	17,000.00	-1,461.32	91.4%
Full-Time PW Wages (Wages for Full Time Employee)	1,600.00			
Full Time PW OT Wages (Wages paid at 1.5 for OT hours)	7.50			
Garage Expenses	3,903.15	3,500.00	403.15	111.5%
Highway Construction	464,003.84	420,331.00	43,672.84	110.4%
Insurance	10,177.80	10,000.00	177.80	101.8%
Part-Time PW Wages	7,920.20	23,468.00	-15,547.80	33.7%
PW Cell Phone	708.26	1,200.00	-491.74	59.0%
Retirement	5,106.28	4,362.00	744.28	117.1%
Road Maintenance & Repair	26,666.09	25,000.00	1,666.09	106.7%
Short Term Disability	466.44	540.00	-73.56	86.4%
Supervisor PW Wages	72,310.42	64,620.00	7,690.42	111.9%
<b>Total Public Works</b>	<b>631,853.44</b>	<b>635,532.00</b>	<b>-3,678.56</b>	<b>99.4%</b>
Reserve for Contingencies				
Tax Refunds & Reimbursements	0.00	15,000.00	-15,000.00	0.0%
Returned Tax Deposit	1,073.87			
Tax Refunds & Reimbursements - Other	451.25			
<b>Total Tax Refunds &amp; Reimbursements</b>	<b>1,525.12</b>			
Tax/Lottery Cr Settlements				
Tax/Lottery Cr to County	1,127.58			
<b>Total Tax/Lottery Cr Settlements</b>	<b>1,127.58</b>			
<b>Town Board</b>				
Board Salaries	13,239.37	17,500.00	-4,260.63	75.7%
Computer/Email	246.00	1,200.00	-954.00	20.5%
Dues & Training	1,315.62	1,000.00	315.62	131.6%
Employer Payroll Taxes	0.00	1,339.00	-1,339.00	0.0%
Insurance	1,491.04	2,300.00	-808.96	64.8%
Office Supplies	57.98	1,000.00	-942.02	5.8%
Publications	1,361.20	3,000.00	-1,638.80	45.4%
<b>Total Town Board</b>	<b>17,711.21</b>	<b>27,339.00</b>	<b>-9,627.79</b>	<b>64.8%</b>
<b>Total Expense</b>	<b>1,079,352.82</b>	<b>1,123,124.00</b>	<b>-43,771.18</b>	<b>96.1%</b>
<b>Net Income</b>	<b>-1,038,066.98</b>	<b>0.00</b>	<b>-1,038,066.98</b>	<b>100.0%</b>

## HIGHLIGHTS OF CLERK ACTIVITIES DONE THIS MONTH:

### OCTOBER:

TASKS	#	FURTHER COMMENTS
<b>Ordinances/</b>	1	#22-11-01 To Adopt the WI MRS (draft)
<b>Resolutions</b>	0	
<b>Building Permits</b>	0 1	Alterations to existing property New construction
<b>Driveway Permits</b>	1 0	With new construction Stand Alone
<b>Meetings and Minutes</b>	2	10/3 Regular Town Board 10/17 Special Town Board 10/18 Town Board Budget Workshop 10/25 Plan Commission (mtg posting)
<b>Public Records Requests</b>	6	Treasurer timecards Audio recording and minutes of 10/3 TBM Town Supervisor resignation letters Minutes of 10/17 STBM Emails between Clerk/Board from 10/14-15 PC member communications Jan 1 2022 to 10/25/22
<b>Ads</b>	1	Voting by Absentee Ballot (shared ad with 3 other towns)
<b>Town's Web Page (and Town Facebook site)</b>		Updated: Board Committees and Members Meeting Notices and Minutes Elections: Voting by Absentee Ballot
<b>Form Updates</b>		
<b>Public Walk-in/calls</b>		burning permits (83 as of 10/26) Heavy Load permits (3)
<b>Training</b>		Webinars by Wisc. Elections Commission (attended two this month re: Reminders for Nov Election, and WisVote Absentee: Post-Election Guide)
<b>Elections</b>		Preparing for Nov. General Election: Picked up poll books and final bag from Polk County Posted one notice Preparing poll workers for 11/8 schedule Preparing for public test of voting equipment Distributed(ing) Absentee Ballots (via mail and/or in-person): 168 so far; Working on 'Absentee Ballot Log' tracking report and voter registrations
<b>Miscellaneous</b>		



# CONSTRUCTION PLAN

PRACTICE(S) OPTION 1 (4 CONCRETE BOAT RAMP PANELS)

LANDOWNER TOWN OF OSCEOLA

ADDRESS 1964 DWIGHT LANE, OSCEOLA, WI 54009

LANDOWNER PHONE NO. (715) 755-3060 COUNTY POLK

TOWNSHIP OSCEOLA T 33 N, R 18 E/W Sec. 26

FIELD OFFICE POLK COUNTY LWRD TELEPHONE NO. (715) 485-8699

DIGGERS HOTLINE

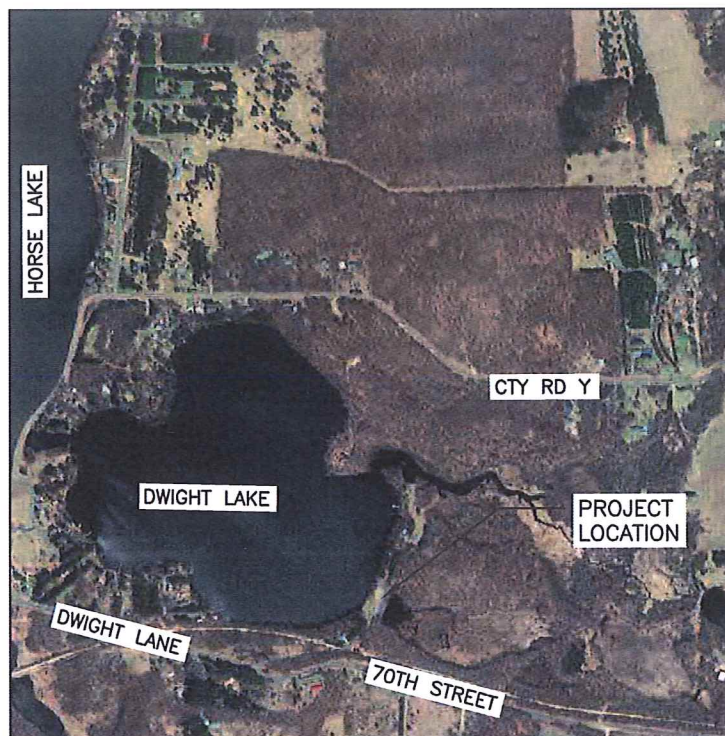
Call 3 Work Days  
Before You Dig!

Nationwide  
811

Toll Free  
1-800-242-8511

TDD  
1-800-542-2289

Website  
www.diggershotline.com



LOCATION MAP

## NOTICE TO LANDOWNERS AND EXCAVATORS

Any representation made by the USDA, Natural Resources Conservation Service, or the POLK County LCD, as to the approximate location or nonexistence of above or under ground hazards does not relieve the owner of the property or the excavator that is hired to complete construction, from notifying Diggers Hotline of the pending construction. You will be liable for damages resulting from construction activities. (Call Diggers Hotline) Ticket # \_\_\_\_\_

Designed by: \_\_\_\_\_ Date: \_\_\_\_\_

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

The installed practices comply with applicable NRCS technical standards and specifications. The "redlined" construction plans (as-built drawings) reflect changes made during construction.

Construction Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Job Approval Class \_\_\_\_\_

Sheet 1 of 6

## ESTIMATED QUANTITIES

ITEM	UNIT	QUANTITY	SHEET NUMBER	WI. CONSTRUCTION SPEC. OR JOB SHEET NUMBER
REMOVE AND DISPOSE EXISTING CONCRETE PANELS	EACH	11	4,5	
SITE PREPERATION AND MINOR GRADING	JOB	1	4,5	
PRECAST PANEL DELIVERY	JOB	1	4-6	
PRECAST CONCRETE PANEL	EACH	4	4-6	

Quantities are estimated to the neat lines and grades of in-place materials shown on the construction plan unless otherwise stated. Truck yardage, loose fill, shrinkage, etc., must be calculated and compensated for by the contractor preparing a bid or constructing the project.



## ESTIMATED QUANTITIES

CLIENT: DWIGHT LAKE BOAT LANDING

COUNTY: POLK

Designed KBP 10/22  
 Drawn KBP 10/22  
 Checked \_\_\_\_\_  
 Approved \_\_\_\_\_

Drawing Name  
WI-005

Date  
05/15

Sheet 2 of 6



## CONSTRUCTION NOTES

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11. AVOID DISTURBANCE OF ANY EXISTING AQUATIC VEGETATION.
12. SEED AND APPLY MULCH TO ALL DISTURBED AREAS AS SOON AS POSSIBLE AFTER CONSTRUCTION.

### DISCLAIMER

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LAND & WATER RESOURCES DEPARTMENT

## CONSTRUCTION NOTES

CLIENT: DWIGHT LAKE BOAT LANDING

COUNTY: POLK

	Date
Designed <u>KBP</u>	<u>10/22</u>
Drawn <u>KBP</u>	<u>10/22</u>
Checked _____	
Approved _____	

Drawing Name

Date

Sheet 3 of 6



**ENGINEER'S ESTIMATE**  
Dwight Lake Landing Improvements  
Boat Ramp - 4 Panels

Item No.	Item Description	Pay Unit	Estimated Quantity	Unit Price	Bid Amount
1	REMOVE AND DISPOSE EXISTING CONCRETE PANELS	EACH	11	\$ 125.00	\$ 1,375.00
2	SITE PREPARATION AND MINOR GRADING	JOB	1	\$ 500.00	\$ 500.00
3	PRECAST PANEL DELIVERY	JOB	1	\$ 1,220.00	\$ 1,220.00
4	PRECAST CONCRETE PANEL	EACH	4	\$1,350.00	\$ 5,400.00
5	DNR PERMIT FEE	EACH	1	\$303.00	\$ 303.00
*	POLK COUNTY STAFF TIME	JOB	1	\$2,712.00	\$ 2,712.00

TOTAL ESTIMATED COST: \$ 11,510.00

10% CONTINGENCY: \$ 1,150.00

**TOTAL WITH CONTINGENCY: \$ 12,660.00**



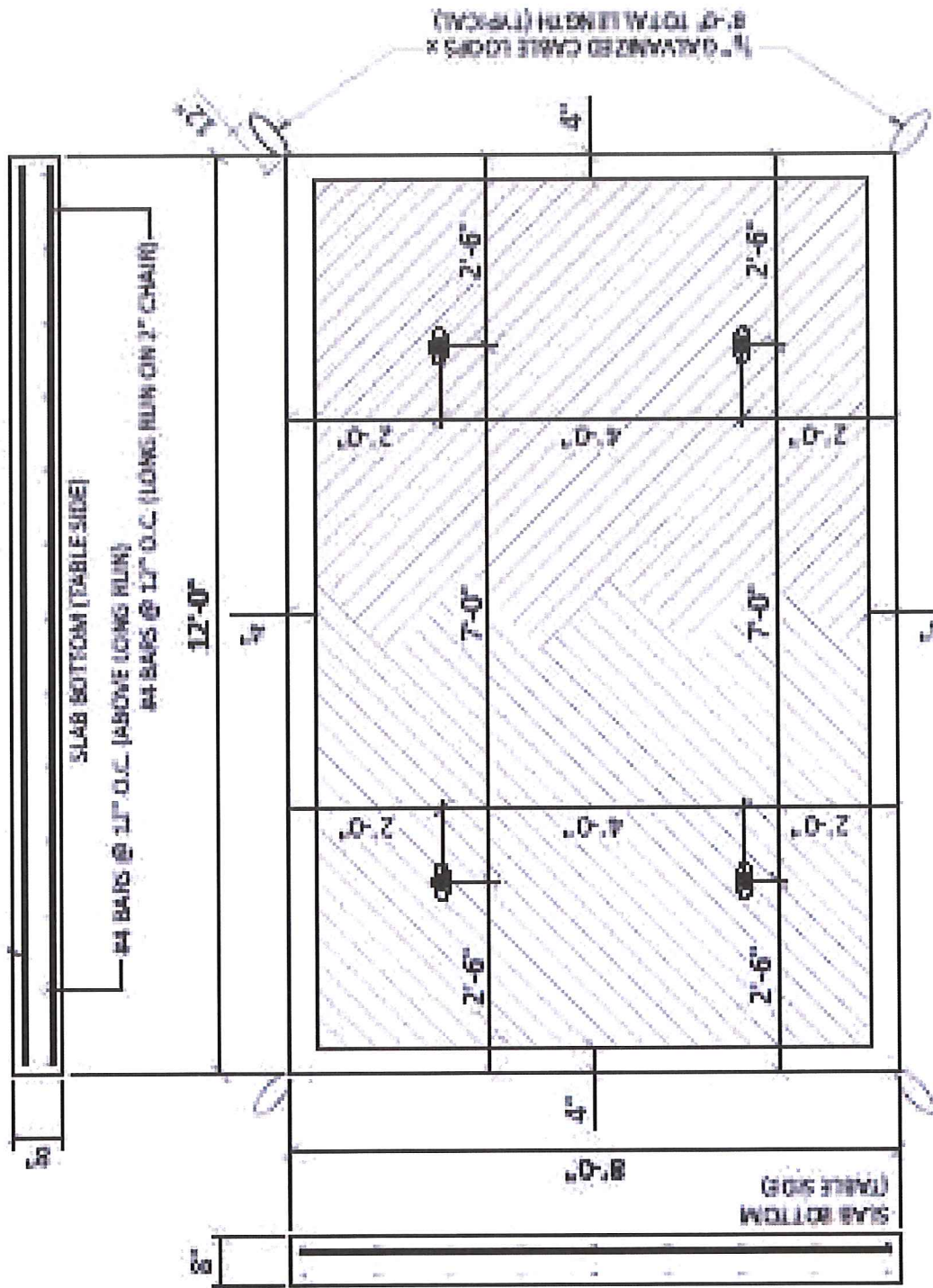




USE GRADE 60 (A601) REBAR  
#4 = 1/2" DIA.  
CONC. = 5,000 PSI @ 28 DAYS

# 6 BOAT LAUNCH PANELS NEEDED

TOP STEEL - #4 BARS @ 12" O.C. (LONG WAVES)



DR ANCHOR

NOTE: STANDARD HUFFCUTT GROVE FINISH

SLAB CURB VARIOUS = 2.37  
VOLUME WEIGHT = 9.480 LBS

1 = 1

PROJECT  
TOWN OF STONE LAKE  
16-093-20

DATE: 10/10/2016  
BY: J. L. HUFFCUTT  
PROJECT: 16-093-20

16-093-20  
16-093-20  
16-093-20

16-093-20  
16-093-20  
16-093-20





# CONSTRUCTION PLAN

PRACTICE(S) OPTION 2 (5 CONCRETE BOAT RAMP PANELS)

LANDOWNER TOWN OF OSCEOLA

ADDRESS 1964 DWIGHT LANE, OSCEOLA, WI 54009

LANDOWNER PHONE NO. (715) 755-3060 COUNTY POLK

TOWNSHIP OSCEOLA T 33 N, R 18 E/W Sec. 26

FIELD OFFICE POLK COUNTY LWRD TELEPHONE NO. (715) 485-8699

DIGGERS HOTLINE

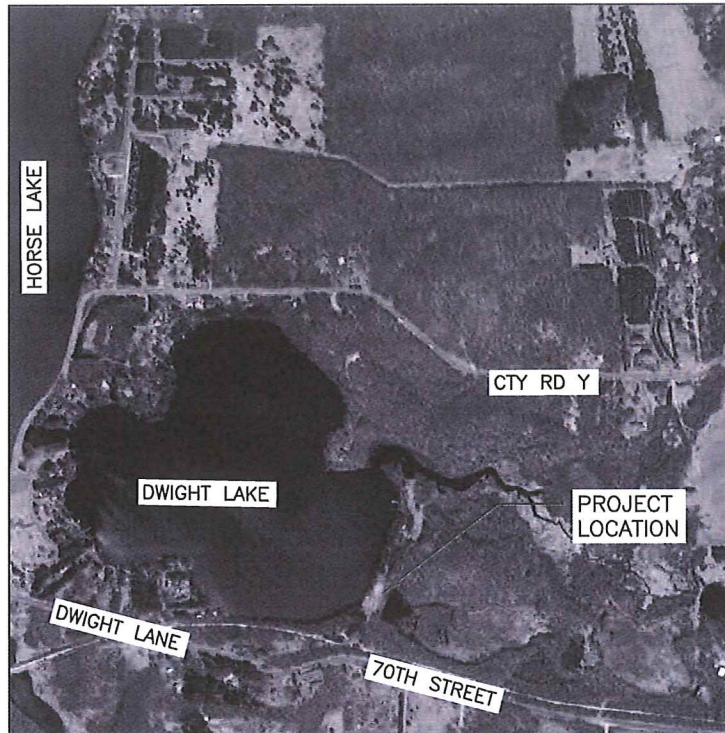
Call 3 Work Days  
Before You Dig!

Nationwide  
811

Toll Free  
1-800-242-8511

TDD  
1-800-542-2289

Website  
www.diggershotline.com



LOCATION MAP

## NOTICE TO LANDOWNERS AND EXCAVATORS

Any representation made by the USDA, Natural Resources Conservation Service, or the POLK County LCD, as to the approximate location or nonexistence of above or under ground hazards does not relieve the owner of the property or the excavator that is hired to complete construction, from notifying Diggers Hotline of the pending construction. You will be liable for damages resulting from construction activities. (Call Diggers Hotline) Ticket # \_\_\_\_\_

Designed by: \_\_\_\_\_ Date: \_\_\_\_\_

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

The installed practices comply with applicable NRCS technical standards and specifications. The "redlined" construction plans (as-built drawings) reflect changes made during construction.

Construction Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Job Approval Class \_\_\_\_\_

Sheet 1 of 6

## ESTIMATED QUANTITIES

ITEM	UNIT	QUANTITY	SHEET NUMBER	WI. CONSTRUCTION SPEC. OR JOB SHEET NUMBER
REMOVE AND DISPOSE EXISTING CONCRETE PANELS	EACH	11	4,5	
SITE PREPERATION AND MINOR GRADING	JOB	1	4	
PRECAST PANEL DELIVERY	JOB	1	4-6	
PRECAST CONCRETE PANEL	EACH	5	4-6	

Quantities are estimated to the neat lines and grades of in-place materials shown on the construction plan unless otherwise stated. Truck yardage, loose fill, shrinkage, etc., must be calculated and compensated for by the contractor preparing a bid or constructing the project.



LAND &amp; WATER RESOURCES DEPARTMENT

## ESTIMATED QUANTITIES

CLIENT: DWIGHT LAKE BOAT LANDING

COUNTY: POLK

Designed KBP 10/22  
 Drawn KBP 10/22  
 Checked \_\_\_\_\_  
 Approved \_\_\_\_\_

Drawing Name  
WI-005Date  
05/15

Sheet 2 of 6

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LAND & WATER RESOURCES DEPARTMENT

## CONSTRUCTION NOTES

CLIENT: DWIGHT LAKE BOAT LANDING

COUNTY: POLK

	Date	
Designed <u>KBP</u>	<u>10/22</u>	
Drawn <u>KBP</u>	<u>10/22</u>	
Checked _____		
Approved _____		

Drawing Name

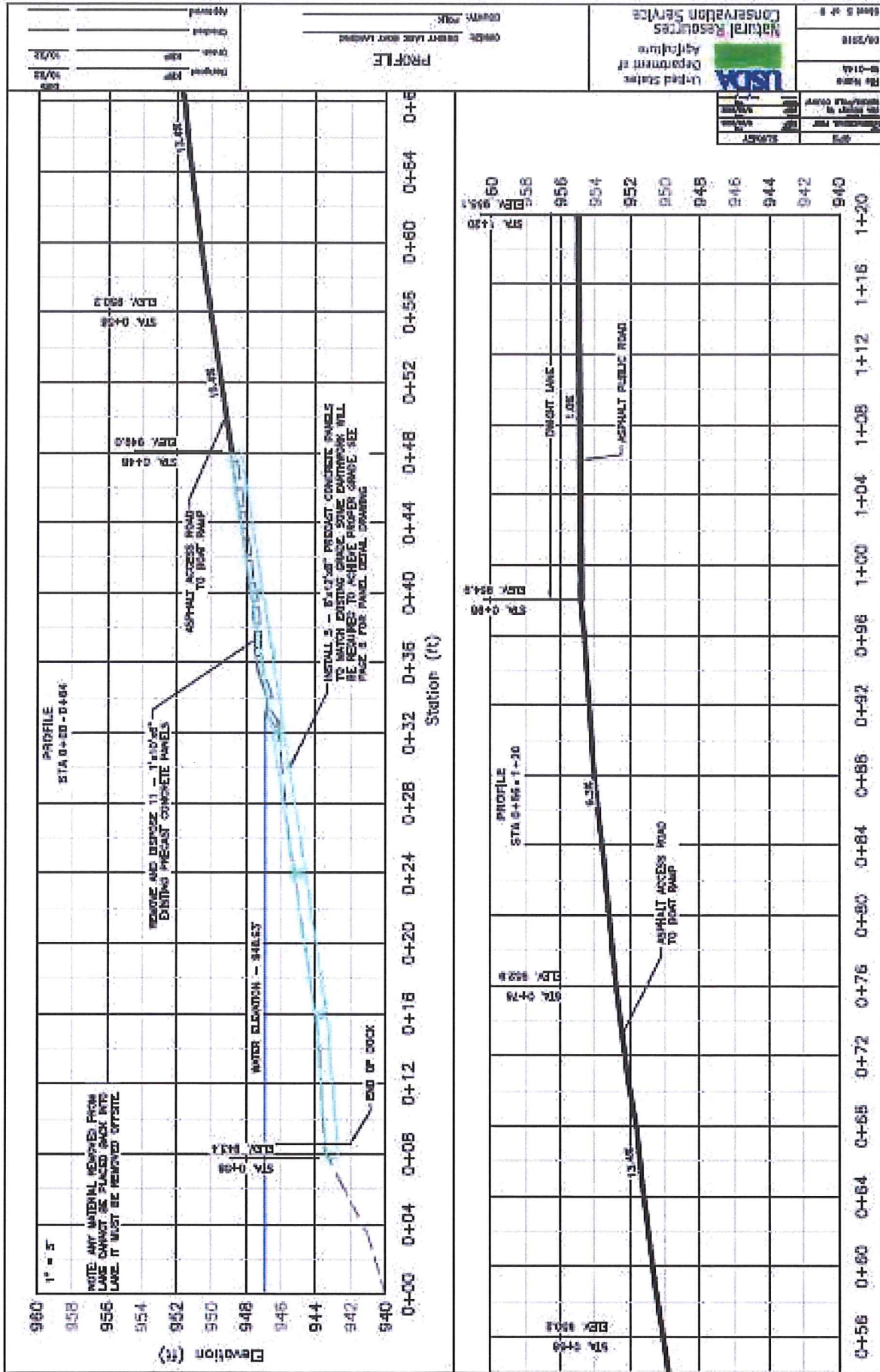
Date

Sheet 3 of 6









**USDA**  
United States  
Department of  
Agriculture  
Natural Resources  
Conservation Service

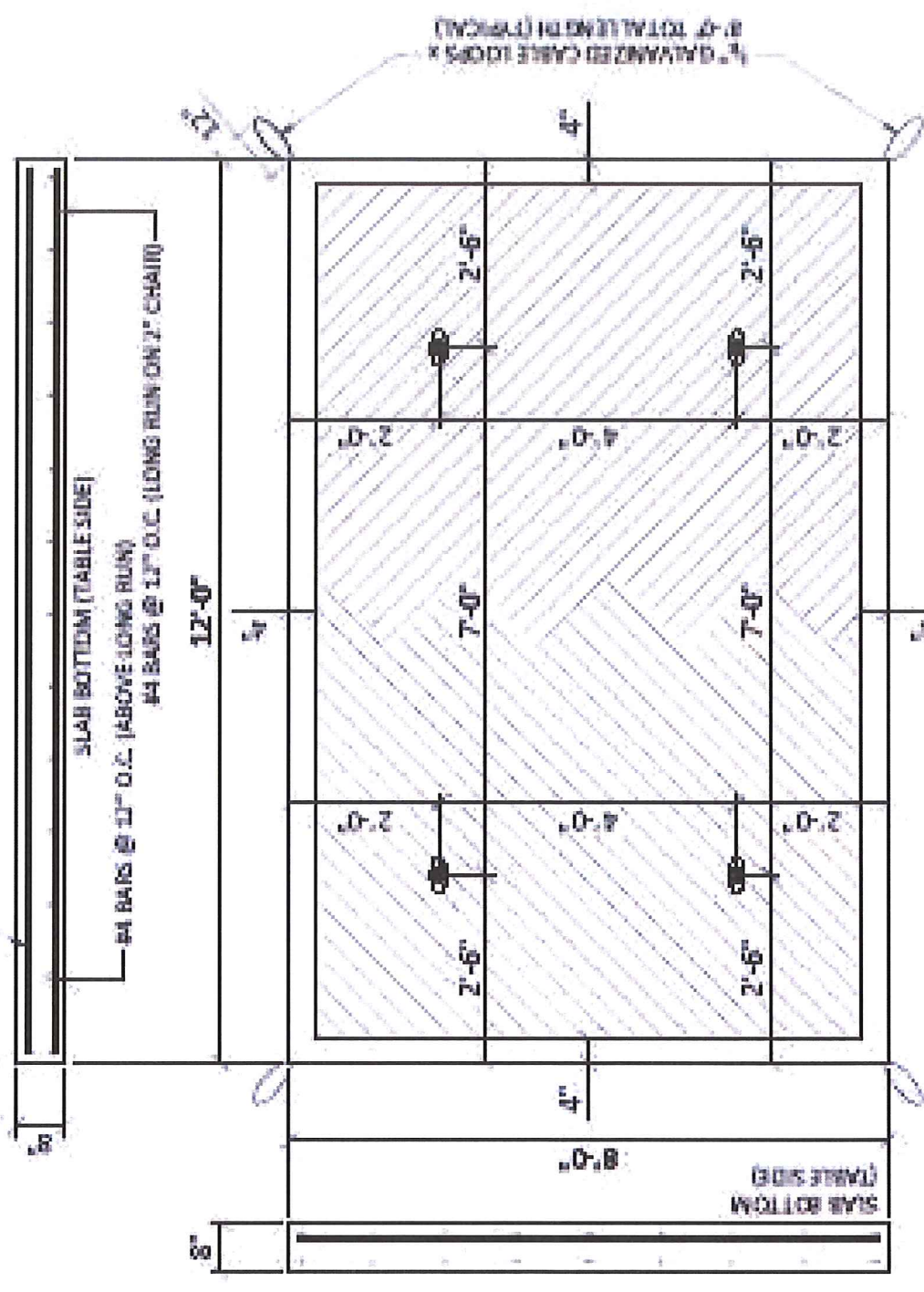
Project: **PROJ**  
Contract: **CONTRACT**  
Drawn: **DATE**  
Checked: **DATE**  
Approved: **DATE**

Sheet 5 of 8  
09/2018  
Revised: 09/2018  
Project: **PROJECT**  
Location: **LOCATION**  
Scale: **SCALE**  
Author: **AUTHOR**  
Reviewer: **REVIEWER**  
Date: **DATE**

USE SAND (60 MILES) RETAIN  
H=12' V=4'  
CONC. = 5,000 PSI @ 28 DAYS

# 6 BOAT LAUNCH PANELS NEEDED

TOP STEEL = #4 BARS @ 12" O.C. (LONGWAYS)



## 1 BOAT LAUNCH PANEL

DR ANCHOR

NOTE: STANDARD HUFFCUTT GROVE FINISH

SLAB CURB VARIOUS = 2 JET  
VAULT WEIGHT = 3,400 LBS



DESIGNED BY: [Name]  
CHECKED BY: [Name]  
DATE: [Date]

PROJECT: [Name]

104 11th Street  
Chippewa Falls, WI 54926  
715.738.2711  
www.huffcutt.com

TOWN OF STONE LAKE  
16-033-20

1 = 1

**ENGINEER'S ESTIMATE**  
Dwight Lake Landing Improvements  
Boat Ramp - 5 Panels

Item No.	Item Description	Pay Unit	Estimated Quantity	Unit Price	Bid Amount
1	REMOVE AND DISPOSE EXISTING CONCRETE PANELS	EACH	11	\$ 125.00	\$ 1,375.00
2	SITE PREPARATION AND MINOR GRADING	JOB	1	\$ 600.00	\$ 600.00
3	PRECAST PANEL DELIVERY	JOB	1	\$ 2,010.00	\$ 2,010.00
4	PRECAST CONCRETE PANEL	EACH	5	\$1,350.00	\$ 6,750.00
5	DNR PERMIT FEE	EACH	1	\$303.00	\$ 303.00
*	POLK COUNTY STAFF TIME	JOB	1	\$2,712.00	\$ 2,712.00

TOTAL ESTIMATED COST: \$ 13,750.00

10% CONTINGENCY: \$ 1,380.00

**TOTAL WITH CONTINGENCY: \$ 15,130.00**