

**TOWN OF OSCEOLA**  
**BOARD OF SUPERVISORS MEETING**  
Tuesday, November 1, 2022 — 6:30 p.m.

Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a regular monthly meeting Tuesday, November 1, 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 and Thompson

**PUBLIC ATTENDEES:** Clerk Skjerven, Treasurer Carlson, Public Works Supervisor Raddatz, Ed Everson, Merle and Dianne Aarthur, Cindy Thorman, Mark Skjerven, Sandy Ball, and Bob Wright. There were three virtual attendees.

**CHECK PRESENTATION AND APPROVAL OF BILLS**

A packet of check detail was provided at the meeting by Treasurer Carlson.

**MOTION BY CRONICK/THOMPSON TO APPROVE THE TREASURER'S LIST OF CHECKS AND AUTOMATED PAYMENTS NUMBERS 18423 THROUGH 18462 TOTALLING \$46,081.57 AS PRESENTED. MOTION CARRIED.**

**ACCEPTANCE OF PROPOSED AGENDA**

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

**MEETING MINUTES**

**MOTION BY CRONICK/THOMPSON TO APPROVE THE 10/3/2022 REGULAR TOWN BOARD MEETING MINUTES, THE 10/17/2022 SPECIAL TOWN BOARD MEETING, AND THE 10/18/2022 BUDGET WORKSHOP MEETING MINUTES. MOTION CARRIED.**

**PUBLIC COMMENT**

There was no public comment.

**PUBLIC WORKS REPORT**

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

- Extending the culvert on 70<sup>th</sup> and repairing the shoulders;
- Repaired a shoulder on Poplar Lake that was washing out;
- Cleaned out debris from beaver dam (just before County Highway K/60<sup>th</sup> Ave.);
- Picked up couplers for extending culvert and signs;
- Extended culvert on 90<sup>th</sup> and 210<sup>th</sup> and repaired shoulder;

- Located new source for gravel for shoulder roads (from the old Polk County Highway Department pit);
- Completed putting up all fire numbers;
- Cleaned up brush from downed trees;
- Cleaned up and put away spray patcher;
- Put hydraulic cylinder back in grader wing arm and mounted the wing;
- Checked sanders and mounted them on the trucks;
- Graded gravel roads as much as possible even with very little rain lately;
- Installed new tires on the International truck;
- Removed boat docks from lakes;
- Put together hours and pictures for 90<sup>th</sup> culvert reimbursement paper work;
- Working on the 2023 and five-year road plan;
- Starting to haul salt and sand for upcoming winter season;
- Continuing to mow ditches as much as possible with other higher-priority work efforts going on;
- Brought International truck to Cameron to have the transmission looked at;
- Removed garbage cans and porta potty units from the boat landings

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 went over the Town's current bank balances from MidwestOne as of November 1, 2022: General Fund \$22,504.82; General Money Market Account \$175,329.36; Tax Receipt Account \$237,701.74; Dresser Traprock Assurance \$15,062.97; ARPA \$290,503.72; and Public Works Capital \$50,290.42. All Town account balances at Royal Credit Union have been moved to MidwestOne.

Carlson also shared with the Board the latest Profit and Loss Budget vs. Actual report through November 1<sup>st</sup>. Carlson identified for the Board those items/sections of interest which were highlighted on the shared report.

Carlson is working on preparing for the Public Hearing on the Budget scheduled for Monday, November 14<sup>th</sup> at 6:30 p.m.

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

#### **CLERK'S REPORT**

Clerk Skjerven gave a report out of work activities during the month of October, involving: Drafting of one ordinance (to adopt the Wisconsin Municipal Records Schedule); dissemination of one building permit (for new construction), alone with one driveway permit; there were three meetings held during October.

Skjerven received six public records requests, had published one ad relating to voting by absentee ballot (which was a shared ad with three other neighboring towns), made updates to the Town's website to the Board Committee and Board member information, meeting notices and minutes, and posted for elections the 'voting by absentee ballot' information. Skjerven continues to get requests for burning permits (there were 83 requests as of the end of October). Related to elections, Skjerven is preparing for the November General Election: poll books and the election-day bag of materials were picked up from the Polk County Deputy Clerk, posting of one notice, prepared poll workers for the election day work schedule, preparing for the public test of voting equipment, distributed(ing) absentee ballots (via mail and/or in-person): thus far 168 absentee ballots; Skjerven tracks the return of them, keeps the Absentee Ballot Log updated; sets up new voter registrations that come in.

Skjerven also pointed out to the Board that Polk County has updated/revamped the Polk County website, and currently the 'Town Officials' contact information for the Town of Osceola is missing from the page area. Polk County will be working to get the Town's contact information re-inserted onto that page area as quickly as possible.

Skjerven informed the Board she is preparing to have posted by mid-November the "Type A" Notice of the Spring 2023 Election (April 4, 2023) which informs the public of the Town Board offices to be elected to succeed the present listed incumbents.

## **OLD BUSINESS**

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

Supervisor Cronick mentioned three options for replacing the Dwight Lake boat landing had been received from Polk County Land & Water Resources Department. The proposals varied from replacement of four panels (minimum) or five panels, to five panels including replacement of native vegetation planting, with pricing estimates ranging from \$12,660.00 to \$17,270.00. The 2023 Town budget includes \$15,000.00 for this project. Four panels would extend the current boat landing by nearly double the current size, and five panels would bring the landing out to approximately the length of the dock. Cronick will ask Polk County Land & Water what is the timing needed by the Town Board to decide and approve the preferred option, which option they prefer, what other resources may be needed from the Town, and to confirm the anticipated construction completion would be Summer of 2023.

### **CONSIDER ROAD STRIPING STANDARDS**

Chair Lindh shared with the Board an updated Town Road map showing road line striping 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., along with Town recommendations to include (5) 90<sup>th</sup> Ave. and (6) Oak Drive. Consideration was discussed to also stripe 240<sup>th</sup> St. south of M potentially; a further review of traffic will be done by the Public Works staff.

### **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 with an update to the expiration of the proposal to December 17<sup>th</sup> 2022. The Town has budgeted in 2023 for one-half of the estimated costs (\$4,475) and the other one-half would be budgeted in 2024 (to also include the annual charges). The outcome of the Town Public Budget Hearing will aid to determine next steps.

### **CONSIDER RECORD RETENTION PROJECT**

Skjerven shared with the Board a reminder of the 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, including completion of the Notification of General Schedules Adoption form provided by the Public Records Board to submit to State Archivist as 'Step 1' to indicate the Town's requests to opt in to the entire General Records Schedule. Skjerven also shared with the Board a draft of the potential Ordinance to use to adopt the Wisconsin Municipal Records Schedule, and drafts of potential changes to the Chapter 3 Finance and Taxation Ordinance—primarily relating to Public Access to Records, and Destruction of Records.

MOTION BY LINDH/THOMPSON TO APPLY FOR THE NOTIFICATION OF GENERAL RECORDS SCHEDULE ADOPTION WITH THE STATE ARCHIVIST. MOTION CARRIED.

### **NEW BUSINESS**

#### **CONSIDER REVIEW OF FIVE-YEAR ROAD IMPROVEMENT PLAN**

Chair Lindh shared with the Board the current working version of the proposed five-year road improvement plan being put together by Public Works Supervisor Raddatz, which is needed for inclusion in a grant submission for 2023: primarily to include the work to pulverize and repave 70<sup>th</sup> Avenue, from 210<sup>th</sup> Avenue to CTH M. Raddatz will also continue to draft updates to the five-year road improvement plan to present to the Board.

MOTION BY CRONICK/THOMPSON TO APPROVE THE FIVE-YEAR ROAD IMPROVEMENT PLAN WITH AN UNDERSTANDING WHEN DOING THE CHIPSEAL/FOG WORK THAT REPAINTING/STRIPING WILL ALSO BE NEEDED IF THE ROAD WAS INTENDED TO BE STRIPED. MOTION CARRIED.

Carlson will proceed with applying for the Local Road Improvement Program (LRIP) grant.

#### **CONSIDER INCLUSION OF THE TOWN TAX LETTER COMMUNICATIONS ORDINANCE NO. 18-04-04: SNOW & DEBRIS REMOVAL FROM PUBLIC ROADS AND ROAD RIGHT OF WAYS**

Skjerven reminded the Board about this topic that was brought up late in the 2021 Winter season to remind Town residents of this Ordinance which indicates that putting snow in the Town road and/or road right of way by a resident's property is not allowed.

Carlson pointed out there would be an additional estimated cost of \$300.00 that the external mailing services provider would charge for inclusion of this communications in the tax letter mailing. A decision would need to be made by the week of the 14<sup>th</sup> of November so Carlson can accordingly inform the mailing services provider.

MOTION BY THOMPSON/CRONICK TO INCLUDE A REMINDER INSERTION OF ORDINANCE NO. 18-04-04 REGARDING SNOW AND DEBRIS REMOVAL FROM PUBLIC ROAD AND ROAD RIGHT OF WAYS IN THE TOWN'S TAX LETTER MAILING. MOTION CARRIED.

### **CHAIR'S REPORT**

Nothing further to report.

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

There was a Fire Board meeting this past month where it was communicated there are two new firefighters on the department.

The Plan Commission met on October 25<sup>th</sup> and they are reviewing the Comprehensive Plan and discussion the possibility of having a survey done with Town residents.

**SUPERVISOR'S REPORT/THOMPSON**

Thompson expressed a desire to re-visit the vacant Town Board Supervisor positions regarding the delay in not filling them until the April 2023 election.

**COMMITTEE REPORTS: CONSIDERATION/REVIEW/DISCUSSION**

Finance: Cronick indicated the Committee had met to prepare the budget, and the Board held the Budget Workshop. In Cronick's view, the Town's budget looks like it may be acceptable for 2023 and 2024 due to ARPA funds being available; and, starting in 2025 the budget could get tighter. Preparations are underway for the upcoming Town Public Budget Hearing scheduled for Monday, November 14<sup>th</sup>.

Media & Technology: Nothing to report. Thompson indicated a desire to discuss further with Treasurer Carlson the sound issues being experienced with virtual meetings.

Personnel Committee: There was a Special Town Board Meeting held on November 1<sup>st</sup> to discuss changes to the Town's Employee Handbook. The Board would like to regroup to discuss the latest updated version of the Employee Handbook and to continue making potential changes. A meeting date and time was tentatively agreed to for meeting on Monday, December 5<sup>th</sup>, 5:00 p.m. (prior to the December 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 Next Steps Toward Possible Appointments for Vacant Town Board Supervisor Positions
  - Consider Dwight Lake Boat Landing Improvements
  - Consider Next Steps on Review of Town Ordinances
- New Business:
  - Consider Next Steps on Records Retention Project
  - Consider Use of Election Voting Machines

**SPECIAL TOWN BOARD MEETING TO CONDUCT EMPLOYEE REVIEWS OF TOWN STAFF POSITIONS**

November 10, 2022, 5:30 p.m.

**PUBLIC BUDGET HEARING, SPECIAL TOWN MEETING, AND SPECIAL TOWN BOARD MEETING**

November 14, 2022, 6:30 p.m.

**NEXT PLAN COMMISSION MEETING**

November 22, 2022, 6:00 p.m.

**NEXT TOWN BOARD MEETING**

December 5, 2022, 6:30 p.m.

**COMMUNITY MEETINGS BOARD MEMBERS ATTEND**

None scheduled at this time.

**ADJOURN**

MOTION BY CRONICK/THOMPSON TO ADJOURN THE TOWN BOARD MEETING TUESDAY, NOVEMBER 1, 2022. MOTION CARRIED. The meeting adjourned at 7:37 p.m.

**To be approved:** December 12, 2022

Approved:

12/12/22  
Denise Skjerven  
Denise Skjerven, Town Clerk