

CONSTRUCTION PLAN

PRACTICE(S) OPTION 3 (5 CONCRETE BOAT RAMP PANELS - GULLY REPAIR - NATIVE PLANTING)

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

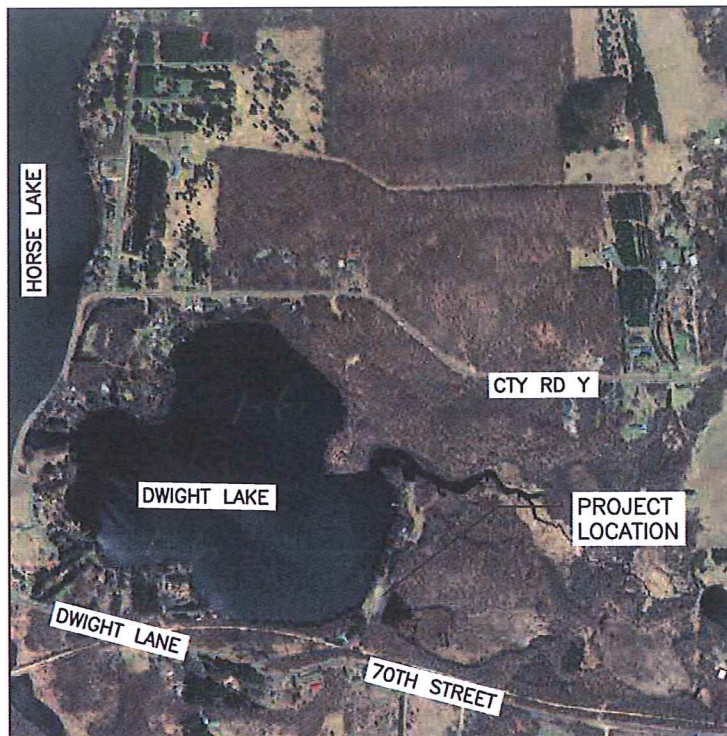
Call 3 Work Days
Before You Dig!

Nationwide
811

Toll Free
1-800-242-8511

TDD
1-800-542-2289

Website
www.diggershotline.com



Not to
Scale

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 7

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	5	4-6	
NATIVE VEGETATION PLANTING (approx. 1250 sq.ft.)	JOB	1	4,7	
STRAW MULCH	JOB	1	4	
GEOSYNTHETIC GRID MATTING WITH EARTH ANCHORS (approx. 144 sq.ft.)	JOB	1	4	

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 & WATER RESOURCES DEPARTMENT

ESTIMATED QUANTITIES

CLIENT: DWIGHT LAKE BOAT LANDING

COUNTY: POLK

Designed KBP Date 10/22Drawn KBP Date 10/22

Checked _____

Approved _____

Drawing Name
WI-005Date
05/15

Sheet 2 of 7

CONSTRUCTION NOTES

1. ALL UNDERGROUND HAZARDS AND UTILITIES MUST BE INVESTIGATED PRIOR TO CONSTRUCTION. NOTIFICATION OF AFFECTED UTILITY COMPANIES IS THE RESPONSIBILITY OF THE CONTRACTOR. CONTACT DIGGERS HOTLINE AT LEAST THREE DAYS PRIOR TO START OF CONSTRUCTION.
2. A PRE-CONSTRUCTION MEETING SHALL BE SCHEDULED WITH POLK COUNTY LWRD PERSONNEL, THE CONTRACTOR, AND THE LANDOWNER PRIOR TO CONSTRUCTION START-UP.
3. THE CONTRACTOR AND/OR LANDOWNER SHALL NOTIFY POLK COUNTY LWRD AT LEAST 3 DAYS PRIOR TO START-UP OF CONSTRUCTION.
4. ALL WORK TO BE PERFORMED IN ACCORDANCE WITH APPLICABLE CONSTRUCTION SPECIFICATIONS (SEE PROJECT MANUAL).
5. INITIAL SURVEY LAYOUT WILL BE PERFORMED BY POLK COUNTY IF REQUIRED. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROVIDE ADDITIONAL GRADE STAKES DURING CONSTRUCTION AS NECESSARY, OR IF DAMAGED BY THEIR OPERATIONS.
6. ANY MATERIALS MUST BE ON-SITE AT THE TIME OF CONSTRUCTION AND MUST BE APPROVED BY THE ENGINEER/TECHNICIAN PRIOR TO INSTALLATION.
7. DESIGN BASED ON PRECAST CONCRETE PANELS WITH DIMENSIONS OF 8'W x 12'L x 8"H. CONSULT WITH POLK COUNTY TECHNICIAN IF OTHER PANEL SIZES ARE TO BE USED.
8. LAYOUT OF CONCRETE PANELS MAY VARY SLIGHTLY FROM WHAT IS SHOWN ON PLAN AS LONG AS THEY ARE PLACED IN A WAY THAT ENSURES EFFICIENT LOADING AND UNLOADING OF WATERCRAFT.
9. OVERHANGING TREES OR BRANCHES MUST BE REMOVED PRIOR TO DELIVERY OF PANELS.
10. ANY EXCESS MATERIAL MAY NOT ENTER THE LAKE AND MUST BE REMOVED OFFSITE OR DISPOSED OF IN AREA THAT WILL NOT DRAIN BACK INTO DWIGHT LAKE.
11. AVOID DISTURBANCE OF ANY EXISTING AQUATIC VEGETATION.
12. INSTALL GEOSYNTHETIC GRID MATTING TO PREVENT FURTHER WASHOUT OF SMALL GULLY ON EDGE OF ASPHALT ACCESS. USE MANUFACTURERS RECOMMENDATION FOR ANCHORING TECHNIQUE. CONSULT WITH TECHNICIAN ON ACCEPTABLE MATERIAL TYPES. SOME MINOR SHAPING AND FILL MAY BE REQUIRED TO ACHIEVE DESIRED GRADE FOR MATTING.
13. SEED WITH NATIVE SEED MIX PRESCRIBED DURING ACCEPTED SEEDING DATES. SITE PREPARATION MAY BE REQUIRED PRIOR TO SEEDING INCLUDED MOWING, SPRAYING, OR ADDITION OF TOPSOIL.
14. SEED AND APPLY MULCH TO ALL OTHER DISTURBED AREAS AS SOON AS POSSIBLE AFTER CONSTRUCTION.

DISCLAIMER

THIS DESIGN WAS NOT COMPLETED BY A PROFESSIONALLY LICENSED ENGINEER AND THEREFORE THIS PLAN IS ONLY TO BE USED AS TECHNICAL ASSISTANCE. THE ANALYSIS OF THIS PROJECT IS COMPLETED WITH THE ACKNOWLEDGEMENT THAT THE CONTENT OF THIS PLAN IS NOT BACKED BY AN ENGINEER WHO HAS PROFESSIONAL CREDENTIALS TO ANALYZE OR DESIGN PUBLIC CIVIL FEATURES IN THE STATE OF WISCONSIN. ALTHOUGH THE SOFTWARE, DESIGN TOOLS, AND ENGINEERING PRINCIPLES REFERENCED IN THIS REPORT WERE DESIGNED AND ARE USED FREQUENTLY BY PROFESSIONALLY LICENSED ENGINEERS, THE ACCURACY OF THIS SPECIFIC DESIGN CANNOT BE GUARANTEED.



LAND & WATER RESOURCES DEPARTMENT

CONSTRUCTION NOTES

CLIENT: DWIGHT LAKE BOAT LANDING

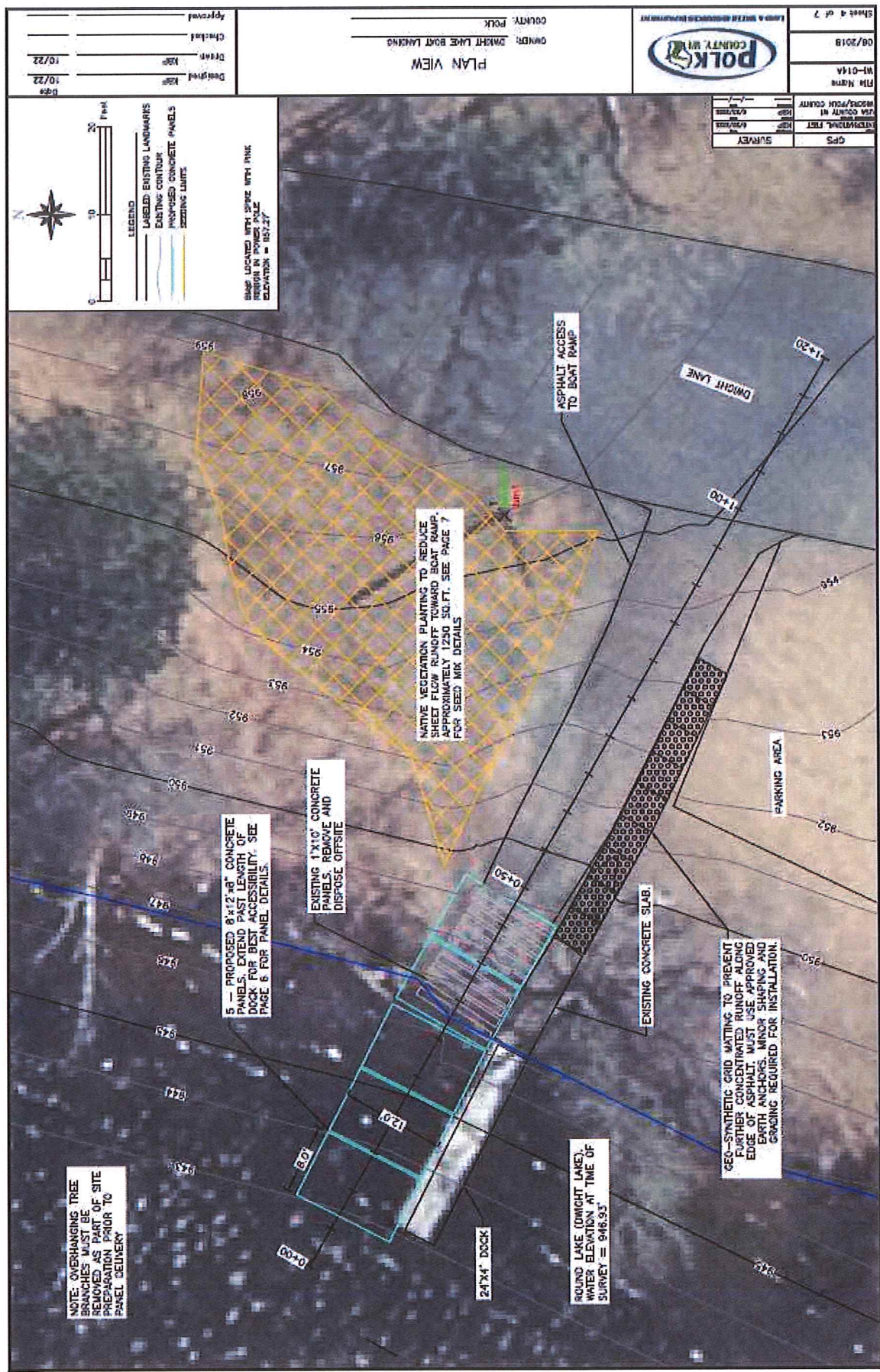
COUNTY: POLK

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

Drawing Name

Date

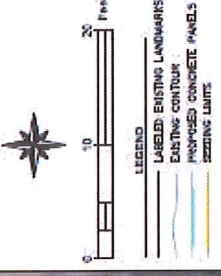
Sheet 3 of 7



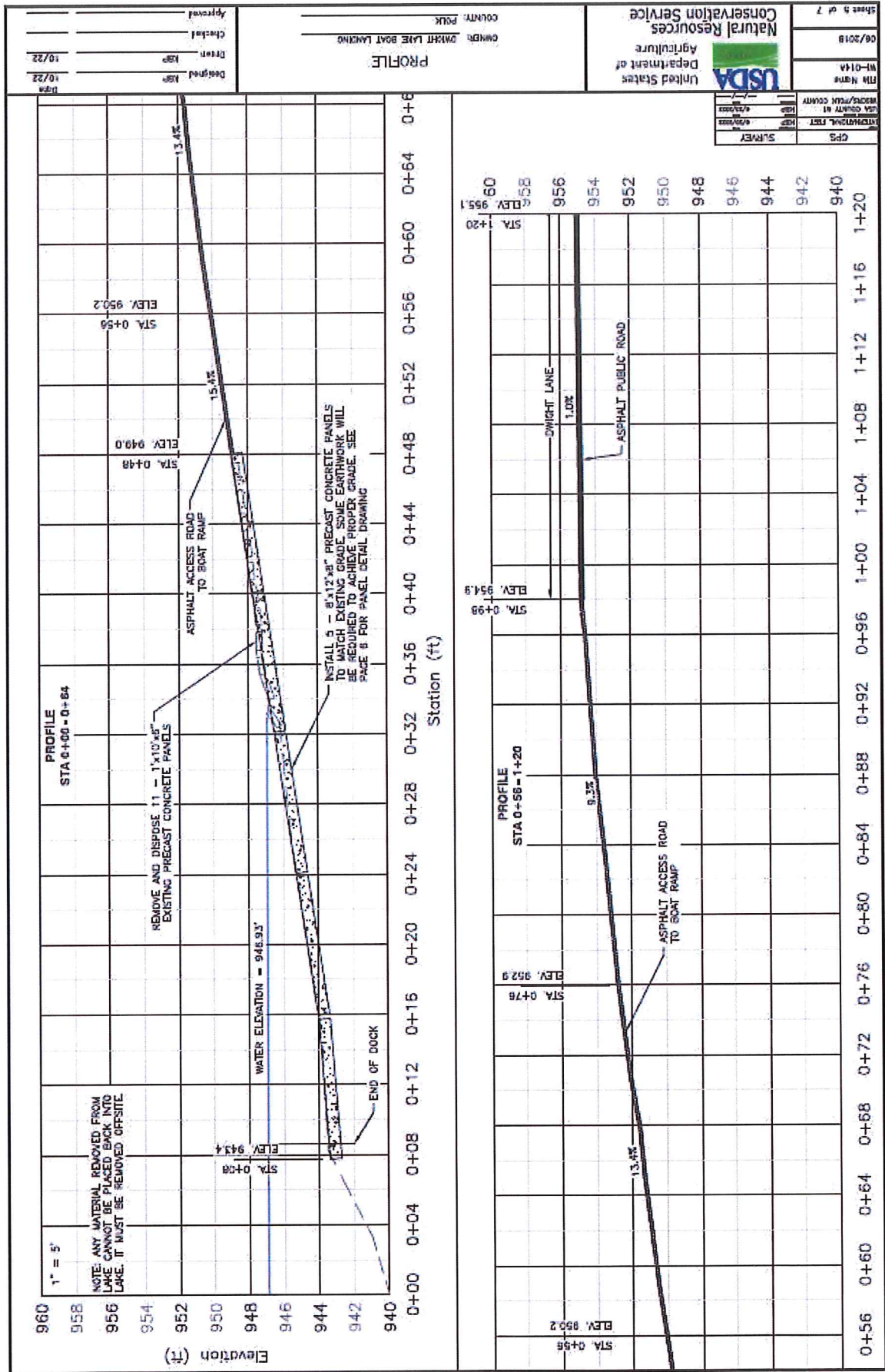
OWNER: DWIGHT LAKE BOAT LANDING
COUNTY: POLK

DESIGNED: KSP
CHECKED: KSP
DATE: 10/22

Sheet 4 of 7
06/2018
WI-014A
File Name
PROJECT: DWIGHT LAKE BOAT LANDING
LOCATION: POLK COUNTY, WI
DATE: 06/2018
BY: KSP
CHECKED: KSP
DATE: 10/22
GPS SURVEY



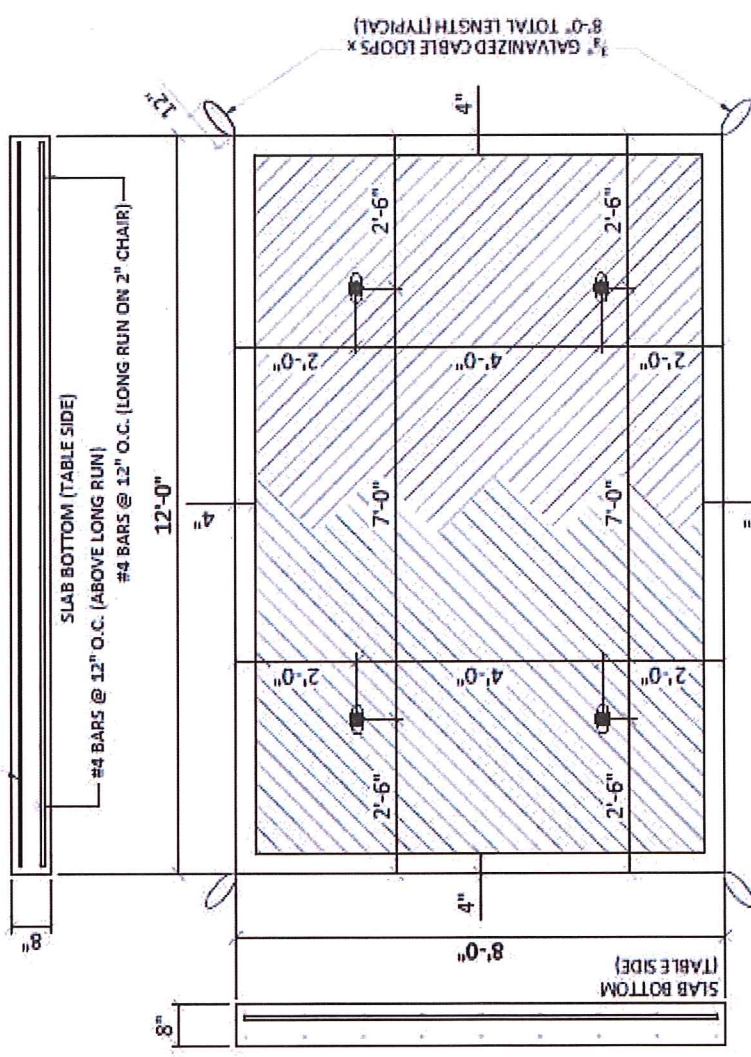
BLSP LOCATED WITH SPICE WITH PINK
ELEVATION = 946.93'



USE GRADE 60 (A615) REBAR
H = 11" V = 11"
CONC = 3,000 PSI @ 28 DAYS

6 BOAT LAUNCH PANELS NEEDED

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



1 BOAT LAUNCH PANEL
TABLE 12' x 14'6"

SLAB CUBIC YARDS = 2.37
VAULT WEIGHT = 9,480 LBS

NOTE: STANDARD HUFFCUTT GROVE FINISH

DR ANHCO



4154 12th Street
Cape Town, WI 53705
HUFFCUTT
CONCRETE
Paving, Formwork, and
Construction Services
Phone: 608.723.7111
Fax: 608.723.7112
www.huffcutt.com

PROJECT: TOWN OF STONE LAKE
16-033-20

1 - 1

ENGINEER'S ESTIMATE
Dwight Lake Landing Improvements
Boat Ramp - 5 Panels - Gully Repair - Native Planting

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	\$ 750.00	\$ 750.00
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	NATIVE VEGETATION PLANTING (approx. 1250 square feet)	JOB	1	\$ 450.00	\$ 450.00
6	STRAW MULCH	JOB	1	\$ 250.00	\$ 250.00
7	GEOSYNTHETIC GRID MATTING WITH EARTH ANCHORS (approx. 144 sq.ft)	JOB	1	\$ 1,100.00	\$ 1,100.00
8	DNR PERMIT FEE	EACH	1	\$303.00	\$ 303.00
*	POLK COUNTY STAFF TIME	JOB	1	\$2,712.00	\$ 2,712.00

TOTAL ESTIMATED COST: \$ 15,700.00

10% CONTINGENCY: \$ 1,570.00

TOTAL WITH CONTINGENCY: \$ 17,270.00

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CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-28163-1

Date:

8/12/2022 12:34 PM

Expires On:

12/17/2022

Client:

OSCEOLA TOWN (POLK COUNTY), WISCONSIN

Bill To:

 OSCEOLA TOWN (POLK COUNTY),
WISCONSIN

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Sarah Bydalek	x	sarah.bydalek@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
300.00	Recodification	Recodification INC Subdivision (29.83 per page) INC 3 Books, tabs, binders	One-time	USD 8,949.00
1.00	Full-Service Supplementation Subscription	Full-Service Supplementation Subscription - Semi Annual	Renewable	USD 1,300.00
1.00	Printed Copies and Freight Included – up to [#] copies	Printed Copies and Freight Included - 3	Renewable	USD 0.00
1.00	Semi-Annual Electronic Supplementation Service Included	Online Supplementation will begin with the ordinances received on a semi-annual basis.	Renewable	USD 0.00
1.00	Semi-Annual Print Supplementation Service Included	Print Supplementation will begin with the ordinances received from the municipality on a semi-annual basis.	Renewable	USD 0.00
1.00	CodeBank Subscription	CodeBank Subscription	Renewable	USD 150.00
1.00	Online Code Hosting	Online Code Hosting	Renewable	USD 450.00
1.00	OrdBank Subscription	OrdBank Subscription	Renewable	USD 325.00
Total Investment Initial Term			USD 8,949.00	
Annual Recurring Services			USD 2,225.00	

Total Days of Quote:365

1. This Statement of Work ("SOW") is between ("Client") and CivicPlus, LLC (the "Service Provider"), and shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at <https://www.civicplus.com/master-services-agreement> ("MSA"), to which this SOW is hereby attached. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.

2. This SOW shall remain in effect for an initial term starting on January 1, 2023 and ending eighteen (18) months from January 1, 2023 or Service Provider's shipment of the final code, whichever occurs earlier ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW may be renewed for an additional 1-year renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
3. The Total Investment Initial Term shall be invoiced as follows:
 - a. January 1, 2023: 25%
 - b. Upon submission of the Legal Memorandum: 25%
 - c. Upon Submission of Proofs: 25%
 - d. Upon Delivery: Balance of Total Investment Initial Term.
 - e. Any additional costs will be billed separately, upon delivery.
4. The initial Annual Recurring Services shall be invoiced eighteen (18) months January 1, 2023 or upon Service Provider's shipment of the final code, whichever occurs earlier ("Annual Services Start Date"). Subsequent Annual Recurring Services shall be invoiced on the anniversary date of the Annual Services Start Date of the relevant calendar year and subject to a 5% annual increase each Renewal Term following the Annual Services Start Date.
5. Codification Services shall Include: Pages with single column and 10 point font unless otherwise listed above; receipt, review and organization of materials; Legal analysis and research by a full-time Service Provider attorney; Preparation of a legal memorandum by a Service Provider attorney; 3-hour Teleconference with attorney (additional time billed at \$150/hr); Implementation of approved legal findings; one draft copy of code with approved changes ("Proofs"); Updating State Law references; Editorial preparation, proofreading, and page formatting; Indexing; Tables; graphics and tabular matter; Final proofreading and corrections; Quality control review and printing – an amount of printed copies set forth in the line items above, to include 3-post stamped binder and tabs; and Sample adopting ordinance prepared by a Service Provider attorney. "Tables" shall include: supplement history table, code comparative table, and ordinance history table. An additional hourly charge shall be assessed for the creation, modification, addition or updating of any table or schedule other than those enumerated herein.
6. Codification Services do NOT include: freight; state sales tax; or any annual recurring services.
7. Client understands and agrees that the Total Investment for Codification Services may be increased by the addition of legislation or materials; or pages over the amount of pages with columns and font size listed in the line items above which may be added at the per page rate agreed upon by the Parties based on column and font size listed above. Legislation added to the project must be approved and received prior to the cutoff date established by the parties. Following the delivery of the final code draft for client proofing (the "Proof"), any extensive changes requested in the Proof content, and/or any material added to the Proof that was not previously contemplated by the parties, will be subject to an additional "Proof Update" fee. Proofs not returned within 45 days may be subject to a Proof Update fee.
8. Client agrees to provide all necessary and correct documentation, materials and communication in a timely manner as agreed upon by the parties following execution of this SOW. Service Provider shall not begin work under this SOW until all necessary documentation, materials, of a general and permanent nature and in a useable format (MS WORD or editable PDF), and communication are received. Service Provider will not be liable or responsible for any delay in the time or completion of the services due to the action or inaction of Client
9. Adhering to an established schedule of deadlines is critical to the success of this project and will ensure the contents of the Legal Memorandum remain current and complete at the time the final code ("Code") is adopted and republished. To ensure a successful project completion, it's important that a conference between the parties is held to discuss the findings of the Legal Memorandum within 45 days of its receipt, and that the subsequent Proof the Service Provider provides be returned within 45 days with any revisions noted. If the Proof is not returned within 45 days, additional update fees may apply. Client acknowledges Service Provider reserves the right to ship and close out any project if no feedback to the Proof is received within 45 days.

10. Client acknowledges Service Provider does not permanently retain prior versions of the legal Code or any other work product.

11. Additional services, including but not limited to, additional labor required because of delays, errors or omissions on the part of Client, may be purchased upon mutual written agreement between the parties.

12. Client acknowledges that Service Provider may provide legal analysis through codification, Codification or legal review services. Unless indicated otherwise, information sent via Internet email or through websites cannot be guaranteed to be confidential. Client further acknowledges that any legal analysis provided by Service Provider is provided to Client's legal counsel for their use and direction and is not intended to be legal advice nor is it intended to substitute for the advice or services of an attorney. Additionally, no attorney-client relationship can be established under this SOW.

13. The Parties agree that notwithstanding the indemnification covenants at Section 15 of the MSA, shall not apply to public interpretation of Legal Code or work product. Service Provider shall not be responsible for the legal sufficiency or copyright infringement of any material initially or subsequently published.

Additional Terms and Conditions:

If Annual Recurring Supplement Services is included in the services to be delivered under this SOW, the following terms apply:

1. Annual Recurring Supplement Services does NOT include:
 - Additional copies, reprints, binders and tab orders;
 - Documents that contain tables, graphics, unique formatting requirements, or any other form-based code requirements;
 - Legal work, creation of fee schedules, gender neutral review/implementation, external linking;
 - Codifying complete replacement of complex subject matter such as, but not limited to, Zoning (or equivalent). This work is subject to a one-time editorial conversion fee and an increase in the annual supplement rate and online hosting fee(s). Quote provided upon receipt of material;
 - Codifying a newly adopted full Chapter/Title/Appendix. This may be subject to a one-time additional editorial fee and an increase in the annual supplement rate and online hosting fee(s). Material to be reviewed upon receipt;
 - Codifying a newly adopted term change legislation. This may be subject to a one-time additional editorial fee. Material to be reviewed upon receipt;
 - The addition of Manuals, Policies, Procedures, Comprehensive Plans, Land Use, Unified Codes, Zoning (or equivalent). Quotation upon request; and
 - Online Code hosting and online features.
2. In the event Client wishes to increase its Supplement Updates frequency, Client agrees to pay an annual increase in an amount to be agreed upon between the parties, such amount to be prorated from the time of purchase to align with Client's Renewal Date. Client shall provide CivicPlus with written notice, email is sufficient, of its intent to acquire such services. Rush Supplement requests will be assessed an additional one-time fee.

If Legal Review is included in the services to be delivered under this SOW, the following terms apply:

1. Legal Review services include legal review of Client's Code of Ordinances ("Code") as published, to ensure conformity with state statutes and to identify any areas of possible legal concern. The review will also determine if there are any inconsistencies or conflicts within the legislation itself. Service Provider will notate any state law references within the Code that need to be updated in the memorandum. Legislation not currently included in the Code can be reviewed for an additional fee. Within 30 days of Client's receipt of the Legal Memorandum, Client may purchase an optional conference, via telephone or webinar, to review the Legal Memorandum and Service provider's recommendations, to be billed at Service Provider's current rates. The Legal Review services excludes implementation of any recommendations.

If Self Publishing Software is included in the services to be delivered under this SOW, the following terms apply:

1. Client's responsibilities include:
 - a. Providing all code and/or book material to be converted to the Self-Publishing Software frame in digital format. The destination format for storage and presentation of the Client's document will be in the form of standard HTML and PDF;
 - b. Participating in the training necessary to use the software for the publication and integration of enacted legislation, and the drafting of future ordinances for self-updating; and
 - c. Integrating all future legislation into the existing code and continue to use the Self-Publishing Software to update and maintain any additional Client publications (unless for an additional fee the Service Provider is utilized for this service).
2. Client may add additional publications to the Self Publishing Software services purchased herein at an additional annual rate for each added publication, to be agreed upon by the parties, including without limitation: Minutes; Policies and Procedures; Resolutions; Public Works; Construction Standards; Plans; Charters, Museums, Airports.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the MSA terms and conditions found at: <https://www.civicplus.com/master-services-agreement>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

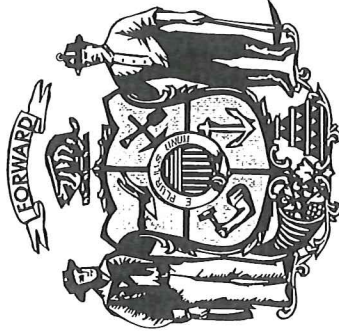
Organization		URL
Street Address		
Address 2		
City	State	Postal Code
CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.		
Emergency Contact & Mobile Phone		
Emergency Contact & Mobile Phone		
Emergency Contact & Mobile Phone		
Billing Contact		E-Mail
Phone	Ext.	Fax
Billing Address		
Address 2		
City	State	Postal Code
Tax ID #		Sales Tax Exempt #
Billing Terms		Account Rep
Info Required on Invoice (PO or Job #)		
Are you utilizing any external funding for your project (ex. FEMA, CARES):		
Y [] or N []		
Please list all external sources:		
Contract Contact		Email
Phone	Ext.	Fax
Project Contact		Email
Phone	Ext.	Fax

General Records Schedule

Wisconsin Municipal and Related Records

Approved by the Public Records Board:

August 27, 2018



Expiration: August 27, 2028

For use by all units of Wisconsin Government at the Municipal level

Notification of General Records Schedule Adoption

Schedule Title: _____ Date: _____

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: _____

Address: _____

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- ☐ Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- ☐ Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- ☐ Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

TOWN OF OSCEOLA
POLK COUNTY WISCONSIN

ORDINANCE # 22-11-01

TO ADOPT THE WISCONSIN MUNICIPAL RECORDS SCHEDULE

The Town Board of Supervisors of the Town of Osceola, Polk County, Wisconsin, hereby ordains as follows:

SECTION I: PURPOSE.

The Town of Osceola finds that it is in the administration interest of the Town to Adopt the Wisconsin Municipal Records Schedule. The purpose of this ordinance is to provide the legal custodian(s) of public records in the possession of the Town of Osceola with the authority to retain and destroy those records.

SECTION II: AUTHORITY.

The Town Board of the Town of Osceola, Polk County, Wisconsin, has the specific authority under ss. 60.83 and ss. 19.21(4), Wis. Stats., to adopt an ordinance to address the management and destruction of public records.

SECTION III: ADOPTION OF WISCONSIN MUNICIPAL RECORDS SCHEDULE.

The Wisconsin Municipal Records Schedule, as approved by the Public Records Board on August 27, 2018, attached hereto and incorporated herein by reference, is hereby adopted by the Town Board as the Town's official record retention schedule.

SECTION IV: NOTIFICATION TO WISCONSIN STATE HISTORICAL SOCIETY

When a record has met the terms of the retention period, the record may be destroyed by the legal custodian of the record, provided the custodian has complied with the notification requirement set forth in s. 19.21(4), Wis. Stats., to the Wisconsin State Historical Society.

SECTION V: CONFLICT

In the event of any conflict between the terms of this ordinance and any applicable state statute, the applicable state statute shall control.

SECTION VI: REVOCATION OF PRECEDING ORDINANCE

This ordinance hereby revokes and supersedes any prior resolutions or ordinances adopted by the Town Board relating to the retention and/or destruction of public records of the Town of Osceola.

SECTION VII: EFFECTIVE DATE

This ordinance shall become effective upon its publication and/or posting in the manner set forth in s. 60.80, Wis. Stats.

Passed this 1st Day of November, 2022

By the Town Board of the Town of Osceola

Dale Lindh, Chair

Jon Cronick, Supervisor

Debbie Thompson, Supervisor

ATTEST:

Denise Skjerven, Clerk

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

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**TOWN OF OSCEOLA
POLK COUNTY WISCONSIN**

CODE OF ORDINANCES

Chapter 3

FINANCE AND TAXATION

3.01 PREPARATION OF TAX ROLL AND TAX RECEIPTS

- (1) TAX ROLL. Under §70.65(2), Wis. Stats., the Clerk shall insert only the aggregate amount of State, county, local, school and other general property taxes minus credits applied under §79.10(9), Wis. Stats., except credits determined under §79.10(7m), Wis. Stats., shall be carried in a single column opposite the name of the person against whom the tax is levied. Each tax bill or receipt shall show the purpose for which the taxes are to be used, giving the breakdown for State, county, local, school and other general property taxes. The tax roll shall indicate all corrections made under §§70.43 and 70.44, Wis. Stats.
- (2) TAX RECEIPTS. Under §74.08(1), Wis. Stats., the Treasurer shall enter in each receipt given by the county clerk for the payment of taxes the name of the person paying the taxes if that person is not the owner of the property taxed, the date of payment and the aggregate amount of taxes paid.

3.02 FISCAL YEAR

The Calendar year shall be the fiscal year.

3.03 BUDGET

- (1) PREPARATION OF PROPOSED BUDGET.
 - (a) Town Board to Prepare. The Town Board with the assistance of the Clerk shall annually prepare a proposed budget presenting a financial plan for conducting the affairs of the Town for the coming fiscal year.
 - (b) Information Required. The budget shall include the following information:

1. The expense of conducting each department and activity of the Town for the coming fiscal year and corresponding items for the current year and last preceding fiscal year, with reasons for increase and decrease recommended as compared with appropriations for the current year.
 2. An itemization of all anticipated income of the Town from sources other than general property taxes and bonds issued, with a statement comparing the amounts received by the Town from each of the same or similar sources for the last preceding and current fiscal year.
 3. An itemization of the amount of money to be raised from general property taxes which, with income from other sources, will be necessary to meet the proposed expenditures.
 4. Such other information as may be required by the Board and by State law.
- (c) Copies Required. The town shall provide a reasonable number of copies of the budget thus prepared for distribution to citizens.
- (2) HEARING. The Board shall hold a public hearing on the budget as required by law.
- (3) ACTION BY BOARD. Following the public hearing, the proposed budget may be changed or amended and shall take the same course in the Board as ordinances.

3.04

CHANGES IN BUDGET

- (1) The amount of the tax to be levied or certified, the amounts of the various appropriations and the purposes thereof, shall not be changed after approval of the budget except by a 2/3 vote of all the members of the Town Board. Notice of such change shall be given by publication within 15 days thereafter in the official Town newspaper.
- (2) After the budget is adopted, the electors of the Town at a regular or special meeting shall set the tax rate of the Town as provided in §60.10(a), Wis. Stats., except if such authority has been delegated to the Town Board as provided in §60.10(2)(a), Wis. Stats.

3.05 TOWN FUNDS TO BE SPENT IN ACCORDANCE WITH APPROPRIATIONS

No money shall be drawn from the Town treasury nor shall any obligation for the expenditure of money be incurred, except in pursuance of the annual appropriation in the adopted budget or when changed as authorized by §3.04. At the close of each fiscal year, any unencumbered balance of an appropriation shall revert to the general fund and shall be subject to re-appropriation, but appropriations may be made by the Board to be paid out of the income of the current year for improvements or other objects or works which will not be completed within such year and any such appropriation shall continue in force until the purpose for which it was made has been accomplished or abandoned.

3.06 CLAIMS PROCEDURE

- (1) Claims for money against the Town or against officers, officials, agents or employees of the Town arising out of acts done in their official capacity shall be filed with the Town Clerk as provided under §893.80(1)(b), Wis. Stats.
- (2) The Town Board shall allow or disallow the claim. Notice of disallowance shall be made as provided under §893.80(1)(b), Wis. Stats.

3.07 PUBLIC RECORDS

(1) DEFINITIONS.

- (a) Authority. Any of the following Town entities having custody of a Town record: an office, elected or appointed official, agency, board, commission, committee, town board, department or public body corporate and politic created by constitution, law, ordinance, rule or order; or a formally constituted subunit of the foregoing.
- (b) Custodian. That officer, department head, division head or employee of the Town designated under sub.(3) or otherwise responsible by law to keep and preserve any Town records or file, deposit or keep such records in his office or who is lawfully in possession or entitled to possession of such public records and is required by this section to respond to requests for access to such records.
- (c) Record. Any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of

physical form or characteristics, which has been created or is being kept by an authority. Record includes, but is not limited to, hand-written, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), optical discs and computer printouts, and any other medium on which electronically generated or stored data is recorded or preserved. Record does not include drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale or which are available for inspection at a public library.

(2) DUTY TO MAINTAIN RECORDS.

- (a) Except as provided under sub. (57), each officer and employee of the Town shall safely keep and preserve all records received from his predecessor or other persons and required by law to be filed, deposited or kept in his office or which are in the lawful possession or control of the officer or employee or his deputies, or to the possession or control of which he or they may be lawfully entitled as such officers or employees.
- (b) Upon the expiration of an officer's term of office or an employee's term of employment becomes vacant, each such officer or employee shall deliver to his successor all records then in his custody and the successor shall receipt therefore to the officer or employee who shall file such receipt with the Town Clerk. If a vacancy occurs before a successor is selected or qualifies, such records shall be delivered to and receipted for by the Clerk on behalf of the successor to be delivered to such successor upon the latter's receipt.

(3) LEGAL CUSTODIANS.

- (a) Each elected or appointed official is the legal custodian of his records and the records of his office, but the official may designate an employee of his staff to act as the legal custodian.
- (b) Unless otherwise prohibited by law, the Town Clerk or the Clerk's designee shall act as legal custodian for the Town Board and for any committees, commissions, boards or other authorities created by ordinance or resolution of the Town Board and of the records of the Town Treasurer and law enforcement personnel.

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- (c) Each legal custodian shall name a person to act as legal custodian in his absence or the absence of his designee.
- (d) The legal custodian shall have full legal power to render decisions and to carry out the duties of an authority under Subch. II of Ch. 19, Wis. Stats., and this section. The designation of a legal custodian does not affect the powers and duties of an authority under this section.

(4) PUBLIC ACCESS TO RECORDS.

~~(4) The Town shall follow the procedures and requirements outlined in Wis. Stat. §§ 19.31–19.39 for all requests for public records. PUBLIC ACCESS TO RECORDS.~~

~~(a) Except as provided in sub.(6), any person has a right to inspect a record and to make or receive a copy of any record as provided in §19.35(1), Wis. Stats.~~

~~(b) Records will be available for inspection and copying upon at least 48 hours' advance notice of intent to inspect or copy.~~

~~(c) A requester shall be permitted to use facilities comparable to those available to Town employees to inspect, copy or abstract a record.~~

~~(d) The legal custodian may require supervision during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.~~

~~(e) A requester shall be charged a fee to defray the cost of locating and copying records as follows:~~

~~1. The cost of photocopying shall be \$.25 per page. Such cost has been calculated not to exceed the actual, necessary and direct cost of reproduction.~~

~~2. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.~~

~~3. The actual full cost of providing a copy of other records not in printed form on paper, such as films, computer printouts and audiotapes or videotapes, shall be charged.~~

~~4. If mailing or shipping is necessary, the actual cost thereof shall also be charged.~~

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~~5. There shall be no charge for locating a record unless the actual cost therefor exceeds \$25, in which case the actual cost shall be determined by the legal custodian and billed to the requester.~~

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~~6. The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment if such estimate exceeds \$5.~~

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~~7. Elected and appointed officials of the Town shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.~~

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~~8. The legal custodian may provide copies of a record without charge or at a reduced charge where he determines that waiver or reduction of the fee is in the public interest.~~

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~~(f) Pursuant to §19.34, Wis. Stats., and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copying at its offices for the guidance of the public a notice containing a description of its organization and the established times and places at which, the legal custodian from whom and the methods whereby the public may obtain information and access to records in its custody, make requests for records or obtain copies of records and the costs thereof. Each authority shall also prominently display at his office for the guidance of the public a copy of this section.~~

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~~(5) ACCESS PROCEDURES.~~

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~~(a) A request to inspect or copy a record shall be made to the legal custodian. A request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. A request may be made orally, but a request must be in writing before an action to enforce the request is commenced under §19.37, Wis. Stats. Except as provided below, no request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. No request may be refused because the request is received by mail, unless prepayment of a fee is required under subpar.(4)(e)6. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or federal laws or regulations so require.~~

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~~(b) Each custodian, upon request for any record shall as soon as practicable and without delay either fill the request or notify the requester of the authority's determination to deny the request in whole or in part and the reasons therefor. If the legal custodian, after conferring with the Town Attorney, determines that a written request is so general as to be unduly time consuming, the party making the request may first be required to itemize his request in a manner which would permit reasonable compliance.~~

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~~(c) A request for a record may be denied as provided in sub. (6). If a request is made orally, the request may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within 5 business days of the oral denial. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for denying the request. Every written denial of a request shall inform the requester that if the request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under §19.37(1), Wis. Stats., or upon application to the Attorney General or a district attorney.~~

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~~(6) LIMITATIONS ON RIGHT TO ACCESS.~~

~~(a) As provided by §19.36, Wis. Stats., the following records are exempt from inspection under this section:~~

~~1. Records specifically exempt from disclosure by State or federal law or authorized to be exempted from disclosure by State law.~~

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~~2. Any record relating to investigative information obtained for law enforcement purposes if federal law or regulations require exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the State.~~

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~~3. Computer programs, although the material used as input for a computer program or the material produced as a product of the computer program is subject to inspection.~~

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~~4. A record or any portion of a record containing information qualifying as a common-law trade secret.~~

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~~(b) As provided by §43.30, Wis. Stats., public library circulation records are exempt from inspection under this section.~~

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~~(c) In responding to a request for inspection or copying of a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the Town Attorney, may deny the request in~~

whole or in part only if he determines that the harm to the public interest resulting from disclosure would outweigh the public interest in full access to the requested record. Examples of matters for which disclosure may be refused include, but are not limited to, the following:

1. Records obtained under official pledges of confidentiality which were necessary and given in order to obtain the information contained in them.

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2. Records of current deliberations after a quasi-judicial hearing.

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3. Records of current deliberations relating to the employment, dismissal, demotion, compensation, performance or discipline of any Town officer or employee or the investigation of charges against a Town officer or employee, unless such officer or employee consents to such disclosure.

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4. Records concerning current strategy for crime detection or prevention.

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5. Records of current deliberations or negotiations on the purchase of Town property, investing of Town funds or other Town business whenever competitive or bargaining reasons require nondisclosure.

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6. Financial, medical, social or personal histories or disciplinary data of specific persons which, if disclosed, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data.

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7. Communications between legal counsel for the Town and any officer, agent or employee of the Town, when advice is being rendered concerning strategy with respect to current litigation in which the Town or any of its officers, agents or employees is or is likely to become involved or communications which are privileged under §905.03, Wis. Stats.

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(d) If a record contains information that may be made public and information that may not be made public, the custodian of the record shall provide the information that may be made public and delete the information that may not from the record before release. The custodian shall confer with the Town Attorney prior to releasing any such record and shall follow the guidance of the Town Attorney when separating out the exempt material. If, in the judgment of the custodian and the Town Attorney, there is no feasible way to separate the exempt material from the nonexempt without unreasonably jeopardizing

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~~nondisclosure of the exempt material, the entire record shall be withheld from disclosure.~~

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~~(7)(5) DESTRUCTION OF RECORDS.~~

~~(a) Town officers may destroy the following non-utility financial records of which they are the legal custodians and which are considered obsolete after completion of any required audit by the Bureau of Municipal Audit or an auditor licensed under Ch. 442, Wis. Stats., but not less than 7 years after payment or receipt of any sum involved in the particular transaction, unless a shorter period has been fixed by the State Public Records Board under §16.61(3)(e), Wis. Stats., and then after such shorter period:~~

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~~1. Band statements, deposit books, slips and stubs.~~

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~~2. Cancelled checks, duplicates and check stubs.~~

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~~3. Receipt forms.~~

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~~4. Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto.~~

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~~(b) Town officers may destroy the following utility records of which they are the legal custodians and which are considered obsolete after completion of any required audit by the Bureau of Municipal Audit or an auditor licensed under Ch. 442, Wis. Stats., subject to State Public Service Commission regulations, but not less than 7 years after the record was effective, unless a shorter period has been fixed by the State Public Records Board pursuant to §16.61(3)(e), Wis. Stats., and then after such a shorter period, except that sewer and water stubs, receipts of current billings and customers' ledgers may be destroyed after 2 years:~~

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~~1. Contracts.~~

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~~2. Excavation permits.~~

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~~3. Inspection records.~~

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~~(c) Town officers may destroy the following records of which they are the legal custodian and which are considered obsolete, but not less than 7 years after the record was effective, unless another period has been set by statute and then after such a period or unless a shorter~~

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period has been fixed by the State Public Records Board pursuant to §16.61(3)(e), Wis. Stats., and then after such a shorter period:

1. ~~Old insurance policies~~
2. ~~Election notices.~~
3. ~~Canceled registration cards.~~

~~(d) Unless notice is waived by the State Historical Society, at least 60 days' notice shall be given the State Historical Society prior to the destruction of any record as provided by §19.21(4)(a), Wis. Stats.~~

~~(e) Any tape recordings of a governmental meeting of the Town may be destroyed, erased or reused no sooner than 90 days after the minutes of the meeting have been approved and published, if the purpose of the recording was to make minutes of the meeting.~~

~~(8) PRESERVATION THROUGH MICROFILM. Any Town officer or the director of any department or division of Town government may, subject to the approval of the Town Board, keep and preserve public records in his possession by means of microfilm or other photographic reproduction method. Such records shall meet the standards for photographic reproduction set forth in §16.61(7)(a) and (b), Wis. Stats., and shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of State law and of subs. (4) through (6) of this section.~~

~~NOTICE OF PROCEDURE FOR INSPECTION OF TOWN RECORDS. The Town Clerk shall give public notice of the location and hours Town records are available.~~

~~Records management is regulated by Wisconsin state law, and accordingly, The Town shall destroy records as permitted and provided by Wis. Stat. § 19.21.~~

~~The General Records Schedules (GRSs), created by the Wisconsin Public Records Board, provide legal authorization to dispose of records common to a business function on a regularly scheduled basis.~~

~~GRSs are a mechanism for consistent retention and disposition of similar types of records across all government units and provides assurance of accountability to the public.~~

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Commented [LK1]: Has the Town adopted the WMRS? There is a process that needs to be followed to officially adopt the WMRS, which includes submitting an adoption form to the Wisconsin Historical Society.

GRSs also contain guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitate cost-effective management of records commonly found in all government units. The records retention obligations of state agencies are governed by Wis. Stat. § 16.61 and apply to "public records" as defined in Wis. Stat. § 16.61(2)(b).

(9) The Town Board hereby adopts the GRSs as guidance for destruction of records that are created or received by the Town. Any future amendments, revisions, or modifications of the GRSs made by the Public Records Board are intended to be made a part of this Section 3.07.

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3.08 TEMPORARY INVESTMENT OF FUNDS NOT IMMEDIATELY NEEDED.

The Treasurer may invest any Town funds not immediately needed, pursuant to §66.04(2), Wis. Stats.

3.09 DUPLICATE TREASURER'S BOND.

- (1) ELIMINATED. The Town elects not to give the bond on the Treasurer provided for by §70.67(1), Wis. Stats.
- (2) TOWN LIABLE FOR DEFAULT OF TREASURER. Pursuant to §70.67(2), Wis. Stats., the Town shall pay, if the Treasurer fails to do so, all State and county taxes required by law to be paid by the Treasurer to the county treasurer.

3.10 PAYING BILLS IN ADVANCE OF APPROVAL

- (1) Any bills and vouchers not in excess of Five Hundred dollars (\$500.00) may be paid by the Town Clerk/Treasurer of the Town of Osceola without approval of the Town Board of Supervisors of the Town of Osceola if the Town Clerk/Treasurer of the Town of Osceola reviews and approves in writing each bill or voucher as a proper charge against the Town of Osceola Treasury and after the Town Clerk/Treasurer of the Town of Osceola determines:

- d) The claim appears to be a valid claim against the Town of Osceola
- (2) The Town Clerk/Treasurer of the Town of Osceola shall file, at least monthly, with the Town Board of the Town of Osceola a written list of claims approved, the date paid, name of claimant, purpose and amount of claim. The Town Clerk/Treasurer of the Town of Osceola can demand proof of compliance with the above noted (1-4) prior to approval.

3.11 EFFECTIVE DATE

This ordinance shall become effective upon its publication and/or posting in the manner set forth in s. 60.80, Wis. Stats.

Passed this 1st Day of November, 2022

By the Town Board of the Town of Osceola

Dale Lindh, Chair

Jon Cronick, Supervisor

Debbie Thompson, Supervisor

ATTEST:

Denise Skjerven, Clerk

Voice Vote

Roll Call Vote
Ayes: _____ Nays: _____ Absent/Abstain _____

70

**TOWN OF OSCEOLA
POLK COUNTY WISCONSIN**

CODE OF ORDINANCES

Chapter 3

FINANCE AND TAXATION

3.01 PREPARATION OF TAX ROLL AND TAX RECEIPTS

- (1) TAX ROLL. Under §70.65(2), Wis. Stats., the Clerk shall insert only the aggregate amount of State, county, local, school and other general property taxes minus credits applied under §79.10(9), Wis. Stats., except credits determined under §79.10(7m), Wis. Stats., shall be carried in a single column opposite the name of the person against whom the tax is levied. Each tax bill or receipt shall show the purpose for which the taxes are to be used, giving the breakdown for State, county, local, school and other general property taxes. The tax roll shall indicate all corrections made under §§70.43 and 70.44, Wis. Stats.
- (2) TAX RECEIPTS. Under §74.08(1), Wis. Stats., the Treasurer shall enter in each receipt given by the county clerk for the payment of taxes the name of the person paying the taxes if that person is not the owner of the property taxed, the date of payment and the aggregate amount of taxes paid.

3.02 FISCAL YEAR

The Calendar year shall be the fiscal year.

3.03 BUDGET

(1) PREPARATION OF PROPOSED BUDGET.

- (a) Town Board to Prepare. The Town Board with the assistance of the Clerk shall annually prepare a proposed budget presenting a financial plan for conducting the affairs of the Town for the coming fiscal year.
- (b) Information Required. The budget shall include the following information:
 1. The expense of conducting each department and activity of the Town for the coming fiscal year and corresponding items for the current year and last

preceding fiscal year, with reasons for increase and decrease recommended as compared with appropriations for the current year.

2. An itemization of all anticipated income of the Town from sources other than general property taxes and bonds issued, with a statement comparing the amounts received by the Town from each of the same or similar sources for the last preceding and current fiscal year.
 3. An itemization of the amount of money to be raised from general property taxes which, with income from other sources, will be necessary to meet the proposed expenditures.
 4. Such other information as may be required by the Board and by State law.
- (c) Copies Required. The town shall provide a reasonable number of copies of the budget thus prepared for distribution to citizens.
- (2) HEARING. The Board shall hold a public hearing on the budget as required by law.
- (3) ACTION BY BOARD. Following the public hearing, the proposed budget may be changed or amended and shall take the same course in the Board as ordinances.

3.04

CHANGES IN BUDGET

- (1) The amount of the tax to be levied or certified, the amounts of the various appropriations and the purposes thereof, shall not be changed after approval of the budget except by a 2/3 vote of all the members of the Town Board. Notice of such change shall be given by publication within 15 days thereafter in the official Town newspaper.
- (2) After the budget is adopted, the electors of the Town at a regular or special meeting shall set the tax rate of the Town as provided in §60.10(a), Wis. Stats., except if such authority has been delegated to the Town Board as provided in §60.10(2)(a), Wis. Stats.

3.05

TOWN FUNDS TO BE SPENT IN ACCORDANCE WITH APPROPRIATIONS

No money shall be drawn from the Town treasury nor shall any obligation for the expenditure of money be incurred, except in pursuance of the annual appropriation in the adopted budget or when changed as authorized by §3.04. At the close of each fiscal year, any unencumbered balance of an appropriation shall revert to the general fund and shall be subject to re-appropriation, but appropriations may be made by the Board to be paid

out of the income of the current year for improvements or other objects or works which will not be completed within such year and any such appropriation shall continue in force until the purpose for which it was made has been accomplished or abandoned.

3.06 CLAIMS PROCEDURE

- (1) Claims for money against the Town or against officers, officials, agents or employees of the Town arising out of acts done in their official capacity shall be filed with the Town Clerk as provided under §893.80(1)(b), Wis. Stats.
- (2) The Town Board shall allow or disallow the claim. Notice of disallowance shall be made as provided under §893.80(1)(b), Wis. Stats.

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- (a) Authority. Any of the following Town entities having custody of a Town record: an office, elected or appointed official, agency, board, commission, committee, town board, department or public body corporate and politic created by constitution, law, ordinance, rule or order; or a formally constituted subunit of the foregoing.
- (b) Custodian. That officer, department head, division head or employee of the Town designated under sub.(3) or otherwise responsible by law to keep and preserve any Town records or file, deposit or keep such records in his office or who is lawfully in possession or entitled to possession of such public records and is required by this section to respond to requests for access to such records.
- (c) Record. Any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. Record includes, but is not limited to, hand-written, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. Record does not include drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public

library which are available for sale or which are available for inspection at a public library.

(2) DUTY TO MAINTAIN RECORDS.

- (a) Except as provided under sub. (5), each officer and employee of the Town shall safely keep and preserve all records received from his predecessor or other persons and required by law to be filed, deposited or kept in his office or which are in the lawful possession or control of the officer or employee or his deputies, or to the possession or control of which he or they may be lawfully entitled as such officers or employees.
- (b) Upon the expiration of an officer's term of office or an employee's term of employment becomes vacant, each such officer or employee shall deliver to his successor all records then in his custody and the successor shall receipt therefore to the officer or employee who shall file such receipt with the Town Clerk. If a vacancy occurs before a successor is selected or qualifies, such records shall be delivered to and receipted for by the Clerk on behalf of the successor to be delivered to such successor upon the latter's receipt.

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- (a) Each elected or appointed official is the legal custodian of his records and the records of his office, but the official may designate an employee of his staff to act as the legal custodian.
- (b) Unless otherwise prohibited by law, the Town Clerk or the Clerk's designee shall act as legal custodian for the Town Board and for any committees, commissions, boards or other authorities created by ordinance or resolution of the Town Board and of the records of the Town Treasurer and law enforcement personnel.
- (c) Each legal custodian shall name a person to act as legal custodian in his absence or the absence of his designee.
- (d) The legal custodian shall have full legal power to render decisions and to carry out the duties of an authority under Subch. II of Ch. 19, Wis. Stats., and this section. The designation of a legal custodian does not affect the powers and duties of an authority under this section.

(4) PUBLIC ACCESS TO RECORDS.

The Town shall follow the procedures and requirements outlined in Wis. Stat. §§ 19.31–19.39 for all requests for public records.

(5) DESTRUCTION OF RECORDS.

Records management is regulated by Wisconsin state law. The Town shall destroy records as permitted and provided by Wis. Stat. § 19.21.

The General Records Schedules (GRSs), created by the Wisconsin Public Records Board, provide legal authorization to dispose of records on a regularly scheduled basis. GRSs are a mechanism for consistent retention and disposition of similar types of records across all government units and provides assurance of accountability to the public. GRSs also contain guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitate cost-effective management of records commonly found in all government units.

The Town Board hereby adopts the GRSs as guidance for destruction of records that are created or received by the Town. Any future amendments, revisions, or modifications of the GRSs made by the Public Records Board are intended to be made a part of this Section 3.07.

3.08 TEMPORARY INVESTMENT OF FUNDS NOT IMMEDIATELY NEEDED.

The Treasurer may invest any Town funds not immediately needed, pursuant to §66.04(2), Wis. Stats.

3.09 DUPLICATE TREASURER'S BOND.

- (1) ELIMINATED. The Town elects not to give the bond on the Treasurer provided for by §70.67(1), Wis. Stats.
- (2) TOWN LIABLE FOR DEFAULT OF TREASURER. Pursuant to §70.67(2), Wis. Stats., the Town shall pay, if the Treasurer fails to do so, all State and county taxes required by law to be paid by the Treasurer to the county treasurer.

3.10 PAYING BILLS IN ADVANCE OF APPROVAL

- (1) Any bills and vouchers not in excess of Five Hundred dollars (\$500.00) may be paid by the Town Clerk/Treasurer of the Town of Osceola without approval of the Town Board of Supervisors of the Town of Osceola if the Town Clerk/Treasurer of the Town of Osceola reviews and approves in writing each bill or voucher as a proper charge against the Town of Osceola Treasury and after the Town Clerk/Treasurer of the Town of Osceola determines:

- a) Funds are available under the Town Budget of the Town of Osceola to pay the bill or voucher

- b) The item or service covered by the bill or voucher has been duly authorized
- c) The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization
- d) The claim appears to be a valid claim against the Town of Osceola

(2) The Town Clerk/Treasurer of the Town of Osceola shall file, at least monthly, with the Town Board of the Town of Osceola a written list of claims approved, the date paid, name of claimant, purpose and amount of claim. The Town Clerk/Treasurer of the Town of Osceola can demand proof of compliance with the above noted (1-4) prior to approval.

3.11 EFFECTIVE DATE

This ordinance shall become effective upon its publication and/or posting in the manner set forth in s. 60.80, Wis. Stats.

Passed this 1st Day of November, 2022

By the Town Board of the Town of Osceola

_____	_____
Dale Lindh, Chair	Jon Cronick, Supervisor

Debbie Thompson, Supervisor	

ATTEST: _____
Denise Skjerven, Clerk

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

TOWN OF OSCEOLA

5 YEAR ROAD IMPROVEMENT PLAN

2022	Road	From	To	Feet	Miles
Long Line Striping	Ravine Drive	Unnamed Rd	Village of Dre	7392	1.4
	250th/86th Ave	Hwy 35	Termini	6969.6	1.32
	100th Ave	248th St	Cty Rd S	3696	0.7
	113th Ave	Hwy 35	Cty Rd S	7867.2	1.49
	60th Ave	240th St	220th St	9504	1.8
Spray Patch	Ravin Dr	Rd 51	120th		0.8
	240th St	STH 35	north		0.59
	94th Ave	240th St	West & east		0.49
Misc Patching					
Pulverize/Repave (2.5")	110th Ave	210th st	195th		1.5
	200th St	110th Ave	120th Ave		1.02
Culverts	90th Ave (Rod & Gun)				
	(4) 110th Ave				
misc					

2023	Road	From	To	Feet	Miles
Spray Patch	105th Ave	view Lane	Termini		0.16
	View Lane	CTh F	Termini		0.56
	117th Ave	200th St	Termini		0.4
	223rd Ave	Oak Dr	Termini		0.41
	82nd Ave	223rd St	Termini		0.06
	83rd Ave	223rd St	Termini		0.15
	84th Ave	223rd St	Termini		0.04
	230th St	57th Ave	60th Ave		0.35
	113th ave	Hwy 35	Cty Rd S		1.49
	100th ave	240th St	Cty Rd S		1.71
	120th Ave	210th St	town line		0.75
					6.08
Chipseal/Fog	Ravin Dr	no name	120th		0.8
	240th St	STH 35	north		0.59
	94th Ave	240th St	West & east		0.49
	60th	240st St	220th St		1.8
					3.68
Pulverize/Repave (2.5")	110th ave	195thSt	Cty Y		0.5
	195th St	Cth F	110th Ave		1
	70th Ave	210th ave	CTH M		0.79
					2.29

TOWN OF OSCEOLA

5 YEAR ROAD IMPROVEMENT PLAN

2024	Road	From	To	Feet	Miles
Spray Patch	205th St	1120th Ave	Termini		0.56
	Clark Road	240th St	STH 35		0.24
	120th Ave	216th st	210th St		0.71
	216th St	120th St	121 St		0.19
	90th Ave	210thSt	CTH MM		1.1
	Sand Lake Lane	CTH Y	Termini		0.65
	Horse Lake Lane	200th St	CTH Y		1.04
					4.49
Chipseal/Fog	105th Ave	view Lane	Termini		0.16
	View Lane	CTH F	Termini		0.56
	117th Ave	200th St	Termini		0.4
	223rd Ave	Oak Dr	Termini		0.41
	82nd Ave	223rd St	Termini		0.06
	83rd Ave	223rd St	Termini		0.15
	84th Ave	223rd St	Termini		0.04
	230th St	57th Ave	60th Ave		0.35
	100th Ave	240th St	Cty Rd S		1.71
	120th Ave	210th St	town line		0.75
					4.59
Pulverize/Repave (2.5")	70th Ave	218th St	210th St		0.75
	70th Ave	Dwight Lane	termini		0.81
					1.56

2025	Road	From	To	Feet	Miles
Spray Patch					
	210th St	60th Ave	70th Ave		1.02
	Birch Lane	110th Ave	Termini		0.2
	91st Ave	248th St	Termini		0.17
	89th Ave	248th St	249th St		0.15
	Dwight Lane	CTH Y	Termini		0.61
	Fern Valley	CTH Y	Termini		0.14
					2.29
Chipseal/Fog	205th St	1120th Ave	Termini		0.56
	Clark Road	240th St	STH 35		0.24
	120th Ave	216th st	210th St		0.71
	216th St	120th St	121 St		0.19
	90th Ave	210thSt	CTH MM		1.1
	Horse Lake Lane	200th St	CTH Y		1.04
					3.84
Pulverize/Repave (2.5")	210th St	60th Ave	70th Ave		1.02
	Ravine Dr	Clark Rd	Tn Rd 51		1
					2.02

TOWN OF OSCEOLA

5 YEAR ROAD IMPROVEMENT PLAN

2026	Road	From	To	Feet	Miles
Spray Patch	210 St	120th Ave	90th Ave		2.28
	90th Ave	210th St	200th St		2.1
	200th St	90th Ave	CTH M		1.94
					6.32
Chipseal/Fog					
	210th St	60th Ave	70th Ave		1.02
	Birch Lane	110th Ave	Termini		0.2
	91st Ave	248th St	Termini		0.17
	89th Ave	248th St	249th St		0.15
	Dwight Lane	CTH Y	Termini		0.61
	Fern Valley	CTH Y	Termini		0.14
					2.29
Pulverize/Repave (2.5")	235th St	90th Ave	Ternini		0.45
	240th st	113th Ave	CTH S		0.75
					1.2

516 East Avenue North
P. O. Box 216
Dresser, WI 54009-0216
Office: 715-755-3060
clerk@townofosceola.com

TOWN OF OSCEOLA

Polk County, Wisconsin

www.townofosceola.com

ORDINANCE No. 18-04-04: Snow and Debris Removal from Public Roads and Road Right of Ways

The Town of Osceola Board of Supervisors is committed to promoting safe roadways for its residents and preventing damage to Town equipment. As part of its on-going efforts to address road safety, the Town Board reminds Town residents that putting snow in the Town road and/or road right of way by your property is not allowed. A copy of the Ordinance is posted on the Town's website: [Town Of Osceola | Ordinances](http://TownOfOsceola.com/Ordinances)

There will be a fee to the Town resident in the amount of \$50.00 for failure to comply with this Ordinance. And, if Town personnel and equipment are required to remove snow from the road surface, shoulder, or Town right of way, the Town resident will be charged at the following rate per hour or fraction thereof:

- (a) truck and one person: \$50.00 per hour;
- (b) grader and one person: \$100.00 per hour.

And, resulting cost, including actual and related expenses, for damages to equipment will be billed to the Town resident.

Thank you for cooperation in this matter.