

**TOWN OF OSCEOLA  
TOWN BOARD OF SUPERVISORS  
REGULAR BOARD MEETING  
Monday, December 12, 2022 – 6:30 P.M.**

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 *1-15*
6. Acceptance of Proposed Agenda
7. Approval of Minutes of Previous Meetings: 11/1/2022 (Special Town Bd. Mtg. and Regular Town Bd. Mtg), 11/10/2022 (Special Town Bd. Mtg.), and 11/14/2022 (Public Budget Hearing, Special Town Mtg., and Special Town Bd. Mtg.) *16-28*
8. Public Comment
9. Public Works Report *29*
10. Treasurer's Report *30-34*
11. Clerk's Report *36*
12. Old Business
  - a) Consider Next Steps Toward Possible Appointments for Vacant Town Board Supervisor Positions
  - b) Consider Dwight Lake Boat Landing Improvements *37-58*
  - c) Consider Review of Town's Ordinances *59-64*
13. New Business
  - a) Consider Steffen Minor Subdivision of Parcel 042-01177-0000 *65-72*
  - b) Consider Transferring Capital Highway Equipment Money to Money Market Account *73-77*
  - c) Consider Purchase of Highway Equipment *34A-34B*
  - d) Consider Resolution 22-12-01 Amending the 2022 Budget
  - e) Consider Clifton/Larson/Allen(CLA) 2022 Financial Audit Proposal
  - f) Consider 2022-2023 Operator Licenses (New) *78*
14. Chair's Report
15. Supervisors' Reports
  - Jon Cronick: Supervisor and Plan Commission Update, including 11/22/22 minutes *79-81*
  - Debbie Thompson
16. Committee Reports: Consideration/Review/Discussion
  - Finance
  - Media & Technology
  - Personnel
  - Public Works
17. Request for Future Meeting Agenda Items
18. Next Plan Commission Meeting – December 20 or 27, 2022
19. Next Town Board Meeting – Tues., January 3, 2023
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 National Community Bank, the Town Web Site, and the Town Facebook site.

/s/ Denise Skjerven, Clerk

## TOWN OF OSCEOLA

## Check Detail

November 2 through December 12, 2022

Type	Date	Num	Name	Account	Original Amount
Check	11/04/2022	ACH	We Energies	MidWest One Checking Account	-16.62
TOTAL				Gas Utilities	16.62
					16.62
Check	11/04/2022	ACH	Verizon	MidWest One Checking Account	-78.67
TOTAL				PW Cell Phone	78.67
					78.67
Check	11/14/2022	ACH	Charter Communications	MidWest One Checking Account	-139.98
TOTAL				Telephone/Internet	139.98
					139.98
Check	11/14/2022	ACH	Xcel Energy	MidWest One Checking Account	-106.56
TOTAL				Electric Utilities	106.56
					106.56
Check	11/14/2022	ACH	Quill Corporation	MidWest One Checking Account	-91.98
TOTAL				Office Supplies	91.98
					91.98
Check	11/14/2022	ACH	Walmart	MidWest One Checking Account	-54.27
TOTAL				Office Supplies	3.48
				Office Supplies	43.82
				Supplies	6.97
					54.27
Liability Check	11/15/2022	ACH	IRS	MidWest One Checking Account	-3,285.84
				2100 · Payroll Liabilities	1,187.00
				2100 · Payroll Liabilities	850.51
				2100 · Payroll Liabilities	850.51
				2100 · Payroll Liabilities	198.91
				2100 · Payroll Liabilities	198.91

## TOWN OF OSCEOLA

## Check Detail

November 2 through December 12, 2022

Type	Date	Num	Name	Account	Original Amount
TOTAL					3,285.84
Check	11/16/2022	ACH	Kwik Trip	MidWest One Checking Account	560.76
TOTAL				Fuel	560.76
					560.76
Liability Check	11/17/2022	ACH	AFLAC	MidWest One Checking Account	-197.52
TOTAL				Short Term Disability	71.76
				Short Term Disability	125.76
					197.52
Check	11/17/2022	ACH	amazon	MidWest One Checking Account	-9.46
TOTAL				Office Supplies	9.46
					9.46
Check	11/17/2022	ACH	amazon	MidWest One Checking Account	-158.24
TOTAL				Supplies	158.24
					158.24
Check	11/25/2022	ACH	MidWest One Bank	MidWest One Checking Account	-93.90
TOTAL				Equipment Repairs & Maintenance	93.90
					93.90
Check	11/25/2022	ACH	WI Dept of Justice	MidWest One Checking Account	-7.00
TOTAL				Other/Background Checks	7.00
					7.00
Check	11/26/2022	ACH	amazon	MidWest One Checking Account	-382.62
TOTAL				Supplies	382.62
					382.62
Liability Check	11/30/2022	ACH	Wisconsin Retirement System	MidWest One Checking Account	-1,302.72
					1,302.72

## TOWN OF OSCEOLA

## Check Detail

November 2 through December 12, 2022

Type	Date	Num	Name	Account	Original Amount
				2100 · Payroll Liabilities	651.36
				2100 · Payroll Liabilities	517.36
				2100 · Payroll Liabilities	134.00
TOTAL					1,302.72
Liability Check	11/30/2022	ACH	Wisconsin Dept of Revenue	MidWest One Checking Account	-400.19
					400.19
TOTAL					400.19
Check	11/30/2022	ACH	E. O. Johnson Co.	MidWest One Checking Account	-125.00
				Office Supplies	125.00
TOTAL					125.00
Check	12/03/2022	ACH	Verizon	MidWest One Checking Account	-78.67
				PW Cell Phone	78.67
TOTAL					78.67
Check	12/07/2022	ACH	We Energies	MidWest One Checking Account	-76.80
				Gas Utilities	76.80
TOTAL					76.80
Check	12/09/2022	ACH	E. O. Johnson Co.	MidWest One Checking Account	-437.55
				Office Supplies	437.55
TOTAL					437.55
Paycheck	11/11/2022	18463	Carlson, Janice	MidWest One Checking Account	-572.73
				Treasurer Wages	715.84
					572.73
TOTAL					1,159.23
Paycheck	11/11/2022	18464	Gaffney, Joseph J	MidWest One Checking Account	-1,159.23
				Full-Time PW Wages (Wages for Full Time Employ	1,600.00



## TOWN OF OSCEOLA

## Check Detail

November 2 through December 12, 2022

Type	Date	Num	Name	Account	Original Amount
TOTAL				Full Time PW OT Wages (Wages paid at 1.5 for C	5.70 1,159.23
Paycheck	11/11/2022	18465	Raddatz, Todd A	MidWest One Checking Account	-1,582.48 1,582.48
				Supervisor PW Wages	800.16
				Supervisor PW Wages	1,119.84
				Supervisor PW Wages	461.54
TOTAL					1,582.48
Paycheck	11/11/2022	18466	Skjerven, Denise K	MidWest One Checking Account	-991.73 991.73
				Clerk Wages	1,341.68
TOTAL					991.73
Paycheck	11/09/2022	18467	Brundage, James G	MidWest One Checking Account	-38.76 38.76
				Wages	38.76
TOTAL					38.76
Paycheck	11/09/2022	18468	Carlson, Trishia K	MidWest One Checking Account	-6.10 6.10
				Wages	16.10
TOTAL					6.10
Paycheck	11/09/2022	18469	Thorman, Cynthia	MidWest One Checking Account	-60.95 60.95
				Wages	66.00
TOTAL					60.95
Paycheck	11/09/2022	18470	Wallis, Terilyn K	MidWest One Checking Account	-73.95 73.95
				Wages	73.95
TOTAL					73.95
Check	11/09/2022	18471	ABT Mailcom	MidWest One Checking Account	-1,100.00 1,100.00
				Postage	1,100.00
TOTAL					1,100.00

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## Check Detail

November 2 through December 12, 2022

Type	Date	Num	Name	Account	Original Amount
Check	11/14/2022	18472	Sun, The	MidWest One Checking Account	-78.20
TOTAL				Publications	78.20
					78.20
Paycheck	11/25/2022	18473	Carlson, Janice	MidWest One Checking Account	-572.73
TOTAL				Treasurer Wages	715.84
					572.73
Paycheck	11/25/2022	18474	Gaffney, Joseph J	MidWest One Checking Account	-1,154.69
TOTAL				Full-Time PW Wages (Wages for Full Time Employ	1,323.00
				Supervisor PW Wages	277.00
					1,154.69
Paycheck	11/25/2022	18475	Raddatz, Todd A	MidWest One Checking Account	-1,586.66
TOTAL				Supervisor PW Wages	1,920.00
				Supervisor PW Wages	6.48
				Supervisor PW Wages	461.54
					1,586.66
Paycheck	11/25/2022	18476	Skjerven, Denise K	MidWest One Checking Account	-917.37
TOTAL				Clerk Wages	1,237.65
					917.37
Paycheck	11/25/2022	18477	Bottolfson, Charlotte M	MidWest One Checking Account	-72.22
TOTAL				Wages	72.22
					72.22
Paycheck	11/25/2022	18478	Brundage, James G	MidWest One Checking Account	-81.65
TOTAL				Wages	81.65
					81.65

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## Check Detail

November 2 through December 12, 2022

Type	Date	Num	Name	Account	Original Amount
Paycheck	11/25/2022	18479	Carlson, Trishia K	MidWest One Checking Account	-198.84
TOTAL				Wages	208.84
					198.84
Paycheck	11/25/2022	18480	Conway, Janet I	MidWest One Checking Account	-109.25
TOTAL				Wages	109.25
					109.25
Paycheck	11/25/2022	18481	Gallagher, Sara L	MidWest One Checking Account	-97.18
TOTAL				Wages	97.18
					97.18
Paycheck	11/25/2022	18482	Heidelberger, Cynthia S	MidWest One Checking Account	-109.37
TOTAL				Wages	109.37
					109.37
Paycheck	11/25/2022	18483	Kotlinek, Cherie A.	MidWest One Checking Account	-107.53
TOTAL				Wages	107.53
					107.53
Paycheck	11/25/2022	18484	Lueck, Jane A	MidWest One Checking Account	-94.65
TOTAL				Wages	94.65
					94.65
Paycheck	11/25/2022	18485	Pieper I, Emmy	MidWest One Checking Account	-82.57
TOTAL				Wages	82.57
					82.57
Paycheck	11/25/2022	18486	Pieper I, Gerald	MidWest One Checking Account	-82.92
TOTAL				Wages	82.92
					82.92

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## Check Detail

November 2 through December 12, 2022

Type	Date	Num	Name	Account	Original Amount
Paycheck	11/25/2022	18487	Rochford, Jeanette M	MidWest One Checking Account	-94.42
				Wages	94.42
TOTAL					94.42
Paycheck	11/25/2022	18488	Shobe, Bryan N.	MidWest One Checking Account	-96.72
				Wages	96.72
TOTAL					96.72
Paycheck	11/25/2022	18489	Shobe, Stephanie A	MidWest One Checking Account	-161.00
				Wages	161.00
TOTAL					161.00
Paycheck	11/25/2022	18490	Thorman, Cynthia	MidWest One Checking Account	-211.84
				Wages	229.38
					211.84
TOTAL					211.84
Paycheck	11/25/2022	18491	Wahlstrom, Christine	MidWest One Checking Account	-197.23
				Wages	197.23
TOTAL					197.23
Paycheck	11/25/2022	18492	Wahlstrom, Douglas	MidWest One Checking Account	-95.22
				Wages	95.22
TOTAL					95.22
Paycheck	11/25/2022	18493	Wallis, Terilyn K	MidWest One Checking Account	-178.02
				Wages	178.02
TOTAL					178.02
Paycheck	11/25/2022	18494	Yost, Carolyn E	MidWest One Checking Account	-83.72
				Wages	83.72
TOTAL					83.72

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November 2 through December 12, 2022

Type	Date	Num	Name	Account	Original Amount
TOTAL					83.72
Check	11/25/2022	18495	Bakke Norman S.C	MidWest One Checking Account	712.25
TOTAL				Municipal Attorney Fees	712.25
Check	11/25/2022	18496	Bill's Ace Hardware	MidWest One Checking Account	507.37
TOTAL				Capital Highway Equipment	479.00
				Garage Expenses	28.37
					507.37
Check	11/25/2022	18497	Bluestone Sand & Gravel	MidWest One Checking Account	744.03
				Road Maintenance & Repair	194.53
				Road Maintenance & Repair	180.14
				Road Maintenance & Repair	183.73
				Road Maintenance & Repair	185.63
					744.03
Check	11/25/2022	18498	CWS Security	MidWest One Checking Account	101.85
TOTAL				Bldg Repairs & Maint	101.85
Check	11/25/2022	18499	Meyer Sales Company, INC.	MidWest One Checking Account	4,307.49
TOTAL				Equipment Repairs & Maintenance	4,307.49
Check	11/25/2022	18500	Bellin Health	MidWest One Checking Account	40.00
TOTAL				Garage Expenses	40.00
Check	11/25/2022	18501	Midwest Machinery Co	MidWest One Checking Account	114.78
				Equipment Repairs & Maintenance	45.58

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## Check Detail

November 2 through December 12, 2022

Type	Date	Num	Name	Account	Original Amount
TOTAL				Equipment Repairs & Maintenance	69.20
					114.78
Check	11/25/2022	18502	Osceola Medical Center	MidWest One Checking Account	-30.00
				Garage Expenses	30.00
TOTAL					30.00
Check	11/25/2022	18503	Polk County Clerk	MidWest One Checking Account	-2,498.82
				Supplies	2,498.82
TOTAL					2,498.82
Check	11/25/2022	18504	Strom, Ron	MidWest One Checking Account	-108.00
				Gopher Bounty Expenses	108.00
TOTAL					108.00
Check	11/25/2022	18505	Waterman Sanitation	MidWest One Checking Account	-100.00
				Sanitation Expenses	100.00
TOTAL					100.00
Check	11/25/2022	18506	Redlich, Larry	MidWest One Checking Account	-408.00
				Gopher Bounty Expenses	408.00
TOTAL					408.00
Check	11/28/2022	18507	Polk County Treasurer	MidWest One Checking Account	-40.00
				Property Taxes	40.00
TOTAL					40.00
Check	11/28/2022	18508	Connecting Point	MidWest One Checking Account	-546.50
				Website & Computer Expenses	474.50
				Computer/Emails	42.00
				Computer/Email	30.00
TOTAL					546.50



## TOWN OF OSCEOLA

## Check Detail

November 2 through December 12, 2022

Type	Date	Num	Name	Account	Original Amount
Check	11/28/2022	18509	Dresser Water & Sewer Utilities	MidWest One Checking Account	-77.58
				Water & Sewer Utilities	77.58
					77.58
TOTAL					
Check	11/28/2022	18510	Hall, Darell	MidWest One Checking Account	-111.26
				Animal Warden Wages	35.00
				Mileage & Expenses	26.88
				Animal Warden Wages	30.00
				Mileage & Expenses	19.38
					111.26
TOTAL					
Check	11/28/2022	18511	Menards - St. Croix Falls	MidWest One Checking Account	-531.21
				Capital Highway Equipment	479.00
				Garage Expenses	34.93
				Garage Expenses	17.28
					531.21
TOTAL					
Check	11/28/2022	18512	Rural Mutual Insurance	MidWest One Checking Account	-78.00
				Insurance	78.00
					78.00
TOTAL					
Check	11/28/2022	18513	Sun, The	MidWest One Checking Account	-107.25
				Publications	107.25
					107.25
TOTAL					
Check	11/28/2022	18514	Brothers Country Mart LLC	MidWest One Checking Account	-691.19
				Fuel	164.00
				Fuel	220.00
				Fuel	150.00
				Fuel	157.19
					691.19
TOTAL					

## TOWN OF OSCEOLA

## Check Detail

November 2 through December 12, 2022

Type	Date	Num	Name	Account	Original Amount
Check	11/28/2022	18515	Dresser Food & Liquor Inc.	MidWest One Checking Account	612.62
					-612.62
			Fuel		285.00
			Fuel		166.07
			Fuel		161.55
TOTAL					612.62
Check	11/28/2022	18516	Dresser Trap Rock, Co.	MidWest One Checking Account	4,334.95
					-4,334.95
			Road Maintenance & Repair		4,334.95
TOTAL					4,334.95
Check	11/28/2022	18517	Polk County Clerk	MidWest One Checking Account	72.50
					-72.50
TOTAL					72.50
Paycheck	12/07/2022	18518	Cronick, Jon M	MidWest One Checking Account	269.36
					-269.36
			Board Salaries		291.67
TOTAL					269.36
Paycheck	12/07/2022	18519	Lindh, Dale A	MidWest One Checking Account	269.36
					-269.36
			Board Salaries		291.67
TOTAL					269.36
Paycheck	12/07/2022	18520	Thompson, Debbie L	MidWest One Checking Account	269.35
					-269.35
			Board Salaries		291.67
TOTAL					269.35
Paycheck	12/09/2022	18521	Carlson, Janice	MidWest One Checking Account	572.73
					-572.73
			Treasurer Wages		715.84
TOTAL					572.73
Paycheck	12/09/2022	18522	Gaffney, Joseph J	MidWest One Checking Account	1,258.30
					-1,258.30

## TOWN OF OSCEOLA

## Check Detail

November 2 through December 12, 2022

Type	Date	Numb	Name	Account	Original Amount
				Full-Time PW Wages (Wages for Full Time Employ	1,281.40
				Full Time PW OT Wages (Wages paid at 1.5 for C	148.50
				Full-Time PW Wages (Wages for Full Time Employ	160.00
				Full-Time PW Wages (Wages for Full Time Employ	160.00
					1,258.30
TOTAL					
Paycheck	12/09/2022	18523	Raddatz, Todd A	MidWest One Checking Account	-1,668.23
				Supervisor PW Wages	1,753.68
				Supervisor PW Wages	118.08
					1,668.23
TOTAL					
Paycheck	12/09/2022	18524	Skjerven, Denise K	MidWest One Checking Account	-673.89
				Clerk Wages	895.89
					673.89
TOTAL					
Paycheck	12/09/2022	18525	Brundage, James G	MidWest One Checking Account	-36.57
				Wages	36.57
					36.57
TOTAL					
Paycheck	12/09/2022	18526	Lueck, Jane A	MidWest One Checking Account	-36.92
				Wages	36.92
					36.92
TOTAL					
Paycheck	12/09/2022	18527	Pieper I, Emmy	MidWest One Checking Account	-37.26
				Wages	37.26
					37.26
TOTAL					
Paycheck	12/09/2022	18528	Pieper I, Gerald	MidWest One Checking Account	-37.84
				Wages	37.84
					37.84
TOTAL					
Paycheck	12/09/2022	18529	Rochford, Jeanette M	MidWest One Checking Account	-57.50
					57.50

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## TOWN OF OSCEOLA

## Check Detail

November 2 through December 12, 2022

Type	Date	Num	Name	Account	Original Amount
TOTAL				Wages	<u>57.50</u> 57.50
Paycheck	12/09/2022	18530	Shobe, Bryan N.	MidWest One Checking Account	-37.03 37.03
TOTAL				Wages	<u>37.03</u> 37.03
Paycheck	12/09/2022	18531	Shobe, Stephanie A	MidWest One Checking Account	-37.84 37.84
TOTAL				Wages	<u>37.84</u> 37.84
Paycheck	12/09/2022	18532	Wallis, Terilyn K	MidWest One Checking Account	-51.98 51.98
TOTAL				Wages	<u>51.98</u> 51.98
Check	12/04/2022	18533	West WI Inspection Agency	MidWest One Checking Account	-1,419.64 1,419.64
TOTAL				Building Inspection Expense	<u>1,419.64</u> 1,419.64
Check	12/04/2022	18534	Bluestone Sand & Gravel	MidWest One Checking Account	-636.17 636.17
TOTAL				Road Maintenance & Repair	<u>636.17</u> 636.17
Check	12/05/2022	18535	Darcy Thompson	MidWest One Checking Account	-48.00 48.00
TOTAL				Gopher Bounty Expenses	<u>48.00</u> 48.00
Check	12/05/2022	18536	Eichten, James	MidWest One Checking Account	-72.00 72.00
TOTAL				Gopher Bounty Expenses	<u>72.00</u> 72.00
Check	12/05/2022	18537	Brothers Country Mart LLC	MidWest One Checking Account	-286.00 286.00

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## TOWN OF OSCEOLA

## Check Detail

November 2 through December 12, 2022

Type	Date	Num	Name	Account	Original Amount
TOTAL					
			Fuel		161.00
			Fuel		125.00
					286.00
Check	12/05/2022	18538	Dresser Food & Liquor Inc.	MidWest One Checking Account	346.16
TOTAL					
			Fuel		187.00
			Fuel		159.16
					346.16
Check	12/12/2022	18539	CNA Surety	MidWest One Checking Account	292.00
TOTAL					
			Insurance		292.00
					292.00
Check	12/12/2022	18540	Dresser Food & Liquor Inc.	MidWest One Checking Account	182.62
TOTAL					
			Fuel		182.62
					182.62
Check	12/12/2022	18541	Industrial Safety, Inc.	MidWest One Checking Account	32.00
TOTAL					
			Garage Expenses		32.00
					32.00
Check	12/12/2022	18542	Larkey, Tim	MidWest One Checking Account	416.00
TOTAL					
			Gopher Bounty Expenses		416.00
					416.00
Check	12/12/2022	18543	Benjamin Lucas	MidWest One Checking Account	28.00
TOTAL					
			Gopher Bounty Expenses		28.00
					28.00
Check	12/12/2022	18544	Redlich, Lyle	MidWest One Checking Account	44.00
TOTAL					
			Gopher Bounty Expenses		44.00
					44.00

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TOWN OF OSCEOLA

Check Detail

November 2 through December 12, 2022

Type	Date	Num	Name	Account	Original Amount
TOTAL					44.00
Check	12/12/2022	18545	Polk County Land & Water Resources	MidWest One Checking Account	-1,789.32 1,789.32
TOTAL				Park Expenses - Misc & Other	1,789.32 47,436.00
Total Board Bill for December 12, 2022 Check # 18463 - 18545 and ACH Payments from 11-2-22 - 12-12-22 for a total of \$47,436.00					

Jon Cronick

Dale Lindh

Debbie Thompson

Check	12/12/2022		T & T Trailer	MidWest One Checking Account	-9,332.00 9,332.00
TOTAL				Capital Highway Equipment	9,332.00 9,332.00
Check	12/12/2022		Midwest Machinery Company	MidWest One Checking Account	-16,500.00 16,500.00
TOTAL				Capital Highway Equipment	16,500.00 25,832.00



**TOWN OF OSCEOLA**  
**BOARD OF SUPERVISORS**  
**SPECIAL TOWN BOARD MEETING**  
Tuesday, November 1, 2022 — 5:00 p.m.  
Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a Special Town Board meeting Tuesday, November 1, 2022, at 5:00 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

**CALL TO ORDER:** Chair Lindh called the Special Town Board meeting to order at 5:10 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. There were no virtual attendees.

**ACCEPTANCE OF PROPOSED AGENDA**

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

**NEW BUSINESS**

**CONSIDER DISCUSSION AND REVIEW OF EMPLOYEE HANDBOOK**

Chair Lindh indicated the Board would be going through and discussing updates to the Town's Employee Handbook, which includes current and future employee benefits. Proposed changes were discussed for the sections covered during the meeting. The Board proposed another meeting be scheduled for 5:00 p.m. on Monday, December 5<sup>th</sup>.

**ADJOURN**

MOTION BY THOMPSON/CRONICK TO ADJOURN THE SPECIAL TOWN BOARD MEETING TUESDAY, NOVEMBER 1, 2022. MOTION CARRIED. The meeting adjourned at 6:15 p.m.

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

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

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

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**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 Aarthun, 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:

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Denise Skjerven, Town Clerk

# TOWN OF OSCEOLA

## BOARD OF SUPERVISORS

### SPECIAL TOWN BOARD MEETING

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

#### Meeting Minutes

The Board of Supervisors of the Town of Osceola met for a Special Town Board meeting Thursday, November 10, 2022, beginning at 5:30 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

**CALL TO ORDER:** Chair Lindh called the Special Town Board meeting to order at 5:30 p.m.

**VERIFICATION OF MEETING POSTING:** Chair Lindh confirmed that the notice was posted at the Town Hall, Dresser Post Office, the First National Community Bank, and the Town Web Site.

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

#### **ACCEPTANCE OF PROPOSED AGENDA**

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

#### **ANNOUNCEMENT OF CLOSED SESSION**

Chair Lindh announced that the Board would be moving into closed session as posted and asked for a motion by roll call.

MOTION BY LINDH/CRONICK TO MOVE INTO CLOSED SESSION PURSUANT TO STATE STATUTE §19.85(1)(C), TO CONDUCT PERFORMANCE EVALUATIONS OF THE PUBLIC WORKS SUPERVISOR, CLERK, AND TREASURER. AYES: LINDH, CRONICK AND THOMPSON. MOTION CARRIED UNANIMOUSLY. The Board entered into closed session at 5:33 p.m.

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

#### **OPEN SESSION**

Chair Lindh announced that the Board would be moving back into open session and asked for a motion by roll call.

MOTION BY CRONICK/THOMPSON TO MOVE INTO OPEN SESSION. AYES: LINDH, CRONICK, THOMPSON. MOTION CARRIED UNANIMOUSLY. The Board entered open session at 8:49 p.m.

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

Chair Lindh announced the Board conducted performance evaluations for Public Works Supervisor, Clerk and Treasurer.

#### **ADJOURN**

MOTION BY THOMPSON/CRONICK TO ADJOURN THE SPECIAL TOWN BOARD MEETING THURSDAY, NOVEMBER 10, 2022. MOTION CARRIED.

Being no further business to come before the Board, the Meeting adjourned at 8:50 p.m.

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

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

\_\_\_\_\_  
Dale Lindh, Chair

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**TOWN OF OSCEOLA**  
**PUBLIC BUDGET HEARING, SPECIAL TOWN MEETING, and**  
**BOARD OF SUPERVISORS SPECIAL TOWN BOARD MEETING**  
**Monday, November 14, 2022 — 6:30 p.m.**  
**Meeting Minutes**

The Board of Supervisors of the Town of Osceola met for a series of meetings on Thursday, November 18, 2021, beginning at 6:30 p.m. at the Osceola Town Hall, Dresser, Wisconsin.

**CALL TO ORDER:** Chair Lindh called the meeting to order at 6:31 p.m.

**VERIFICATION OF MEETING POSTING:** Clerk Skjerven confirmed that the notice was posted at the Town Hall, Dresser Post Office, the First National Community 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, and Gae Magnafici. There were no virtual attendees.

**VERIFICATION OF BUDGET HEARING POSTING AND VERIFICATION PUBLIC NOTICE REQUIREMENTS**

**HAVE BEEN MET:** Clerk Skjerven confirmed that the Notice of Public Budget Hearing, the Notice of Special Town Meeting of the Electors, and the Notice of Special Town Board Meeting was posted at the Town Hall, Dresser Post Office, the First National Community Bank, and the Town Web Site on October 28, 2022.

**EXPLAIN BUDGET HEARING AND VOTING PROCESS**

Chair Lindh explained that Supervisor Cronick will cover the budget to give a better understanding of the budget items. Public comment and asking of questions will be available during the section report outs, and, there will also be a time for general public comment. Lindh further explained that at the end of the Budget Hearing the Town electors have an opportunity to provide advisement to the Board on Resolution 22-11-01 on whether or not to adopt the 2023 Town tax levy. If not accepted, there would be another motion on the levy adjustment.

**BUDGET HEARING & SPECIAL TOWN MEETING**

**REVENUES**

**Taxes:** General Property Taxes were \$817,368.00 for the 2022 budget and the 2023 budget amount is \$835,324.00, which is arrived at by using the 2022 Municipal Levy Limit Worksheet based on new construction.

Intergovernmental Revenues: Fire Insurance Dues increased by \$14,000.00, but this item is an 'in/out' type item for the Town, which means what amount is taken in mostly goes out as an expense item for the Town (reflected in the Expense section).

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Licenses and Permits: Building Permits and Fees is an 'in/out' type item and reflects a lower amount by \$19,000.00. The Town retains a small portion of this revenue as an administrative fee, but most of the revenue is otherwise paid to the building inspector. Dog License & Refunds shows an increase of \$1,500.00, but this revenue is another 'in/out' type item as most of the revenue received is sent to Polk County.

Intergovernmental Changes: The Fire Association Loan Repayment is another 'in/out' type item which will be paid off in two years.

Miscellaneous Revenue: Interest Income reflects an increase due to pursuit of higher interest rates for the Town's bank account funds.

Total revenue budget for 2023 is \$1,162,391, and a 2023 Mill Rate of \$2.88 per thousand. The Mill Rate is virtually the same as 2022, which was \$2.87 per thousand.

## **EXPENSES BUDGET**

General Government, Town Board: Dues and Training has an increase of \$1,420.00 primarily due to the Town's membership in the Wisconsin Towns Association (WTA). For Office Supplies, alterations are being made to better account for supplies in the proper area of the budget.

Legal Fees: The amount for 2023 is reduced to better reflect fees paid for 2022. An additional expense amount of \$4,475.00 is for Municode which has not yet been approved by the Board. Magnafici asked for further clarification as to what is Municode. Chair Lindh explained Municode is an online service provider to assist the Town with updating the Town Ordinances to assure compliance with current state statutes. It has been over 30 years since this type of extensive review of the Town's Ordinances has been completed.

Clerk/Treasurer: The wages include proposed salary increases in 2023 for both positions. Estimated hours have been increased to account for meetings attended by both positions.

Elections: Publications were decreased due to 2023 having only one (possibly two) elections as compared to four elections held in 2022. Annual Machine Fees is a fixed cost. Wages was arrived at with feedback from the Clerk regarding estimated poll workers' time needed.

Audit Services: The fee amount is a fixed cost to the Town.

Assessment of Property: The assessor's contract expense will remain the same expense amount for 2023 as 2022 for the work being done due to state law requirement that the Town reassess if the Town is not able to stay within +/-10% of property values. In 2024 assessed values will be updated to Appraisal Services and Data Processing Sys., Inc. best estimate of market value. These additional



appraisal services are being split over three years, which is in addition to the normal annual expense for assessment services.

Building Expenses: Gas utilities are increasing due to higher pricing. Building Repairs and Maintenance shows a reduction as repainting the interior of Town Hall was completed in 2022.

Ambulance and Fire Department Contracts: Osceola Area Ambulance Service is a flat fee charge which is increasing 7.1% for 2023. The Town's contract with St. Croix Valley Emergency Medical Services is based on their flat service cost they have submitted to the Town and is increasing 5%. The Fire Department contract has increased by 2.2% for the Town's portion, and the dues are basically an amount the Town receives from the state and the Town pays out that amount to the Fire Department.

Public Works: The Supervisor position includes a proposed salary increase, and the Full-Time Employee is a new position. Thus, the Part-Time Employee budget item has substantially decreased.

For Equipment Repairs and Maintenance, a similar amount is being planned for 2023 as what was budgeted in 2022. Fuel is increased to \$20,000.00 because of higher pricing.

Highway Construction is adjusted downward by approximately \$13,600.00 due to ARPA funds being available for Highway Construction expenses. (ARPA funds have to be used by June of 2024.) A similar budget amount of \$50,000.00 is planned for Capital Highway Equipment. Road Maintenance and Repair remains at \$25,000.00, similar to the 2022 budget amount. And, there is budgeted \$5,000.00 for Highway Capital Improvement, similar to the 2022 budget amount.

Animal Control, Gopher Bounty Expenses, and Cemetery Funding: The dog license fees that the Town collects goes out to what the Town pays Polk County. The Animal Control Officer Mileage and Expenses increased because of higher fuel pricing.

Capital Improvement Project(s): An amount of \$15,000.00 is budgeted in 2023 for the Dwight Lake Boat Landing project.

Development and Planning: The Building Inspection expense ('in/out') item was reduced due to fewer building permits being requested.

Planning Commission: Per diems was increased to account for six Plan Commission members at \$25.00 per diem per meeting over 12 months. Postage, Office Supplies was increased for anticipation of completion of the Town's Comprehensive Plan.

Fire Department Debt Services: The \$50,308.00 expense is an 'in/out' item as the Fire Department cannot borrow money. So, the mortgage loan on the Dresser fire station for Allied Fire services was through the Town of Osceola. This item comes in via the payment the Fire Department gives to the Town and the Town makes the loan payment. There are two years remaining on the loan.

Reserve for Contingencies: This amount was kept at the same amount (\$15,000) for 2023 as it was for 2022. It is a reserve fund to assist with paying for unforeseen expenses.

Total expenses budget for 2023 is \$1,162,391, a 3.5% increase from 2022.

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**CONSIDER ADOPTION OF RESOLUTION 22-11-01 TO ADOPT THE 2022 TOTAL TOWN TAX LEVY TO BE PAID IN 2023 PURSUANT TO SECTION 60.10(1)(a)**

The levy authorized by the electors in 2022 was \$817,368. The 2.197% increase in the town's 2022 levy is due to the net new construction percentage increase (\$17,956) and is allowed pursuant to Section 66.0602(2) of Wisconsin Statutes, thus increasing the 2023 total levy to \$835,324.

MOTION MADE BY GAE MAGNAFICI, SECONDED BY DALE LINDH TO ADOPT RESOLUTION 22-11-01 TO ADOPT THE 2022 TOTAL TOWN TAX LEVY TO BE PAID IN 2023 PURSUANT TO SECTION 60.10(1)(a) MOTION CARRIED WITH 6 AYE VOTES, 0 NAY VOTES, AND 0 ABSTAIN VOTES.

**ADJOURNMENT OF PUBLIC BUDGET HEARING AND SPECIAL TOWN MEETING**

MOTION BY CRONICK/THOMPSON TO ADJOURN THE PUBLIC BUDGET HEARING AND SPECIAL TOWN MEETING OF MONDAY, NOVEMBER 14, 2022. MOTION CARRIED WITH 6 AYE VOTES, 0 NAY VOTES, AND 0 ABSTAIN VOTES. The meeting adjourned at 6:53 p.m.

**SPECIAL TOWN BOARD MEETING**

Chair Lindh immediately proceeded to call to order the Special Town Board Meeting at 6:54 p.m.

**VERIFICATION OF MEETING POSTING:** Clerk Skjerven confirmed that the notice was posted at the Town Hall, Dresser Post Office, the First National Community Bank, and the Town Web Site.

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

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

**ACCEPTANCE OF PROPOSED AGENDA**

MOTION BY CRONICK/THOMPSON ON ACCEPTANCE OF PROPOSED AGENDA. MOTION CARRIED.

**PUBLIC COMMENT**

None.

**CONSIDER RESOLUTION 22-11-02 TO ADOPT THE 2023 BUDGET FOR THE TOWN OF OSCEOLA**

The Clerk duly noticed that a public hearing was held on the proposed budget on Monday, November 14, 2022, and a Summary of the Budget had been made available at the Town Hall as required by Wisconsin Statutes Section 65.90. The 2022 Town Tax Levy to be collected in 2023 pursuant to Wisconsin Statutes Section 60.10(1)(a) was approved in the amount of \$835,324 by the majority of the Town of Osceola Electors at a Special Town Meeting on November 14, 2022.

MOTION BY THOMPSON/CRONICK TO ADOPT RESOLUTION 22-11-02 TO ADOPT THE 2023 BUDGET FOR THE TOWN OF OSCEOLA AND THE 2022 TOWN TAX LEVY TO BE COLLECTED IN 2023 PURSUANT TO WISCONSIN STATUTES SECTION 60.10(1)(a) WAS APPROVED IN THE AMOUNT OF \$835,324 BY THE MAJORITY OF THE TOWN OF OSCEOLA ELECTORS AT A SPECIAL TOWN MEETING ON NOVEMBER 14, 2022. AYES: LINDH, CRONICK, THOMPSON. MOTION CARRIED UNANIMOUSLY.



**ADJOURNMENT OF SPECIAL TOWN BOARD MEETING**

MOTION BY CRONICK/THOMPSON TO ADJOURN THE SPECIAL TOWN BOARD MEETING MONDAY, NOVEMBER 14, 2022. MOTION CARRIED. The meeting adjourned at 6:58 p.m.

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

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

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

# Town of Osceola

Nov 22

## Public works report

1. Shed is full of sand with a small stockpile
2. Pick up international from shop
3. Mount wings and blades on trucks
4. Repair worn hyd lines on cutting edges on blades and wings
5. Plow snow and spread sand over snowstorm
6. Cut up down trees on ravine dr
7. Picked up tools set and box
8. Graded gravel roads
9. Fill potholes
10. Repair road signs.
11. Haul sand and salt and mix sand
12. Look into shouldering machine and trailer
13. Mix salt sand
14. Cut up down pine tree on 200<sup>th</sup> by horse lake

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

	Jan - Dec 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%
Total Intergovernmental Charges	50,308.15	50,308.00	0.15	100.0%
Intergovernmental Revenue				
County-Rural Fire Numbers	425.00			
FC/MFL Withdrawal	211.49			
Fire Insurance Dues	13,968.47	13,700.00	268.47	101.96%
Forest Crop/MFL Aid	0.00	400.00	-400.00	0.0%
Grants Donations	151,141.39			
Highway Aids	170,159.97	169,252.00	907.97	100.54%
In Lieu of Tax - DNR Land	3,789.37	3,750.00	39.37	101.05%
Municipal Services	111.52	110.00	1.52	101.38%
State Shared Revenue	37,750.41	36,436.00	1,314.41	103.61%
T.R.I.P./T.R.I Payments	0.00	0.00	0.00	0.0%
Total Intergovernmental Revenue	377,557.62	223,648.00	153,909.62	168.82%
Licenses & Permits				
Building Permits & Fees	23,601.97	25,000.00	-1,398.03	94.41%
Dog Licenses	1,599.00	1,200.00	399.00	133.25%
Driveway Permits	600.00	250.00	350.00	240.0%
Liquor & Related Licenses	4,649.54	3,500.00	1,149.54	132.84%
Zoning & Subdivision Fees	430.00			
Total Licenses & Permits	30,880.51	29,950.00	930.51	103.11%
Miscellaneous Revenue				
Interest Income	7,955.44	1,300.00	6,655.44	611.96%
Miscellaneous Income				
Insurance Loss Reimbursement	341.00			
Miscellaneous Income - Other	3,654.32			
Total Miscellaneous Income	3,995.32			
Total Miscellaneous Revenue	11,950.76	1,300.00	10,650.76	919.29%
Mobile Home Fees				
MH Lottery Credit	120.84			
Mobile Home Fees Collected	56.88			
Mobile Home Fees - Other	97.60	300.00	-202.40	32.53%
Total Mobile Home Fees	275.32	300.00	-24.68	91.77%
Tax Collections				
Delinquent PP Taxes	511.41			
Forest Crop/MFL Taxes	2,237.47	250.00	1,987.47	894.99%
Personal Property Taxes	5,518.31			
Property Taxes	3,434,607.74	817,368.00	2,617,239.74	420.2%

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

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Total Tax Collections	3,442,874.93	817,618.00	2,625,256.93	421.09%
Tax Collections - Other				
Lottery Credit	29,389.78			
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	0.00			
Total Tax Collections - Other	-2,620,824.23			
41011 - Other State Aids	1,049.07			
43430 - Exempt Computer Aid	62.35			
Total Income	1,294,134.48	1,123,124.00	171,010.48	115.23%
Gross Profit	1,294,134.48	1,123,124.00	171,010.48	115.23%
Expense				
Animal Warden				
Animal Warden Wages	415.00	500.00	-85.00	83.0%
Dog License to County	679.75	700.00	-20.25	97.11%
Mileage & Expenses	305.89	300.00	5.89	101.96%
Total Animal Warden	1,400.64	1,500.00	-99.36	93.38%
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	5,040.00	5,040.00	0.00	100.0%
Building Expenses				
Bldg Repairs & Maint	4,603.25	5,000.00	-396.75	92.07%
Electric Utilities	1,514.16	2,200.00	-685.84	68.83%
Gas Utilities	2,055.89	2,300.00	-244.11	89.39%
Insurance	1,291.44	1,200.00	91.44	107.62%
Operating Supplies	45.98	200.00	-154.02	22.99%
Sanitation Expenses	928.88	1,000.00	-71.12	92.89%
Telephone/Internet	2,470.94	3,000.00	-529.06	82.37%
Water & Sewer Utilities	809.00	900.00	-91.00	89.89%
Total Building Expenses	13,719.54	15,800.00	-2,080.46	86.83%
Building Inspection Expense	21,031.82	25,000.00	-3,968.18	84.13%
Capital Equipment				
New Equipment	11,547.00			
Office Equipment	2,481.95	2,000.00	481.95	124.1%
Total Capital Equipment	14,028.95	2,000.00	12,028.95	701.45%
Capital Improvement				
Transfer 1,200 to PW				

31



	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Park Expenses - Misc & Other				
Total Park Expenses	4,901.14	4,400.00	501.14	111.39% Highway Equipment
Payroll Expenses	4,901.14	4,400.00	501.14	111.39%
Planning Commission	14,305.11			
Computer/Emails				
Employer Payroll Taxes	398.00	1,440.00	-1,042.00	27.64%
Per Diems	0.00	92.00	-92.00	0.0%
Planning Commission	700.00			
Per Diems - Other	0.00	1,200.00	-1,200.00	0.0%
Total Per Diems	700.00	1,200.00	-500.00	58.33%
Postage Office Supplies & Pub	0.00	100.00	-100.00	0.0%
Publications	0.00	200.00	-200.00	0.0%
Total Planning Commission	1,098.00	3,032.00	-1,934.00	36.21% Equipment
Public Safety				
Ambulance Contract (Osceola)	27,580.00	28,027.00	-447.00	98.41%
Ambulance Contract (St. Croix)	4,734.00	4,930.00	-196.00	96.02%
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	101.96%
Total Public Safety	192,866.50	193,241.00	-374.50	99.81%
Public Works				
Adopt-A-Town Road	0.00	100.00	-100.00	0.0%
				Receive \$1,200 Contingency Account, \$1,300 from Plan Commission, \$5,000 from Capital Improvement - Highway Cap
				Improvememt Account, \$3,000 from Clerk & Treasurer Accounts, \$1,000 from Legal Fees, \$6,600 from Town Board, 500 from
				Park Expense
Capital Highway Equipment	44,367.02	50,000.00	-5,632.98	88.73%
Dues & Training	110.00	300.00	-190.00	36.67%
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	16,203.18	8,000.00	8,203.18	202.54%
Fuel	19,061.48	17,000.00	2,061.48	112.13%
Full-Time PW Wages (Wages for Full Time Employee)	6,124.40			
Full Time PW OT Wages (Wages paid at 1.5 for OT hours)	161.70			
Garage Expenses	2,424.81	3,500.00	-1,075.19	69.28%
Highway Construction	464,003.84	420,331.00	43,672.84	110.39%
Insurance	10,177.80	10,000.00	177.80	101.78%

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

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget	
Part-Time PW Wages	7,920.20	23,468.00	-15,547.80	33.75%	
PW Cell Phone	944.33	1,200.00	-255.67	78.69%	
Retirement	5,902.55	4,362.00	1,540.55	135.32%	
Road Maintenance & Repair	34,702.67	25,000.00	9,702.67	138.81%	
Short Term Disability	633.88	540.00	93.88	117.39%	
Supervisor PW Wages	79,690.28	64,620.00	15,070.28	123.32%	Receive \$8,700 Contingency Account,
Total Public Works	692,428.14	635,532.00	56,896.14	108.95%	\$1,200 From Building Expense
Reserve for Contingencies	0.00	15,000.00	-15,000.00	0.0%	Transfer \$5,100 to Election, \$1,200 to PW
Town Board					Capital Equipment, \$8,700 PW
Board Salaries	14,989.39	17,500.00	-2,510.61	85.65%	
Computer/Email	306.00	1,200.00	-894.00	25.5%	
Dues & Training	1,315.62	1,000.00	315.62	131.56%	
Employer Payroll Taxes	0.00	1,339.00	-1,339.00	0.0%	
Insurance	1,569.04	2,300.00	-730.96	68.22%	
Office Supplies	199.43	1,000.00	-800.57	19.94%	
Publications	1,394.85	3,000.00	-1,605.15	46.5%	
Total Town Board	19,774.33	27,339.00	-7,564.67	72.33%	Transfer \$6,600 to Public Works Capital
Total Expense	1,159,940.27	1,123,124.00	36,816.27	103.28%	Equipment Account
Net Income	134,194.21	0.00	134,194.21	100.0%	



34A

# TOWN OF OSCEOLA

**Polk County, Wisconsin**  
[www.townofosceola.com](http://www.townofosceola.com)

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**RESOLUTION AMENDING THE 2022 BUDGET  
RESOLUTION 22-12-01**

**WHEREAS**, the Osceola Town Board adopted the 2022 budget on November 18, 2021; and

**WHEREAS**, the year-to-date budget reports indicate that there are expense accounts that are currently over-budget, and revenue accounts that should be adjusted to reflect this financial report; and

**WHEREAS**, it is financially prudent to amend the 2022 budget accordingly.

**SO THEREFORE BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF OSCEOLA TO AMEND THE FOLLOWING ACCOUNTS OF THE 2022 BUDGET:**

- The sum of \$1,200.00 is hereby transferred from the Contingency Reserve Account to the Public Works Capital Equipment Expense Account and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$5,100.00 is hereby transferred from the Contingency Reserve Account to the Elections Expense Account and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$8,700.00 is hereby transferred from the Contingency Reserve Account to the Public Works Expense Account and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$1,200.00 is hereby transferred from the Building Expenses Account to Payroll Expense Account, and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$500.00 is hereby transferred from the Park Expenses Account to Payroll Expense Account, and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$1,300.00 is hereby transferred from the Plan Commission Accounts to the Public Works Capital Highway Equipment, Account, and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$5,000.00 is hereby transferred from the Capital Improvement – Highway Cap Improvement Account to the Public Works Capital Highway Equipment Account, and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$3,000.00 is hereby transferred from the Clerk & Treasurer Accounts to the Public Works Capital Highway Equipment Account, and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$1,000.00 is hereby transferred from the Legal Fees Accounts to the Public Works Capital Highway Equipment Account, and the Budgets of said Accounts be adjusted

accordingly.

- The sum of \$6,600.00 is hereby transferred from the Town Board Account to Public Works Capital Highway Equipment Account, and the Budgets of said Accounts be adjusted accordingly.
- The sum of \$114,000.00 is hereby transferred from the 2021 Fund Balance to Public Works to Capital Highway Equipment Account \$26,000.00, Public Works Highway Construction Account \$43,000.00, Public Works Equipment Repairs and Maintenance Account \$8,500.00, Public Works Fuel Account \$1,000.00, Public Works Wages Accounts \$24,500.00, and Public Works Road Maintenance & Repair Account \$11,000.00, and the Budgets of said Accounts be adjusted accordingly.

Adopted this 12<sup>th</sup> day of December 2022, at a Town Board of Supervisors Regular Board Meeting.

\_\_\_\_\_  
Dale Lindh, Chair

\_\_\_\_\_  
Jon Cronick, Supervisor

\_\_\_\_\_  
Debbie Thompson, Supervisor

ATTEST:

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

# HIGHLIGHTS OF CLERK ACTIVITIES DONE THIS MONTH:

## NOVEMBER:

TASKS	#	FURTHER COMMENTS
Ordinances/	0	
Resolutions	1	22-12-01 Amending the 2022 Budget
Building Permits	2	Alterations to existing property
	1	New construction
Driveway Permits	1	With new construction
	2	Stand Alone
Meetings and Minutes	5	11/1 Special Town Board 11/1 Regular Town Board 11/10 Special Town Board 11/14 Public Budget Hearing, Special Town Meeting, and Special Town Board Meeting 11/22 Plan Commission (mtg posting)
Public Records Requests	6	Building permit for 752 200 <sup>th</sup> St. Status of permits/approvals/CUP process for 'red barn' property Requests for meeting minutes (2) Copy of video footage from parking lot fender bender 11/8 Copies of approved permits re non-metallic mineral extraction on or about 3-26-2015
Ads	1	Notice of Spring Election, April 4, 2023
Town's Web Page (and Town Facebook site)		Updated: Posted reminder re: Snow & Debris Removal from Public Roads Meeting Notices and Minutes Elections: Removed all 'key dates'; posted Notice of Spring Election; posted Nov. Genl. Election results Taxes: Posted Resolution 22-11-01 to Adopt the Total Town Tax Levy Budget: Posted Resolution 22-11-02 to Adopt the 2023 Budget
Form Updates		
Public Walk-in/calls		burning permits (84 as of end of month)
Training		Webinars by Wisc. Elections Commission (Attended two this month: re Nov Genl Elections audit; and, Post-General Election WisVote)
Elections		Held public test of voting equipment 11/4 Held Nov. General Election (11/8): 1,496 voters: 61% used paper ballot machine; 39% two touch-screen machines [Nov. '18 General election had 1,341 voters; Nov. '20 Presidential election had 1,932 voters] 294 absentee ballots 73 hand count paper ballots (ran out of 1,000 paper ballots) 82 election day registrations Returned all applicable election materials to Polk County Conducted Post-Election Voting Equipment Audit on Mon., 11/28 5 PM: 9 poll workers primarily focused on hand counting



# 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

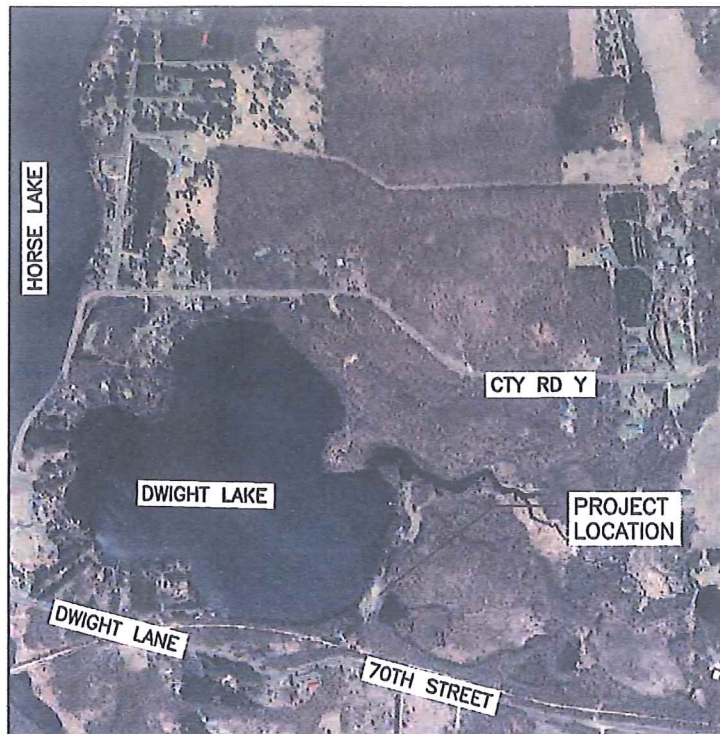
Call 3 Work Days  
Before You Dig!

Nationwide  
811

Toll Free  
1-800-242-8511

TDD  
1-800-542-2289

Website  
[www.diggershotline.com](http://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.

 <b>POLK COUNTY, WI</b> <small>LAND &amp; WATER RESOURCES DEPARTMENT</small>	<b>ESTIMATED QUANTITIES</b>	Designed <u>KBP</u> <span style="float: right;">Date <u>10/22</u></span> Drawn <u>KBP</u> <span style="float: right;">Date <u>10/22</u></span> Checked _____ Approved _____	Drawing Name <u>WI-005</u> Date <u>05/15</u> Sheet 2 of 6
	CLIENT: <u>DWIGHT LAKE BOAT LANDING</u>		
	COUNTY: <u>POLK</u>		



## 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. SEED AND APPLY MULCH TO ALL 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>	Drawing Name
Drawn <u>KBP</u>	<u>10/22</u>	Date
Checked _____		
Approved _____		
		Sheet 3 of 6

40

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

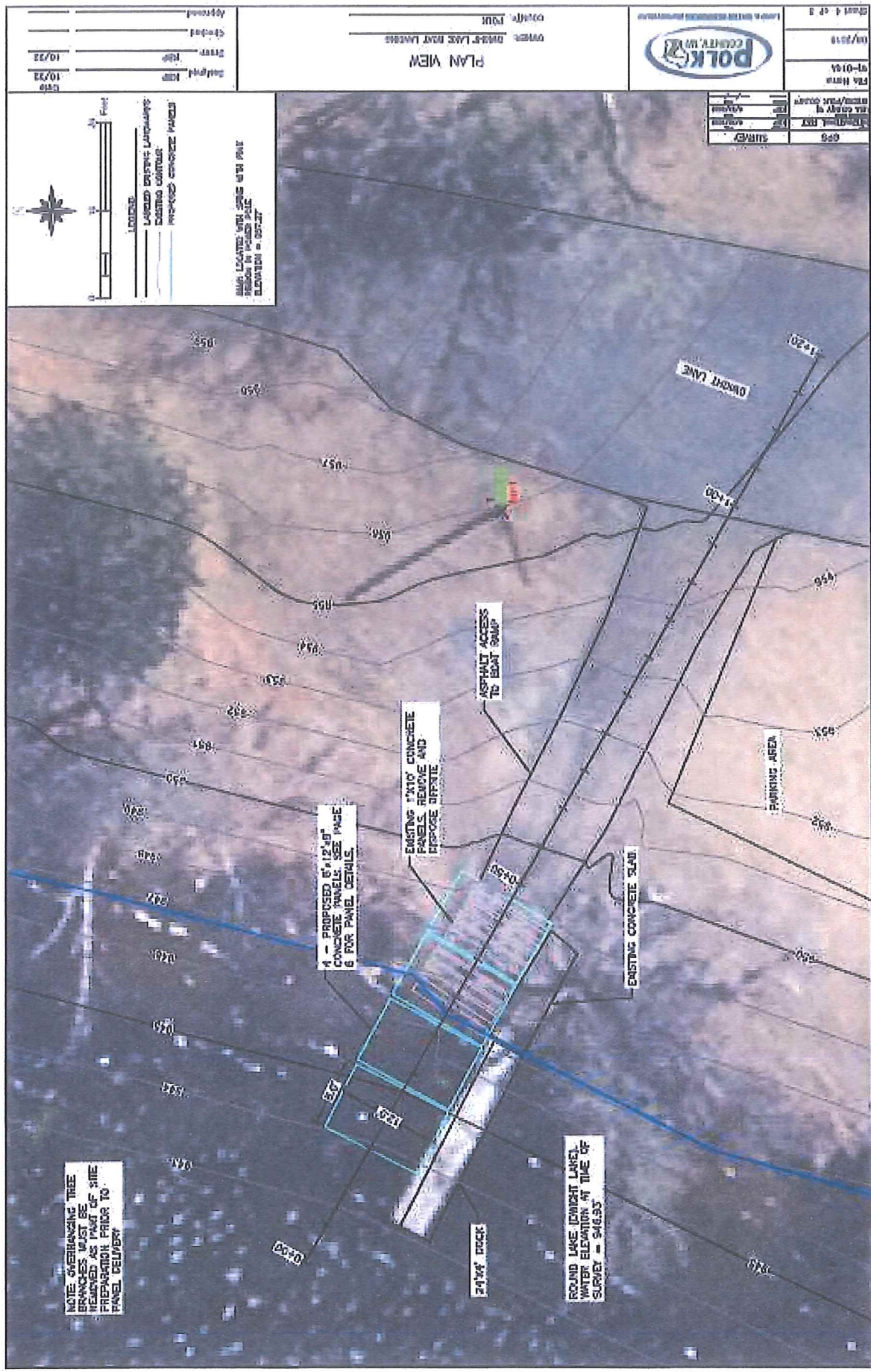
Item No.	Item Description	Pay Unit	Estimated Quantity	Unit Price	Bid Amount
1	REMOVE AND DISPOSE EXISTING CONCRETE PANELS	EACH	11	\$ 125.00	\$ 1,375.00
2	SITE PREPARATION AND MINOR GRADING	JOB	1	\$ 500.00	\$ 500.00
3	PRECAST PANEL DELIVERY	JOB	1	\$ 1,220.00	\$ 1,220.00
4	PRECAST CONCRETE PANEL	EACH	4	\$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

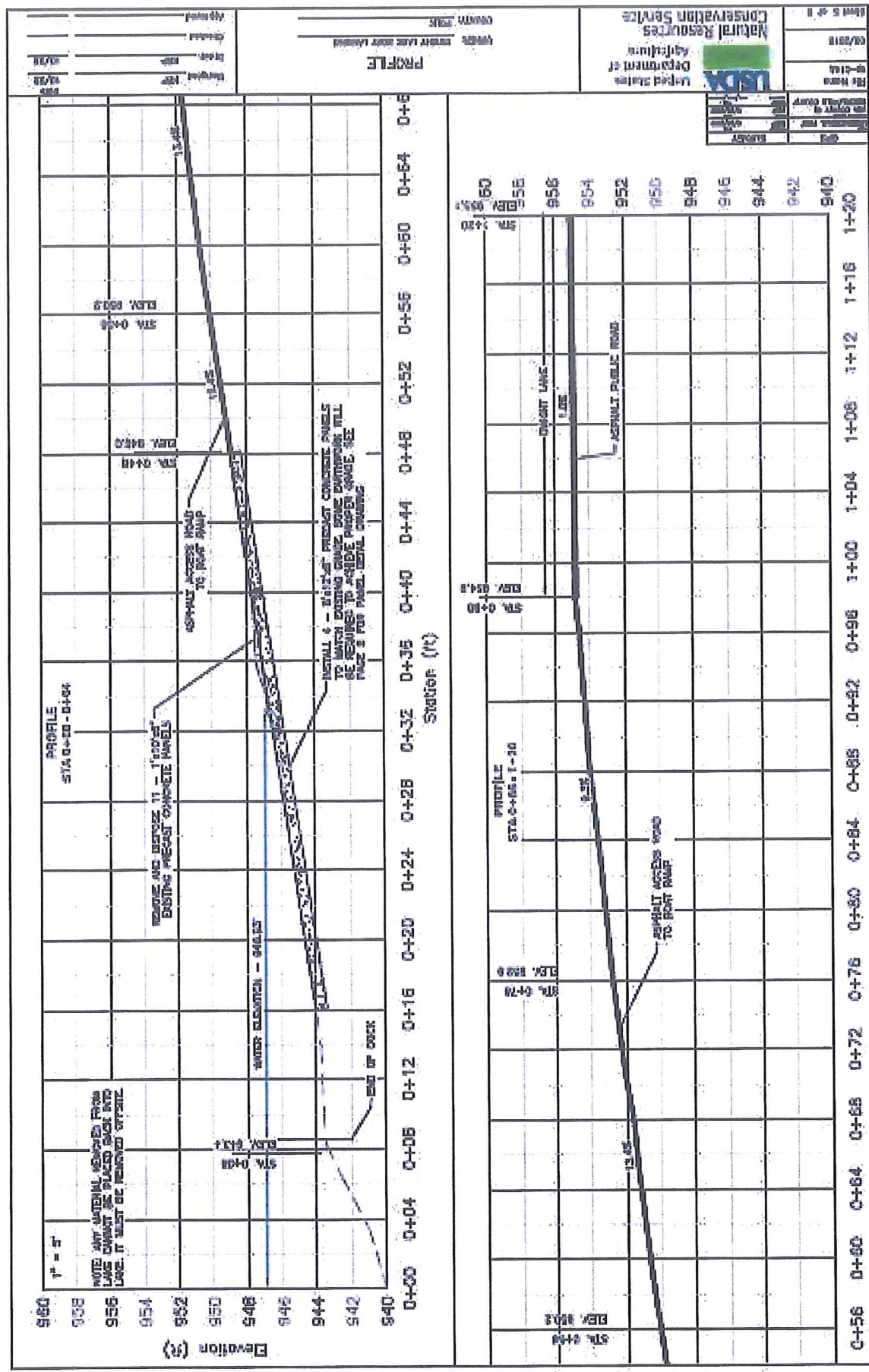
10% CONTINGENCY: \$ 1,150.00

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











PROJECT	TOWN OF STONE LAKE
DATE	16-09-20
DESIGNED BY	404 THE STREET
CHECKED BY	CONSTRUCTION
APPROVED BY	100 370 100 100 100 100
REVISIONS	
NO. 1	
NO. 2	
NO. 3	
NO. 4	
NO. 5	
NO. 6	
NO. 7	
NO. 8	
NO. 9	
NO. 10	

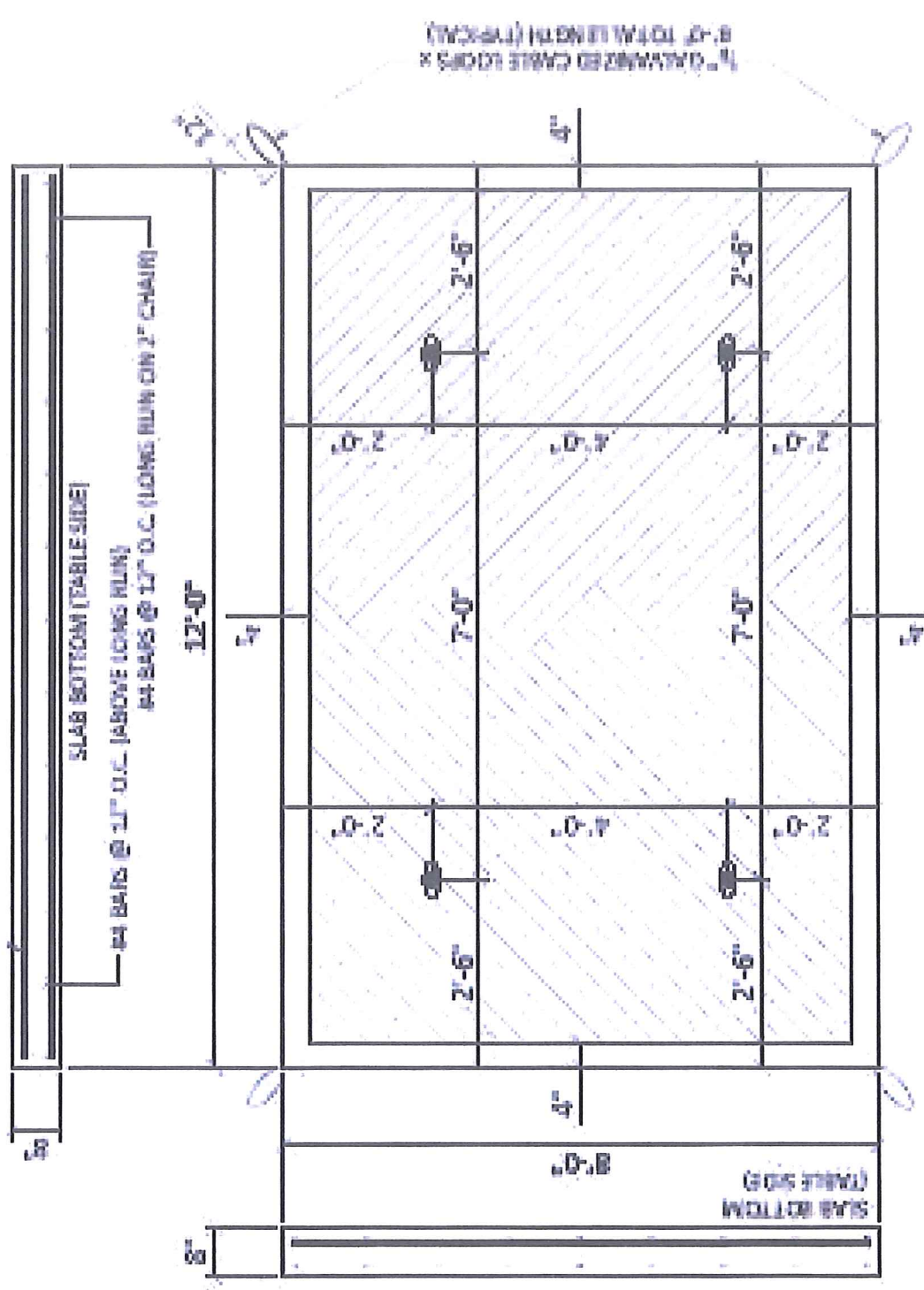
PROJECT  
TOWN OF STONE LAKE  
16-09-20  
404 THE STREET  
CONSTRUCTION  
100 370 100 100 100 100

PROJECT  
TOWN OF STONE LAKE  
16-09-20  
404 THE STREET  
CONSTRUCTION  
100 370 100 100 100 100

1 = 1

# 6 BOAT LAUNCH PANELS NEEDED

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



1 BOAT LAUNCH PANEL  
12'-0" x 8'-0"

SLAB CURB VIEWS = 2.07  
VAULT WEIGHT = 3,400 LBS

NOTE: STANDARD HUFFCUTT GROVE FINISH

= DR ANCHOR

100% GRADE (40% SLOPE) 100%  
100% GRADE (40% SLOPE) 100%  
100% GRADE (40% SLOPE) 100%



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

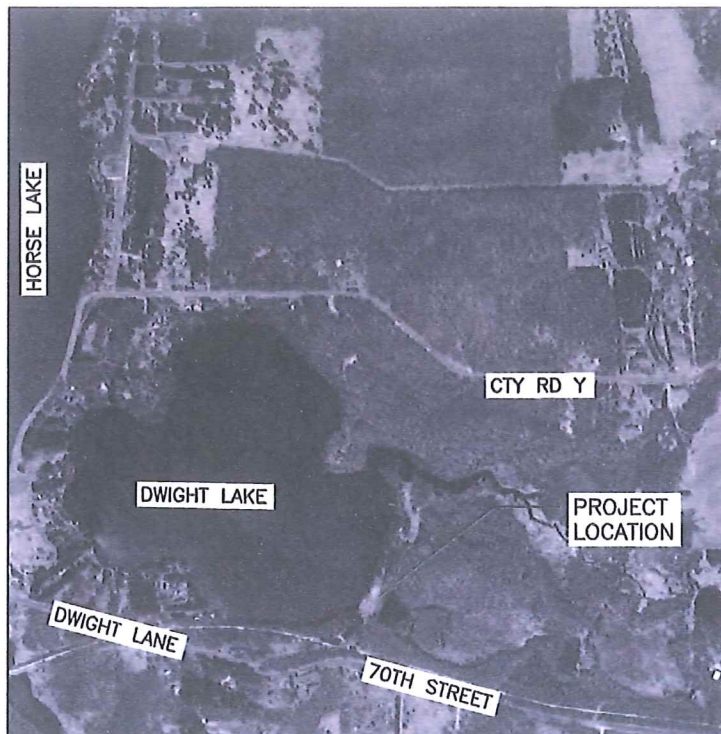
Call 3 Work Days  
Before You Dig!

Nationwide  
811

Toll Free  
1-800-242-8511

TDD  
1-800-542-2289

Website  
www.diggershotline.com



LOCATION MAP

NOTICE TO LANDOWNERS AND EXCAVATORS

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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 \_\_\_\_\_

### 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 & WATER RESOURCES DEPARTMENT

### ESTIMATED QUANTITIES

CLIENT: DWIGHT LAKE BOAT LANDING  
COUNTY: POLK

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


Drawing Name  
 WI-005  
 Date  
 05/15  
 Sheet 2 of 6

## CONSTRUCTION NOTES

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### DISCLAIMER

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 <b>POLK COUNTY, WI</b> <small>LAND &amp; WATER RESOURCES DEPARTMENT</small>	<h2 style="margin: 0;">CONSTRUCTION NOTES</h2>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;">Date</td> </tr> <tr> <td>Designed <u>KBP</u></td> <td style="text-align: right;"><u>10/22</u></td> </tr> <tr> <td>Drawn <u>KBP</u></td> <td style="text-align: right;"><u>10/22</u></td> </tr> <tr> <td>Checked _____</td> <td></td> </tr> <tr> <td>Approved _____</td> <td></td> </tr> </table>		Date	Designed <u>KBP</u>	<u>10/22</u>	Drawn <u>KBP</u>	<u>10/22</u>	Checked _____		Approved _____		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Drawing Name</td> <td style="width: 50%;"></td> </tr> <tr> <td>Date</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 3 of 6</td> </tr> </table>	Drawing Name		Date		Sheet 3 of 6	
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Date																			
Sheet 3 of 6																			
CLIENT: <u>DWIGHT LAKE BOAT LANDING</u>																			
COUNTY: <u>POLK</u>																			





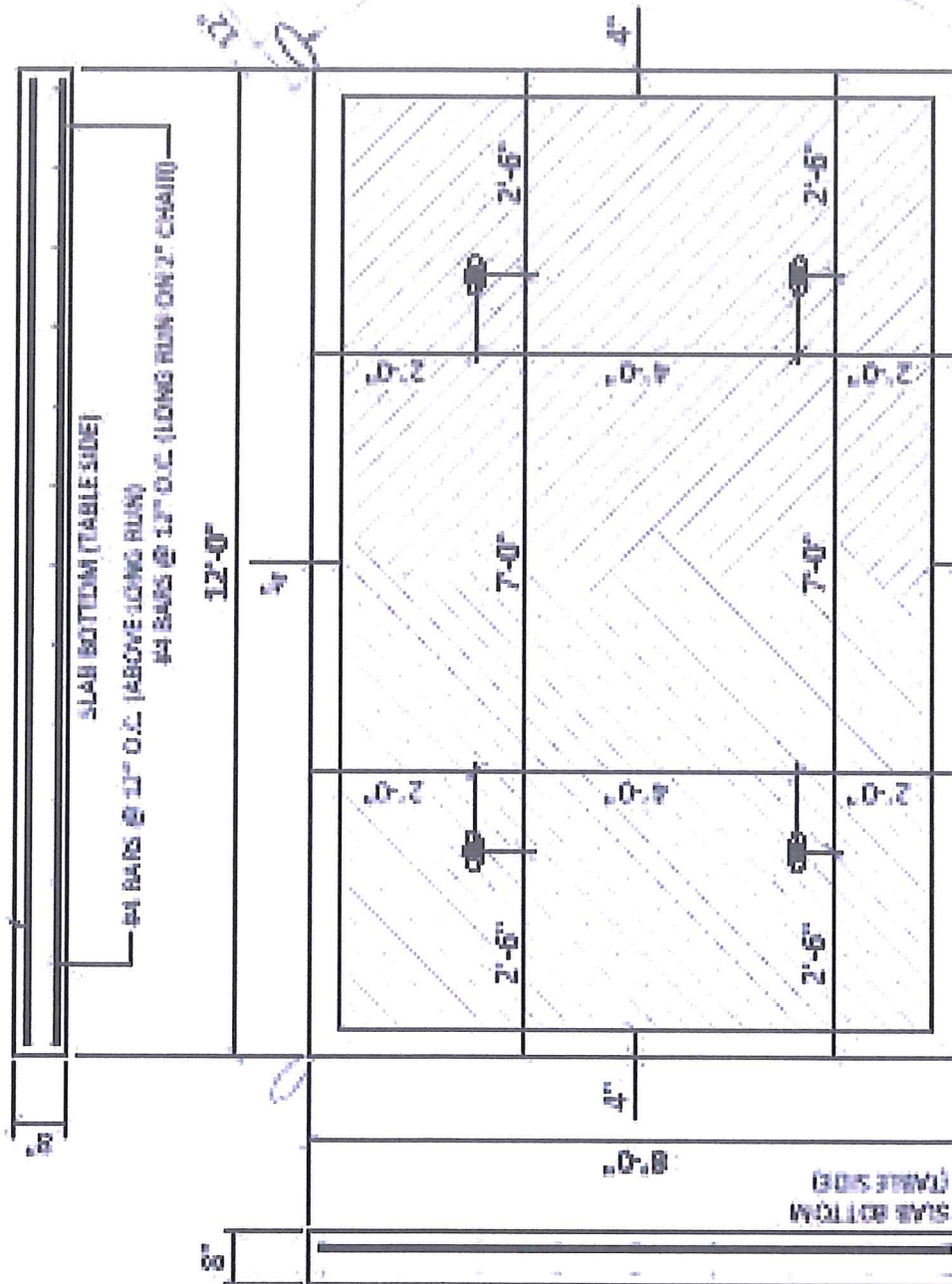




USE GRADE 60 (A615) REBAR  
 #4 1/2" DIA.  
 CONC. = 3,000 PSI @ 28 DAYS

# 6 BOAT LAUNCH PANELS NEEDED

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



## 1 BOAT LAUNCH PANEL

8" = DR. ANCHOR

NOTE: STANDARD HUFFCUTT GROVE FINISH

SLAB CURB VARIOUS = 3.0T  
 VARIOUS WEIGHT = 3,400 LBS



PROJECT  
 16-033-20  
 TOWN OF STONE LAKE  
 404 12th Street  
 Stone Lake, WI 54984  
 (920) 751-7100  
 www.stonelakewi.com

DATE: 10/1/2016  
 DRAWN BY: J. H. HUFFCUTT  
 CHECKED BY: J. H. HUFFCUTT  
 APPROVED BY: J. H. HUFFCUTT

PROJECT  
 16-033-20  
 TOWN OF STONE LAKE  
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**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**

# 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

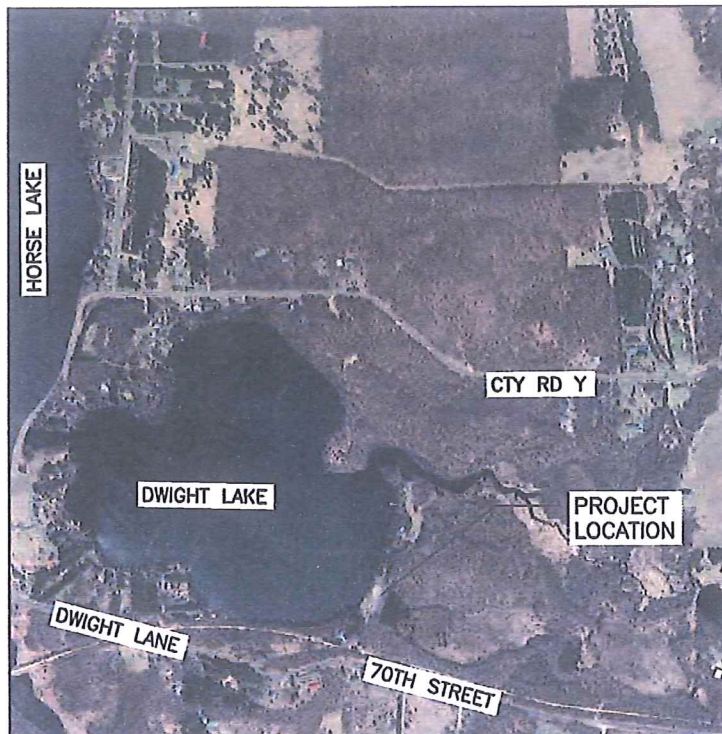
Call 3 Work Days  
Before You Dig!

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	<b>ESTIMATED QUANTITIES</b>		Designed <u>KBP</u> <u>10/22</u>	Drawing Name <b>WI-005</b>
	CLIENT: <u>DWIGHT LAKE BOAT LANDING</u>		Drawn <u>KBP</u> <u>10/22</u>	Date <u>05/15</u>
	COUNTY: <u>POLK</u>		Checked _____	
			Approved _____	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

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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

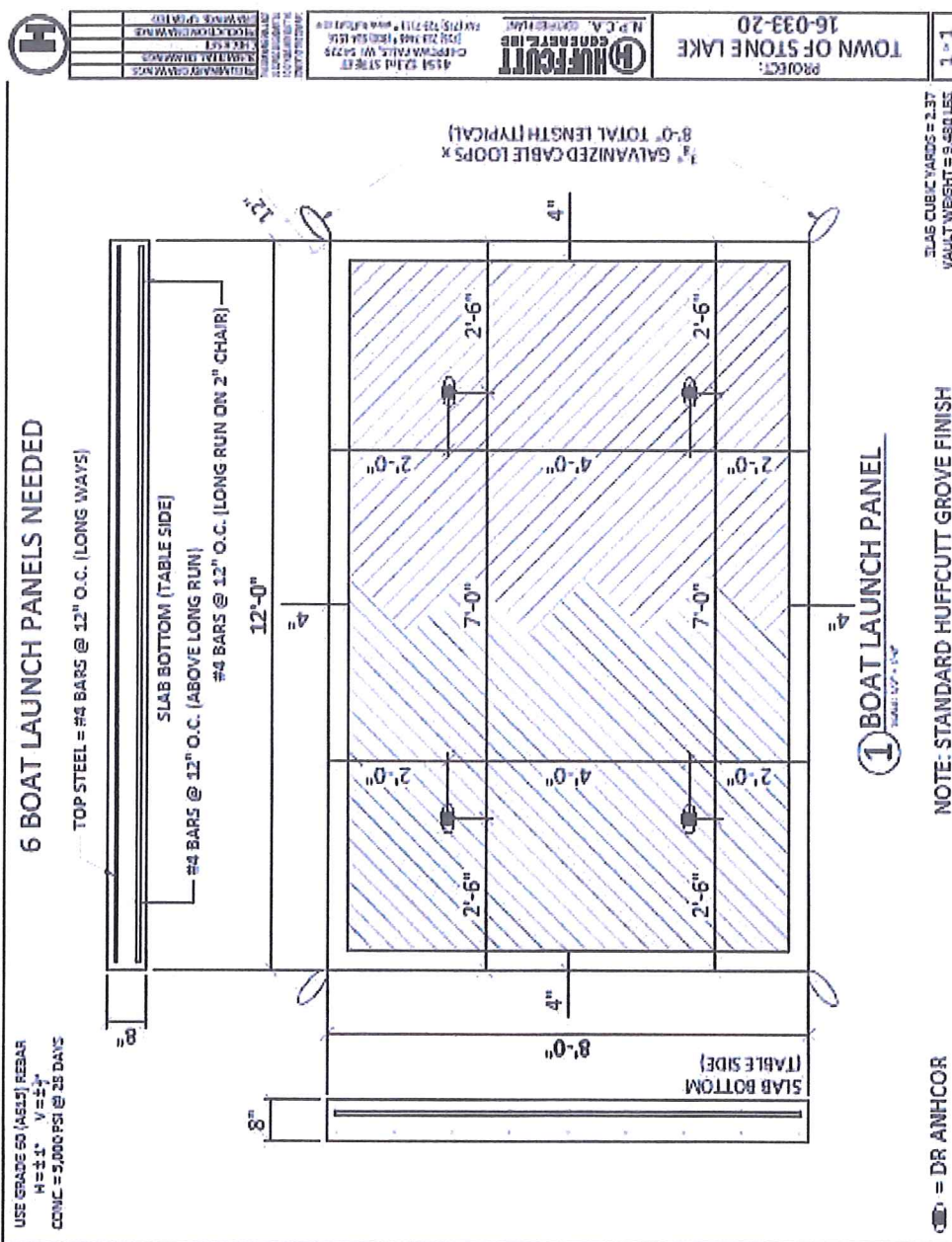
Sheet 3 of 7












TIME PERIOD	DATES	TYPE OF SEEDING
Spring/Summer	April 15 through June 30	Perforated
Summer/Fall	June 30 through October 15	Temporary
Late Fall	October 15 through November 15	Permanent
Winter	November 15 through April 15	Permanent

MINIMUM PURE LIVE SEED (PLS)<sup>1</sup> RATE PER ACRE AND TOTAL POUNDS OF SEED NEEDED

[illegible]

SEENESS PREPARATION

Seedling preparation shall immediately follow construction completion. Planted a tree, after seedling to a minimum depth of three inches. A seedling is considered firm when a footplate measurement less than 1/4 inch deep.

 United States Department of Agriculture  Natural Resources Conservation Service	NATIVE SPECIES SEEDING ESTABLISHMENT		Date 10/22		File Name N1-T10
	CLIENT DART LAKE BROT LAUNCE	DESIGNED BY NRC	DATE 10/22	TO WHOM NRC	DATE 10/20/15
COUNTY PINK					

**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



**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.



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## 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

Form No.  **Minor Subdivision Application***To the Town Board and Planning Commission of the Town of Osceola, Polk County, Wisconsin*

I, the undersigned, being owner/owner's agent of all the area herein described, hereby request from the Town Board of the Town of Osceola, review of a Minor Subdivision under the provisions of the "Subdivision and Platting Ordinance for the Town of Osceola, Polk County, Wisconsin."

Owner: JOHN M. STEFFEN (estate) (Signature) Agent: Carl W. Hetfeld (Signature)  
 Name: JIM STEFFEN - executor Name: CARL W. HETFELD  
 Address: 111 BELMONT ST. Address: 724 PARKINS AVE  
OSCEOLA, WI 54020 MILLTOWN WI 54858  
 (City, Town) (State) (Zip) (City, Town) (State) (Zip)  
 Telephone No.: 612 735-4929 Telephone No.: 715 557-0746  
 Email Address:   Email Address: hetfeldc@yahoo.com

**For Town Use Only:**Date Filed:  Received By:  Fee Paid:  

More information may be requested by the Planning Commission or Town Board if deemed necessary to properly evaluate your request. The lack of information requested by this form may in itself be sufficient cause to deny the petition. If you have any questions regarding the procedure, please contact the Chairman of the Town Planning Commission.

☐ **LEGAL DESCRIPTION OF THE PROPERTY (ATTACH ADDITIONAL SHEETS IF NECESSARY):**

Lot No.	Block No.	Subdivision	or Government Lot # <u> </u> 1/4
			<u>NE 1/4 - SE 1/4</u>
of Section <u>26</u> T <u>33</u> N, R <u>19</u> E <u>W</u> W <u> </u> , Town of Osceola, Wisconsin			
Tax #	Area in Acres	Volume	Page# <u> </u> Polk County Register of Deeds
<u>042-01177-0000</u>	<u>6.45</u>	<u>1000</u>	<u>724</u>

☐ **PRESENT IMPROVEMENTS ON THE LAND (DESCRIBE):**

<u>Residential House and agricultural land.</u>

<input type="checkbox"/> Number of New Lots to be Created <u>2</u>	Present Use <u>Residential / Agriculture</u>
<input type="checkbox"/> Zoning District <u>RES - A9 5</u>	Future Use <u>Residential / Residential</u>
<input type="checkbox"/> With this land division, how many acres will remain with the original parcel? <u>LOT 3 - 1.48 AC.</u>	
<input type="checkbox"/> How many acres will be lotted off for each new parcel? <u>LOT 2 - 4.97 AC.</u>	
<input type="checkbox"/> Surveyor Name, Phone # and Email <u>CARL W. HETFELD 715-557-0746</u>	<u>hetfeldc@yahoo.com</u>
<input type="checkbox"/> Has there been a previous subdivision, major or minor, on this land before? <u>NO</u>	

Form No. 

## Surrounding Owners, Land Use and Zoning Designations

	Owner	Land Use	Zoning
North	PLEASANT PRAIRIE Cemetery	burials	—
North	COUNTRY ROAD M	highway	—
South	GAURI P. LIMKAR	Agricultural	Village Zoning
South			
East	GAURI R. LIMKAR	Agricultural	Village Zoning
<del>East</del> West	CAROL MALLIN	Residential	Res./Ag 5
West	DANIEL GRANT	Residential	Res./Ag 5
West	HEATHER STEFFEN	Residential	Res./Ag 5

Review Requested (Choose one)

☐ Concept Review (No recommendation by the Plan Commission shall occur).☒ Preliminary Review (Recommended approval, conditional approval, or rejection of the proposed plan).

## Information Required

Table #1: Information To Be Shown on Plans		
Description	Concept	Preliminary
Air Photos of area	X	With lot lines shown
Subdivider contact information	X	X
Land Owner of record	X	X
Property lines	Sketched	Surveyed
Proposed road locations	X	X
Adjacent landowners and structures	X	X
Driveway locations		If required
Shared driveways		X
Entire area plan		X
Topographic contours		If required
Engineered road plans		X

## Plan Commission Recommendation

The Town Plan Commission shall recommend approval, conditional approval, including a recommendation of the need for Development Agreement, or rejection of the proposed plan to the Town Board. If approval or conditional approval is recommended, the plan shall be referred to the Board for consideration.



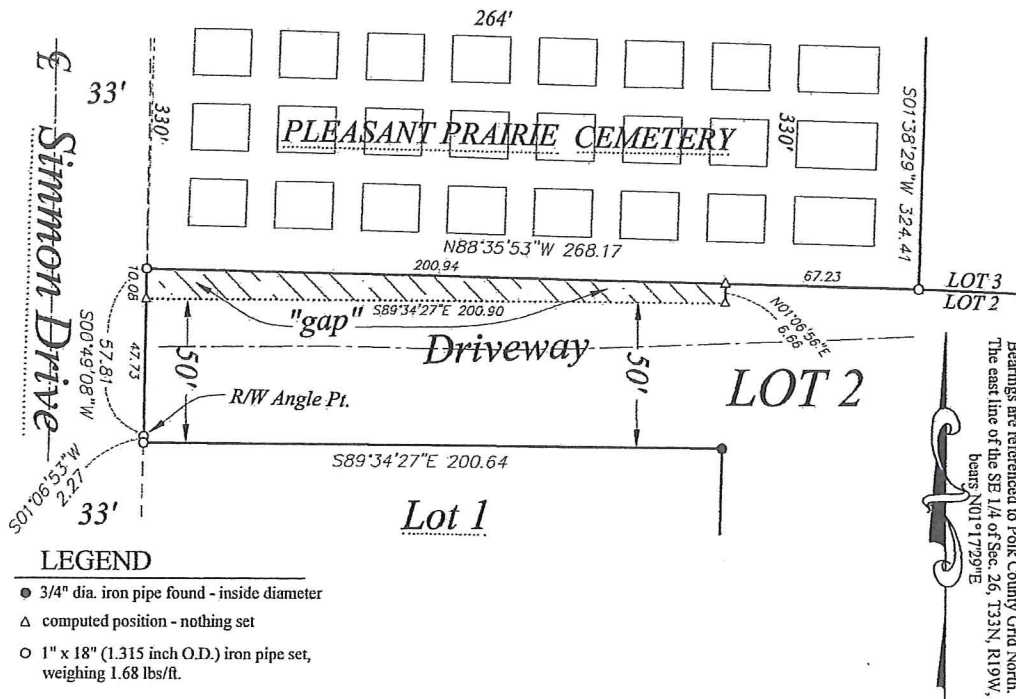
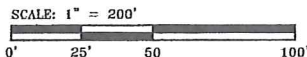
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POLK CO. CERTIFIED SURVEY MAP NO. \_\_\_\_\_

OF PART OF THE NORTHEAST ¼ OF THE SOUTHEAST ¼,  
SECTION 26, TOWNSHIP 33 NORTH, RANGE 19 WEST,  
TOWN OF OSCEOLA, POLK COUNTY, WISCONSIN

*Detail*



**LEGEND**

- 3/4" dia. iron pipe found - inside diameter
- △ computed position - nothing set
- 1" x 18" (1.315 inch O.D.) iron pipe set, weighing 1.68 lbs/ft.

**NOTE A:**

The "gap" lying south of the PLEASANT PRAIRIE CEMETERY as shown as a (hatch) on SHEET 1 of 3 SHEETS and on this SHEET 2 is the result of two different locations of the north line of the Northeast ¼ of the Southeast ¼ of Section 26, Township 33 North, Range 19 West. This created the "gap". The two locations for said north line are as follows:

1. The location of the north line of the Northeast ¼ of the Southeast ¼ was surveyed and referenced on the 1864 plat of PLEASANT PRAIRIE CEMETERY.
2. The present day location of the north line of the Northeast ¼ of the Southeast ¼ is a line between the East ¼ Corner and the West ¼ Corner of said Section 26 as per Wisconsin Statute 59.73 (2). This location has been used by numerous surveys.

The north line of the plat of NELSON'S AIRPORT ACRES was surveyed as a line parallel to and 380 feet south of the north line of said Northeast ¼ of the Southeast ¼ as established under Section 59.73(2) and represents the south line of the 50 foot wide strip of land that was deeded to John Martin Steffan in 1977. Said deed being recorded in Volume 400, Page 583.

I believe that the 50 foot wide strip of land as deeded in Volume 400, Page 583 to John Martin Steffan was intended to abut and adjoin the south line of the PLEASANT PRAIRIE CEMETERY

OF WHICH

I have included said "gap" lands within Lot 2 of this Certified Survey Map as the intent of the location of said 50 foot wide strip of land.

A Quiet Title action should be filed to clear title to said "gap" lands



**DIAMOND HEX SURVEYING**

CARL HETFELD - Professional Land Surveyor  
724 Parkins Avenue, Milltown, WI. 54858





70 -

POLK CO. CERTIFIED SURVEY MAP NO. \_\_\_\_\_

OF PART OF THE NORTHEAST  $\frac{1}{4}$  OF THE SOUTHEAST  $\frac{1}{4}$ ,  
SECTION 26, TOWNSHIP 33 NORTH, RANGE 19 WEST,  
TOWN OF OSCEOLA, POLK COUNTY, WISCONSIN

PARCEL IDENTIFICATION NUMBER: 042-01177-0000

**SURVEYOR'S CERTIFICATE:**

I, Carl W. Hetfeld, Professional Land Surveyor, do hereby certify: That I have surveyed, divided and mapped a parcel of land located in the Northeast Quarter of the Southeast Quarter of Section 26, Township 33 North, Range 19 West, Town of Osceola, Polk County, Wisconsin, described as follows:

- Commencing at the East  $\frac{1}{4}$  Corner of said Section 26;
- Thence N.89°34'28"W., along the north line of said Northeast  $\frac{1}{4}$  of the Southeast  $\frac{1}{4}$ , 474.02 feet to the east line of PLEASANT PRAIRIE CEMETERY and the point of beginning;
- Thence S.01°38'29"W., along said east line, 324.41 feet to the southeast corner of said PLEASANT PRAIRIE CEMETERY;
- Thence N.88°35'53"W., along the south line of said PLEASANT PRAIRIE CEMETERY, 268.17 feet to the east right of way of Simmon Drive;
- Thence S.00°49'08"W., along said east right of way, 57.81 feet;
- Thence S.01°06'53"W., along said east right of way, 2.27 feet to the northwest corner of Lot 1 of the plat of NELSON'S AIRPORT ACRES;
- Thence S.89°34'27"E., along the north line of said Lot 1, 200.64 feet to the northeast corner of said Lot 1;
- Thence S.01°06'56"W., along the east line of the plat of NELSON'S AIRPORT ACRES, 684.45 feet to the northwest corner of Lot 1 of Certified Survey Map No. 3028, Volume 14, Page 50, Document No. 596922;
- Thence S.89°46'23"E., along the north line of said Lot 1, 276.94 feet to the northeast corner of said Lot 1;
- Thence N.01°17'29"E., along the northerly extension of the east line of said Lot 1, 1020.82 feet to the northwest corner of Lot 1 of Certified Survey Map No. 1975, Volume 9, Page 123, Document No. 541363 and to the south right of way of County Road M;
- Thence N.88°02'52"W., along said south right of way, 52.42 feet;
- Thence N.71°09'27"W., along said south right of way, 130.39 feet to the north line of said Northeast  $\frac{1}{4}$  of the Southeast  $\frac{1}{4}$ ;
- Thence N.89°34'28"W., along said south right of way, 33.21 feet to the point of beginning.

The above described parcel is subject to any recorded or unrecorded easements.

That I have made this survey, land division and map by the direction of James H. Steffen, executor of the John M. Steffen (Estate).

That said map is a correct representation of the exterior boundaries of the lands surveyed and the subdivision made thereof.

That I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes, A-E 7 of the Wisconsin Administrative Code, Chapter 32 of the Polk County Subdivision Ordinance and the Subdivision Regulations of the Town of Osceola in surveying and mapping the same.

\_\_\_\_\_  
Carl W. Hetfeld, PLS No. 1544  
October 27, 2022



**DIAMOND HEX SURVEYING**  
CARL HETFELD - Professional Land Surveyor  
724 Parkins Avenue, Milltown, WI. 54858



Parcel Feature Information	
PID:	042011770000
Parcel Label:	04-2-01177-0-000
Owner Name:	JOHN M STEFFEN (ESTATE)
Property Address:	2508 75TH AVE COUNTY RD M TOWN OF OSCOLA
Acres:	6.4
Tax Year:	2022
Permits:	

POLK COUNTY SUBDIVISION ORDINANCE TOWN BOARD CHECKLIST

(Checklist to be filled out by Town Board)

TO: The Town Board of the Town of OSCEOLA. The Polk County Land Information Department expects to review a subdivision proposed by STEFFEN ESTATE, assisted by CARL W. HETTFELD, consisting of 2 lots (Land Owner) Surveyor (if one has been retained) or parcels located at the following address: NE 1/4 - SE 1/4 in Section 26 T33N, R19W of your Town. Parcel # 042-01177-0000 If other parcel #(s) affected, please list: \_\_\_\_\_

Prior to County review, we require the Town Board to answer the following questions:

N/A

1. **ROADS.** The Town WILL ACCEPT WILL NOT ACCEPT ownership of the streets and roads within the proposed subdivision. NOTE: (If some roads are to become town roads and others are to stay private, please indicate this here or on a map.) The following roads will be Town Roads: \_\_\_\_\_ The following roads will be private: \_\_\_\_\_

2. **ROAD STANDARDS.** The standards for right-of-way, design and construction of roads within the subdivision will be minimum town road specifications as called for in the County Subdivision Ordinance. Please check the appropriate statement:

\_\_\_\_\_ The Town accepts the County minimum road standards, OR \_\_\_\_\_ The Town accepts the road with the following requirements (if the Town has other requirements regarding the Town standards for right-of-way width, maximum and minimum grades, width, depth, and type of base material, paving requirements, specifications on shoulders, ditches, culverts, cul-de-sac radius, erosion control, fencing and plating of vegetative cover, etc. please indicate that here or attach a separate sheet.): N/A

3. **LAND AND WATER RESOURCES DEPARTMENT REVIEW.** We DO DO NOT X want the County to send this subdivision to the Polk County Land and Water Resources Department for calculation of watershed-drainage area, sizing of culverts, specification of drainage ways, water detention areas and erosion control features in accord with those calculations and other appropriate technical standards.

4. **SUITABILITY OF LOTS FOR SEPTIC SYSTEMS:**

The County policy is to require all unsewered lots that are intended to have building development to be fully tested for suitability for on-site waste disposal in order to be approved for subdividing. The County will waive this requirement on request of the Town Board. If the Town Board requests a waiver, the County will place a statement on the survey map or plat document warning lot purchasers that the lots have not been tested.

Not all lot purchasers will see this statement and occasionally a lot will turn out not to be suitable. The usual remedy for this situation is a holding tank, which places the Town in a position of responsibility for maintenance of the tank if the owner fails to do so. Town Boards should weigh this possibility in deciding whether to waive soil testing for each lot.

THE TOWN BOARD requests \_\_\_\_\_ does NOT request X soil testing of the lots in this subdivision.

5. **PARKLAND DEDICATION.** Does the Town want any of the land within the subdivision to be dedicated to the Town for park purposes? YES \_\_\_\_\_ NO X

6. **FURTHER REVIEW**

X The completion of this checklist by this Town Board is the only review we require of this subdivision.

X We consider this only a preliminary review. The subdivider is obligated to return with the plat or map to this Town Board at a future date for a formal review and decision to approve or disapprove.

DATED THIS 5<sup>th</sup> DAY OF DEC, 2022, by The Town Board of the Town of OSCEOLA, Polk County.

(Town Chair)

(Member)

(Member)

OR \_\_\_\_\_  
(Town Clerk)

I attest that my signature represents the official position of the Town Board on these checklist questions.









## « Search Results


[All \(57\)](#)
[Photos \(56\)](#)
[Videos \(1\)](#)


## HTC 2000

Road Wideners

USD **\$16,500**

☐ Save

☐ Compare



[✉ Email Seller](#)[CURRENCY](#) [Get Financing\\*](#)Machine Location: [3149 N 84th Circle Omaha, Nebraska 68134](#) [↗](#)

## Seller Information

[View Seller Information](#) [↗](#)**Midwest Machinery Company****Contact:** Chris Terry**Phone:** [\(402\) 625-7156](#)

Omaha, Nebraska 68134

[Visit Our Website](#) [↗](#)[📞 \(402\) 625-7156](#) [↗](#)[📺 Video Chat](#) [↗](#)[✉ Email Seller](#)[📺 Video Chat](#)[FRB STAR](#) [Get Shipping Quotes](#)[CURRENCY](#) [Apply for Financing](#)

## General

Manufacturer	HTC
Model	2000
Serial Number	5121
Condition	Used
Description	HTC 2000 Road Widener, With Kubota Diesel Engine, Starts, runs & operates good. Click on the video for a walk around tour and to see it run & operate.

Has the bucket clamp style of attachment so you can use it with virtually any style backhoe, wheel loader or tractor with a bucket.

**See All Road Wideners From Seller**

**See All Asphalt / Pavers / Concrete Equipment From Seller**

## Share Listing:

\*Notice: Financing terms available may vary depending on applicant and/or guarantor credit profile(s) and additional approval conditions. Assets aged 10-15 years or more may require increased finance charges. Financing approval may require pledge of collateral as security. Applicant credit profile including FICO is used for credit review. Commercial financing provided or arranged by Express Tech-Financing, LLC pursuant to California Finance Lender License #60DBO54873. Consumer financing arranged by Express Tech-Financing, LLC pursuant to California Finance Lender License #60DBO54873 and state licenses listed at this [link](#). Consumer financing not available for consumers residing in Nevada, Vermont, or Wisconsin. Additional state restrictions may apply. Equal opportunity lender.

TOWN OF OSCEOLA LIQUOR AND TOBACCO APPLICATIONS RECEIVED

Operators' Licenses

22-57 Steven Stephans, Brothers Country Mart

The above stated liquor license(s) seek approval by the Town Board on Monday, Dec. 12, 2022, at the regular monthly meeting held at the Town Hall at 6:30 p.m.



**PLAN COMMISSION  
REGULAR MONTHLY MEETING  
TUESDAY, November 22, 2022 – 6 P.M.**

**MINUTES**

The Plan Commission of the Town of Osceola held a meeting on Tuesday, November 22, 2022, at the Osceola Town Hall, Dresser, Wisconsin.

**1. CALL TO ORDER**

Jon Cronick called the meeting to order at 6:26 p.m.

**2. VERIFICATION OF MEETING POSTING**

Notice of the Plan Commission Meeting was posted at the Town Hall, the Dresser Post Office, First National Community Bank and the Town Website.

**2, PLEDGE OF ALLEGIANCE**

Cronick led the group in the Pledge of Allegiance.

**4. ROLL CALL**

**PRESENT:** Dan Tronrud, Jon Cronick, Warren Johnson and Cindy Thorman

**ABSENT:** Jeremy Utke, Kim Kaiser and Jim Berg

**6. APPROVAL OF PROPOSED AGENDA**

MOTION BY JOHNSON / 2<sup>ND</sup> BY TRONRUD TO APPROVE THE AGENDA. MOTION CARRIED.

**6. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

MOTION BY TRONRUD / 2<sup>ND</sup> BY THORMAN TO APPROVE THE TUESDAY, OCTOBER 25, 2022 MEETING MINUTES. MOTION CARRIED.

**7. PUBLIC COMMENT & ATTENDANCE**

7 in physical attendance,

Denise Skjervren, Jan Carlson, Bob and Kym Wright, Shaheer Burney, Mr. Eric Goodman, Mr. Dan Hayman, Mr. Jim Steffen.

1 over the internet Mark Skjervren

One town resident made comments on results of previous survey in 2008 and what, if anything was acted upon? Any changes implemented? What is the goal of the new survey, and what is the budget? Since the state requires Comprehensive Plan updates, does the State provide any funds to do such?

## **OLD BUSINESS**

### **A. TOWN VISION FOR COMPREHENSIVE PLAN**

Jon Cronick introduced Shaheer Burney, Director, Survey Research Center (SRC) Assistant Professor, Dept. Of Agricultural Economics, University of Wisconsin—River Falls

Burney gave dynamics of survey. Explained the new survey would have a better format. Discussions with board on having a few questions different i.e.: to add broadband expansion, and updated tourism questions. Burney explained they will create charts and graphs for us. Planning Commission Committee will have a chance to review. Specific questions about boundaries map and a diversity question. A question came up if any proven changes done from last survey? What is the cost? What will be the security of survey? Timeline could total of about 8 weeks then results tabulated by U of W - RF . The previous survey cost may have been around \$4500 but not sure, depends on length, size of population and security. Survey could go as long as 6 weeks as they send out one and in 2-3 weeks send out another to be returned within 2-3 weeks.

## **NEW BUSINESS**

### **A) STEFFEN MINOR SUBDIVISION OF PARCEL 042-01177-0000**

Discussion whether there needs to be an application for minor subdivision or not, asking questions for Mr. Steffen regarding parcel, plus looking at Polk County Subdivision Ordinance Town Board Checklist. The committee unanimously voted to approve the minor subdivision application and recommend to the board. Motion by Johnson and 2<sup>nd</sup> by Tronrud to approve application. Motion Carried

### **B) POTENTIAL TRANSFER OF 1.6 ACRES TO DAN HAYMAN (2361 75<sup>TH</sup> AVE.)**

Mr. Hayman is looking at making his lot bigger as he has a house on acreage next door. Discussion on whether or not there was a survey and if all ordinances are met. Motion made by Dan, 2<sup>nd</sup> by Warren to table until we get more information and get a copy of survey to determine if it requires more action. No motion

### **C) POTENTIAL INSTALL OF STORAGE UNITS/CONTAINERS ON ERIC GOODMAN PROPERTY (794 HORSE LAKE LANE)**

Currently Goodman owns acreage at 794 Horse Lake Lane. He is asking if he can put up more storage units 30'x40' to rent out. He also indicated he would like to add a new driveway to access the storage units. Committee discussed whether the restrictive covenants are met or not and also discussed the need to fill out a driveway permit. Reminding Goodman of the one acre minimum for residential building, we also recommended he consider the covenants and any zoning restrictions. No motion was taken at this time.

## **10. CHAIRMAN'S REPORT**

Chair not present.

## **11. COMMISSION MEMBER COMMENTS**

Thorman suggested looking into the comments made by citizen regarding any action taken on previous survey and other suggestions he made.

**12.FUTURE MEETING AGENDA ITEMS**

Move forward on Comprehensive Plan.

**13.NEXT PLAN COMMISSION MEETING**

MEETING SET FOR DECEMBER 27, 2022 6 PM

**14.ADJOURNMENT**

MOTION AND 2<sup>ND</sup> TO ADJOURN THE PLAN COMMISSION MEETING HELD THIS TUESDAY THE 22<sup>ND</sup> DAY OF NOVEMBER 2022. MOTION CARRIED.

Being no further business to come before the Plan Commission, the Meeting was adjourned at 8:03 p.m.

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Cynthia Thorman, Committee Member

**TO BE APPROVED:** DECEMBER 27, 2022